

“Character Building is Nation Building”



# UNIVERSITY OF PERPETUAL HELP SYSTEM DALTA

## College Student Handbook



## **CHAIRMAN OF THE BOARD AND CEO'S MESSAGE**

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 contains information that leads towards the achievement of our guiding principle that "Character Building is Nation Building".

This handbook is a product of the combined efforts of Perpetualites whose main objective is to help YOU in every step of the way as you interact with your teachers, school administrators and all our support personnel to achieve your goals as a student. This handbook will be your guide and support as you face challenges of academic life.

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 and those of your school spurring you towards the same course and direction.

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

Mabuhay Ka Perpetualite!

**DR./BGEN ANTONIO L. TAMAYO**

Chairman of the Board and CEO

Founder, University of Perpetual Help System DALTA

## **VICE-CHAIRMAN OF THE BOARD'S 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

## **PRESIDENT'S MESSAGE**

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 hard-working 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 or difficulties in school.

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

Thank you for entrusting your schooling to UPHSD.

Sincerely yours,

**ANTHONY JOSE M. TAMAYO**

President

## TABLE OF CONTENTS

### CHAPTER I

LEGACY OF UNIVERSITY OF PERPETUAL HELP SYSTEM DALTA (UPHSD)	7
History of UPHSD .....	7
The University Name and Seal .....	16
Fundamental Principles .....	17
The University Goals .....	18
The Eight (8) Perpetual Core Values .....	19
Perpetual Help Hymn .....	19
The Founders and Board of Directors .....	20
Academic Officials .....	23
UPHSD Campuses .....	24
ARTICLE I: GENERAL REGULATIONS .....	25
ARTICLE II: ADMISSION .....	25
ARTICLE III: ENROLLMENT PROCEDURE .....	28
ARTICLE IV: STUDENT ACADEMIC LOAD .....	30
ARTICLE V: ATTENDANCE AND PUNCTUALITY .....	31
ARTICLE VI: STUDENT PERFORMANCE .....	33
ARTICLE VII: MANAGEMENT OF COURSES .....	37
ARTICLE VIII: MANAGEMENT AND MONITORING OF STUDENT MOVEMENT .....	38
ARTICLE IX: STUDENT FEES .....	41
ARTICLE X: STUDENT BENEFITS .....	43
ARTICLE XI: GRADUATION AND COMMENCEMENT RITES .....	48
ARTICLE XII: ISSUANCE OF DIPLOMA, CERTIFICATES AND TRANSFER CREDENTIALS	49
ARTICLE XIII: AWARDS FOR GRADUATING STUDENTS .....	50
ARTICLE XIV: STUDENT ORGANIZATIONS .....	53
ARTICLE XV: CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES .....	57

## TABLE OF CONTENTS

ARTICLE XVI	STUDENT NORMS OF CONDUCT .....	61
ARTICLE XVII	BOARD OF DISCIPLINE .....	64
ARTICLE XVIII	CODE OF DISCIPLINE .....	66
ARTICLE XIX	TABLE OF OFFENSES AND CORRESPONDING SANCTIONS .....	68
ARTICLE XX	PROCEDURE FOR HEARING OF COMPLAINTS .....	71
ARTICLE XXI	REPEALING CLAUSE AND DATE OF EFFECTIVITY .....	72
APPENDICES	.....	73
	APPENDIX A .....	73
	APPENDIX B .....	79
	APPENDIX C .....	80
	APPENDIX D .....	82
	APPENDIX E .....	85
	APPENDIX F .....	88
	APPENDIX G .....	90
	APPENDIX H .....	93
	APPENDIX I .....	97
	APPENDIX J .....	105
	APPENDIX K .....	106
	APPENDIX L .....	109
	APPENDIX M .....	113
	APPENDIX N .....	121
	APPENDIX O .....	133

## **CHAPTER I.**

### **LEGACY OF UNIVERSITY OF PERPETUAL HELP SYSTEM DALTA (UPHSD)**

#### **1.1. HISTORY OF UPHSD**

Dr./ BGen Antonio Laperal Tamayo, AFP, FPCHA, Ph.D., Founder and Grand Patriarch, and 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 (UNIVERSITY).

Driven with 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, which ordinarily takes one year to finish. Perpetual Help College of Rizal (PHCR) which had an initial enrolment of 185 students (50 nursing and 135 high school students) was on its way to becoming a premier university south of Metro Manila.

Having taken post-graduate programs in Hospital Administration at the George Washington University in Washington, D.C., supplemented with Special Studies on Hospital Management from Ateneo de Manila University and a Ph.D. in Organization Development from the Southeast Asian Interdisciplinary Development Institute, Dr./ BGen Antonio L. Tamayo 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 the 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 College of Manila, the First Chancellor of the University of Perpetual Help Biñan, and former Acting President of Pamantasan ng Lungsod ng Maynila, and Mr. Teofilo Gallardo, formerly a Regional Director of then

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 to hurdle the challenges of organizational growth; Dr. Perla R. Sope, the University Registrar; and consultants Mr. Emiliano Armas of the Ateneo De Manila University and Dr. 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, who 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 committed to 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 a 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 through education and livelihood skills training and development.

In November 1984, the Bilibid Extension Program (BEP) Program 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 Pinas 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 is envisioned 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 (COP) of PHCR, now the University of Perpetual Help System DALTA (UNIVERSITY). All colleges of the University extend their community services to BEP. To date, the degree program has graduated over a thousand 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 (100%) percent tuition and miscellaneous scholarship to grantees endorsed by Barangay Councils, Parish Priests, the Lions Club International and the Associations of Market Vendors and Tricycle Drivers in Las Pinas

City.

The Kalinga sa Mahihirap (KASAMA) was another COP project that dealt with Community Outreach Adult Education and aimed to support 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 (NCAA) in 1984. In its years as a member of the league, it has won various championships in several events. The University of Perpetual Help System Dalta Perpsquad capped the distinction of being the first grand slam champion in the NCAA Cheerleading Competition after it hauled a third three-peat championship win in the NCAA Season 87 and up to the present. It showed the ALTAS Perpsquad domination of the sports after its introduction in the oldest collegiate league.

In 1991, PHCR pursued the accreditation of programs in Liberal Arts, Education and Business with the Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA) to achieve 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 the parents and students who enrol in the accredited programs while it continues to seek accreditation for other programs.

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. 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 the 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 also the Chairman of the Board and Chief Executive Officer of the UPH System DALTA.

The University of Perpetual Help System DALTA (UNIVERSITY) has three (3) of the nine (9) academic institutions complementing the University of Perpetual Help System (UPH). The University of Perpetual Help System DALTA is a subsidiary of the DALTA Group of Companies, in consortium with 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 Pteros and the nearby communities.

The University of Perpetual Help System DALTA (UNIVERSITY) is co-educational and is a Catholic school and a member of the Catholic Educational Association of the Philippines (CEAP). It offers programs in pre-school, elementary, secondary, tertiary and graduate levels; as well as short vocational, technical and special programs. 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 Siliman 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 Dr./BGen Antonio L. Tamayo and Dr. Daisy M. Tamayo are their two sons, Anthony Jose (Ph.D. Candidate) and Lt. Col. Richard Antonio who are both outstanding *cum laude graduates* of the University of the Philippines.

Anthony Jose M. Tamayo assumed presidency of the UNIVERSITY campuses on January 2010. He is also the Group President - DALTA Group 1 and Board Liaison for Finance 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 Education degree from Harvard University. He is currently pursuing his doctoral degree in Organization Development.

Lt. Col. Richard Antonio M. Tamayo was appointed as President of the University of Perpetual Help DALTA Medical Center and the Group President - DALTA Group 2 and Board Liaison for Administration and Human Resource 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.

UNIVERSITY 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: 2015
- ISO 9001: 2008 38 Programs, Bureau Veritas
- Member, Philippine Accrediting Agency of Schools, Colleges and Universities (PAASCU)
- Member, National Research Council of the Philippines (NRCP)
- Member, Association of Universities of Asia and the Pacific (AUAP)
- Member, Philippine Association of Maritime Institutes (PAMI)
- Member, Philippine Chamber of Commerce and Industry (PCCI)
- Member, Association of South East Asian Institutions of Higher Learning (ASAIHL)
- Autonomous Status, CHED 2017

UNIVERSITY has proven its excellence through the years with the laurels that the University has attained in government licensure examinations. In 2000, its 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:

<b>PROGRAM</b>	<b>PLACE</b>	<b>NAME OF STUDENT</b>	<b>YEAR</b>
BS NAME	1st Placer	Viel Russel Manalo	2015
	8th Placer	Ann Mari Soriano	2015
	5th Placer	Mark F. Ifred	2016
		Orquiza Viscara	2016
	9th Placer	Ricarte Bernal Pillos	2016
BS Civil Engineering	4th Placer	Sherwin Gabest	2003
BS Criminology	10th Placer	Archimedes Lara Baking	2006
	2nd Placer	Jerry Flores	2003
	10th Placer	Richard Fermil	2001

BS Dental Medicine	8th Placer	Connie Boots San Luis	2005
BS Electrical Engineering	9th Placer	Gareth Angeles	2003
Bachelor of Laws	6th Placer	Atty. Gladys Gervacio	2005
BS Marine Engineering			
OIC of an Engineer Watch	2nd Placer	Marlon Domingo Gabuat	2012
Licensure Examination (Written Phase)	6th Placer	Gerardo Sorrosa Roxas	2011
Second Engineer			
Licensure Exam	9th Placer	Odilone Iporac Reveche	2011
Marine Deck Officer			
Licensure Exam (OIC Navigation Watch)	9th Placer	Bobby Ravana Punzalan II	2013
BS Mechanical Engineering	2nd Placer	Melquiades M. Garcia	1996
	17th Placer	Ramon Aldana	1987
	5th Placer	Noel S. De Castro	1984
BS Medical Technology	10th Placer	Gayle Ivon B. Bronzo	2012
Naval Architecture	16th Placer	Sancho Angue	2001
	19th Placer	Michael Nicolas	2004
	1st Placer	Erwin Diwa	1996
	5th Placer	Erwin Lagahit	1996
BS Nursing	9th Placer	Daphne Anne Roxas	2016
		Maracot	
	9th Placer	Jinky M. Cerbo	2011
	9th Placer	Riah Leah O. Esporlas	2010
	6th Placer	Anne Lorraine Lorenzo	2008
	6th Placer	Kristine Picadizo	2008
	2nd placer	Robneil Dylan Delloosa	2007
	2nd Placer	Adam Jerome Mella	2006
	10th Placer	Maria Josefina Robles	2006
	16th Placer	Barbara Bobis	1996
	18th Placer	Olive Odulio	1996
	13th Placer	Blossom Bemel	1994
BS Occupational Therapy	3rd Placer	Mercie Marie Mendoza	2001
	5th Placer	Rigel O. Lagumbay	2001
BS Pharmacy	7th Placer	Dianne D. Aronzado	2011
	7th Placer	Gazelle Anne P. Maralit	2010
	8th Placer	Darlana Ann S. Go	2009
	4th Placer	Jaime Lauren T. Martinez	2006
BS Physical Therapy	9th Placer	Catherine Anne A. Valentus	2014
	8th Placer	John Nico Hebron Saniel	2012
	1st Placer	Karen Anne P. Martinez	2009
	9th Placer	Jon Timothy M. Rivero	2008
BS Radiologic Technology	6th Placer	Exalt Kae C. Edang	2015
	4th Placer	Marie Joan Ablat	2009
	1st Placer	Mark Anthony Torio	2004
	5th Placer	Rowie Vidal	2002

	7th Placer	Jimiao Jhun Ubaldo	2002
	9th Placer	Arnold San Diego	2001
	2nd Placer	Felix Cenal	1998
BS Respiratory Therapy	2nd Placer	Celina Enriquez	2016
	3rd Placer	Brian Joy Sabornido	2016
	4th Placer	Veronica Bolinao	2016
	7th Placer	Jemma Mae A. Aguilar	2016
	7th Placer	Richard P. Santillan	2014
	8th Placer	Davie C. Regalario	2013
	9th Placer	Nona Marie M. Baclig	2013
	9th Placer	Rafael J. Leandra Jr	2013
School of Medicine	1st Placer	Karl Emmanuel C. Mercader	2017
	1st Placer	Louema B. Peralta	2016
		Diplomate Specialty Board	
		Phil. Academy of Family	
		Physician	

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 an extensive network of national and international linkages in Higher Education and Business. It has also established its indelible Perpetualite identity as it steadfastly enshrines its Perpetualite values and aspirations.

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

- December 2, 2016
- 4th Highest Number of Accredited Program in the Philippines
  - Special Citation for Being Granted the Deregulated Status by the Commission on Higher Education
  - Institution with the Highest Number of Level 1 Accredited Program
  - 1<sup>st</sup> Place in the Case Study Contest for the study: “From Conventional to Real Time Radiologic Imaging: A Case Study on the Transformation through Accreditation of the Bachelor of Science in the Radiologic Technology of the University of Perpetual Help System DALTA—Las Piñas Campus.”
  - 3<sup>rd</sup> Place in the research contest for the entry: “Globalizing Mindsets: Connecting International and Intercultural

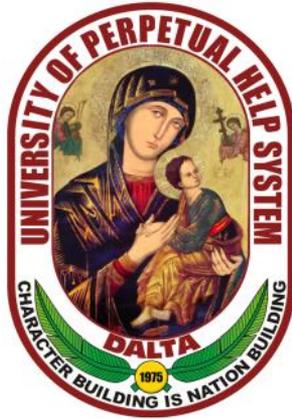
Dimensions Bridged by Quality Assurance.”

- December 1, 2015
- Institution with the 4th highest number of accredited programs in the Philippines
  - 1st Place in the Case Study Copntest for the study: “Soaring to a New Heights in the Style of Kaizen: A Case Study on the Transformation Through Accreditation of the Bachelor of Science in Industrial Engineering of the University of Perpetual Help System Dalta - Las Piñas”
- 
- 3rd Prize in the research contest for the entry: “An Institutional Road Map to Cross-Border Education Pinned on the Accreditation Performance and Outcomes of the University of Perpetual Help System Dalta - Las Piñas Campus”
  - 3rd Prize in the Poster Making Contest
- December 4, 2014
- Institution with the fifth highest number of accredited programs.
- 2nd Place Case Study “The Awakening of the Sleeping Dargon: A Case Study of the Accreditation Experience of the Business Administration Program of the UNIVERSITY Las Pinas Campus.
  - 2nd Place Poster Making, PACUCOA Poster Making Contest.
- 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 the UNIVERSITY 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”

- December 7, 2012 1st Place in the 2012 Case Study Contest of PACU-COA  
"From Idiot Board to Teleprompter. A Case Study On The Transformation Through Accreditation of The BA Communication Program of the University of Perpetual Help System Dalta"
- September 2012 2nd Place in the 2011 Case Study sponsored entitled "A University's Journey towards Excellence Through Accreditation: A Case Study"

The growth and development of the University in its 42 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.

## 1.2. The University Name and Seal



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

The seal was inspired by the special devotion of Dr. Josefina L. Tamayo, UPHS Co-founder and the 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". UNIVERSITY'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 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 local & international linkages.

The University takes the role of a catalyst for human development. It shall inculcate Christian values and Catholic 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 sciences, arts, humanities, sports 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 Christ-centered, service-oriented and research-driven individuals 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 Goals**

### **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;
- 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;
- 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.

### **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**

- I. Love of God, Love of Self, Family and Neighbor
- II. Love of Country and Good Governance
- III. Academic and Professional Excellence
- IV. Health and Ecological Consciousness
- V. Peace and Global Solidarity
- VI. Filipino Christian Leadership
- VII. Value of Catholic Doctrine
- VIII. 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.

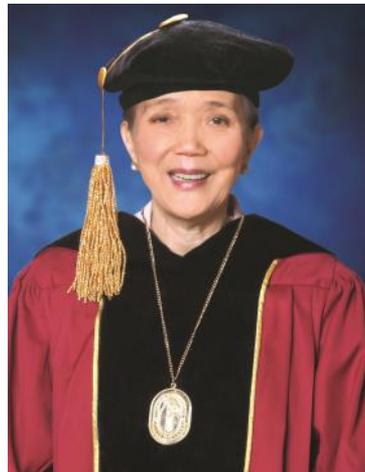
Thy children hear we sing for thee,  
 We raise our voices clear  
 We'll shout and cheer in unity  
 For Alma Mater dear

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 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**  
**Co-Founder**



**ANTHONY JOSE M. TAMAYO, CPA,,MBA, Ed.M , FBE**  
**Member**



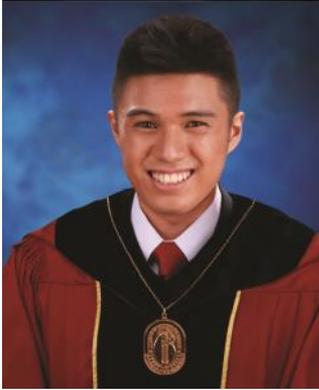
**L.T. COL. RICHARD ANTONIO M. TAMAYO, PAFR (SOC),**  
**BSBE, MBA-H**  
**Member**



**Ma. CONSORCIA L. TAMAYO,BSBA**  
**Member**



**EDWIN A. MORAN, BBA**  
**Member**



**ANTONIO ROMULO G. TAMAYO**  
*Member*

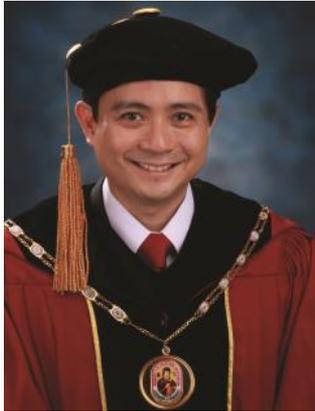


**RACHEL ANTONETTE G. TAMAYO**  
*Member*

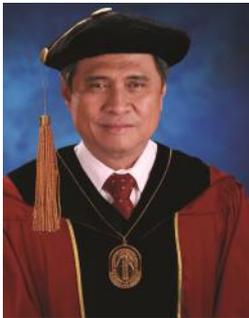


**JOSEFINA VIRGINIA G. TAMAYO**  
*Member*

**1.8. ACADEMIC OFFICIALS**



**Mr. Anthony Jose M. Tamayo, CPA, MBA, Ed.M., FBE**  
**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

**1.9. UPHSD Campuses**



**LAS PIÑAS CAMPUS**



**MOLINO CAMPUS**



**CALAMBA CAMPUS**

## **ARTICLE I: GENERAL REGULATIONS**

- Section 1: A student is officially accepted to the University of Perpetual Help System DALTA upon enrollment and is bound to the practices and traditions of the University as well as all the policies, rules and regulations stipulated in this Handbook.
- Section 2: It is the student's duty and obligation to know by heart and strictly observe the contents of this Handbook.
- Section 3: A student is expected to act as a true Perpetualite exhibiting the core values of the University.
- Section 4: A student who violates the rules and regulations of the University shall be subjected to disciplinary action.

## **ARTICLE II: ADMISSION**

### Section 1: Requirements for Admission

#### 1.1 New Students

- 1.1.1 Original Report Card (Form 138)
- 1.1.2 Certificate of Good Moral Character from either the Principal or Guidance Counselor
- 1.1.3 National Career Assessment Examination (NCAE) results
- 1.1.4 Three (3) copies of latest 2x2 pictures
- 1.1.5 NSO Certified True Copy of Birth Certificate
- 1.1.6 For married female applicants, copy of marriage contract

#### 1.2 Transferee

- 1.2.1 Certificate of Eligibility to Transfer
- 1.2.2 Certified True Copy of Grades including the descriptive title of the subjects taken and the grades earned.
- 1.2.3 Certificate of Good Moral Character from the Dean or Head of the School or Student Affairs Officer of the school of origin
- 1.2.4 NSO Certified True Copy of Birth Certificate, (3) copies of latest 2x2 pictures
- 1.2.5 For married female applicants, copy of marriage contract,
- 1.2.6 (3) copies of latest 2x2 pictures
- 1.2.7 Entrance Examination
- 1.2.8 Personal Interview

Student (Freshmen & Transferee), Guardian /Parent should submit signed waiver indicating their agreement to terms and conditions on student performance

In addition to the above, colleges may impose additional specific requirements for admission.

- 1.3 The University reserves the right to refuse admission or re-admission to any student who files or whose parents file 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, scholarships, discounts given to a student shall be forfeited.

## 1.4 Foreign Student

### International Student Admission Guidelines

An international student applicant is a national of a country other than the Philippines holding a foreign passport and who has been issued a valid Student Visa or Special Study Permit or Permanent Residency Visa by the appropriate Philippine agency.

Foreign students are not allowed to transact business directly with the Department of Foreign Affairs, the Bureau of Immigration and other government agencies on matters pertaining to their enrollment in the University. Transactions with any government agency must be coursed through the University's official International Student Affairs (ISA) Liaison Officer.

#### 1.4.1 Admission

1.4.1.1 Valid Tourist Visa

1.4.1.2 Passed the UPHSD Admission Test

1.4.1.3 Met the IELTS/TOEIC or TOEFL English cut-off score

#### \*\*Requirements for Student Visa

- Joint letter request addressed the to the Commission from the authorized representative of the petitioning school letter head with dry seal.
  - Duly accomplished CGAF (CGAF-003-Rev 2) for Student Visa and Special Study Permit.
  - Photocopy of passport pages bearing the bio-page latest admission with valid authorized stay at Bureau of Quarantine (BOQ) stamp
  - Notice of Acceptance of the applicant bearing a clear impression of the school's official dry seal
  - Endorsement addressed to the Commissioner from the school for the conversion of the applicant's status signed by the School Registrar.
  - Certificate of Eligibility for Admission from Commission on Higher Education (CHED) in case of Medicine/Dentistry
  - CHED Endorsement for transfer and shifting of course, if applicable
- National Bureau of Investigation (NBI) Clearance, if application

is filed six (6) months or more from the date of first arrival in the Philippines

- Letter Request of the school's official dry seal
- Photocopy of BI school accreditation ID of the registrar or school representative

**\*\*Requirements for Special Study Permit (SSP)**

- letter request addressed to the Commissioner from the representative of the petitioning school
- Duly accomplished CGAF (BI FORM CGAF-003-Rev 2). If the applicant is a minor, it shall be signed by the parent or the legal guardian
- Photocopy of passport bio-page and latest admission with valid authorized stay
- Certificate of Acceptance issued by the learning institution accredited by the Bureau of Immigration to accept foreign students, indicating the number of months (length of study) of the technical/vocational, special and/or primary or secondary level courses for applicants below 18 years of age
- Photocopy of BI school accreditation ID of the registrar or school representative

**\*\* Requirements for the issuance of NOA by the University**

- Five (5) copies of the Student's Personal History Statement (PHS) duly signed by student, both in English and in foreign student's national alphabet accompanied by personal seal, if any, and containing, among others, left and right thumbprints and 2x2 inch photograph on plain white background taken not more than six (6) months prior to submission.
- A notarized Affidavit of Support including bank statements or notarized notice of grant for institutional scholars to cover expenses for the student's accommodation and subsistence, as well as school fees and other incidental expenses.
- Scholastic records duly authenticated by the Philippine Foreign Service Post located in the student applicant's country of origin or legal residence.
- 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
- Original copy of the Certificate of Eligibility for Admission (CEA issued by the Commission on Higher Education (CHED) for MEDICINE and DENTISTRY students
- Original copy of the NMAT result for Medicine students
- Enrollment Form/ Receipt of Payment

## 1.5 Degree Holder

A degree holder is an applicant who has completed a Bachelor's

degree and is seeking admission for another Bachelor's degree or a Master's degree.

