



DE LA SALLE ARANETA UNIVERSITY
TERTIARY EDUCATION DEPARTMENT

STUDENT HANDBOOK

2026

Foreword

The Tertiary Student Handbook 2026 is intended to guide the students and their parents on the policies and procedures, rules, and regulations that the Tertiary Education Department implements.

The regulations that appear in this handbook apply to undergraduate and graduate students who are enrolled in the different Colleges in the University. Upon admission, students, with the guidance of their parents, are expected to read, understand, and abide by the provisions stated herein to maintain discipline, uphold the good name of the University, manifest the Lasallian Core Values and the Vision and Mission of the University.

Aside from norms contained in this Student Handbook, bulletin board and website postings, special manuals for specific purposes, and published announcements are the ordinary channels by which the University administration informs the student body of official business. The students should consult these channels regularly.

Other university policies addressing student welfare and safety may be formulated, revised, or amended in the future in accordance with the university's Vision and Mission as well as with new memoranda and circulars from the Commission on Higher Education (CHED).



DE LA SALLE ARANETA UNIVERSITY

**TERTIARY EDUCATION
DEPARTMENT
(TED)**

**STUDENT
HANDBOOK
2026**



Acknowledgement Form

**This is to acknowledge receipt of the De La Salle Araneta University
Tertiary Education Department Student Handbook 2026 Edition.
I also understand that as a bona fide student of DLSAU, I am responsible
for reading and understanding all the information contained in this
handbook and abide by the provisions stated herein.**

(Signature over Printed Name of Student)

(College/Degree Program/ID Number)

Conformed:

(Signature over Printed Name of Parent/Guardian)

Date Signed

Contact Number

*Note: Kindly submit the accomplished acknowledgement form to the Discipline and
Reformative Office*



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CHAPTER 1

INSTITUTIONAL PROFILE

CHAPTER 1

INSTITUTIONAL PROFILE

1.1 ST. JOHN BAPTIST DE LA SALLE, THE FOUNDER OF LASALLIAN SCHOOLS

St. John Baptist De La Salle was born of wealthy family in Rheims, France on April 30, 1651. He gave up his social status, relinquished his family wealth and numerous ecclesiastical positions and devoted his time in the Christian education of the young especially the underprivileged and the neglected during his time. He established an institute for religious teachers popularizing the use of the vernacular and using the method of teaching by example. With his excellent academic preparation, a Doctor of Divinities, and his prestigious position as Canon for the Cathedral of Rheims, St. La Salle founded the Institute of the Brothers of the Christian Schools and worked for its recognition. He died on April 7, 1719, was canonized on May 24, 1900, and was proclaimed Patron of All Teachers on May 15, 1950.

1.2 DR. SALVADOR ARANETA, THE FOUNDER OF THE THEN GREGORIO ARANETA UNIVERSITY FOUNDATION

Dr. Salvador Z. Araneta was born on January 31, 1902 and passed away on October 7, 1982. He was a lawyer by profession and was a product of Ateneo de Manila and Dominican University in Manila. He had a one-year special course at the Harvard Law School. He was the co-founder and president of two educational institutions that attained the status of universities – FEATI University and Gregorio Araneta University Foundation (GAUF). He donated a substantial share of his fortune to the latter university. Thus, he converted it into a foundation in honor of his father, Gregorio Araneta.

Dr. Salvador Araneta was also a co-founder and president of many pioneering industrial enterprises in the Philippines. He likewise joined the government service and served as Secretary of Economic Coordination in the Cabinet of President Elpidio Quirino and as Secretary of Agriculture and Natural Resources in the Cabinet of President Ramon Magsaysay. He was also a delegate to the Constitutional Conventions of 1934-35 and 1971-72.

For his contributions in many fields, Dr. Salvador Araneta was honored by Fordham University, the Vatican, Philippine Government, and many Philippine civic and trade organizations.

1.3 SCHOOL HISTORY

What is now known as De La Salle Araneta University (DLSAU) is the former Gregorio Araneta University Foundation (GAUF) which has undergone a series of transformation from its birth in 1946 up to the advent of the third millennium. GAUF started as an agricultural school known as Araneta Institute of Agriculture/AIA at Hacarin Dairy Farm in Hacienda Carmelita, San Jose del Monte, Bulacan and in

November 24, 1947, in its early beginnings, transferred to Victoneta Park, Malabon, Rizal, to bring the school closer to the populace.

AIA initially started a two-year course in Associate in Agriculture and Certificate of Proficiency in Vocational Education with only 35 students. Thereafter, the offering of other related academic programs in agriculture commenced.

Its creation as a university was envisioned by the heirs of the late Don Gregorio Araneta, statesman, lawyer and the first Filipino to be appointed as Secretary of Justice during the American Regime, as a lasting tribute to the man whom his countrymen called the MOLAVE of his country.

In recognition of its notable contributions in the fields of agricultural education, research and extension, it was transformed into a university on January 15, 1958. Nine years thereafter, it was converted into a foundation, the first university to be organized under the provisions of Republic Act

No. 6055, entitled “An act Authorizing the Conversion of Private Schools into Non-stock, Non-Profit Educational Foundation.” Thus, the school became known as Araneta University Foundation. By virtue of a resolution approved by the Board of Trustees in 1978, the university was further renamed Gregorio Araneta University Foundation.

To ensure the stability and corporate life of the institution, Don Salvador Z. Araneta, the founder-donor, appointed a substantial share of his wealth and fortunes to his sixth child, GAUF, estimated to be equal to the share of one daughter from the private conjugal funds of the benefactor and his wife, Doña Victoria Lopez-Araneta.

The former GAUF holds the distinction of being the first private college to offer courses in agriculture, animal husbandry, agricultural engineering, forestry, and veterinary medicine.

As the curricular programs and student population progressed, the need to create different institutes of learning and disciplines became a necessity.

In 1991, the different institutes were renamed into colleges. The university further expanded its academic degree and non-degree programs to meet the challenges of global education in the third millennium. Physical improvements and additional facilities were likewise introduced. The university initially applied for accreditation with PACUCOA in its baccalaureate degree programs in commerce, education, and liberal arts. At present, the university is in its Level III – first re-accredited status.

Preliminary talks and discussions on the integration of GAUF into the DLSU System started as early as 1987. On February 20, 2002, the Board of Trustees approved with the consent of the Araneta family, the integration of GAUF into the De La Salle University System thereby making GAUF, the 7th member of the System. Thus, Article I of the Articles of Incorporation was amended by changing the name of the university from Gregorio Araneta University Foundation to De La Salle Araneta University.

The management of the University was therefore, finally turned over to the DLSU System in June 2002. Innovative changes in academic and administrative policies

were introduced to conform to the policies and standards originally with the DLSU System and now with De La Salle Philippines. New offices were created; Grade School and High School Departments were integrated into one department now known as Basic Education. Colleges were merged. Campus Development and physical facilities improvements continue to be a priority to be at par with other La Salle schools.

1.4 PREAMBLE

De La Salle Araneta University, formerly Gregorio Araneta University Foundation, is a pioneer Catholic private educational institution in Agriculture and Veterinary Medicine. Inspired by the ideals and philosophies of the founder, Don Salvador Z. Araneta and the charism of St. John Baptist De La Salle, DLSAU seeks to produce experts who will be the resource of church and country in the areas of environment, animal welfare, food security, entrepreneurship, and technological