1.5.1 Original Scholastic Record with S.O. Number of Transfer Credentials

1.5.2 Three (3) copies of latest 2 x 2 picture

1.5.3 Entrance Examination

1.6 Cross Enrollee

1.6.1 Permit to cross enroll.

1.6.2 Three (3) copies of latest 2x2 pictures

1.6.3 NSO copy of Birth Certificate

### **ARTICLE III: ENROLLMENT PROCEDURE**

Section 1: Freshmen and Transferees

1.1 Present admission slip to secure enrollment form / class schedule from the enrollment adviser.

1.2 Pay at the accounting office and secure the official receipt and registration form.

1.3 Proceed to the I.D. photo room for picture-taking.

1.4 Proceed to the UPHSD supply center for books, uniform and other school supplies. (refer to section on uniform).

N.B. A student shall only be considered officially enrolled and a *bona fide* student of the University when he has submitted his complete credentials and has fully paid the tuition, miscellaneous, and other fees.

Section 2: Old Students

2.1 Present copy of grades of previous semester to enrollment adviser

2.2 Secure enrollment form from the enrollment adviser.

2.3 Pay at the accounting office and secure the official receipt and registration form

2.4 Proceed to the UPHSD supply center for books, uniform and other school supplies. (refer to section on uniform)

Section 3: Returning Students

3.1 Secure returnee clearance from the Registrar's Office.

3.2 Present returnee clearance form to Admission Office to secure admission slip and update student number

3.3 Present admission slip to the enrollment adviser to secure pre-

- enrollment form
- 3.4 Present enrollment form to the Assessment Center to secure assessment form
- 3.5 Pay at the accounting office and secure the official receipt and registration form.
- 3.6 Proceed to the UPHSD supply center for books, uniform and other school supplies. (refer to section on uniform)

Section 4: Cross Enrollees

4.1. Cross enrollees from other schools

- 4.1.1. Present approved permit to cross-enroll to the Admissions Office.
- 4.1.2. Secure enrollment form from the enrollment adviser.
- 4.1.3 Present enrollment form to secure assessment form from the assessment center.
- 4.1.4 Pay at the accounting office and secure the official receipt and registration form.

4.2. Cross enrollees to other schools

- 4.2.1. Secure application form to cross enroll from the Registrar and the Dean requesting permission to cross-enroll.
- 4.2.2 Secure the necessary permit from the Registrar once the letter is approved.
- 4.2.3 Proceed to the desired school.
- 4.2.4 Submit grade to the Registrar's office after completion of the cross enrolled subject.

Section 5: Identification Card

The Student Identification Card is the official proof of being a student of the University.

It is required to allow entrance in the campus and participation in school activities. It must be worn at all times while in the campus and when attending official activities.

In case of loss, a student may secure a new I.D. Card. To apply for a new ID card, the student must:

- 5.1 submit a request letter with a notarized affidavit of loss to the Student Personnel Services (SPS).
- 5.2 pay appropriate fee at the cashier's office upon approval of the request letter.

### 5.3 proceed to the I.D. Photo room

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.

## **ARTICLE IV: STUDENT ACADEMIC LOAD**

### Section 1: Regular Academic Load

The regular student load is the total number of units of each course prescribed in the curriculum for every semester.

### Section 2: Adding and or Dropping of Courses

Adding/dropping of a course may be allowed within two weeks after the opening of classes.

- 2.1 Secure adding/dropping form from the Registrar's office
- 2.2 Attach the original registration form to the adding/dropping form
- 2.3 secure recommending approval of the dean and approval of the Registrar
- 2.4 pay the corresponding fees at the cashier
- 2.5 submit the adding/dropping form to the Registrar's office with proof of payment

### Section 3: Overload

Overload is allowed for graduating students up to 6 units over the regular curriculum load during the terminal year.

#### 3.1 Procedure for Overload

- 3.1.1 Secure overload form from the Registrar's office
- 3.1.2 Upon recommending approval by the dean and approval of the Registrar, pay the corresponding fees at the cashier.

### Section 4: Petitioned Course

A course for baccalaureate degree not offered within the semester may be petitioned to be opened by a group of at least 5 students both for professional courses and general education courses provided the students are willing to pay the operational cost to operate a course. The operational

cost to operate a professional course is 25 students and 35 students for general education courses. However, during summer classes, courses may be petitioned by a group of at least 5 students with the operational cost of 15 students for professional courses and 25 students for general education courses.

#### 4.1 Procedure for Petition of Courses

- 4.1.1 Submit letter of request duly signed by all the requesting students to the Dean.
- 4.1.2 Upon endorsement by the dean, submit letter to the Registrar's office for approval
- 4.1.3 Pay appropriate fee to the cashier

#### Section 5: Dissolved Course

A course is dissolved when the number of students enrolled in that class does not meet the minimum required density. In such cases, a student may replace the dissolved course by following the procedure for adding course in section 2.

### **ARTICLE V: ATTENDANCE AND PUNCTUALITY**

#### Section 1: Attendance in Classes

A student is expected to attend his/her classes regularly and punctually. However, an absence due to valid reason, like sickness or death in the family, may be excused.

#### Section 2: Tardiness

A student is considered tardy if he comes to class fifteen (15) minutes after the start of a one (1) hour class period, or twenty (25) minutes after the start of a one and a half (1 1/2) or more hours class period. Three (3) consecutive occurrence of tardiness is equivalent to one (1) absence.

#### Section 3: Absences

Following the ruling of the Commission on Higher Education, a student who incurs more than twenty percent (20%) absences of the prescribed number of lecture or laboratory hours during a particular semester shall automatically be given a grade of 5.00 (failure).

#### 3.1 Absences Due to Just and Reasonable Grounds

The University may excuse the absences of a student based on just and reasonable ground, provided proof of such ground is presented. Absences due to illness require the corresponding medical certificate issued by the university physician or by any other licensed medical practitioner and validated by the university physician.

### 3.2 Excused Absences

Excused absences are for the time missed only. All work covered by the class during the absence of a student shall be made up within a week.

### 3.3 No Refund

A student who is dropped or failed due to absences shall not be entitled to refund of tuition and other fees.

## Section 4: Managing Absences and Tardiness

A student who incurs three consecutive absences is reported by the faculty member to the Dean of the college concerned for proper action.

## Section 5: Re-admission after Absences

After three consecutive absences from class, a student must secure a re-admission slip from the Dean to be presented to all teachers of the student.

### 5.1 **Procedure:**

- 5.1.1 Present to the College Dean a letter duly noted by his parent or guardian stating the reason for the absence.
- 5.1.2 After the third consecutive absence, the parent or guardian fills up and signs the permanent record of absences of the student at the Office of the Dean.
- 5.1.3 The re-admission slip is presented to the teachers of the classes the student has missed.
- 5.1.4 The student should return the re-admission slip signed by all the teachers to the Dean's Office at the designated date.

## **ARTICLE VI: STUDENT PERFORMANCE**

Student performance pertains to the measure of academic achievement of a student in a given semester.

### **Section 1: Evaluation Tools**

Evaluation tools are used by the faculty of the University to measure the levels of learning of the students.

### **Section 2: Kinds of Major Examinations**

2.1 The three major examinations given during the regular semester are:

- 2.1.1 Preliminary
- 2.1.2 Midterm
- 2.1.3 Final

2.2 The two major examinations given during summer classes are:

- 2.2.1 Midterm
- 2.2.2 Final

### **Section 3: Schedule of Major Examinations**

The schedule of major examinations is announced by the Registrar's Office. These examinations should be taken by students only on the scheduled dates. A change in the schedule is subject to the approval of the President.

### **Section 4: Examination Permit**

A student needs to present an examination permit from the Accounting Office to take a major examination.

### **Section 5: Special Examinations**

#### **5.1 Policies**

- 5.1.1 The University gives a special examination only in meritorious cases.
- 5.1.2 A special examination can be given only within ten (10) school days after the last day of the scheduled examinations

#### **5.2 Procedure**

- 5.2.1 Secure application form for special examination from the Dean's Office.
- 5.2.2 State the reason for inability to take the examination on the scheduled date.
- 5.2.3 In case of illness, attach a medical certificate.
- 5.2.4 In case of death of an immediate family member, attach photocopy of the death certificate.
- 5.2.5 Submit the application form to the Dean's office
- 5.2.6 Upon approval, pay the special examination fee at the Cashier's Office.
- 5.2.7 Present the approved form with the attached receipt to the teacher of the subject.
- 5.2.8 Take the special examination on the scheduled date and at the assigned room approved by the Dean.

### Section 6: Failure to Take the Examination

If a student fails to take the regular or the special examination on the scheduled date the score for that examination in that particular subject will automatically be "0".

### Section 7: Grading System

- The base-zero grading system shall be adopted in all year levels.
- The base 0 grading system covers all academic programs whether board or non-board programs.

Student grades in the various courses are based on their performance.

- 7.1 The prelim, mid-term and the final grade is based on: Class Standing, and Major Exam.
- 7.2 Class Standing is taken from recitation, quizzes, assignments, research works and projects.
- 7.3 Semestral grade is computed based on the following:  
 Preliminary = 20 %  
 Midterm = 30 %  
 Final = 50 %  
 Note: The percentage equivalency for Class Standing and Major Exams depends on the policy of the respective degree program.

The final rating scale of the grades in each subject is as follows:

<b>99-100%</b>	<b>1.0</b>	<b>Excellent</b>
<b>96-98</b>	<b>1.25</b>	<b>Superior</b>
<b>93-95</b>	<b>1.5</b>	<b>Very Good</b>
<b>90-92</b>	<b>1.75</b>	<b>Good</b>

<b>87-89</b>	<b>2.00</b>	<b>Meritorious</b>
<b>84-86</b>	<b>2.25</b>	<b>Very Satisfactory</b>
<b>81-83</b>	<b>2.5</b>	<b>Satisfactory</b>
<b>78-80</b>	<b>2.75</b>	<b>Fairly Satisfactory</b>
<b>75-77</b>	<b>3.00</b>	<b>Passing</b>
<b>INC</b>	<b>4.0</b>	<b>Incomplete</b>
<b>Below 75</b>	<b>5.0</b>	<b>Failure</b>
<b>UD</b>	<b>5.00</b>	<b>Unofficially Dropped</b>
<b>OD</b>		<b>Officially Dropped</b>

#### 7.4 A Grade of “Incomplete” or 4.0

In general, the University does not give a Final Grade of “Incomplete.” In exceptional cases, a “Grade of Incomplete” or 4.0 is given at the end of the semester for specific courses when a student:

- 7.4.1 is still in the process of completing requirements for Field Work, Practicum, RLE, Thesis or other similar learning activities;
- 7.4.2 fails to complete requirements due to illness or other meritorious reasons approved by the Dean and the School Director;
- 7.4.3 takes the Final Examinations as special examinations outside of the regular schedule.

#### 7.5 General Guidelines

7.5.1 A student who receives a grade of 4.0 or “incomplete” must apply for completion on or before the Final Examination week within one (1) year.

7.5.2 To apply for Completion, a student must submit the following:

7.5.2.1 Duly accomplished Application for Completion Form with the necessary requirements:

7.5.2.1.1 When the Grade of 4.0 is due to Incomplete Requirements or Special Examinations:

7.5.2.1.1.1 Certified True Copy of the Change of Grade Form from the Faculty.

7.5.2.1.2 When the Grade of 4.0 is due to Sickness or other meritorious cases:

7.5.2.1.2.1 Letter of Request from the student endorsed by the course/subject faculty, the Dean of the faculty concerned, and the School Director;

7.5.2.1.2.2 In case of illness, duly notarized medical certificate;

7.5.2.1.2.3 Final grade duly attested by the Faculty and approved by the Dean of the faculty handling the subject.

7.5.2.2 Official receipt for Completion Fee per subject.

7.5.3 The highest grade that a student can receive from an approved Completion of an "Incomplete" grade is 1.5.

7.5.4 "Incomplete grades that are not "Completed" on or before the Midterm Exam period of the semester that immediately follows after the term when incomplete grade was incurred, is automatically converted to 5.0 or Failure.

## Section 8: Changing of Encoded Grades

8.1 Changing of encoded grades is a process whereby the encoded grades endorsed with finality by the teacher to the Registrar's Office are considered for revision because of a valid reason/s.

### 8.2 Guidelines

8.2.1 The University exerts all efforts to ensure the integrity of the grades of the students.

8.2.2 Any revision should have the prior approval of the Change of Grade Committee (CGC).

8.2.3 Only the faculty member concerned can change the grades in the computer system.

8.2.4 Concerned faculty member can post grades only if there's a Change of Grade Form duly approved by the CGC.

### 8.3 Procedures

8.3.1 The concerned faculty member shall fill out the Change of Grade Form to be endorsed by the Dean, noted by the Cluster Director then approved by the School Director.

8.3.2 After the approval by the School Director, the Change of Grade Form will be endorsed to the Office of the Registrar by the concerned faculty member.

8.3.3 After the changing of the encoded grades, the Office of the Registrar will print a copy of the new encoded grade and provide a copy to the faculty member.

## **ARTICLE VII: MANAGEMENT OF COURSES**

### Section 1: Sequence of Courses

The sequencing of courses provides the student with the logical progression of learning experiences. The courses are systematically arranged from simple to complex so that the objectives of the study program may be attained in the most beneficial and fruitful way. Therefore, a student should follow the given sequence of courses when enrolling.

### Section 2: Pre-Requisite

A pre-requisite course is necessary for the proficient understanding of an advanced course. Therefore, a student is required to satisfactorily pass the pre-requisite course before he is allowed to enroll in the advance course. Violation of this rule on pre-requisites will not entitle the student to any credit in the course he has taken.

### Section 3: Co-Requisite

Co-requisites are courses which are taken simultaneously within the prescribed semester.

### Section 4: Advanced Subjects

Irregular students who are on underload status may be permitted to take advanced subjects provided the provision in Section 2 on Prerequisites is complied. No student will be allowed to enroll in any advanced subject unless all the subjects scheduled for the lower years have been taken and passed.

### Section 5: Failed Subjects

As a general rule, a student who fails in any subject shall repeat it as soon as possible.

### Section 6: Laboratory and Lecture

A student enrolled in a subject with laboratory and lecture component is required to pass both in a given semester.

### Section 7: Pull-Outs

"Pull-Outs" refer to enrollees who decide to withdraw their credentials a day or two after the registration period because of some justifiable reasons.

## Section 8: Officially Dropped Courses

### Requisites for Consideration for “Officially Dropped” Status

- 8.1 To be considered “Officially Dropped”, dropping forms should be filed and approved before the Midterm Examination period.
- 8.2 A student may "drop" or discontinue attendance in class due to justifiable reasons such as illness or accident.
- 8.3 Procedure:
  - 8.3.1 Submit a letter signed by the parent/guardian to the Dean.
  - 8.3.2 Upon endorsement of the dean and approval of the registrar, submit copy to the Registrar’s office.
  - 8.3.3 Settle all accounts at the Accounting Office

## **ARTICLE VIII: MANAGEMENT AND MONITORING OF STUDENT MOVEMENT**

### Section 1. Shifting to Another Program

A student may shift to another degree program provided he/she is still eligible to enroll in the University.

- 1.1 Procedure:
  - 1.1.1 Secure and fill out the form for change of program from the Registrar’s Office
  - 1.1.2 Obtain signature of parent / guardian
  - 1.1.3 Request recommendation from former Dean
  - 1.1.4 Present proof of acceptance from the new Dean
  - 1.1.5 Seek the approval of the Registrar
  - 1.1.6 Follow the enrollment procedures for an old student.

### Section 2. Transfer to Another School

In exceptional cases, a UPHSD student may transfer to another school.

- 2.1 Procedure:
  - 2.1.1 Accomplish clearance form
  - 2.1.2 Secure transfer credentials from the Registrar’s office.

### Section 3. Selective Retention Policy

Consistent with its commitment to excellence, the University adopts a selective retention policy for non-board programs.

Based on scholastic achievement and/or behavioral status, a student may be subjected to the following:

### 3.1 Probation for Incoming New Student and Transferee

As part of the admission procedures, an incoming freshman or transferee with behavioral and/or academic deficiency is placed under probation for one (1) year or two (2) semesters.

#### 3.1.1 Categories of Probationary Status of New Students

##### 3.1.1.1 Simple Probation

A new student is placed under simple probation to determine and measure how he shall adjust to his new school environment.

##### 3.1.1.2 Academic Probation

A new student who has low grades or who has failing marks from his previous school is automatically placed under Academic Probation.

Any student who at the end of the semester fails twenty five (25%) percent of the total number of academic units enrolled in a given semester is placed on probation for the succeeding semester and his academic load shall be determined by the Dean.

##### 3.1.1.3 Conduct Probation

A new student with unsatisfactory behavior or conduct grade in his previous school is placed under Conduct Probation.

##### 3.1.1.4 Strict Probation

A new student is placed under Strict Probation when:

3.1.1.4.1 he has unsatisfactory behavior or conduct.

3.1.1.4.2 he has low grades or failing marks from his previous school.

3.1.1.4.3 he is a transferee who has been in more than two schools.

Students under any probation are then required to report to the Guidance

Counselor following this schedule:

Simple Probation	once a week
Academic Probation	three times a week
Conduct Probation	everyday (when the student has classes)
Strict Probation	everyday (when the student has classes)

### 3.2 Warning

Any student who fails fifteen (15%) percent of the total number of academic units enrolled during the semester shall be warned by the Dean for the student to improve his academic standing.

### 3.3 Probation for Old Students

An old student may also be subject to probation depending on his performance in a given semester.

#### 3.3.1 Academic Probation

3.3.1.1 A student with low scholastic records and/or with failing marks in the immediate preceding semester is placed under Academic Probation.

3.3.1.2 Any student who at the end of the semester fails twenty five (25%) percent of the total number of academic units enrolled in a given semester shall be placed on probation in the succeeding semester and his load shall be determined by the Dean.

#### 3.3.2. Conduct Probation

A student with unsatisfactory behavior or conduct is placed under Conduct Probation in the immediate preceding semester.

#### 3.3.3 Strict Probation

A student with unsatisfactory behavior or conduct and with poor scholastic records in the immediate preceding semester is placed under Strict Probation.

### 3.4 Exclusion

Any student who at the end of the semester, fails forty (40%) percent of the total number of academic units enrolled in a given semester shall be dropped from the rolls of the college. However, this shall not apply to a

student who receives final grades in less than 9 academic units.  
A student on *probation* who again fails in 40% or more of the total number of units in which he receives final grades shall be dropped from the rolls of the college. However, this shall not apply to a student who receives final grades in less than 9 academic units.

A student dropped from one college or campus may not be admitted to another college or campus of the University System unless the School Director or student may be qualified to take another program. In this case, the student may be allowed to enroll in that program.

### 3.5 Permanent Disqualification

A student who, at the end of the semester, obtains final grades below “3” in 100% of the academic units enrolled in shall be permanently barred from readmission to any college or campus school of the University System. However, this shall not apply to a student who receives final grades in less than 12 academic units.

Any student who was dropped in accordance with the rules on “Exclusion” shall not be eligible for re-admission to any college or campus of the University System, except as provided in 3.4

Permanent disqualification does not apply to cases where the instructors or the faculty concerned certify that the grades of “5” were not due to the student’s poor scholarship performance but to his unofficial dropping of the subjects. However, if the unauthorized withdrawal takes place after the mid-semester/midterm exams and the student’s class standing is poor, his grade of “5” shall be counted against him for the purpose of this scholarship rule. The School Director shall deal with the student’s case and consider individual merits based on the recommendations of the Dean.

## **ARTICLE IX: STUDENT FEES**

The University charges fees approved by CHED and after a dialogue with the different representatives of the UPHSD community, such as the students, the faculty and the non-teaching employees.

The tuition and other fees shall be subject to change at any time during the school year in accordance with the guidelines set by the Commission on Higher Education.

### Section 1. Billing Rules

#### 1.1 Mode of Payment

- 1.1.1 Cash
- 1.1.2 Check
- 1.1.3 Debit card
- 1.1.4 Credit Card
- 1.2 Payment Scheme
  - 1.2.1 Cash
  - 1.2.2 Installment
- 1.3 Policies on Student Tuition Fee Payment
  - 1.3.1 A student shall not be considered officially enrolled and a bona fide student of the University unless he has submitted his complete credentials and has fully paid the tuition, miscellaneous and other fees.
  - 1.3.2 Being officially enrolled is a pre-requisite for admitting a student in class be it laboratory, lecture, internship or its equivalent activities.
  - 1.3.3 A student shall be admitted only in class by the Faculty member if after the prescribed student's tuition and miscellaneous fees have been paid with the student's registration form and with receipt of payment as proof.
  - 1.3.4 All payment terms shall be determined by the Office of the CFO/ Chief Accountant
- 1.4 Rules on Refunds
  - 1.4.1 The entire amount paid shall not be refundable if a student officially drops two weeks after official **classes** began whether the student has actually attended classes or not.
  - 1.4.2 The entire amount of the required first installment shall not be refundable if a student officially drops two weeks after official classes began whether the student has actually attended classes or not.
  - 1.4.3 Ten (10%) percent of the total assessed fees shall not be refundable when a student officially drops within the first week of classes whether the student has actually attended classes or not.
  - 1.4.4 Twenty (20%) percent of the total assessed fees shall not be

refundable when a student officially drops within the second week of classes whether the student has actually attended classes or not.

1.4.5 Pull-out of credentials is charged ten (10%) percent service fee based on the required 25% initial down payment or P1,000.00 whichever is higher.

1.4.6 Refund shall be made in check to the enrollee.

## Section 2. Authority to Receive Payments

2.1 Tuition, Miscellaneous fees and other fees should be paid to authorized personnel only at the University Cashier's Office during office hours.

2.2 Any and all payments by the students shall be made to the University Cashier only at the Cashier's Office. Payments made to any unauthorized person even if said unauthorized person has issued an official receipt shall not be recognized by the University and the latter shall not be liable thereto whatsoever.

2.3 A student is advised to keep all official receipts of payment for record purposes.

## Section 3. Unpaid Balance/s

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

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

# **ARTICLE X: STUDENT BENEFITS**

## Section 1. Special Discount Benefits

### 1.1 Cash Payments

A five (5%) percent discount on tuition fee (only) is given to student with full payments, except for short courses of less than one semester duration where full payment is required upon enrollment.

### 1.2 Sibling Discount (on tuition fee only)

2.5%	for 2 siblings which is applied to the sibling with the lower tuition fee
2.5%	for 3 siblings which is applied to each
5 %	for 4 siblings which is applied to each
50%	for 5 siblings which is applied only to the sibling with the lowest tuition fee

*Note: Not included in the computation is the fee for computer, NSTP, RLE, thesis/dissertation, and internship*

## Section 2. Scholarship

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 on a semester to semester basis and may be discontinued and/or modified depending on the discretion and ability of the University to sustain such scholarship grant.

### 2.1 Policies

- 2.1.1 The main purpose of scholarship is to help needy but deserving students.
- 2.1.2 A scholarship grant offered by the University is non-transferable.
- 2.1.3 A student can enjoy *only one* scholarship in any school term.
- 2.1.4 The financial privilege from any scholarship grant is on tuition fees only unless otherwise specifically stipulated.
- 2.1.5 A scholarship on tuition fee covers only the regular load of the student for a given semester.
- 2.1.6 A scholarship grant is not applicable during summer classes.
- 2.1.7 To continue enjoying the scholarship, the student must:
  - 2.1.7.1 carry a regular load during the term of his enrolment preceding the grant of scholarship;
  - 2.1.7.2 maintain the required academic weighted average of at least 2.00;
  - 2.1.7.3 obtain no grade below 2.00 in any course; and
  - 2.1.7.4 not have committed an offense or infraction in violation of law or any pertinent rule or regulation of the University or of the government.

*Note: academic refers to all courses in the given curriculum except*

## *NSTP, P.E.*

### 2.2 Kinds and Limits of Scholarship

Scholarships are available to deserving and qualified students of the University. These include:

#### 2.2.1 Entrance Scholarship

2.2.1.1 SCHOLARSHIP of 100% on tuition fees good for one semester only is given to a High School Valedictorian from a class of not less than 40 students.

2.2.1.2 SCHOLARSHIP of 75% on tuition fees good for one semester only is given to a High School Salutatorian from a class of not less than 40 students. (based on the approved Policy dated SY 2012-2013)

A student-nominee should submit a certification duly signed by the High School Principal and should bear the school's seal and total number of graduates. This should be presented by the enrollee to the Dean for evaluation and recommendation.

2.2.2 Academic scholarships are available for those included in the Dean's List of a Degree Course.

#### CRITERIA FOR QUALIFICATION

2.2.2.1 The nominee must be a regular student of the University with a total number of units required by a curriculum program of the Course during the semester applied for.

2.2.2.2 The Student's grade in all courses should be at least 2,0 in the previous semester.

2.2.2.3 The nominee must not have committed an offense or infraction in violation of law or any pertinent existing rule or regulation of the University or of the government.

2.2.2.4 The nominee must be recommended officially by his Dean and endorsed to the Scholarship Committee.

2.2.2.5 Weighted Average maybe classified as follows:

2.2.2.5.1 General Weighted Average (GWA) - is computed based on all courses in the given curriculum.

- 2.2.2.5.2 Professional Weighted Average (PWA) - is computed based only on the professional/major courses as defined in the CMO of the respective : degree program.
- 2.2.2.5.3 Academic Weighted Average (AWA) - is computed based on all courses except NSTP, P.E.

2.2.2.6 Students who are qualified for the academic scholarship grant for one semester will have the following scheme:

- AWA of 1.00 to 1.25 = 100% discount on tuition fee
- AWA of 1.26 to 1.50 = 50% discount on tuition fee

2.2.2.7 All academic courses are discounted including RLE, Internship, and OJT except P.E. and NSTP.

2.2.2.8 A student pursuing a second degree is disqualified from the internal scholarship.

2.2.2.9 The academic scholarship grant shall be enforced on the current semester based on the previous semester grade.

## 2.3 Filing and Processing

To qualify for academic scholarship:

- 2.3.1 a student applies for the scholarship in his/her respective College;
- 2.3.2 the Dean endorses to the Scholarship Committee (SC) the list of candidates for scholarship;
- 2.3.3 the SC evaluates the candidates' academic record endorsed by the Dean;
- 2.3.4 the SC recommends the list of qualified candidates to the President for approval;
- 2.3.5 upon approval by the President, SC announces the list of qualified scholars .

## 2.4 Other Scholarships

2.4.1 DR. ANTONIO L. TAMAYO (ALTA) COMMUNITY STUDY GRANT PROGRAM

Conceptualized by the Chairman of the Board and CEO is a program

that would bring education within the reach of deserving children of selected families in the community. This program is open to the following beneficiary organizations:

2.4.1.1 Civic Clubs

2.4.1.2 Parochial Organizations/Parishes

2.4.1.3 Homeowners' Associations

2.4.1.4 NGO's and GO's

This study grant is renewable on a semestral basis provided the applicant meets the criteria set by the committee and is approved by the President.

## 2.4.2. ALTA SCHOLARSHIP FOR ATHLETICS

This is a scholarship grant given to varsity players and athletes of the national/regional/ provincial athletic associations. The percentage discount is recommended by the Coach and deliberated upon by the Committee and approved by the President.

## 2.4.3 CO-CURRICULAR SCHOLARSHIP

This is a scholarship grant awarded to officers/members of the student government, sectoral organizations and other co-curricular organizations. The percentage discount is recommended by the Organization Adviser and deliberated upon by the Committee and approved by the President.

2.5 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 lose his scholarship privilege after due process if found guilty.

## 2.6 Incentives for Excellent Board Performance

Incentive shall be given to graduates who have shown excellent Board Exam Performance (government board/bar/medical exams for baccalaureate degree programs conducted within the Philippine archipelago).

Top 1	-	Php 500,000.00
Top 2	-	Php 200,000.00
Top 3—Top 4	-	Php 100,000.00

Top 5—Top 7	-	Php 75,000.00
Top 8—Top 10	-	Php 25,000.00

### Section 3: Student Medical Care Assistance

This is a healthcare and accident plan made available to each student 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 assistance which provides student protection in and out of the school premises during the school year subject to the terms and conditions.

## **ARTICLE XI: GRADUATION AND COMMENCEMENT RITES**

### Section 1: Application for Graduation by a College Student

A student in college or in any vocational course shall file his application for graduation with the Dean's Office two (2) months after the start of classes in his last school year or in his senior year.

To be eligible for graduation, the units earned by transferees from other institutions should be in accordance with the CHED approved curriculum at the time of his admission to the University.

### Section 2: Academic Requirements

For board degree courses, academic enrichment programs such as but not limited to synthesis, or comprehensive courses among others, shall be required to prepare students for board exams. These are considered part of the curriculum and as such, are required for graduation. The department may set a minimum grade requirement to pass the academic enrichment program.

A student shall be recommended by the Dean for graduation after passing all subjects in the curriculum and complying with all the requirements prescribed in the curriculum of his/her course and the university. These requirements include the following but are not limited to:

- 2.1 thesis;
- 2.2 project papers;
- 2.3 practicum/OJT/Related Learning Experiences
- 2.4 integrating courses;
- 2.4 review classes
- 2.5 other related requirements

### Section 3: Other Requirements

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

- 3.1 field trips
- 3.2 recollections and retreats
- 3.3 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 baccalaureate 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 baccalaureate 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 Commission on Higher 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 a 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.

## **ARTICLE XII: ISSUANCE OF DIPLOMA, CERTIFICATES AND TRANSFER CREDENTIALS**

### **Section 1: Clearance Requirement and Releasing of School Records**

The diploma or certificate and transcript of records is issued to the graduate upon presentation of duly accomplished clearance. Failure to settle financial and property obligations to the University will mean non-issuance of transfer credentials and other school records.

The Registrar's Office will release documents subject to student's compliance with the prescribed application procedures.

## Section 2: Transcript of Records

- 2.1 The transcript of records is processed and released within a reasonable time from the first day of application.
- 2.2 The transcript of records for transfer purposes shall be mailed directly to the requesting school where the student concerned transferred.
- 2.3 Copies of the original transcript of records and/or other documents may be secured upon written submitted request by the records owner and payment of corresponding fees. If the requestor is other than the records owner, the requestor should submit a notarized Special Power of Attorney with the attached copy.

### 2.3.1 Procedure

- 2.3.1.1 Apply for transcript of records at the Registrar's Office.
- 2.3.1.2 Go through clearance procedures, if clearance form was not previously accomplished upon departure from the University.
- 2.3.1.3 Claim the transcript of records on the scheduled date.

- 2.4 For Board Courses, a "Transcript of Records for Board Purposes" will only be issued upon completion of all requirements set by the respective colleges. A student who fails to comply with the requirements can only be issued a Transcript of Records bearing "For Employment Purposes Only" or "For Evaluation Purposes Only."

This policy may be amended from time to time in order to fully conform with the Data Privacy Act 2012, its implementing Rules and Regulations and any other related issuances that the Government may issue.

## **ARTICLE XIII: AWARDS FOR GRADUATING STUDENTS**

Awards are given to deserving graduating students who meet the criteria of a particular award and have not been found guilty of committing any infraction of school rules and regulations. Candidates for a second bachelor's degree are not considered for any award for graduation.

The awards are: (a) Academic (b) Proficiency (c) Loyalty and (d) Leadership.

### Section 1: Academic Awards

Academic awards are given to graduating students who meet the following

grade requirements:

Summa Cum Laude	1.25 --> 1.00 with no grade lower than 1.5 in any of the courses
Magna Cum Laude	1.50 --> 1.25 with no grade lower than 1.75 in any of the courses
Cum Laude	1.75 --> 1.50 with no grade lower than 2.00 in any of the courses

- All grades in the courses, required by the program shall be included in the computation of the GWA except P.E and National Service Training Program (NSTP). However, the grades in these courses must all be passed.
- However, in the case of a transferee or shiftee, grades obtained in the courses taken previously, whether in the University or elsewhere, which are not credited in the present course, are not included in the computation of the GWA.
- Any record of Officially Dropped, Unofficially Dropped, or Incomplete (OD, UD, or INC) in any of the courses taken in the student's previous school or course shall disqualify the candidate for any Latin academic award.

To be eligible for any of these Academic awards, the candidate must meet the following criteria:

- 1.1 Must have earned at least 75% of the total number of academic units required by the program from the University.
- 1.2 Must have a residency of at least three (3) years prior to graduation.
- 1.3 Must have taken all professional subjects in UPHSD.
- 1.4 Must have taken at least 75% of the regular load in each semester
- 1.5 Must not have obtained a mark of Unofficially Dropped (UD) or Incomplete (INC) in any of the required subjects
- 1.6 Must not have committed any infraction against the University
- 1.7 Must not have been subjected to any disciplinary action during the student's stay in the University.

## Section 2: Proficiency Awards

The Proficiency Awards are given to graduating students for excellence in practicum, internship or apprenticeship.

- 2.1 Outstanding in Practicum
- 2.2 Outstanding Intern
- 2.3 Outstanding in Clinical Practice
- 2.4 Outstanding Thesis

The following criteria are observed in the computation of the Proficiency Awards:

1. Skills	= 60%
2. Academics (over and above a GWA of 80%)	= 30%
3. Attitude	= 10%
	-----
TOTAL	= 100%

### Section 3: Loyalty Awards

The Loyalty award is given to students who studied in UNIVERSITY and UPHSJ from High School until College.

### Section 4: Leadership Awards

The Leadership Award is given to students for outstanding achievements in co-curricular, extra-curricular, sports and athletics. To qualify for this award, a student must meet the following:

- 4.1 Comply with the qualifications for student organization officers under Article 14 Section 5 of this Handbook.
- 4.2 Has been in residence in UNIVERSITY for at least three (3) years prior to graduation.
- 4.3 Has a GWA (P.E and NSTP excluded) of at least 2.25. and with no failing grade in any course.

The awards are categorized as follows:

- 4.3.1 Dr. Antonio L. Tamayo Leadership Plaque
  - 4.3.2 Dr. Antonio L. Tamayo Gold/ Silver/ Bronze Medallion for Leadership
  - 4.3.3 Gold Medal for Co-Curricular Achievement
- 4.4 Scoring for this award on co-curricular accomplishments shall be based on the existing institutional criteria. Areas of evaluation of a student-nominee shall include but shall not belimited to:
- 4.4.1 School Competitions
  - 4.4.2 Student Government
  - 4.4.3 Student Publications
  - 4.4.4 Seminars, Symposia and Conferences
  - 4.4.5 Organization of School Activities
  - 4.4.6 Outreach Programs

Only accredited organizations and recognized activities by UPHSD

shall be given merit.

#### 4.5 Evaluation Procedure

- 4.5.1 Appropriate nomination forms for each category should be submitted to the Office of Student Personnel Services not later than two months before graduation.
- 4.5.2 All co-curricular activities from the first year of enrolment in UPHSD until graduation shall be evaluated by an Ad Hoc Committee headed by the SPS Director.
- 4.5.3 Official comprehensive evaluation will be done for all qualified candidates not later than the start of the mid-term period of the second semester.
- 4.5.4 Results of the comprehensive evaluation need the approval of the School Director.
- 4.5.5 Any list of awardees is considered tentative and is subject to review and revision. The University reserves the right to withhold awards. In case of any discrepancy between school records and the list of awards, school records will prevail.

Section 5. Any award not included in the list of awards stipulated in the College Student Handbook is subject to the approval of the President.

### **ARTICLE XIV: STUDENT ORGANIZATIONS**

#### Section 1: General Objectives

A student organization must have the following noble and primary objectives:

- 1.1 To foster love of God, country and fellowmen;
- 1.2 To promote the goals of the University, especially leadership and citizenship training among the members;
- 1.3 To promote and enhance individual personality and the dignity of the students;
- 1.4 To develop and promote mutual understanding, cooperation, good will and harmonious relationship among students;
- 1.5 To promote scholarship and academic excellence among students;
- 1.6 To promote equality among students, free enterprise, responsible parenthood, dignity of labor, private ownership, service to God, country and people, academic freedom and democratic way of life;
- 1.7 to achieve goals and objectives aligned with the Philosophy, vision and mission of the University.

## Section 2: Supervision

All student organizations are under the direct supervision of the Student Affairs Office.

## Section 3: Accreditation

To be entitled to privileges and protection, a student organization must have been granted accreditation by the University. Only those student organizations duly approved by the University are considered as accredited.

The requisites for accreditation of student organizations are:

### 3.1 Newly Formed/Organized Group

A letter of request for accreditation must be submitted to the Dean of Student Affairs together with the following documents:

- 3.1.1 A copy of the proposed organization's constitution and by-laws promoting worthy and noble objectives that ensure wholesome and beneficial training for the members and that provides for the promotion of the goals of the University.
- 3.1.2 The list of the organization's incumbent officers, with their pictures, addresses, respective courses, year, and signatures.
- 3.1.3 The list of members with their respective courses, year, and signatures.
- 3.1.4 Certification from the Prefect of Discipline that members have no record of violation of University policies, rules and regulations.
- 3.1.5 A letter of acceptance of the faculty adviser/s chosen by the student organization.
- 3.1.6 A proposed plan of activities during the school year when the accreditation is applied for.

### 3.2 Organizations Seeking Re-Accreditation

A letter of request for re-accreditation must be submitted to the Dean of Student Affairs together with the following documents:

- 3.2.1 A copy of the organization's Constitution and By-Laws together with the revisions and amendments if any.
- 3.2.2 The list of the organization's incumbent officers with their pictures, addresses, courses, year, and signatures.
- 3.2.3 The list of members with their courses, year, and

- signatures.
- 3.2.4 A letter of acceptance of the faculty adviser/s chosen by the student organization.
- 3.2.5 Proposed plan of activities during the school year when the re-accreditation is applied for.
- 3.2.6 Financial and accomplishment reports.
- 3.2.7 Documentation of all activities

#### Section 4: Accredited Student Organizations

- 4.1 A newly accredited student organization is on probationary status for three consecutive semesters.
- 4.2 An organization on probation must abide by the rules, regulations and requirements governing student organizations
- 4.3 To qualify for full accreditation, the student organization must pass the final evaluation after the probationary period. Otherwise, its accreditation shall be revoked.

#### Section 5: Qualifications of Officers

Only bona fide college students of the University who fulfill the following requirements are eligible to become and remain officers of a student organization:

- 5.1 Must be officially enrolled and carry a minimum academic load of eighteen (18) units during the current semester and the semester immediately preceding the current semester.
- 5.2 Must maintain a GWA of 2.5 or higher excluding P.E. and NSTP as stipulated in the organization's constitution and by-laws.
- 5.3 Must have at least one year of academic residency in the University;
- 5.4 Must serve the full term of his office except when he has to vacate his position as a result of a violation of any University rule or policy.

An officer can occupy only one major position in any of the following organizations:

Supreme Student Council  
 The Perpetualite  
 ROTC

#### Section 6: Constitution and By-Laws

- 6.1 A student organization is guided by its constitution and by- laws.
- 6.2 Any amendment or revision to the constitution and by-laws must be made with prior consultation with the organization's adviser and endorsed by the Dean of Student Affairs before it may be

presented to the organization members for ratification.

## Section 7: Revocation

- 7.1 The accreditation of any student organization may be revoked if it is found to have violated its statement of purpose, its constitution and by-laws, or if it has failed to consistently comply with the policies contained in the Student Handbook and circulars of the Office of Student Affairs and the Office of the School Director.
- 7.2 Before accreditation is revoked, an investigation shall be conducted and the DSA recommends to the School Director the appropriate action to be taken.
- 7.3 The decision of the School Director shall be final, executory and unappealable.

## Section 8: Kinds of Student Organizations

### 8.1 The Supreme Student Council (SSC)

- 8.1.1 The Supreme Student Council (SSC) is the highest governing student body of the University.
- 8.1.2 Its officers are elected in a parliamentary election of presidents of all college councils at the start of every school year but not later than the end of August.
- 8.1.3 The term of office of the elected officers takes effect immediately after proclamation until their successors are duly elected.
- 8.1.4 The SSC trains students in leadership, fosters appreciation of self-government, encourages initiative and participation in the activities of the University, and promotes wholesome companionship.
- 8.1.5 A bona fide college student of UPHSD is a member of this organization and pays the SSC fee.
- 8.1.6 The SSC is the head organization of all College Student Councils (CSC).

### 8.2 Student Publication

The Perpetualite for Las Pinas Campus, The Perpetual Light for Molino Campus and The Archives for Calamba Campus are the official student publications of the University of Perpetual Help System DALTA. These are published quarterly with staff drawn from the UPHSD students themselves.

### 8.3 The Campus Ministry

The Campus Ministry serves as a catalyst for human development and as a vanguard of transformation of the students through different spiritual programs. It aims to provide and enhance the Christian spirit of leadership, service, camaraderie and evangelization. It assists its members in their quest for spiritual nourishment through counseling, recollection, retreats and the like.

#### 8.4 The Performing Arts Group

The UPHSD Performing Arts Group (PAG) is the umbrella organization of all artistic activities in the fields of music, theater, and song and dance arts. It endeavors to instill appreciation of Filipino culture from the past to the present era among the Perpetualites. It also responds to the challenging and changing tones of Philippine music and theater. Under the PAG are the following groups:

- 8.4.1 UPHSD Chorale
- 8.4.2 UPHSD Tanghalang Perpetual
- 8.4.3 UPHSD Rondalla Ensemble
- 8.4.4 UPHSD Showband
- 8.4.5 UPHSD Folk Dance Troupe

#### Section 9: Policy on Hazing

The University does not countenance nor allow any form of hazing and/or initiation conducted by any fraternity, sorority, association, organization, or in whatever name it is called or form it is denominated, where such hazing and/or initiation can actually, or is perceived to, cause any form and any gravity of harm, injury, damage or torture to the physical, emotional or psychological being of a student and/or any person.

This enjoyment includes having a student be placed 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.

### **ARTICLE XV: CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES**

#### Section 1: Co-Curricular Activities

- 1.1 Co-curricular activities are those which are done outside of classroom work and are meant to complement, not to interfere with studies.
- 1.2 Students are encouraged to participate in one or more of these activities to the extent that their scholastic standing will allow.
- 1.3 The University reserves the right to exclude any student from

participation in co-curricular activities should these interfere with his studies.

## Section 2: Extra-Curricular Activities

Extra-curricular activities are meant to supplement classroom and co-curricular instruction.

## Section 3: Role of Co-Curricular and Extra-Curricular Activities

Both co-curricular and extra-curricular activities are important aspects of school life which are designed to develop socio-cultural leadership among the students and prepare them to assume more meaningful roles in society. All co-curricular and extra-curricular activities are subject to the approval of the school authorities concerned.

## Section 4: Rules and Regulations on Co-Curricular and Extra-Curricular Activities

- 4.1 Co-curricular activities enhance students' performance in their academic subjects.
- 4.2 Co-curricular activities include field trips, seminars, symposia, athletic activities other than sports fests, cultural presentations, and other activities aimed to enrich and support curricular offerings.
- 4.3 A one-week moratorium on all co-curricular activities before prelim and mid-term examinations and two (2) weeks before final examinations of every semester are imposed.
- 4.4 All request letters for co-curricular and extra-curricular activities must be supported by a Concept Paper, endorsed by the Dean of Student Affairs and College Dean to the School Director for approval at least three (3) weeks before the activity.
- 4.5 The Concept Paper should contain the following information:
  - 4.5.1 Title/theme of the activity
  - 4.5.2 Time, date, and venue of the activity
  - 4.5.3 Statement of objectives
  - 4.5.4 Speaker/s, guest/s, judge/s, adviser/s, etc.
  - 4.5.5 Budget, specifying:
    - 4.5.5.1 Source of funding  
Collection of fees, if any, should be supported by a signed resolution by the officers of the concerned student council
    - 4.5.5.2 Gross income
    - 4.5.5.3 Estimated expenses
    - 4.5.5.4 Net income
    - 4.5.5.5 Mark-up (if any)
    - 4.5.5.6 Beneficiary of proceeds

- 4.5.6 Steering/Working Committees
- 4.5.7 Itinerary (If applicable)
- 4.5.8 Other pertinent details
- 4.6 A request form for the use of the venue (available from the venue manager) shall be attached to the request letter so that both the form for the use of the facilities and the request letter could be processed simultaneously.
- 4.7 Parents' consent (waivers) for off-campus activities should be submitted by students involved through their advisers to the concerned dean/department academic head immediately after approval of activity.
- 4.8 Violation of the rule on Concept Paper may lead to the suspension of other co-curricular activities of the organization for the rest of the semester. The University reserves the right to impose the appropriate sanction.
- 4.9 A copy of the audited financial report on a fund-raising activity must be submitted to the Dean of Student Affairs within three (3) days after the date of the activity. The concerned college/organization shall not be allowed to conduct any succeeding activity until the said financial report is submitted to the DSA.
- 4.10 All activities are evaluated by the Office of the DSA.
- 4.11 To ensure the safety and security of students, only university accredited food concessionaries, service and venue providers shall be utilized by the students for co-curricular and extra-curricular activities.
- 4.12 All students receive safety briefings in compliance to the Rule 1005 of the Occupational Safety and Health Standards that the government provides.
- 4.13 All student activities and proposals must be approved by the school authorities.
- 4.14 Policy on student off-campus activities may be amended from time to time in order to fully conform with the CMO 63, s. 2017, CMO 26, s. 2015 on International Educational Tours or Field Trips, Internship/OJT/Practicum, and any other related issuances that the Government may provide.

## Section 5: Postings and Public Announcements

- 5.1 All information for public dissemination may be posted upon approval of the Dean of Student Affairs (DSA).
- 5.2 A student who wishes to post written information shall seek the endorsement of the Supreme Student Council for approval of the DSA.
- 5.3 Students who intend to release information through the press, radio, or television, must seek prior clearance from the DSA.
- 5.4 All postings on campus should bear the name of the university, the

sponsoring organization, group or affiliation and the DSA approval stamp.

- 5.5 All posters must be removed a day after the date of the activity. Failure to do so is a basis for a demerit of the organization.
- 5.6 The following shall not be allowed:
  - 5.6.1 Overlapping of posters
  - 5.6.2 Putting posters beyond the bulletin board frame
  - 5.6.3 Postings on painted walls, painted posts, windows, trees, floors, stairs, classroom blackboards, hallways leading to classrooms and doors.
- 5.7 The maximum size of display streamers shall depend on the area where the streamers are to be placed. Streamers should not cause any inconvenience or become eyesores.
- 5.8 The Marketing Department, Dean of Student Affairs (DSA) and the School Directors must approve the lay Streamers, announcements and other related materials secure approval from the and should be coursed through the Engineering Facilities Department for installation.
- 5.9 Streamers must be removed a day after the activity.
- 5.10 The University has the right to use the facilities at any period in time at its discretion.

## Section 6: Community Extension Service

- 6.1 The Community Extension Services (CES) of the University of Perpetual Help System DALTA serves as the social development arm of the institution. It is tasked in leading and integrating the campus community -based and center-based outreach programs and services in all levels. The grade school, junior high school, senior high school and the college students, faculty, administrators, alumni and non-teaching personnel are utilized through their area of competencies in pursuing a needs-based development plan.
- 6.2 Students community involvement are given the equivalent points in their individual participation in outreach programs.
- 6.3 Students shall possess proofs of participation as supporting documents. Participation in any listed activity shall not be given equivalent points without proof of participation.
- 6.4 Only activities sanctioned by the University shall be given credit. Hence, activities that did not pass through the CES and approved by the School Director shall not be given credit.

## ARTICLE XVI: STUDENT NORMS OF CONDUCT

Academic excellence, respect for persons, faithful obedience to the rules and regulations of the University are trademarks of a true Perpetualite and a concrete manifestation of the University Motto: "Character Building is Nation Building."

### Section 1: General Behavior

The orderly functioning of any social system requires some rules to govern the general norms of behavior expected of its members. Accordingly, the studentry is called upon to be God-fearing, helpful, kind, humble, just and considerate of others.

### Section 2: Academic Norms

The university reserves the right to implement programs that will ensure delivery of quality education. To pursue excellence in academics, a student is subject to the following rules:

- 2.1 Must study well to comply with the academic requirements of the University.
- 2.2 Should strive to get high grades in all subjects.
- 2.3 Must report immediately on the first day of classes and have the registration form signed by all teachers of the subjects enrolled in.
- 2.4 Shall be enjoined to attend his classes regularly and punctually. Tardiness of 15 minutes or more without justifiable reason shall be considered an absence.
- 2.5 After three consecutive absences from class, a student must secure a re-admission slip from the Dean to be presented to all teachers of the student.
- 2.6 Shall be dropped from the subject or given a grade of FA (failure due to absences) for incurring absences exceeding twenty percent of the total class hours in a semester.
- 2.7 Shall be given a written warning by the College Dean for obtaining a failing grade in any subject.
- 2.8 Shall be automatically placed under academic probation in the current semester of his enrolment for being given a written warning for two (2) successive semesters.
- 2.9 Shall be given a limited subject load of not more than 15 units for the current semester while on academic probation.
- 2.10 Shall continue to be on academic probation during his next enrolment with another reduction of his study load in case of failure in one subject.
- 2.11 Shall be asked to see the Guidance Counselor for advice as to career pathing for failing in any subject while on probation

- 2.12 Shall cease to be on academic probation by passing all subjects in a given semester.
- 2.13 Shall be dismissed from the University for scholastic delinquency when obtaining failing grades in more than fifty percent (50%) of the total unit load.

### Section 3: Social Norms

In order to ensure an atmosphere conducive to the promotion of the common good, a student shall observe the following norms:

- 3.1 Promote and protect the good name of the University.
- 3.2 Show respect and courtesy to all individuals, on or off-campus. Refrain from giving unfavorable and/or offensive remarks against other persons regardless of gender, creed, race, status, and political affiliations.
- 3.3 Avoid public display of affection or acts or gestures of intimacy which offend the sensibilities of the members of the University community .
- 3.4 Adhere to the conventions of good grooming and refrain from wearing attire that tend to scandalize or offend the sensibilities of other members of the academic community such as but not limited to, shorts or mini -skirts (more than 3 inches from the center of the kneecap), plunging necklines, backless and skin-tight outfits, halter tops, hanging shirts, undershirt (sando), pants with hole/s, athletic shorts, see-through attires, sleeveless body hugger, rubber sandals, bedroom or any form of slippers.
- 3.5 Wear the Physical Education (P.E.) uniform only during P.E. classes
- 3.6 Wear the Perpetual shirt on prescribed days
- 3.7 Switch off all cellular phones, alarms, and other communication equipment during classes and other University functions.
- 3.8 Observe and/or conform to classroom rules and regulations.
- 3.9 Develop a well-balanced personality by actively participating in school-sponsored activities.
- 3.10 Refrain from joining any illegal or unauthorized organization or those not accredited by the University.
- 3.11 Must not be involved in hazing, initiation or other acts that inflict physical, moral or psychological harm in accordance with RA 8049.
- 3.12 Uphold the standards of responsibility and dignity at all times in adherence to the mission and vision of the University.
- 3.13 Must not congregate in groups with the intent to cause disturbance or disruption of operations or activities of the university.
- 3.14 Must not submit any falsified or tampered letters or documents.
- 3.15 Refrain from engaging in commercial activities such as selling or

trading.

- 3.16 Will not engage in any individual or group action against the University or its representative.

#### Section 4: School Uniform / Haircut

- 4.1 A student shall wear the prescribed school uniform at all times.
- 4.2 A student who is not in the prescribed uniform shall be denied entry to the school premises.
- 4.3 A student who is exempted or who cannot wear the prescribed uniform for valid reasons may be allowed to attend his classes provided a certification to this effect is issued by the Office of the Prefect of Discipline.
- 4.4 A student with dyed or colored hair and a male student sporting long hair shall be denied entry to the campus.
- 4.5 A student who wears civilian attire without permit inside the campus shall be issued a violation ticket by the proper authorities. His I.D. shall be confiscated and turned over to the Office of the Prefect of Discipline. The student concerned can retrieve his I.D. from the said office when he surrenders the violation ticket for the imposition of the appropriate sanction.
- 4.6 All uniforms, paraphernalia, books, supplies and materials shall be purchased at the University Supply Center only. Official Receipts of purchase shall be presented to the respective deans for verification purposes.

#### Section 5: Decorum

- 5.1 While inside the classroom, a student
  - 5.1.1 shall keep the classroom clean, orderly and free from litter.
  - 5.1.2 shall rise when called upon to recite, to ask questions or to participate in the class discussion as a sign of respect.
  - 5.1.3 shall Leave the room quietly and in an orderly manner.
  - 5.1.4 may leave the classroom only with the permission of the professor.
  - 5.1.5 shall not eat nor smoke in the classroom and in all other restricted areas.
  - 5.1.6 shall not cheat nor commit any form of dishonesty in relation to his studies.
  - 5.1.7. shall follow University rules and regulations governing them during emergencies, such as fire, earthquake, flood, etc.
  - 5.1.8 shall enter only after the outgoing class has left the room.
  - 5.1.9 shall not call a student inside the class during class hours without the prior written approval of the Dean.

- 5.2 While in corridors and passageways, a student
  - 5.2.1. shall keep corridors clean at all times.
  - 5.2.2. shall keep to the right side when walking along the corridors and stairways.
  - 5.2.3. shall keep all stairways and corridors clear for passage.
  - 5.2.4. shall not loiter or create any disturbance along the school corridors while classes are going on.
  
- 5.3. While in attendance during School Programs and Performances, a student shall:
  - 5.3.1. be punctual in attending school programs or activities.
  - 5.3.2. observe silence and refrain from creating noise that would distract the affair. If it becomes necessary for a student to leave before the end of the program, the student should wait until the number being performed is over before he makes his exit discreetly.
  - 5.3.3. sit properly at all times and should avoid having loud and extended conversation with others while the program is going on.
  - 5.3.4. show appreciation by applauding politely after each performance.
  - 5.3.5. allow the guests to leave the hall first before he exits after the program.

Section 6: To remain in good standing, a student should not join any organization not officially recognized by the University.

## **ARTICLE XVII: BOARD OF DISCIPLINE**

Cases involving discipline of students under the rules prescribed in this Handbook shall be subject to the jurisdiction of the Board of Discipline without prejudice to the right of the University to constitute at any time an Ad Hoc Committee to conduct and make recommendations relative to investigation and recommendation of student disciplinary sanctions. Following the expanded jurisdiction of educational institutions in accordance with law, the power to exercise disciplinary authority over students extends outside the school premises in instances where school policies are violated and where the misconduct affects the student's status or the good name and reputation of the University.

### Section 1: Definition

The Board of Discipline (hereinafter referred to as the Board) shall be a body empowered to take action on matters resulting from violations of school rules and regulations duly adopted by UNIVERSITY and those that may herein

after be promulgated from time to time.

## Section 2: Composition

The Board shall be composed of the following members:

Chairman: Prefect of Discipline

Members: Student Council Representative  
College Dean/s of the parties involved  
University Legal Counsel  
Faculty

The Board may designate a member to serve in a dual capacity.

## Section 3: Attendance

Members of the Board and/or the members of a duly constituted Ad Hoc Committee are duty bound to attend all hearings, investigation and deliberations.

## Section 4: Quorum

The presence of at least four (4) members of the Board or a majority of members of an Ad Hoc Committee shall constitute a quorum to conduct hearings, investigation and deliberations.

## Section 5: Powers and Functions

The Board and /or the duly constituted Ad Hoc Committee shall take cognizance of all complaints and shall hear cases of students as referred to by the Faculty/Dean/Security Department.

- 5.1 The Chairman, upon receipt of the complaint as endorsed, shall convene the Board or constitute an Ad Hoc Committee to determine whether the complaint is meritorious in fact and in law sufficient to warrant investigation and formal hearings.
- 5.2 The members of the Board or the Ad Hoc Committee may ask clarificatory questions to the students involved during the hearing and/or investigation of the case. Rules on the hearing shall be discussed by the Chairman.
- 5.3 The power of the Board and/or the Ad Hoc Committee shall be limited to fact finding only and all decisions rendered after deliberations are purely recommendatory, subject to the approval of

the School Director or the President.

- 5.4 The Board may opt to hear cases involving major offenses only and may delegate hearing and/or investigation of other offenses involving students to an Ad Hoc Committee organized for this purpose.

## **ARTICLE XVIII: 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 XXI Section 106 of the Manual of Regulations for Private Higher Institutions (MORPHE), "Preventive Suspension and Categories of Administrative Penalties". The three (3) categories of disciplinary administrative sanctions are:

### Section 1: Suspension

Suspension calls for the temporary denial or deprivation of a student from school/activities for a period not exceeding twenty (20%) percent of the prescribed class days of the school year. Student will be referred for professional counseling.

### Section 2: Exclusion

Exclusion involves the removal of a student from the rolls for serious breach of school rules. This sanction is meted on the student during the same year/term he/she is found guilty of an offense such as dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of prohibited drugs, drug dependency, drunkenness, hooliganism, vandalism and other offenses analogous to the foregoing. No prior approval by the Commission on Higher Education is required in the imposition of this penalty.

### Section 3: Expulsion

Expulsion is an extreme penalty which bars a student from all public or private institutions in the Philippines and requires the prior approval of the Chairman of the Commission on Higher 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.

## ARTICLE XIX: TABLE OF OFFENSES AND CORRESPONDING SANCTIONS

In addition to acts considered by law as unlawful or illegal and those which are contrary to morals, the following are considered as a violation of school rules and regulations.

Section 1: MINOR OFFENSES	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<b>I. UNIFORM</b>				
A. Not in uniform when uniform is required	Warning	No entry in campus	No entry in campus	No entry in campus
B. Improper wearing of uniform	Warning	No entry in campus	No entry in campus	No entry in campus
C. Male students wearing make up, earring, bull cap, and/or other accessories, hairstyle inappropriate for school	Warning	No entry in campus	No entry in campus	No entry in campus
D. Loitering during class hours	Warning	1 day suspension	2 day suspension	3 day suspension
E. Refusal to submit one's belonging for lawful inspection or search	Warning	No entry in campus	No entry in campus	No entry in campus
<b>II. INAPPROPRIATE ACTIONS</b>				
A. Public Display of Affection	Warning	2-day suspension	3-day suspension	5-day suspension
B. Simple defiance to orders	Warning	3-day suspension	Exclusion	
C. Willful failure to comply with summons or notices issued for purposes of investigation conducted in connection with discipline related proceedings	3-day suspension	5-day suspension	Exclusion	
D. Male entering female's comfort room or vice versa	3-day suspension	5-day suspension	Exclusion	
<b>Section 2: MAJOR OFFENSES</b>				
<b>PROHIBITED DRUGS OR DRINKS</b>				
A. Possession or use of prohibited drugs or substances or chemicals or other banned substances within school premises	Exclusion			
B. Possession or use of alcoholic drinks or liquor	15-day suspension	Exclusion		
C. Drinking alcoholic beverages in the campus or school sanctioned activities	15-day suspension	Exclusion		
D. Entering the campus under the influence of liquor and/or prohibited drugs	15 day suspension	Exclusion		
<b>PROPERTY</b>				
A. Theft	Exclusion and replacement of property or its equivalent			
B. Robbery	Exclusion and replacement of damaged property or its monetary equivalent			
C. Vandalism	15-day suspension and replacement of vandalized items	Exclusion and replacement of Vandalized items		
D. Malicious destruction of school property	Exclusion and replacement of damaged property or its monetary equivalent			

III. RECORDS	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
A. Falsification of documents	Exclusion			
B. Submitting and/or providing false information and/or documents	Exclusion			
C. Forgery	Exclusion			
D. Misrepresentation	Exclusion			
E. Withholding information inimical to safety and security of school	Exclusion			
IV. DEADLY WEAPONS				
Possession of firearms, deadly weapons and explosives within the premises of the University or during school sanctioned activities	Exclusion			
V. INFORMATION				
Malicious dissemination of information	10-day suspension	15-day suspension	Exclusion	
VI. OFFENSES AGAINST PERSONS				
A. Act of arrogance in words and in deeds which tend to put any school official, faculty member or non-teaching staff or any person vested with authority (in ridicule or contempt)	1 semester suspension	Exclusion		
B. Usurpation of authority	1 semester suspension	Exclusion		
C. Rumor mongering, defamation or public imputation of a crime, vice or defect tending to cause dishonor or discredit to school official, faculty member, employee, another student or other members of the school community	15 day suspension	Exclusion		
D. Involvement in brawls within the campus during official functions	Exclusion			
E. Inflicting injuries on another inside or outside the school premises	Exclusion			
F. Physical assault upon a person in authority or any member of the faculty, administration, staff, or any student, personnel or visitor of the school	Exclusion			
G. Recruitment to unauthorized fraternities	Exclusion			
I. Hazing	Exclusion			
J. Threat on another's life	Exclusion			
K. Gross or deliberate discourtesy, use of indecent or abusive language and unbecoming conduct	15-day suspension	Exclusion		
L. Provoking or instigating a fight	15-day suspension	Exclusion		
VII. EXAMINATIONS				
A. Possession, passing of notes or any materials, leading gestures or signs, asking answers during examinations	Failure in the course and 5-day suspension	Exclusion		
B. Buying or selling of test papers or portion thereof	Failure in the course and 5-day suspension	Exclusion		
C. Copying from or allowing another to copy from one's examination paper	Failure in the course and 5-day suspension for both parties	Exclusion for both parties		
D. Having somebody else take the examination for another	Failure in the course and 5-day suspension for both parties	Exclusion for both parties		
E. Passing as one's work any assigned report, case analysis, reaction paper and the like when copied from another	Failure in the course and 5-day suspension for both parties	Exclusion for both parties		

F. Asking another person to attend a symposium, seminar, SWP, etc. in his/her behalf.	Failure in the course and 5-day suspension for both parties	Exclusion for both parties		
G. Talking with another student during examination	Failure in the course and 5-day suspension for both parties	Exclusion for both parties		
H. Any form of cheating or dishonesty not mentioned in the foregoing	Failure in the course and 5 day suspension	Exclusion		
VIII. RELATIONSHIPS	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Illicit relationships	Exclusion			
Public display of intimacy which offends or tends to offend the sensibilities of the academic community, and which may be deemed or perceived as vulgar or repulsive	10-day suspension	15-day suspension	Exclusion	
IX. OTHERS				
A. Membership in unauthorized subversive organizations	Exclusion			
B. Soliciting or collecting contributions without prior approval of school authorities	Exclusion			
C. Favoring and insisting to favor suppliers, contractors, service providers for school-related projects or activities and/or receiving commissions, favors or other non-monetary benefits from them	Exclusion			
D. Committing acts inimical to the good name of the University such as but not limited to: Drunkenness Public display of affection Engaging in lewd shows and indecent acts while wearing school uniform	Exclusion			
E. Instigating/organizing concerted activities leading to stoppage or disruption of classes or any school operation	Exclusion			
F. Participating in concerted activities leading to stoppage of classes	15-day suspension	Exclusion		
G. Engaging in any form of gambling within the school's premises	Exclusion			
H. Commission of a crime punishable by law, or violation of any penal statute or of rules and regulations promulgated by the Commission on Higher Education, of the policies and regulations of the school or of any valid order by proper authorities.	Exclusion			
I. Conviction before any court for a criminal offense involving moral turpitude against persons or property other than through reckless imprudence	Exclusion			
J. Acts of lewdness, obscenity or immoral conduct or possession, perusal, display or distribution of pornographic materials in the internet, cyberspace, social media or social networking	Exclusion			
K. Use of the internet or social media or social networking to commit a crime or in a manner which would tend to put the school or any other person in an embarrassing position	15-day suspension	Exclusion		
L. Bribery (giving or receiving), administration and other University personnel in exchange for any favor	Exclusion			
M. Unauthorized collection or exaction of money, checks, or other instruments or monetary equivalent whether authorized or not by the school.	Exclusion			
N. Unauthorized student activity	Exclusion			
O. Embezzlement of funds	Exclusion			
P. Using any permit for an activity or any school facility beyond conditions specified in the permit	15-day suspension	Exclusion		
Q. Creating commotion or any serious disturbance inside the school building or premises	Exclusion			
R. Falsely accusing another	Exclusion			

	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
S. Arson or malicious destruction of school property	Exclusion			
U. Giving or offering anything to induce a person to do something illegal or wrong	Exclusion			
V. Conduct unbecoming during school or school sanctioned activities that adversely affects the good name and honor of the school	10-day suspension	15-day suspension	Exclusion	
W. Any other conduct which threatens, endangers or adversely affects the health or safety of any person inside the school premises	15-day suspension	Exclusion		
X. Smoking within the school premises	10-day suspension	15-day suspension	Exclusion	
Y. Other offenses similar and/or analogous to the foregoing	Exclusion			

*Note: All suspension cases must have counselling and community service with the corresponding number of suspension days*

## **ARTICLE XX PROCEDURE FOR HEARING OF COMPLAINTS**

Section 1: The commission of an offense and violation of laws and of the school rules and regulations shall be dealt with in accordance with this handbook and the Manual of Regulations for Private Higher Education (MORPHE). Generally, the following procedural standards shall be complied with in order to protect the rights of the students, without prejudice to the right of the University to adopt other useful and practical ways of imposing disciplinary sanctions subject only to substantial compliance with the minimum requirements of substantive and procedural due process.

- 1.1 A formal complaint in writing which may be under oath shall be filed in quadruplicate by the aggrieved party or by any person having direct knowledge of the commission of the act complained of.
  - 1.1.1 The University or its representative may conduct motu proprio an investigation on cases inimical to the good name and reputation of the University
- 1.2 The student concerned shall be informed in writing of the nature and cause of any accusation against him. He shall be required to answer in writing on the accusation against him within seventy two hours from receipt of the complaint. If the student is a minor, the parent or the guardian shall be furnished with a copy of the show cause letter.
- 1.3 If the student denies the accusation or alleges some facts or matters in justification or mitigation of the offense, the Board and/or Ad Hoc Committee shall conduct formal hearings. All hearings shall be recorded.
- 1.4 During the hearing, the Board and/or Ad Hoc Committee shall:

- 1.4.1 verify the statements of complainant/s, respondent/s and witnesses through a series of questions.
- 1.4.2 determine the veracity of the statements of the parties concerned and their respective witnesses and all documents/evidences presented.
- 1.4.3 record the minutes of the proceeding including questions asked, replies given and the course of action to be taken emanating from situations or circumstances relevant to the case.
- 1.4.4 ask both parties concerned to sign the attendance sheet as well as the record of the minutes of the hearing.

Section 2: In all stages of the proceedings, the student may be represented by a counsel of his own choice. In the case of a minor, the parent or guardian must be present.

Section 3: The student shall be furnished a copy of the evidences presented against him. He shall be allowed to ask clarificatory questions through the Board or the Ad Hoc Committee. He shall likewise be allowed to present evidence on his behalf.

Section 4: The Board or Ad Hoc Committee shall consider all the evidences presented and received during the proceedings and deliberations.

Section 5: The parties shall be furnished a copy of the approved decision promulgated relative to the case.

Section 6: If the student is found guilty of the offense charged, he shall be served with the appropriate sanction through the Dean

## **ARTICLE XXI REPEALING CLAUSE AND DATE OF EFFECTIVITY**

Section 1: All rules and regulations not consistent with the provisions of this Handbook are hereby repealed. Nevertheless, all related policies, rules and regulations existing and still to be issued shall be as effective and binding as the provisions contained in this handbook.

Section 2: The University reserves the right to amend, supplement or revise the provisions of this Student Handbook and all University policies, as may be needed from time to time.

Section 3: This Student Handbook shall take effect immediately and shall be valid and binding until revised, amended or supplemented.

## APPENDICES

### APPENDIX A

**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.**

1. 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.
2. Parental involvement shall be maximized in the implementation of drug education, random drug testing, treatment and rehabilitation of drug users and dependents.
3. 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.
4. 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.
5. 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.

6. 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.
7. 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.
8. Random drug testing shall be implemented primarily for prevention and rehabilitation.
9. The drug testing program shall guarantee and respect the personal privacy and dignity of the student.
10. The drug test results shall be treated with utmost confidentiality.
11. The test results shall not be used in any criminal proceedings.

## **B. PURPOSES OF RANDOM DRUG TESTING**

1. To determine the prevalence of drug users among the students.
2. To assess the effectivity of school-based and community-based prevention programs.
3. To deter the use of illegal drugs.
4. To facilitate the rehabilitation of drug users and dependents.
5. 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**

1. 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.
2. 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.
3. Parents shall, for the purposes of these guidelines, include court appointed guardians.
4. Random selection refers to the unbiased process of selecting students who are to undergo drug testing.
5. 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.
6. Schools shall mean an institution that has its primary purpose the education of students including secondary, tertiary, and technical vocational education and training institutions.

7. 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.
8. 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**

- a. 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.
- b. 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.
- c. (The Supervising Agencies' Memorandum Circulars should include a list of DOH-accredited Testing Centers/Laboratories.)
- d. 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**

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

### **3. Selection of Samples**

- a. 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.
- b. On the day of the testing, the Selection Board shall conduct the random selection of those to be tested.
- c. The Selection Board shall ensure the confidentiality and integrity of the random

- selection process.
- d. 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.
  - e. The random selection of students and the drug testing shall be done on the same day.
  - f. 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.
  - g. 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.
  - h. The monitor assigned to ensure the integrity of the collection process should be of the same sex as the student.
  - i. 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.
  - j. 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**

- a. The results of the test shall be strictly confidential. No school shall publish or post results whether positive or negative.
- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. The confirmatory drug test shall be conducted in the same manner as the initial drug test.
- g. The results of the confirmatory test shall be transmitted by the laboratory in a sealed envelope and handed directly to the Drug Testing Coordinator.
- h. The Drug Testing Coordinator shall inform both parents and the students of the

- results of the test.
- i. 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.
  - j. 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.

## APPENDIX B

### REPUBLIC ACT NO. 9165

#### **AN ACT INSTITUTING THE COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002, REPEALING REPUBLIC ACT NO. 6425, OTHERWISE KNOWN AS THE DANGEROUS DRUGS ACT OF 1972, AS AMENDED, PROVIDING FUNDS THEREFORE, AND FOR OTHER PURPOSES.**

**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 subjected 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 C**

### **FRATERNITIES**

#### **COMMISSION ON HIGHER EDUCATION OFFICE OF THE PRESIDENT OF THE PHILIPPINES**

CHED Order No. 4, 1995 July 25, 1998

#### **PREVENTIVE MEASURES AGAINST VIOLENCE AND SANCTIONS ON FRATERNITIES AND OTHER STUDENT ORGANIZATIONS**

TO: CHED Regional Director  
Head of Private Schools, Colleges and Universities  
President of State College and Universities

1. The fundamental law of the land requires the state through its instrumentalities, in particular the educational agencies, to promote the physical, intellectual and social well-being of the youth, the students. They are encouraged further to join all kinds of organizations that foster camaraderie and instill brotherhood.
2. Historically, fraternities were founded to promote camaraderie among groups of people, including students in colleges and universities. Fraternities and other organizations must exist to preserve the value of human life. Their talents and energies must be channeled and utilized for collective development.
3. Recent events involving fraternities tend to erode the moral values inculcated by parents and the educational institutions. Students' dedication to study, respect for authority, observance of the rules and regulations of educational institutions are ignored. Existing laws and other administrative issuances seem not enough to deter some students from inflicting physical and mental injuries on others and, in so many instances, cause the loss of life of students.
4. In order to have an atmosphere of brotherhood among fraternities and other student organizations, all educational institutions of higher learning are encouraged to promote programs and projects that will produce responsible students and will instill the value of human life for productive future. The following preventive measures are therefore suggested:
  - a. monthly meetings of heads of fraternities in a Council of Equals;
  - b. regular gatherings of fraternity members through sports, cultural events and joint community projects where there are cross membership;
  - c. reporting a potential conflict to the head of the fraternity as a standard procedure; (the head in turn will patch it up with his counterpart).
  - d. internal policies by the fraternities themselves;
  - e. Long-term re-orientation of role of fraternity to move away from macho conflicts into a society of brotherhood that stresses studies, productivity, creativity, and sense of community and nationhood;
  - f. more interaction between the School Administration and the fraternities;

- g. inform parents about the participation of their children in fraternities;
  - h. enlisting fraternity alumni members to counsel resident members; and
  - i. obliging fraternities to have ethical codes in their organizational vision and objectives which should include a commitment to solve problems in a peaceful and friendly way.
5. In order to deter violence among fraternities the following sanctions shall be strictly carried out;
- a. automatic expulsion of any fraternity member for:
  - b. starting or taking the offensive action that clearly provokes violence.
  - c. carrying of knives sticks, pipes, guns and other deadly weapons in schools; and extortion.
  - d. sixty (60) days suspension of all officers of a fraternity found guilty of starting action that will provoke violence and
  - e. suspension of guilty fraternity for one year for The first offense and permanent ban for the next offense:
6. Higher Education institution must fully assume authority and responsibility in dealing with fraternities and other students aggregations. They are enjoined to closely monitor and supervise the numerated preventive measures and sanctions herein above stated.
7. Immediate dissemination for this order is desired.

**(SGD) RICARDO T. GLORIA**  
**Chairman**

## APPENDIX D

### HAZING

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

Be it enacted by the Senate and House of Representative  
Of the Philippines in Congress assembled.

SEC. 1 Hazing as used in this act is an initiation rite or practice as a pre-requisite 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 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 corps of the Citizen Military Training, or Citizen's Army Training. The physical, mental and psychological testing and training procedures 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 Commission duly recommended by the Chief of the Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for purposes of this act.

SEC 2 No hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without written notice of the school authorities or head of the organizations seven (7) days before the conduct of such initiation. The written notice shall indicate the period of 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 employed by anybody during such initiation rites.

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

SEC 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* if death, rape, sodomy or mutilation results there from.
2. the penalty of *reclusion temporal* in its maximum period 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 if in consequence of the hazing the victim shall have lost the use of speech or power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm, a leg or shall have lost the use of any such member and 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 if in consequence of the hazing the victim shall become deformed or shall have lost use thereof, or shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for more than ninety 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 of the activity or work in which he was habitually engaged for 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 ten (10) days or more, or that the injury sustained shall require medical attendance 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 (1) to nine (9) days, or that the injury sustained shall require medical attendance for the same period.
8. The penalty of prison correctional in its minimum period 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 attention.

The responsible officials of the school or of the police, military or citizen's army training organization may impose the appropriate sanctions on the person or persons charged under these provisions 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 the age at the time of 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 presence of any person during the hazing is prima facie evidence of participation therein as a principal unless he prevented the commission of the acts punishable herein.

Any person charged under this provision shall be entitled to the mitigating circumstances 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.

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

SEC. 6 All laws, orders, rules, or regulations which are consistent with or contrary to the provision of this ACT are hereby amended or repealed accordingly.

SEC. 7 The Act shall take effect fifteen (15) days after its publication in at least two (2) national newspaper of general circulation.

## APPENDIX E

### SEXUAL HARRASSMENT

Republic of the Philippines  
CONGRESS OF THE PHILIPPINES  
Metro Manila

Third Regular Session

Begun and held in Metro Manila, on Monday, November 10, 2003 the twenty-fifth day of July, nineteen hundred and ninety – four

**(REPUBLIC ACT NO. 7877)**

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

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

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

Sec. 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.

Sec. 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, trainer, 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.

Sec. 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, trainers, students or trainees to increase 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 trainers, 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.

Sec 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.

Sec. 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.

Sec. 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.

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

Sec 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.

Sec. 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.

**(SGD) EDGARDO ANGARA JR.**

**(SGD) JOSE DE VENECIA**

This Act which is a consolidation of he House Bill No. 9425 and Senate Bill 1632 was finally passed by the House of Representative and the Senate on February 8, 1995.

**(SGD) FIDEL V. RAMOS**

**President of the Philippines**

Published on February 18, 1995, Malaya, Manila, Philippines

## APPENDIX F

### REPUBLIC ACT NO. 9211

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

Be it enacted by the Senate and House of Representative if the Philippines in Congress assembled:

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

SEC. 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.

SEC. 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.

SEC. 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**

Sec. 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 fire 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 32 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 G

### **Republic Act No. 7079 An Act Providing For the Development and Promotion Of Campus Journalism And For Other Purposes**

Section 1. Title.-This act shall be known and referred to as the “Campus Journalism Act of 1991.”

Section 2. Declaration of Policy.-It is the declared policy of the State to uphold and protect the freedom of the press even at the campus level and to promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of student concerned and promoting responsible and free journalism.

Section 3. Definition of Terms.-

- a. School.- An institution for learning in the elementary, secondary or tertiary level comprised of the studentry, administration , faculty, and non-faculty personnel.
- b. Student Publication- The issue of any printed material that is independently published by, and which meets the needs and interest of, the studentry;
- c. Student Journalist – Any bona fide student enrolled for the current semester or term, who was passed or met the qualification and standards of the editorial board. He must likewise maintain a satisfactory academic standing.
- d. Editorial Board- In the tertiary level, the editorial board shall be composed of student journalists who have qualified in placement examinations. In the case of elementary and high school levels, the editorial board shall be composed of a duly appointed faculty adviser, the editor who qualified and the representative of the Parent-Teachers’ Association, who will determine the editorial policies to be implemented by the editor and staff members of the student publication concerned. At the tertiary level, the editorial board may include a publication adviser at the option of its members.
- e. Editorial Policies- A set of guidelines by which a student publication is operated and managed, taking into account pertinent laws as well as the school administration’s policies. Said guidelines shall determine the frequency of the publication, the manner of selecting articles and features and other similar matters.
- f. Student Publication- A student publication is published by the student body through an editorial board and publication staff composed of students selected by fair and competitive examinations.  
Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication funds.

- Section 4. Funding of Student Publication- Funding for the student publication may include the savings of the respective school's appropriations, student subscriptions, donations, and other sources of funds.  
In no instance shall the Department of Education, Culture and Sports or the school administration concerned withhold the release of funds sourced from the savings of the appropriations of the respective schools and other sources intended for the student publication. Subscription fees collected by the school administration shall be released automatically to the student publication concerned.
- Section 6. Publication Adviser. - The publication adviser shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the adviser shall be limited to one of technical guidance.
- Section 7. Security of Tenure. – A member of the publication staff must maintain his or her status as a student in order to retain membership in the publication staff. A student shall not be expelled or suspended solely on the basis of articles he or she has written, or on the basis of the performance of his or her duties in the student publication.
- Section 8. Press Conference and Training Seminar.- The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student editors/writers and teacher/adviser of student publications in the elementary, secondary and tertiary levels shall participate. Such competitions, conferences and seminars shall be held at institutional, divisional, and regional levels, culminating with the holding of the annual national elementary, secondary or tertiary School Press Conferences in places of historical and/or cultural interest in the country.
- Section 9. Rules and Regulations.- The department of Education, Culture and Sports, in the coordination with the officers of the national elementary, secondary or tertiary organizations or official advisers of student publications, together with the student journalists at the tertiary level and existing organizations of student journalists, shall promulgate the rules and regulations necessary for the effective implementation of this Act.
- Section 10. Tax Exemption.- Pursuant to paragraph 4, Section 4, Article XIV of the Constitution, all grants, endowments, donations, or contributions used actually, directly and exclusively for the promotion of the campus journalism as provided for this Act shall be exempt for donor's or gift tax.
- Section 11. Appropriations. – For the initial year of implementation, the sum of five million pesos (P5, 000,000.00) is hereby authorized to be charged against the savings from the current appropriations of the Department of Education, Culture, and Sports. Thereafter, such amount may be necessary shall be

included in the General Appropriations Act.

Section 12. Effectivity.- This Act shall take effect after fifteen (15) days following the completion of its publication in the Official Gazette or in at least two (2) newspapers of general circulation.

Approved, 5 July 1991

**APPENDIX H  
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
  - (5) 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 I

### 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 11<sup>th</sup> and 12<sup>th</sup> 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/endorsements 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<sup>th</sup> day of September, in the year of our Lord, two thousand.

(Sgd.) **JOSEPH EJERCITO ESTRADA**

By the President:  
**RONALDO B. ZAMORA**  
Executive Secretary

## APPENDIX J 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.  
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.
5. The Principal shall relay to the student-applicant with his/her parent/guardian the results of the deliberation (for Basic Education).
6. For college level, the College Dean shall relay to the student-applicant with his/her parent/guardian the results of the deliberation.
7. 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.  
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.  
In the event that the University admitted a student who eventually turned out to be with any of the special needs mentioned above, the University is not obliged to continue giving the educational services to the student concerned. Consequently, the parent or guardian shall voluntarily withdraw the student from the University.

## APPENDIX K

Republic of the Philippines  
Congress of the Philippines  
Metro Manila  
Eighth Congress

Republic Act No. 7079 July 5, 1991

### AN ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF CAMPUS JOURNALISM AND FOR OTHER PURPOSES

*Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:*

**Section 1. Title.** – This Act shall be known and referred to as the "**Campus Journalism Act of 1991.**"

**Section 2. Declaration of Policy.** – It is the declared policy of the State to uphold and protect the freedom of the press even at the campus level and to promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of students concerned and promoting responsible and free journalism.

**Section 3. Definition of Terms.** –

(a) School. – An institution for learning in the elementary, secondary or tertiary level comprised of the studentry, administration, faculty and non-faculty personnel;

(b) Student Publication. – The issue of any printed material that is independently published by, and which meets the needs and interests of, the studentry;

(c) Student Journalist. – Any bona fide student enrolled for the current semester or term, who was passed or met the qualification and standards of the editorial board. He must likewise maintain a satisfactory academic standing.

(d) Editorial Board. – In the tertiary level, the editorial board shall be composed of student journalists who have qualified in placement examinations. In the case of elementary and high school levels, the editorial board shall be composed of a duly appointed faculty adviser, the editor who qualified and a representative of the Parents-Teachers' Association, who will determine the editorial policies to be implemented by the editor and staff members of the student publication concerned.

At the tertiary level, the editorial board may include a publication adviser at the option of its members.

(e) **Editorial Policies.** – A set of guidelines by which a student publication is operated and managed, taking into account pertinent laws as well as the school administration's policies. Said guidelines shall determine the frequency of the publication, the manner of selecting articles and features and other similar matters.

**Section 4. Student Publication.** – A student publication is published by the student body through an editorial board and publication staff composed of students selected but fair and competitive examinations.

Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication's funds.

**Section 5. Funding of Student Publication.** – Funding for the student publication may include the savings of the respective school's appropriations, student subscriptions, donations, and other sources of funds.

In no instance shall the Department of Education, Culture and Sports or the school administration concerned withhold the release of funds sourced from the savings of the appropriations of the respective schools and other sources intended for the student publication. Subscription fees collected by the school administration shall be released automatically to the student publication concerned.

**Section 6. Publication Adviser.** – The publication adviser shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the adviser shall be limited to one of technical guidance.

**Section 7. Security of Tenure.** – A member of the publication staff must maintain his or her status as student in order to retain membership in the publication staff. A student shall not be expelled or suspended solely on the basis of articles he or she has written, or on the basis of the performance of his or her duties in the student publication.

**Section 8. Press Conferences and Training Seminar.** – The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student-editors/writers and teacher-adviser of student publications in the elementary, secondary and tertiary levels shall participate. Such competitions, conferences and seminars shall be held at the institutional, divisional, and regional levels, culminating with the holding of the annual national elementary, secondary or tertiary School Press Conferences in places of historical and/or cultural interest in the country.

**Section 9. Rules and Regulations.** – The Department of Education, Culture and Sports, in coordination with the officers of the national elementary, secondary or tertiary organizations or official advisers of student publications, together with student journalists at the tertiary level and existing organizations of student journalists, shall promulgate the rules and regulations necessary for the effective implementation of this Act.

**Section 10. Tax Exemption.** – Pursuant to paragraph 4, Section 4, Article XIV of the Constitution, all grants, endowments, donations, or contributions used actually, directly and exclusively for the promotion of campus journalism as provided for in this Act shall be exempt from donor's or gift tax.

**Section 11. Appropriations.** – For the initial year of implementation, the sum of Five million pesos (P5,000,000.00) is hereby authorized to be charged against the savings from the current appropriations of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.

**Section 12. Effectivity.** – This Act shall take effect after fifteen (15) days following the completion of its publication in the Official Gazette or in at least two (2) newspapers of general circulation.

Approved: **July 5, 1991.**

## APPENDIX L

**Republic of the Philippines  
Congress of the Philippines  
Metro Manila  
Sixteenth Congress  
Second Regular Session**

Begun and held in Metro Manila, on Monday, the twenty-eighth day of July, two thousand fourteen.

[REPUBLIC ACT NO. 10676]

AN ACT PROTECTING THE AMATEUR NATURE OF STUDENT-ATHLETES IN THE PHILIPPINES BY REGULATING THE RESIDENCY REQUIREMENT AND PROHIBITING THE COMMERCIALIZATION OF STUDENT-ATHLETES

*Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:*

SECTION 1. *Short Title.* – This Act shall be known as the “Student-Athletes Protection Act”.

SEC. 2. *Declaration of Policy.* – Article XIV, Section 1 of the 1987 Constitution recognizes the role of the State to protect and promote the right of all the citizens to quality education at all levels, and to take appropriate steps to make such education accessible to all. Further, Section 19(1) of the same Article provides that the State shall promote physical education, sports programs and competitions alongside training for international competitions to foster self-discipline, teamwork and excellence for the attainment of a healthy and alert citizenry. Thus, the State shall recognize and uphold the rights of student-athletes to further hone their skills and abilities in their respective fields of amateur sports without neglecting their education and general well-being.

It is the intention of this Act to protect and promote the rights of the student-athlete, who is, first and foremost, a student. To this end, the rights guaranteed by this Act and the obligations imposed on schools and athletic associations and their officials, athletic directors, coaches, members of the coaching staff, administrators, alumni, and representatives shall seek to ensure that the student-athlete attains quality education while honing his/her skill and reaching his/her full potential as an athlete in an amateur sports setting.

SEC. 3. *Definition of Terms.* – As used in this Act, the following terms shall be defined as follows:

- (a) *Athletic association* refers to any public or private organization that is responsible for governing inter-school athletic programs and competitions including, but not limited to, the Private Schools Athletic Association (PRISAA), the University Athletic Association of the Philippines (UAAP), the National College Athletic Association of the Philippines (NCAA), the Women’s National Collegiate Athletic Association (WNCAA), the State Colleges and Universities Athletic Association (SCUAA), the

Cebu Schools Athletic Foundation, Inc. (CESAFI), the National Capital Regional Athletic Association (NCRAA), the Association of Local Colleges and Universities Athletic Association (ALCUAA) and the National Athletic Association of Schools, Colleges and Universities (NAASCU);

- (b) *School* refers to an institution recognized by the State which undertakes educational operations such as grade school, high school, college, university, or technical-vocational education and training institution; and
- (c) *Student-athlete* refers to a student currently enrolled in any school who is a member of any of the school's athletic teams or programs and who represents or has intentions of representing the school in an inter-school athletic program or competition. The student-athlete must be enrolled in at least a minimum full-time curricular program and must be in good standing to be eligible to represent the school in an inter-school athletic program or competition.

SEC. 4. *Residency of Student-Athletes.* – Without prejudice to the respective rules of athletic associations on student-athletes who are foreign imports, the following rules on residency shall be applied:

- (a) Residency requirement shall not be imposed on a student-athlete who is a high school graduate enrolling in a college or university;
- (b) Residency requirement shall likewise not be imposed on a high school student-athlete transferring from one high school to another high school: *Provided*, That, to address the issue of piracy, a maximum of one (1) year residency may be imposed by an athletic association on a high school student-athlete who transfers from one member school to another;
- (c) In the case of a tertiary student-athlete transferring from one college or university to another, a maximum of one (1) year residency may be imposed by an athletic association before a student-athlete could participate and represent a school in any athletic competition; and
- (d) The residency rules mentioned in paragraphs (a) and (b) of this section shall likewise apply to a Filipino student-athlete from other countries enrolling in a school in the Philippines.

No school, or its representative, shall be authorized to perform the following acts on a student-athlete on the sole reason of his/her transfer to another school:

- (1) File an administrative charge for possible violation of school rules and regulations;
- (2) Require the payment of tuition and other miscellaneous fees covered by the scholarship granted, including monies given and the cash equivalent of non-monetary benefits received;
- (3) Refuse to issue or delay the release of grades and school records, clearance, or transfer eligibility;
- (4) Give incomplete grades in subjects in which the student-athlete is exempted by virtue of being a student-athlete; and
- (5) Impose other forms of punishment.

SEC. 5. *Benefits and Incentives.* – Schools may grant a deserving student-athlete the following benefits and incentives:

- (a) Tuition and miscellaneous school fees including books and other learning materials;
- (b) Full board and lodging;
- (c) School and athletic uniforms including supplies, equipment and paraphernalia;
- (d) A reasonable regular monthly living allowance, the amount of which shall be set and standardized by the athletic association to which the school is affiliated with;
- (e) Medical examinations and consultations, emergency medical services, life and medical insurance and other reasonable and similar benefits that would further enhance the academic and athletic performance of the student-athlete; and
- (f) Other reasonable and similar benefits that would further enhance the student-athlete's academic and athletic performance.

SEC. 6. *Commercialization of Student-Athletes* – Schools shall not offer a student-athlete or the immediate family members benefits or incentives beyond those enumerated under Section 5 of this Act which are contrary to the nature of amateur sports and which may result in the commercialization of a student-athlete.

SEC. 7. *Authority of the Department of Education (DepED) and the Commission on Higher Education (CHED).* – The DepED in furtherance to its mandate to supervise all basic education institutions, and the CHED with its mandate to supervise higher education institutions, are hereby further authorized to regulate and oversee school athletic associations, and are tasked to ensure that the rights of student-athletes are respected and protected. They are likewise authorized to handle complaints against the school athletic associations, and schools. They may consult the Philippine Sports Commission (PSC) for technical expertise, as may be needed.

SEC. 8. *Prosecution of Action.* –

- (a) *Who May File.* – For purposes of this Act, a written complaint may be filed by a student-athlete, his/her parents or guardians, member schools or their alumni, or any person or any entity in behalf of a student-athlete who, or a school which, may be affected by any violation of this Act.
- (b) *Who are Liable.* – School officials, athletic directors, coaches, members of the coaching staff, administrators, alumni, or representatives shall be liable for any violation of this Act. Athletic associations or schools shall likewise be liable for knowingly permitting or failing to prevent such violations, without prejudice to any direct liability by the aforementioned individuals.
- (c) *Investigation.* – Athletic associations may, *motu propria* or upon written complaint, investigate violations of this Act and impose the appropriate penalties, such as suspending or banning the student-athlete from playing and/or the school from participating in their respective leagues: *Provided*, That if the respondent is the athletic association, or if there is reason to believe that the athletic association will not act upon the complaint, a written complaint may be filed directly with the DepED

or the CHED.

- (d) Appeal. – Within fifteen (15) days upon receipt of the decision of the athletic association, an appeal may be filed with the DepED or the CHED.
- (e) Inaction or inhibition. – Within thirty (30) days from filing of the complaint, there being no action from the athletic association, the student-athlete or his/her representative may directly file a written complaint with the DepED or the CHED.
- (f) Sanctions and penalties. – Upon notice and hearing, the DepED or the CHED may impose the appropriate penalties under relevant laws, rules or regulations, including:
  - (1) On erring schools:

Any violation of the provisions of this Act shall be punishable by suspension from participating in the athletic organization/s and/or a fine ranging from one hundred thousand pesos (P100,000.00) to one million pesos (P1,000,000.00) depending on the gravity of the offense; and
  - (2) On erring athletic associations:

Any violation of the provisions of this Act shall be punishable by a fine ranging from one hundred thousand pesos (P100,000.00) to one million pesos (P1,000,000.00) depending on the gravity of the offense.

The availment of remedies under this Act will not preclude the complainant from seeking further recourse from the courts of law.

- (g) Nothing in this section shall prevent any of the persons mentioned herein from filing for a temporary restraining order or any other injunctive relief in court if there is no other plain, speedy, and adequate remedy in the ordinary course of law.

SEC. 9. *Implementing Rules and Regulations.* – Within ninety (90) days from the approval of this Act, the DepED and the CHED, in consultation with the PSC, shall promulgate the rules and regulations implementing the provisions of this Act. The implementing rules and regulations issued pursuant to this section shall take effect thirty (30) days after its publication in two (2) national newspapers of general circulation.

SEC. 10. *Implementing Agencies.* – The DepED and the CHED shall implement the provisions of this Act.

SEC. 11. *Separability Clause.* – If any provision of this Act is declared unconstitutional the remainder of this Act or any provision not affected thereby shall remain in full force and effect.

SEC. 12. *Repealing Clause.* – Any law, presidential decree or issuance, executive order, letter of instruction, administrative order, rule or regulation contrary to or inconsistent with the provisions of this Act is hereby repealed, modified, or amended accordingly.

SEC. 13. *Effectivity.* – This Act shall take effect fifteen (15) days after its publication in

## APPENDIX M



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



**CHED Memorandum Order**  
No. 17  
Series of 2012

**SUBJECT: POLICIES AND GUIDELINES ON EDUCATIONAL TOURS AND  
FIELD TRIPS OF COLLEGE AND GRADUATE STUDENTS**

In accordance with the pertinent provisions of Batas Pambansa Blg. 232, Republic Act (R.A.) 7722 otherwise known as the Higher Education Act of 1994, provision in the Constitution which states that "*The State shall exercise reasonable supervision over all higher education institutions*", and pursuant to Commission en Banc Resolution No. 122-2012 dated June 11, 2012, the following the policies and guidelines and procedures are hereby adopted:

### **ARTICLE I STATEMENT OF POLICIES**

**Section 1.** It is the policy of the state to create and sustain a complete, adequate and integrated system of education relevant to the needs of the people and society. In line with this, the higher education's contribution to boost tourism and generate more employment is recognized towards the attainment of the goals of human development.

**Section 2.** It is also the policy of the state to continuously promote the law to restrain certain acts of public officers and private persons alike which constitute graft or corrupt practices or which may lead thereto.

### **ARTICLE II COVERAGE**

**Section 3.** These policies and guidelines shall cover the educational tours and/or field trips **in the Philippines** duly required in the approved curriculum of authorized higher education programs of both public and private HEIs. These shall apply to all higher education students and the faculty duly authorized by the concerned HEI to handle educational tours and/or field trips. Other trips to be conducted after the student has graduated are not covered by these policies and guidelines.

**Section 4.** For purposes of this CMO, the terms below are defined as follows:

**Educational Tour-** an extended educational activity involving the travel of students and supervising faculty outside the school campus which is relatively of longer duration usually lasting for more than one day and relatively more places of destination than a field trip;

**Field Trip-** an educational activity involving the travel of students and supervising faculty outside the school campus but is of relatively shorter duration usually lasting for only one day and with fewer places of destination.

### **ARTICLE III OBJECTIVES**

**Section 5.** These set of policies and guidelines aims to rationalize the Conduct of Educational Tours and/or Field Trips among Higher Education Institutions (HEIs) in order to:

- 5.1. provide access to efficient and interactive learning of students through meaningful educational tours and/or field trips as required in their program requirement embodied in the approved curriculum; and
- 5.2 ensure that all Higher Education Institutions provide quality educational tours and/or field trips relevant to the acquisition of the necessary knowledge, skills, and values for student welfare and development.

### **ARTICLE IV ACADEME-INDUSTRY LINKAGE**

**Section 6.** Educational Tours and Field trips in general are part of the curriculum enhancement, hence, broadens the students' learning opportunities and a feel of the real world, and therefore serves as a powerful motivator to strengthen the academe-industry linkage. HEIs should come up with their creative academe-industry linkage plans appropriate to degree program requirement.

### **ARTICLE V STUDENTS**

**Section 7.** Higher education students are considered as young adults, thus they shall assess their capability to undertake such educational tours and/or field trips. HEIs shall require the concerned students to submit a medical clearance before allowing them to join the given educational tours and/or field trips. The medical clearance must be issued by the concerned HEIs as part of their free services to the students.

**Section 8.** For students who can not join the educational tours and/or field trips, they shall be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies and achieves other learning objectives. Learners with special needs such as Persons with Disabilities (PWDs) shall be given due consideration.

**Section 9.** For students undergoing internship, practicum or on-the-job training program, the same shall be governed by CHED Memorandum Order No. 23 s. 2009 "Guidelines for Student Internship Program in the Philippines (SIPP) for all programs with practicum subject. Educational tours and field trips shall not be made as substitute of a major examination for the purpose of compelling students to participate in educational activities not otherwise compulsory.

## **ARTICLE VI DESTINATION**

**Section 10.** As much as practicable, destination of educational tours and/or field trips should be near the concerned HEI in order to minimize cost. Be guided by CMO 11, s. 1997 for the places where they should visit among others, the registered museums, cultural sites and landmarks which should be in line with the objectives of the educational tours and/or field trips.

**Section 11.** When the educational tours and/or field trips require additional cost on the part of students, prior consultation with concerned students shall be undertaken as much as possible. Hence, all these information shall form part of the student handbook so that the same shall be explained during the General Orientation of Freshmen before the start of classes, including the details of the educational tours and/or field trips.

**Section 12.** Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with the local government units with appropriate clearance from the concerned government and non-government offices shall be secured before the scheduled dates of the educational tours and/or field trips.

## **ARTICLE VII ROLES OF THE HIGHER EDUCATION INSTITUTIONS**

**Section 13.** HEI shall implement the appropriate educational tours and/or field trips in accordance with the specific degree program requirement.

**Section 14.** Briefing and debriefing program shall be undertaken by the concerned HEI before and/or after the educational tours and field trips. Briefing shall include among others, precautionary measures that will be undertaken by the concerned HEI with the concerned students and parents/guardians if the student is a minor. Also, Risk Assessment Procedures for educational tours and/or field trips must also be discussed with concerned students including parents and/or guardians. As a general requirement, the HEIs following their institutional policy should require the students to submit the parent's and/or guardians consent. Debriefing program should include among others, reflection of the learning experiences duly documented in the learning journal.

**Section 15.** As part of the Curriculum/course, a Proto-type Observation Guide during educational tours and/or field trips must be required and to be accomplished, giving emphasis on the relevant competencies and lessons learned from the stated trips. An assessment of learning outcomes must also be accomplished following the institutional policy on grading system.

**Section 16.** HEIs shall inform the CHEDROs on the nature of the educational tours and/or field trips to include purpose, schedule, destinations, cost and submit a report on the matter to the CHED Regional Offices concerned at least one month before the opening of classes for every academic year. HEI's report should include among others the filled-in undertaking form that the field trip is not

conducted to unduly benefit or accommodate any of the establishments enumerated in the list owned by an HEI or employee or by an owner who is a relative within the third civil degree of consanguinity or affinity to an HEI owner or employee having any involvement in the conduct of educational tours and/or field trips. In turn, all CHEDROs are hereby directed to consolidate these reports of the HEIs within their respective jurisdictions and submit the same to the Executive Office (Attention: The Director, Office of Student Services).

**Section 17.** In the event that tour guides will be utilized, only accredited Tour Operators and Tour Guides from the Department of Tourism shall be engaged by the HEIs. To ensure quality and professional conduct of tours, only travel and tour operators and tour guides accredited by the Department of Tourism should be engaged by the HEIs (a list of DOT-accredited tourism enterprises can be obtained from the DOT Main & Regional Offices).

**Section 18.** Security of the students should be the foremost responsibility of the higher education institutions concerned. HEI authorities shall inform parents or guardians on the HEI guidelines on the conduct of educational tours and/or field trips.

**Section 19.** HEI guidelines for educational tours and/or field trips or on-the-job training shall be written in their students handbook, and copies of the same shall be given to students and displayed in conspicuous places for their students' guidance and reference.

**Section 20.** It shall be unlawful for an HEI employee to personally profit from an educational tours and/or field trips. HEI employee who violates this section may be terminated for Grave Misconduct

**Section 21.** If any of the service companies mentioned in the preceding sections is established as a laboratory or practicum training outfit, the provision of the immediately preceding sections shall not apply.

## **ARTICLE VIII FUNDING**

**Section 22.** Prior consultation including the manner, time and duration of the educational tours and/or field trips shall be done by the concerned HEIs with the concerned students and stakeholders. If the educational tours and/or field trip is included in the internship, this shall be fully explained to the concerned students. Enclosed is Annex A for the checklist of requirements.

## **ARTICLE IX SANCTIONS**

**Section 23.** In order to ensure compliance with the guidelines and regulations stated in this CMO, the Commission en Banc may, upon the recommendation of the Regional Offices and CHED Legal Services, impose the following sanctions depending on the nature and seriousness of the violation or non-compliance of Higher Education Institutions.

Any HEI found guilty of violating any of the provisions contained in these guidelines may be subjected to the following sanctions:

- 1<sup>st</sup> Offense, a written warning;
- 2<sup>nd</sup> Offense, suspension from conducting educational tours and field trips for a period of time as determined by the Commission en Banc, and
- 3<sup>rd</sup> Offense,
  - disapprove the application for other school fees increase and introduction of new fees of HEI;
  - administrative and criminal charges against it and/or its responsible officers under existing laws
  - imposition of penalties such as revocation of permits, downgrading of status, phase-out and such other penalties may be validly imposed by the Commission to the concerned HEIs.

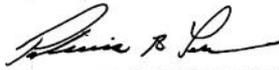
#### **ARTICLE X REPEALING CLAUSE**

**Section 24.** CHED Memorandum Order No. 11 s. 1997 "Enjoining all HEIs in the Country to Make insofar as practicable, All Registered Museums and Cultural Sites and Landmarks as Venues for Educational Tours and Field Trips and subjects for Studies and Researches is hereby amended. All previous issuances inconsistent with these guidelines are deemed repealed, revoked or rescinded accordingly.

#### **ARTICLE XI EFFECTIVITY**

**Section 25.** These guidelines shall take effect 15 days after publication in newspaper of general circulation and should be observed by all HEIs starting AY 2012- 2013 and shall remain in force and effect until revoked or amended.

Issued this 6<sup>th</sup> day of July 2012 in Quezon City.



**PATRICIA B. LICUANAN, Ph.D.**  
Chairperson

**Checklist of Requirements**  
**For CMO No. 17 Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students**

Date:

		Complied		Remarks	
		Yes	No		
A. Before the Educational Visit or Field Trip	1. Included in the curriculum	Included in the curriculum with corresponding unit credits and time allotment whether whether lecture or laboratory hours			
		- specify course title and unit credits			
2. Guidelines of concerned HEI included in the student's handbook, displayed in conspicuous places, and included in the General Orientation of Freshmen		Updated Guidelines of concerned HEI included in the student's handbook, displayed in conspicuous places, and included in the General Orientation of Freshmen			
		outline of Assessment Report to be filled in by the concerned faculty and students.			
3. Faculty-in-charge		Faculty-in-charge			
		a. Present designation  <b><i>b. with letter of notification from the Administration indicating Faculty-in-charge role and responsibilities before, during and after the educational tours and field trips.</i></b>			
4. Advanced and properly coordinated with the Local Government and other concerned non-government offices		Advanced and properly coordinated with the Local Government and other concerned non government offices with letter request by the sending HEI and acknowledged/approved by LGUs/NGOs			

		Complied		Remarks
		Yes	No	
5. Consultation conducted to concerned students, faculty and stakeholders.	Consultation conducted to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature			
6. Destination chosen considering cost and benefit requirements	Destination chosen, considering cost and benefit requirements, safety, and relevance with the subject matter			
7. Fund and other resources properly secured	Fund and other resources properly secured and accounted for			
8. Briefing to concerned faculty and students	Briefing to concerned faculty and students and provide the needed info materials			
9. Written plans submitted to HEIs	Written plans by the accredited travel agency (if appropriate) with attached Gant Chart duly-approved by the HEI			
	Copy of the itinerary and Travel Agency's or Tour Operator's Accreditation Certificate issued by DOT			
10. Insurance for students, faculty, and other concerned stakeholders	Individual or group Insurance for students, faculty, and other concerned stakeholders			
11. Format of Learning journals given to students	Standard Format of Learning journals given to students			
12. Announcement to students, faculty and parents	Announcement to students, faculty and parents made one(1) to two (2) months before the scheduled date of educational tour/field trip			
13. Risk Assessment plans in place	Risk Assessment plans and preventive measures given to students and stakeholders			

		Complied		Remarks
		Yes	No	
14. Medical clearance of students	Medical clearance of students and medical aid kits are provided			
	Medical clearance duly signed by the Parent or Physician or Waiver			
15. schedule of fees (including its details)	<i>Written schedule of fees disseminated to concerned stakeholders.</i>			
16 Parent/guardian consent duly-notarized be required before the educational tour or field trip	<i>Duly notarized consent submitted before the activity</i>			
<b>B. During the Educational Visit or Field Trip</b>				
1. Security of the students	<i>Concerned parents or guardians were properly informed of the HEI guidelines on the conduct of educational tours and/or field trips</i>			
2. Proper Implementation of educational visit or field trip	<i>Program of activities followed as planned or activities adjusted as the need arises</i>			
3. Properly coordinated with concerned LGU and/or government or non-government office	<i>Letter or MOA stating the coordination with concerned LGUs or NGOs.</i>			
<b>C. After the Educational Visit or field trip</b>				
1. Conducted Debriefing program including among others reflection of the learning experiences duly documented in the learning journal	<i>Documentation of Debriefing Program</i>			
2. Assessment report by faculty and submitted including details of amount expended	<i>Assessment report by faculty and submitted including details of amount expended to be submitted to CHED. Filled-in undertaking form</i>			
3. Assessment report by students and students concerned	<i>Assessment report by students submitted to concerned HEI</i>			

## APPENDIX N



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



### CHED Memorandum Order

No. 26  
Series of 2015

SUBJECT: "POLICIES, GUIDELINES AND PROCEDURES ON INTERNATIONAL EDUCATIONAL TRIPS (IET) OF UNDERGRADUATE AND GRADUATE STUDENTS"

In accordance with the pertinent provisions of Batas Pambansa Blg. 232, Republic Act (R.A.) 7722 otherwise known as the Higher Education Act of 1994, provision in the Constitution which states that "*The State shall exercise reasonable supervision over all Higher Education Institutions*", and pursuant to Commission en Banc Resolution No. 775-2014 dated December 17-18, 2014 and Joint ManCom and Commission en Banc Meeting on July 20, 2015 the following policies, guidelines and procedures are hereby adopted.

#### ARTICLE I STATEMENT OF POLICIES

**Section 1.** It is the policy of the state to create and sustain a complete, adequate and integrated system of education relevant to the needs of the people and society. In line with this, the higher education's contribution to generate global awareness and career orientation is recognized towards the attainment of the goals of human development.

**Section 2.** The Philippines, in keeping with the growing internalization of higher education and in pursuance of its bilateral and multilateral commitments is promoting the mobility of students both inbound and outbound. Mobility opportunities promotes overall student experience through international educational tours regardless of duration. Hence, there is a need to establish a mechanism to safeguard the students while undergoing International Educational Trips.

**Section 3.** It is also the policy of the state to uphold all the laws and other measures preventing acts of public officers and private persons alike which constitute graft or corrupt practices or which may lead thereto.

**Section 4.** The Commission on Higher Education (CHED) recognizes the academic freedom of the participating Higher Education Institutions (HEIs) hence, they will assume responsibility over the students who will undergo international educational trips.

#### ARTICLE II DEFINITION OF TERMS

**International Educational Trip** - an extended educational activity in which the students will comply the required learning outcome in the approved curriculum involving the travel of students outside the Philippines.

**Center of Excellence (COE)** – refers to a designation granted by the Commission on Higher Education in recognition of a unit's exemplary performance in its teaching, research and extension functions.

**Center of Development (COD)** – refers to a designation granted by the Commission on Higher Education in recognition of a unit's evident above average performance in teaching, research and extension functions.

**Level II Accreditation** – Programs which have at least been granted initial accredited status by accrediting bodies.

**Exchange Visitors Program (EVP)** - an international exchange program administered by the United States of America to implement the Mutual Education and Cultural Exchange Act of 1961, as amended, Public Law 87-256.

**Appeal** - an earnest request for aid, support, sympathy, mercy, etc.; entreaty; petition; plea, or a request or reference to some person or authority for a decision.

**Meritorious Cases** – refer to conditions that prevent the students to join the International Education Trips such as: financial difficulty, medical conditions, legal impediments and similar conditions.

### **ARTICLE III OBJECTIVES**

**Section 5.** These set of policies and guidelines aim to rationalize the conduct of International Educational Trips among HEIs in order to:

- 5.1. provide access to efficient and interactive learning of students through meaningful International Educational Trips as indicated in their program requirement embodied in the approved curriculum;
- 5.2. ensure that all Higher Education Institutions provide quality International Educational Trips relevant to the acquisition of the necessary knowledge, skills, and values for student;
- 5.3. promote understanding of culture and working environment in different countries by the students;
- 5.4. help provide international experiences for the students especially who are directly involved in the mobility program, and unique and different learning environment for the students; and
- 5.5. protect and safeguard students undergoing International Educational Trips.

### **ARTICLE IV COVERAGE**

**Section 6.** These policies, guidelines and procedures shall cover the International Educational Trips duly required in the approved curriculum of authorized higher education programs of both public and private HEIs. These shall apply to all higher education students both graduate and undergraduate programs duly authorized by the concerned HEI to handle International Educational Trips. The HEIs must either have accreditation Level II of the program, Autonomous, Deregulated, COE, and COD or with ISA classification in order to be allowed to conduct International Educational Trips.

The said International Educational Trips are voluntary in nature on the part of the students. In such an event and upon meritorious cases, the affected student may opt to undergo local educational trips.

**Section 7.** Students under Exchange Visitors Program (EVP) are not covered by this CMO since this is governed by the Commission on Filipino Overseas. Other International Educational Trips sponsored by the Philippine Government are not covered by these guidelines.

#### **ARTICLE V STUDENTS**

**Section 8.** Higher education students shall assess their capability to undertake such International Educational Trips since they are considered as young adults. HEIs shall require the concerned students to submit a medical clearance before allowing them to join the given International Educational Trips. The medical clearance must be issued by the concerned HEIs as part of their free services to the students.

**Section 9.** For students who cannot join the International Educational Trips, they must be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies and achieves other learning objectives.

#### **ARTICLE VI DESTINATION**

**Section 10.** In order to minimize cost, the nearest possible country or countries belonging to the Association of Southeast Asian Nations (ASEAN) should be considered provided that the objectives of the International Educational Trips can be attained.

**Section 11.** When the international educational trips require additional cost on the part of students, prior consultation with concerned students/parents/guardian/spouse shall be undertaken. Hence, all these information shall form part of the student handbook so that the same shall be explained during the General Orientation of freshmen and ongoing students before the start of classes, including the details of the International Educational Trips.

**Section 12.** Whenever necessary and for the safety and convenience of the tripping party, CHED Regional Office (CHEDRO) shall endorse the list of tripping students together with the basic information to the Bureau of Immigration (BI) copy furnished Office of Student Development and Services (OSDS) and the Department of Foreign Affairs (DFA).

#### **ARTICLE VII RESPONSIBILITIES OF PARTIES**

##### **Section 13. STUDENTS**

- 13.1. Undergo the required orientation for International Educational Trips conducted by the HEI;
- 13.2. Submit to the HEI the terminal report and other school requirements upon completion of the trips; and
- 13.3. Report to CHED through nearest Philippine Foreign Service Post any complaints or grievances as appropriate.

#### **Section 14. PARENTS**

- 14.1. Attend the pre-departure seminar or orientation together with the student; and
- 14.2. Sign the consent paper allowing their children/spouse to leave the Philippines to attend an International Educational Trip.

#### **Section 15. HIGHER EDUCATION INSTITUTIONS (HEIS)**

- 15.1. Implement the appropriate International Educational Trips in accordance with the specific degree program requirement as submitted to the CHEDROs at least one month prior to the opening of classes of the Academic Year of implementation. As part of the curriculum/course, a Proto-type Observation Guide during International Educational Trips must be required and to be accomplished, giving emphasis on the relevant competencies and lessons learned from the stated trips. An assessment of learning outcomes must also be accomplished following the institutional policy on grading system. The same shall be submitted to CHEDROs;
- 15.2. Assign a designated and qualified faculty member who will be responsible for all aspects of the International Educational Trips program including the implementation, monitoring and evaluation;
- 15.3. Secure and protect the students. HEI authorities shall inform parents or guardians on the HEI guidelines on the conduct of International Educational Trips;
- 15.4. Conduct orientation on cost requirements before enrolment;
- 15.5. Conduct briefing and debriefing program before and/or after the International Educational Trips. Briefing shall include among others, precautionary measures that will be undertaken by the concerned HEI with the concerned students and parents/guardians (if the student is a minor) and the standard accommodation and accessible facilities for student with disabilities, insurance, basic laws and rules of the country being visited, cultural ethic among others. Also, Risk Assessment Procedures for educational trips must also be discussed with concerned students including parents and/or guardians. As a general requirement, the HEIs following their institutional policy should require the students to submit their parent's/guardian/spouse' consent. Debriefing program should include among others, reflection of the learning experiences duly documented in the learning journal;
- 15.6. Inform the CHEDROs on the nature of the International Educational Trips to include purpose, schedule, destinations, and cost and submit a report on the matter to the CHEDROs concerned at least one month before the opening of classes for every academic year including proper coordination with other government agencies. HEI's report should include among others the filled-in undertaking form that the International Educational Trip is not conducted to unduly benefit or accommodate any of the establishments enumerated in the list owned by an HEI or employee or by an owner who is a relative within the third civil degree of consanguinity or affinity to an HEI owner or employee having any involvement in the conduct of International Educational Trips. In turn, all CHEDROs are hereby directed to consolidate these reports of the HEIs within their respective jurisdictions and submit the same to the Executive Office (Attention: The Director, Office of Student Development and Services);

- 15.7. Include HEI guidelines for International Educational Trips in their student's handbook, distribute copies of these guidelines to students and display in conspicuous places for guidance and reference;
- 15.8. Facilitate the processing of the documents on behalf of the students. They shall assume full responsibility over the students while having their International Educational Trips. No waiver shall be required by HEI to be submitted by parents/students regarding the non-liability of school on safety and security of concerned students;
- 15.9. Ensure that students avail the students services even while in another country such as but not limited to:
  - health services; and
  - guidance and counseling services
- 15.10. Submit to the CHED Regional Office, the following requirements for endorsement to BI and copy furnish the Office of Student Development and Services (OSDS) and Department of Foreign Affairs (DFA):
  - Notarized letter of intent of the students to participate in International Educational Trips;
  - Roundtrip ticket with flight detail upon favorable evaluation by CHEDRO;
  - Written consent from parent/guardian or spouse;
  - Approved documents from the Host Country from the said International Educational Trips (if applicable); and
  - Any other necessary documents duly authenticated by the Philippine Foreign Service Post as may be required by CHED.

It shall be unlawful for an HEI employee to personally profit from International Educational Trips. HEI employee who violates this section may be terminated for Grave Misconduct. If any of the service companies mentioned in the preceding sections is established as a laboratory or practicum training outfit, the provision of the immediately preceding sections shall not apply.

## **Section 16. CHED REGIONAL OFFICES (CHEDROS)**

- 16.1. Receive request from HEIs;
- 16.2. Conduct initial review/evaluate the documentary requirements by their respective HEI. Enclosed is Annex A for the checklist of requirements;
- 16.3. Submit to the Office of Student Development and Services the hard and e-file copy of the list of students who will undergo the International Educational Trips;
- 16.4. Join in the conduct of the monitoring and evaluation;
- 16.5. Exercise the authority to decide if the International Educational Trips will be pushed through or not; and
- 16.6. Endorse to the Bureau of Immigration (BI) the list of departing students with flight details of a round trip ticket, written consent from parents/guardian or spouse; and any other necessary documents duly notarized copy furnished OSDS and DFA.

**Section 17. OFFICE OF STUDENT DEVELOPMENT AND SERVICES (OSDS)**

- 17.1. Maintains database of the students who underwent the International Educational Trips as updated by the concerned CHEDROs; and
- 17.2. Monitors and evaluates the implementation of this CMO in coordination with the CHEDROs.

**Section 18. INTERNATIONAL AFFAIRS STAFF (IAS)**

Conducts appropriate action in coordination with the OSDS in the case of appeals made by the involved parties.

**Section 19. CHED LEGAL AND LEGISLATIVE SERVICES (LLS)**

Conducts investigation in coordination with concerned offices and submits report on alleged violation committed by any of the parties to the Commission en Banc for appropriate action.

**ARTICLE VIII  
IMPLEMENTING GUIDELINES AND PROCEDURES**

**Section 20. Requirements for Parties Involved:**

20.1. Participating HEIs:

- Must have either accreditation Level II of the program, autonomous, deregulated, COE, COD or with ISA classification;
- Must ensure that educational trip is part of the requirements in the duly noted/approved curriculum;
- Must have a designated qualified faculty member or any authorized coordinator to manage the trips; and
- Must assume all other requirements and responsibilities of the international educational trips.

20.2. Participating Students must:

- Hold a valid passport. In case of foreign students check with the Bureau of Immigration (BI) the other requirements needed;
- Be currently enrolled in a Philippine higher education institution;
- Be at least 18 years old at the time of the International Educational Trips. If the participating Filipino student is minor, secure certification from the Department of Social Welfare and Development (DSWD);
- Be in good academic standing as certified by the HEI;
- Have medical certificate issued by the physician of the concerned HEI;
- Be able to communicate in English or in the language spoken in the host country;
- Have written consent from parent/guardian/spouse; and
- Have endorsement letter from the HEI President.

## **Section 21. Procedures (see Annex B)**

Participating HEIs:

- Must comply with the requirements and submits the notarized letter of intent at least thirty (30) working days before the departure;
- Wait for the CHED approval;
- If approved, concerned HEI receives a notification that they are included in the list of participating HEIs; and
- If disapproved, the HEI applicant will be immediately notified in writing by the CHED Regional Office.

## **ARTICLE IX FEES**

**Section 22.** Fees and scheme of payment shall be determined during the consultation of all parties before the beginning of the semester where the International Educational Trips will be pursued.

## **ARTICLE X VIOLATIONS**

### **Section 23. HIGHER EDUCATION INSTITUTIONS**

Any HEI that shall be found to have committed the following violations of these guidelines shall be meted with the appropriate sanctions stated in Section 24.

- 23.1. Allowing students to undergo International Educational Trips even they are not accredited Level II of the program/Autonomous/Deregulated/COE and COD or with ISA classification;
- 23.2. International Educational Trips conducted were not part of the curriculum/course;
- 23.3. No designated and qualified faculty;
- 23.4. Failing to monitor welfare of student;
- 23.5. No orientation conducted before enrolment regarding the cost requirements;
- 23.6. Not giving pre-departure orientation for students and parents/legal guardian;
- 23.7. Not informing CHEDROs on the nature of the International Educational Trips one month before the opening of the classes;
- 23.8. International Educational Trips were not included in the student's handbook;
- 23.9. Imposing waiver from parents/students regarding the non-liability of school on safety and security of concerned students;
- 23.10. Allowing students to undertake International Educational Trips without securing a valid endorsement from CHED to BI;
- 23.11. Failure to submit the required reports/documents such as:
  - Notarized letter of intent of the students to participated in International Education Trips;
  - Roundtrip ticket with flight detail upon favorable evaluation by CHEDRO;
  - Written consent from parent/guardian or spouse;
  - Approved documents from the Host Country from the said International Educational Trips (if applicable); and

- Any other necessary documents duly authenticated by the Philippine Foreign Service Post as may be required by CHED.

#### ARTICLE XI SANCTIONS

**Section 24.** In order to ensure compliance with the guidelines and regulations stated in this CMO, the Commission en Banc may, upon the recommendation of the CHEDROs and CHED Legal and Legislative Services (LLS), impose the following sanctions depending on the nature and seriousness of the violation or non-compliance of HEIs.

Any HEI found guilty of violating any of the provisions contained in these guidelines may be subjected to the following sanctions:

- 1<sup>st</sup> Offense, a written warning issued by CHEDRO;
- 2<sup>nd</sup> Offense, suspension from conducting International Educational Trips for a period of time as determined by the Commission en Banc; and
- 3<sup>rd</sup> Offense,
  - Administrative and criminal charges against it and/or its responsible officers under existing laws; and
  - Imposition of penalties such as revocation of permits, downgrading of status, phase-out of the affected program/s and such other penalties that may be validly imposed by the Commission to the concerned HEIs.

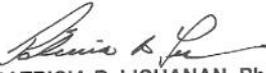
#### ARTICLE XII REPEALING CLAUSE

**Section 25.** All previous issuances inconsistent with these guidelines are deemed repealed, revoked or rescinded accordingly.

#### ARTICLE XIII EFFECTIVITY

**Section 26.** These guidelines shall take effect 15 days after publication in the Official Gazette or newspaper of general circulation and should be observed by all HEIs starting AY 2016-2017.

Issued this 4th day of August 2015 in Quezon City.

  
PATRICIA B. LICUANAN, Ph.D.  
Chairperson

## CHECKLIST OF REQUIREMENTS

For CMO No. 26 series 2015 Policies and Guidelines on *International Educational Trips*

	Complied		REMARKS
	Yes	No	
<b>A. Before the International Educational Trip</b>			
1 <b>Included in the curriculum</b>			
▶ Included in the curriculum with corresponding unit credits and time allotment whether lecture or laboratory hour (specify course title and unit credits)			
2 Guidelines of concerned HEI included in the student's handbook, displayed in conspicuous places, and included in the General Orientation of Freshmen			
▶ Updated Guidelines of concerned HEI included in the student's handbook, displayed in conspicuous places, and included in the General Orientation of Freshmen			
▶ Outline of Assessment Report to be filled in by the concerned faculty and students			
3 <b>Faculty-in-charge</b>			
▶ Present designation			
▶ With letter of notification from the Administration indicating Faculty-in-charge role and responsibilities before, during and after the International Educational Trips			
4 <b>Consultation conducted to concerned students, faculty and stakeholders</b>			
▶ Consultation conducted to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature			
5 <b>Destination chosen considering cost and benefit requirements</b>			
▶ Destination including accommodation chosen, considering cost and benefit requirements, safety, and relevance with the subject matter			
6 <b>Fund and other resources properly secured</b>			
▶ Fund and other resources properly secured and accounted for			
7 <b>Briefing to concerned faculty and students</b>			
▶ Briefing to concerned faculty and students and provided the needed information materials			
8 <b>Written plans submitted to HEIs</b>			
▶ Written plans by the accredited travel agency (if appropriate) with attached Gantt Chart duly approved by the HEI			
9 <b>Insurance for students, faculty, and other concerned stakeholders</b>			
▶ Individual or group insurance for students, faculty, and other concerned stakeholders			
10 <b>Format of Learning Journals given to students</b>			
▶ Standard Format of Learning Journals given to students			

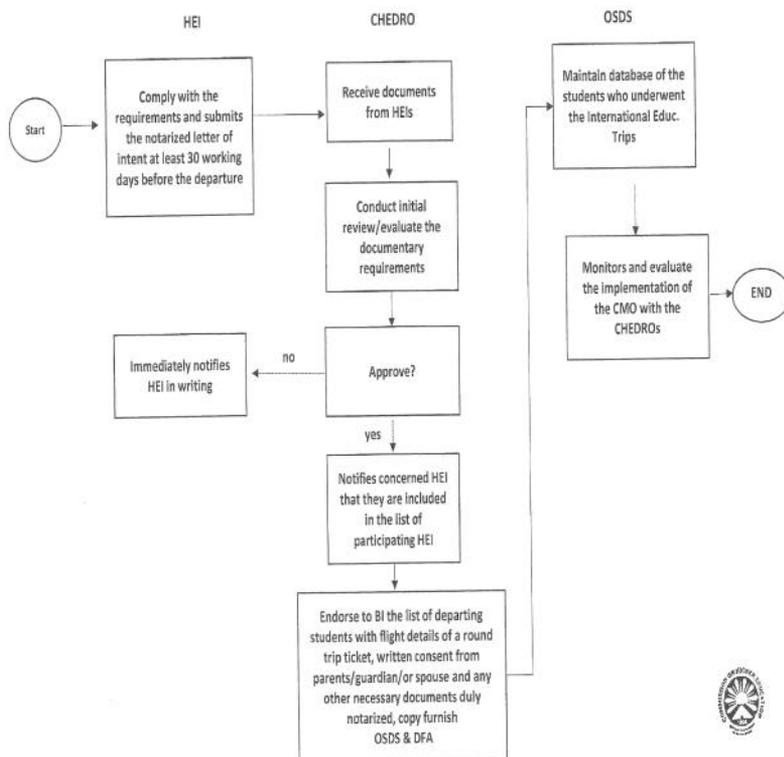
## CHECKLIST OF REQUIREMENTS

For CMO No. 26 series 2015 Policies and Guidelines on *International Educational Trips*

	Complied		REMARKS
	Yes	No	
<b>11 Announcement to students, faculty and parents</b> <ul style="list-style-type: none"> <li>▶ Announcement to students, faculty and parents made one (1) month before the scheduled date of International Educational Trips</li> </ul>			
<b>12 Risk Assessment plans in place</b> <ul style="list-style-type: none"> <li>▶ Risk Assessment plans and preventive measures given to students and stakeholders</li> </ul>			
<b>13 Flight</b> <ul style="list-style-type: none"> <li>▶ Round trip ticket with flight details after CHED evaluation</li> </ul>			
<b>14 Medical clearance of students</b> <ul style="list-style-type: none"> <li>▶ Medical clearance of students and medical aid kits are provided</li> </ul>			
<b>15 Parent/guardian/spouse consent duly-notarized be required before the International Educational Trips</b> <ul style="list-style-type: none"> <li>▶ Duly notarized consent submitted before the activity</li> </ul>			
<b>B. During the International Educational Trips</b>			
<b>1 Security of the students</b> <ul style="list-style-type: none"> <li>▶ Concerned parents or guardians were properly informed of the HEI guidelines on the conduct of International Educational Trips</li> </ul>			
<b>2 Proper implementation of International Educational Trips</b> <ul style="list-style-type: none"> <li>▶ Program of activities followed as planned or activities adjusted as the need arises</li> </ul>			
<b>C. After the International Educational Trips</b>			
<b>1 Conducted Debriefing Program including among others reflection of the learning experiences duly documented in the learning journal</b> <ul style="list-style-type: none"> <li>▶ Documentation of Debriefing Program</li> </ul>			
<b>2 Assessment report by faculty and submitted including details of amount expended</b> <ul style="list-style-type: none"> <li>▶ Assessment report by faculty and submitted including details of amount expended to be submitted to CHED.</li> </ul>			
<b>3 Assessment report by students' concerned</b> <ul style="list-style-type: none"> <li>▶ Assessment report by students submitted to concerned HEI</li> </ul>			

C. 1-3 - will be submitted to CHED after the conduct of International Educational Trips

## PROCEDURAL GUIDELINES ON INTERNATIONAL EDUCATIONAL TRIPS





Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**

**MEMORANDUM FROM THE CHAIRPERSON**

**TO :** CHED REGIONAL DIRECTORS AND OFFICERS-IN-CHARGE  
PRESIDENTS/HEADS OF SELECTED HIGHER EDUCATION INSTITUTIONS OR  
INTERNATIONAL RELATION OFFICERS

**SUBJECT :** ORIENTATION ON CHED MEMORANDUM ORDER (CMO) 26 S. 2015 "POLICIES,  
GUIDELINES AND PROCEDURES ON INTERNATIONAL EDUCATIONAL  
TRIPS (IET) OF UNDERGRADUATE AND GRADUATE STUDENTS"

**DATE :** October 27, 2015

- X-----X
1. Pursuant to the pertinent provisions of Republic Act No. 7722 otherwise known as "The Higher Education Act of 1994", the Commission on Higher Education (CHED), through the Office of Student Development and Services (OSDS) will conduct an orientation on CHED Memorandum Order (CMO) No. 26, s. 2015, titled "Policies, Guidelines and Procedures on International Educational Trips of Undergraduate and Graduate Students" to be held at the **One Tagaytay Place Hotel Suites**, Tagaytay City on **December 1, 2015, 12:00 NN**. However, the CHED Regional Office representatives will have a meeting at 9:00 AM prior to the Orientation. Lunch will be provided to all participants upon registration.
  2. The objective of this orientation is to discuss the specific provisions in the guidelines. Participants to this orientation are CHED Regional Directors or Coordinators and President/Heads of selected higher education institutions or International Relation Officers (IROs) from each region. CHED Regional Offices must submit to OSDS lists of the following:
    - not more than seven (7) participants (1 CHEDRO representative and 6 officers of higher education institutions) for NCR, Regions 1, 3, 4A, 5, 7, 9, 10 and 11;
    - not more than six (6) participants (1 CHEDRO representative and 5 officers of higher education institutions) for Regions 2, 4B, 6, 8, 12, CAR and CARAGAon or before **November 15, 2015**. The quota of participants per region shall be strictly observed due to financial constraints. The list of participants received beyond said deadline shall not be accommodated.
  3. The accommodations of participants from CHED Regional Offices will be provided by this Office. However, travel expenses incurred during this activity shall be charged against local/regional funds subject to the usual accounting and auditing rules and regulations. Expected participants from the private HEIs shall make agreements with their respective School Heads.
  4. For clarification, please contact Ms. Rosalie C. Buscar or Ms. Marivic A. Magno of the International Student Affairs Division through telephone numbers (02) 441-1220 or email addresses [mmagno@ched.gov.ph](mailto:mmagno@ched.gov.ph) and [fvillanueva@ched.gov.ph](mailto:fvillanueva@ched.gov.ph).
  5. Wide dissemination of this Memorandum is desired.

  
**PATRICIA B. LICUANAN, Ph. D.**

## APPENDIX O



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



**CHED Memorandum Order**  
No. 63  
Series of 2017

### **SUBJECT: POLICIES AND GUIDELINES ON LOCAL OFF-CAMPUS ACTIVITIES**

In accordance with the pertinent provisions of Republic Act (R.A.) No. 7722 otherwise known as the Higher Education Act of 1994, Batas Pambansa Big. 232, the Constitution which states that, "*The State shall exercise reasonable supervision over all higher education institutions,*" and by virtue of Commission *en Banc* Resolution No. 540-2017 dated July 18, 2017, the following policies and guidelines on local off-campus activities are hereby adopted.

#### **ARTICLE I RATIONALE**

In the Philippines, Higher Education Institutions (HEIs) ensure sustainable teaching and learning delivery process through the conduct of off-campus activities. These are activities conducted by HEIs to supplement and facilitate a more meaningful learning experience for students in addition to the regular classroom instructional programs that are in accordance with specific degree program requirements. These also include non-curricular activities. They are intended to broaden the students' learning opportunities and allow them a feel of the real world, and therefore serve as powerful motivator to strengthen the academe-industry linkage. These learning situations include: internships, educational tours or field trips, field studies, educational linkages, student development activities, non-curricular-based activities such as mission-based, immersion/reach-out programs, conventions, conferences, trainings, volunteer work, interschool competitions, cultural performances and team development activities, among others.

#### **ARTICLE II STATEMENT OF POLICIES**

**Section 1.** CHED recognizes the academic freedom of the HEIs in promoting quality education for the continuing intellectual growth, the advancement of learning and research, and the education of high level professionals while enriching historical and cultural heritage through the conduct of off-campus activities as part of the curriculum.

**Section 2.** All HEIs are given the authority to design, determine and approve the conduct of off-campus activities a) as part of a duly approved curriculum as noted by CHED or b) as part of the HEI's particular context or respective mission. Such authority of the HEIs however, shall be exercised with paramount consideration given to the safety and welfare of the student participants.

**Section 3.** It is the obligation of the HEIs to: (a) adopt mechanisms for safety and welfare of all participants to the off-campus activities; and (b) observe due diligence and strict adherence to the requirements stipulated in this CMO and the Joint Memorandum Circular (JMC).

**Section 4.** To ensure the well-being and safety of all the students in higher education and guarantee the quality of their learning and exposure, CHED, in partnership with the Department of Tourism (DOT), Department of the Interior and Local Government (DILG), Land Transportation Office (LTO), Land Transportation Franchising and Regulatory Board (LTFRB), League of Cities of the Philippines (LCP), and League of Municipalities of the Philippines (LMP), shall issue separate guidelines for the conduct of all off-campus activities, if needed.

### ARTICLE III OBJECTIVES

**Section 5.** These set of policies and guidelines aim to guide HEIs in the conduct of off-campus activities in order to develop the holistic experience of students and to provide:

- 5.1 access to efficient and interactive learning for students through meaningful off-campus activities as part of their program requirement embodied in the approved curriculum;
- 5.2 quality off-campus activities necessary to the acquisition of relevant knowledge, skills, and values;
- 5.3 mechanisms to exercise due diligence prior, during and after the activities for safety and welfare of the students and HEIs' personnel; and
- 5.4 mechanisms for the implementation of parallel activities to those students who will not be participating in the activity.

### ARTICLE IV COVERAGE

**Section 6.** The CMO shall cover all the conduct of off-campus activities of HEIs within the Philippines, which were approved by the concerned HEI authorities. The activities shall include but not be limited to the following:

#### 6.1 Curricular

- a. Educational Tours/Field trips
  - Visits to reputable firms or government sites and other areas identified by the concerned local government units (LGUs) safe for students;
  - Culture and arts related activities such as visits to museums, cultural sites, landmarks and other related venues; or



- Plant industry visit, host training establishment visit, and other related visits.
  - b. Participation and/or attendance in degree program-relevant events
  - c. Field Study/Experiential Learning/Related Learning Experience
- 6.2 Non-Curricular**
- a. mission-based activities (e.g., retreat, recollection, etc);
  - b. conventions, seminars, conferences, symposiums, trainings and teambuilding;
  - c. volunteer work including peer helper programs, relief operations, community outreach and immersion;
  - d. advocacy projects and campaigns;
  - e. participation in sports activities;
  - f. activities initiated by recognized various student groups;
  - g. interschool competitions/tournaments; or
  - h. culture and arts performances and competition.

## ARTICLE V DEFINITION OF TERMS

**Section 7.** For the purposes of this CMO, the following terms are defined as follows:

- 7.1 Approved curriculum** refers to the curriculum duly approved by the HEI and duly noted by the CHED regional offices (CHEDROs).
- 7.2 Curricular activities** are required off-campus activities and are an integral part of the instructional program. All students are expected to attend the scheduled off-campus activity since it is part of the regularly scheduled class time.
- a. Educational Tours** refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution which lasts for more than one (1) day, and involves relatively more places of destination than a field trip in accordance with specific degree program requirements.
  - b. Field trips** refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution but is of relatively shorter duration usually lasting for only one (1) day and with fewer places of destination.
  - c. Field Study/Experiential Learning/Related Learning Experience** refer to off-campus activities which are congruent to the learning outcomes of the course in terms of time and context. These activities require substantial off-campus learning as curriculum delivery.



- 7.3 **Institution** refers to the HEI where the student is enrolled or where the personnel is employed.
- 7.4 **Non-curricular activities** refer to off-campus activities that are considered as non-curricular or non-program-based activities, among others, and are left to the discretion of the concerned HEI for the strategies of implementation as long as the safety and security of the students are duly ensured.
- 7.5 **Off-campus activities** refer to activities which include all authorized HEI curricular and non-curricular activities undertaken outside the premises of the institution.

## ARTICLE VI EXCLUSIONS

The following off-campus activities shall be excluded from this CMO. However, HEIs shall properly undertake mechanisms to assure due diligence in the conduct of all off-campus activities for the safety and security of the academic community.

### **Section 8. International Educational Tours or Field Trips**

International educational tours or field trips shall be governed by CHED Memorandum Order No. 26, s. 2015.

### **Section 9. Internship/OJT/Practicum**

Students undergoing local and international internship, practicum or on-the-job training, shipboard training programs, etc. shall be governed by separate guidelines for student internship programs.

## ARTICLE VII REQUIREMENTS, OBLIGATIONS, AND/OR RESPONSIBILITIES OF THE PARTIES INVOLVED

### **Section 10. Government**

It is the obligation of government agencies, based on their respective mandates, to provide necessary services, actions, and assistance relative to off-campus activities pursuant to the JMC that shall be issued by and between the following agencies:

- 10.1 Commission on Higher Education (CHED);
- 10.2 Department of Tourism (DOT);
- 10.3 Department of the Interior and Local Government (DILG);
- 10.4 Land Transportation Office (LTO);
- 10.5 Land Transportation Franchising and Regulatory Board (LTFRB);
- 10.6 League of Cities of the Philippines (LCP); and
- 10.7 League of Municipalities of the Philippines (LMP).



## Section 11. Higher Education Institutions (HEIs)

### 11.1 Responsibilities and Obligations:

The HEIs shall:

- a. Design, determine and approve the activities for the conduct of off-campus activities in accordance with the curriculum requirement and/or HEI's particular context or respective mission. Their design should include the relevance of the activity to the program.
- b. Adopt and implement its own institutional policies, including adherence to requirements under this CMO, as part of its duty to observe due diligence in the conduct of off-campus activities. Failure to do so shall be a cause for imposition of the sanctions as provided in the CMO without prejudice to other liabilities under applicable laws.
- c. Designate the personnel-in-charge (PIC) with appropriate qualifications and experience and when necessary, identify an overall leader from among the PICs.
- d. Ensure a 1:35-50 PIC-student ratio for the curricular activities. For non-curricular activities, the HEIs shall adopt an appropriate PIC-student ratio, as it deems fit.
- e. Ensure safety and welfare of mobility of students through the following transportation vehicles:
  - e.1 owned by the HEI – Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others shall be ensured; and
  - e.2 third party or sub-contracting – Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, updated/valid franchise with LTFRB or Travel and Tour Operator duly accredited by the Department of Tourism shall be ensured.
- f. Coordinate with the appropriate LGU/s or non-government organizations (NGOs).
- g. Require the students to submit a written consent of the parents or the student's guardian and medical clearance, if appropriate.
- h. Establish mechanisms to provide parallel activities for curricular and alternative activities for non-curricular which provide similar acquisition of knowledge and/or competencies to achieve the learning objectives for students who cannot join the activity. These parallel activities shall not be made as a substitute of a major examination for the purpose of compelling students to participate in said activities. The HEI shall only impose acceptable measures and non-punitive activities to concerned students.



- i. Give due consideration to students or learners with special needs or Persons with Disabilities (PWDs).
- j. Conduct off-campus activities that shall not unduly benefit or accommodate any of the establishments owned by HEI or CHED employees and officials or by an owner who is a relative within the third civil degree of consanguinity or affinity.

## 11.2 Requirements:

- a. Checklist of requirements:

### a.1 Before the off-campus activity

The President must require the submission of the following from its personnel concerned:

REQUIREMENTS	PROOFS
<b>a.1.1 Curriculum</b>	
The curriculum should include the off-campus activity with corresponding unit credits and time-allotment whether lecture or laboratory hours, specifying course title and unit credits.	Course Syllabus which reflects the relevance of requiring an educational tour and field trip
<b>a.1.2 Destination</b>	
As much as practicable, destination of off-campus activities should be near the concerned HEI in order to minimize cost. CMO No. 11, s. 1997 entitled, <i>Enjoining All Higher Education Institutions (HEIs) in the Country to Make, Insofar as Practicable, All Registered Museums and Cultural Sites and Landmarks as Venues for Educational Tours and Field Trips and Subjects for Studies and Researches</i> may serve as guide for the places that may be visited among others, registered museums, cultural sites and landmarks that should be in line with the objectives of the off-campus activity.  The destination and schedule should be relevant to the subject matter.	Appropriate report
<b>a.1.3 Handbook or Manual</b>	
The requirements and guidelines of the conduct of local off-campus activities should be updated and be included in the students' handbook or manual.	Handbook or Manual



REQUIREMENTS	PROOFS
<b>a.1.4 Consent of the Parents or Student's Guardian</b>	Duly notarized/subscribed consent
<b>a.1.5 Medical Clearance of the Students</b>	Medical clearance of the students, if appropriate duly signed by the HEI or government Physician
<b>a.1.6 Personnel-In-Charge</b> The designated personnel-in-charge must be an employee of the institution and must have the appropriate qualifications and experiences related to off-campus activities. When necessary, <i>identify overall leader from among the personnel-in-charge.</i> With appropriate first-aid and medical emergency training.	<ul style="list-style-type: none"> <li>o Designation or order from the Administration indicating personnel-in-charge's role and responsibilities before, during and after the off-campus activities</li> <li>o Relevant certificate on first-aid training</li> </ul>
<b>a.1.7 First Aid Kit</b>	
The HEI should provide a complete first-aid kit.	First-aid kit
<b>a.1.8 Fees/Fund Source</b>	
The fees to be collected from the students must be duly approved and disseminated to concerned stakeholders.	Duly approved schedule of fees
There should be a breakdown of fund sources and other resources properly secured and accounted for.	Appropriate report
<b>a.1.9 Insurance</b>	
The HEI should provide insurance (individual or group) provision for students, faculty and other concerned stakeholders, for the purpose of the activity.	Proof of insurance provision
<b>a.1.10 Mobility of Students</b>	
a.1.10.1 Owned by the HEI	Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others.
a.1.10.2 Third party or sub-contracting	
a.1.10.2.1 Franchisee	<ul style="list-style-type: none"> <li>o Certification from LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up- to-date), if applicable.</li> <li>o Special Permit from LTFRB if transportation is out-of-line</li> <li>o Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.</li> </ul>



REQUIREMENTS	PROOFS
<p>a.1.10.2.2 Travel and Tour Operator In cases where the service of Travel and Tour Operator is used, it should be duly accredited by the DOT.</p> <p>If applicable, the HEI must engage an accredited tourist transport vehicle and/or tourist guide with the appropriate permits.</p>	<ul style="list-style-type: none"> <li>o Copy of Travel and Tour Operator Accreditation Certificate by the DOT</li> <li>o Duly approved Plan/ Itinerary of travel by the HEI</li> <li>o Certification from the LTRFB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up- to-date), if applicable.</li> <li>o Vehicles' updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.</li> </ul>
<b>a.1.11 LGUs/NGOs</b>	
<p>The HEI should duly coordinate with appropriate LGUs/NGOs.</p> <p>Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with the local government units with acknowledged letter from the concerned government agency shall be secured before the scheduled dates of the activity.</p>	<ul style="list-style-type: none"> <li>o Copy of the letter sent to the LGUs</li> <li>o Copy of acknowledgement letter from the LGUs</li> </ul>
<b>a.1.12 Activities</b>	
a.1.12.1 General orientation to students	Minutes and attendance of the briefing and consultation conducted to concerned students, faculty and stakeholders
a.1.12.2 Consultation to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature	
a.1.12.3 Announcement to students, faculty and parents of the activity one (1) or two (2) months before the scheduled date of the conduct of off-campus activities	<ul style="list-style-type: none"> <li>o Letters to parents, students and adult companion preferably faculty</li> <li>o Appointment with conformer of Personnel-in-charge</li> </ul>
a.1.12.4 Briefing to concerned faculty and students and provide the needed info materials before the trip	<ul style="list-style-type: none"> <li>o Itinerary</li> <li>o Handy information materials for students</li> </ul>
a.1.12.5 Learning journals for students	Standard format of learning journals given to students
a.1.12.6 Emergency Preparedness Plan to be given to students and stakeholders	Appropriate report



### a.2 During the off campus activity

REQUIREMENTS	PROOFS
a.2.1 Personnel-in-charge, identify overall leader (when necessary) with the following tasks:	List of personnel or attendance
a.2.1.1 Accompany the students from the time they assemble for the off-campus activity up to debriefing.	List of students and/or attendance
a.2.1.2 Ensure the provision of the allowable seating capacity of the vehicle/s used. (No student shall be allowed to ride on the roof of motor vehicle or on the boarding platform)	Contract of service with the third party
a.2.1.3 Ensure that program of activities is properly followed as planned or activities can be adjusted as the need arises.	

### a.3. After the off-campus activity

REQUIREMENTS	Proofs
a.3.1 Learning journals of students	Appropriate report/grades
a.3.2 Assessment report/ Evaluation Report	Assessment report by faculty including the breakdown of expenses
a.3.3 Expenditure report	Breakdown of expenses
a.3.4 Debriefing of concerned faculty to students to be able to assess acquisition of learning	Report on debriefing program conducted

### b. Submission of Reports:

The HEIs shall submit the following comprehensive reports in compliance with this CMO:

**b.1 Certificate of Compliance.** A certificate of compliance, duly notarized, certified correct by the PIC, recommending approval by the VPAA and duly approved by the President or Head of the HEI or his/her authorized representative stating that all the requirements have been prepared and duly complied with using the prescribed template shall be submitted to the CHEDRO fifteen (15) days before the activity. (Please refer to Annex A)

**b.2 Report of Compliance.** A report of compliance must be certified correct by the PIC, reviewed by the Dean or Program Head, recommending approval by the VPAA and duly approved by the President or Head of the HEI or his/her authorized representative listing all the activities and corresponding compliance using the prescribed template shall be submitted to the CHEDRO fifteen (15) days before the activity. (Please refer to Annex B)



**b.3 Comprehensive Semestral/Term Report.** A semester/term comprehensive report shall be submitted to the concerned CHEDRO at the end of the semester/term of the conduct of the educational tour and field trip using the prescribed template. (Please refer to Annex C)

**c. Exemption from submission of report to CHED**

c.1 HEIs awarded as Autonomous, Deregulated, Centers of Excellence/Centers of Development, or Level II accredited programs, and SUCs with at least Level III shall be exempted from submitting Report of Compliance, but are required to submit the Certificate of Compliance (refer to Annex A)

c.2 Submission of reports shall not be required for non-curricular off-campus activities and field study/experiential learning/related learning experience activities. However, for the purposes of transparency, the activities should be posted in conspicuous places and the website of the HEI, if available.

**Section 12. Students**

**12.1 Responsibilities and Obligations:**

Students shall:

- a. Be officially enrolled;
- b. Adhere to the rules and regulations of student manual; and
- c. Submit a learning journal/paper reflecting his/her observations, learnings, findings and noteworthy experiences.

12.2 Imposition of sanctions for non-performance/violation of above-mentioned actions should be in accordance with the HEIs' policies.

**ARTICLE VIII  
MONITORING AND EVALUATION**

**Section 13.** The CHEDROs shall conduct a monitoring of the compliance vis-à-vis obligations and liabilities of the HEIs to the documentary requirements and activities undertaken.

**Section 14.** All HEIs awarded as Autonomous, Deregulated, Centers of Excellence/Centers of Development, or with at least Level II accredited programs, and SUCs with at least Level III shall be exempted from monitoring and evaluation, except when there are complaints related to the conduct of off-campus activities.

**Section 15.** CHEDROs shall submit a summary of monitoring report of the HEIs within their respective region and submit the same to the Office of the Executive Director (OED) through the Office of Student Development and Services (OSDS).



## ARTICLE IX FEES

**Section 16.** Students should only be charged for actual costs of transportation, entrance fees and related expenses, subject to consultation. General information on fees related to the conduct of off-campus activities should be included in the student handbook or manual.

## ARTICLE X VIOLATIONS AND SANCTIONS

**Section 17. Violations.** The following are considered violations of these policies and guidelines:

- 17.1 Failure to comply with any of the requirements in the CMO, such as:
  - a. Conduct of orientation or consultation;
  - b. Conduct of activity without approval of the President/Head of the HEI;
  - c. Verification with agency concerned on road worthiness of vehicles;
  - d. Validation of appropriate license of the driver;
  - e. Establishment of parallel activities;
  - f. Submission of required reports to CHEDRO;
  - g. Submission of requirements per required timelines; or
  - h. Compliance with the requirements and obligations (Faculty/student ratio, loading capacity of transportation, etc.).
- 17.2 Imposition of punitive measures upon the student who failed to attend/join the activity.
- 17.3 Deployment of unqualified PIC.
- 17.4 All other analogous circumstances.

### **Section 18. Sanctions.**

- 18.1 The CHEDROs, after due process, may impose the following appropriate sanctions depending on the nature and seriousness of the violation/s or non-compliance of the HEIs with the policies and guidelines stated in this CMO:
  - a. written warning
  - b. cancellation of the activity
  - c. order the refund of collected fees

Thereafter, CHEDROs are required to submit within thirty (30) days to the CHED Legal and Legislative Service (LLS) actions taken in pursuance of this provision.



W

18.2 For violation/s or non-compliance of the HEIs affecting the general public and/or national interest, the Commission en Banc, taking into consideration the recommendation of the CHED LLS, may impose the following sanctions depending on the nature and seriousness of the violation/s or non-compliance of the HEIs:

- a. Blacklisting of the third party (franchisee or tour operator);
- b. Suspension from conducting off-campus activities for a period of time as determined by the CEB; and
- c. Repeated violations of the CMO may result to the imposition of penalties such as revocation of permits, downgrading of status, phase-out and such other penalties may be validly imposed by the Commission to the concerned HEIs.

18.3 This is without prejudice to the right of the concerned students/injured party/ies to file the necessary criminal or civil charges or administrative charges against the school and/or its administrators under the civil code or other applicable laws.

#### **ARTICLE XI REPEALING CLAUSE**

**Section 19.** This CMO supersedes CMO No. 17, s. 2012 entitled "Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students." All previous issuances or part thereof inconsistent with provisions of this CMO are deemed repealed, revoked or rescinded accordingly.

#### **ARTICLE XII TRANSITORY PROVISION**

**Section 20.** All HEIs, including SUCs and LUCs, shall immediately fully comply with all the requirements in this CMO upon its effectivity.

**Section 21.** The moratorium on the conduct of educational tours and field trips entitled "*Imposition of Moratorium on Field Trips and other Similar Activities Covered Under CHED Memorandum Order No. 17, Series of 2012, and Review of the Policy to Strengthen Mechanisms that Safeguard All Students at All Levels and Faculty Members in Activities included in the Curricular, Research and Extension Programs of Higher Education Institutions*" shall also be deemed lifted upon the effectivity of this CMO.

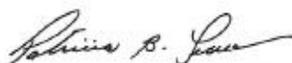


**ARTICLE XIII  
EFFECTIVITY**

**Section 22.** This CMO shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation and filing with the Office of National Administrative Register (ONAR) and shall remain in force and effect until revoked or amended.

Issued this 25 day of July in Quezon City.

For the Commission:



**PATRICIA B. LICUANAN, Ph.D.**  
Chairperson

*Annexes:*

*ANNEX A – Certificate of Compliance*

*ANNEX B – Report of Compliance*

*ANNEX C – Comprehensive Semestral/Term Report*





(Name of HEI)

**LOCAL OFF-CAMPUS ACTIVITIES  
CERTIFICATE OF COMPLIANCE**

This is to certify that all the processes, procedures and requirements before the conduct of the off-campus activity/ies pursuant to CMO No. \_\_\_\_, s. 2017 entitled "Policies and Guidelines on Local Off-campus Activities" have been duly complied with, and that by virtue thereof, we hereby assume full responsibility for the safety and welfare of the students.

Certified Correct:

Recommending approval:

---

 Personnel-in-Charge

---

 Vice-President for Academic Affairs

Approved by:

---

 President/Head of HEI/  
 Authorized representative

SUBSCRIBED AND SWORN to before me, this \_\_\_\_\_, by \_\_\_\_\_ who exhibited to me (his/her) competent proof of identification \_\_\_\_\_ issued at \_\_\_\_\_, Philippines on \_\_\_\_\_.

Notary Public

Doc. No. \_\_\_\_\_;  
 Page No. \_\_\_\_\_;  
 Book No. \_\_\_\_\_;  
 Series of \_\_\_\_\_;



Republic of the Philippines  
Office of the President  
COMMISSION ON HIGHER EDUCATION

LOCAL OFF-CAMPUS ACTIVITIES

REPORT OF COMPLIANCE

NAME OF HEI: \_\_\_\_\_

REGION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**BASIC INFORMATION:**

PROGRAM NAME	COURSE	DESTINATION/S AND VENUE	INCLUSIVE DATES	NUMBER OF STUDENTS	LIST OF PERSONNEL-IN-CHARGE
<i>e.g. BS Travel Mgt.</i>	<i>PTour 1</i>	<i>Baguio Burnham Park Pinagbenga Festival</i>	<i>February 25 – 28, 2017</i>	<i>40</i>	<i>Engr. Liveta Mr. Ong</i>

**REPORT BEFORE THE ACTIVITY:**

ACTIVITIES	COMPLIANCE	
	YES/NO	REMARKS
1. Curriculum Requirement		
2. Destination		
3. Handbook or Manual		
4. Students Consent of the Parents/Guardians Medical Clearance of the Students		
5. Personnel-In-Charge		
6. First Aid Kit		
7. Fees/Funds		
8. Insurance		
9. Mobility of Student (vehicles) Owned by the HEI Third Party or Subcontracting Franchisee/Travel Agency/ Tour Operator		
10. LGUs/NGOs		
11. Activities Orientation to students Consultation Announcements Briefing before the trip Learning Journals Emergency Preparedness Plan		

Certified Correct: \_\_\_\_\_

Recommending approval: \_\_\_\_\_

Personnel-In-Charge \_\_\_\_\_

Vice President for Academic Affairs \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Dean or Program Head \_\_\_\_\_

President/Head of HEI/ Authorized representative \_\_\_\_\_



Republic of the Philippines  
Office of the President  
COMMISSION ON HIGHER EDUCATION

LOCAL OFF-CAMPUS ACTIVITIES  
COMPREHENSIVE SEMESTRAL/TERM REPORT

NAME OF HEI: \_\_\_\_\_ REGION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROGRAMS	DESTINATION/S	NO. OF STUDENT	NO. OF HEI PERSONNEL
<i>e.g. BS Travel Mgt.</i>	<i>Baguio</i>	120	5
<i>BS Civil Engineering</i>	<i>Bataan</i>	50	2

Problems encountered and actions taken to address the situation

---



---

Recommendation

---



---

Certified Correct:

Recommending approval:

\_\_\_\_\_  
Personnel-in-charge

\_\_\_\_\_  
Vice President for Academic Affairs

Approved by:

\_\_\_\_\_  
President/Head of HEI/ Authorized representative





## AGREEMENT

I, \_\_\_\_\_, with address at \_\_\_\_\_, a First Year student of University of the Perpetual Help System DALTA (UPHSD), enrolled in the College of \_\_\_\_\_, do hereby acknowledge, agree and understand that as a condition for my admission and continued stay in UPHSD, I will abide by all the rules and regulations, academic standards and curriculum of UPHSD, as these may be amended from time to time, which rules and regulations, academic standards and curriculum have been made known to me and which I understand and accept. I also understand and accept that the minimum passing grade for each subject is Seventy-Five percent (75%) and that if I get a grade lower than Seventy-Five percent (75%), I agree and accept that I have failed the subject and repeat the same. Furthermore, I have to maintain a minimum general weighted average as stipulated in the policies of the College and comply with all the requirements, so that I may be considered for promotion to the next level.

Moreover, I agree that taking and passing the qualifying examinations covering one school year is an additional requirement for my promotion from Level 2 to Level 3, Level 3 to Level 4 and Level 4 to Level 5, as the case may be.

Finally, I will abide by all the policies stipulated in the College Student Handbook as these may be amended from time to time.

I am signing this Agreement freely and voluntarily with complete and full understanding of its contents and corresponding consequences.

\_\_\_\_\_  
Student (Signature Over Printed Name)  
Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Parent/ Guardian (Signature Over Printed Name)  
Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Dean (Signature Over Printed Name)  
Date Signed: \_\_\_\_\_

Witnesses:

\_\_\_\_\_



## UNIVERSITY OF PERPETUAL HELP SYSTEM DALTA

### STUDENT HANDBOOK

#### **Undertaking**

I have carefully read and understood the UPHSD Student Handbook including all annexes and I accept full responsibility for the knowledge and I fully accept and conform to all provisions and the 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 actions prescribed herein.

\_\_\_\_\_  
**STUDENT'S NAME in PRINT**

\_\_\_\_\_  
**STUDENT'S SIGNATURE**

**COLLEGE OF:** \_\_\_\_\_

**Year/Section :** \_\_\_\_\_

**ATTESTED BY:**

\_\_\_\_\_  
**Signature of Parent/Guardian Over Printed Name**

[Student's Copy]



## UNIVERSITY OF PERPETUAL HELP SYSTEM DALTA

### STUDENT HANDBOOK

#### **Undertaking**

I have carefully read and understood the UPHSD Student Handbook and I accept full responsibility for the knowledge and I fully accept and conform to all provisions and the 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 actions prescribed herein.

---

**STUDENT'S NAME in PRINT**

---

**STUDENT'S SIGNATURE**

**COLLEGE OF:** \_\_\_\_\_

**Year/Section :** \_\_\_\_\_

**ATTESTED BY:**

---

**Signature of Parent/Guardian Over Printed Name**

[UPHSD's Copy]



Revised 2017

University of Perpetual Help System DALTA  
Alabang-Zapote Avenue, Pamplona 3, Las Piñas City, 1740 Philippines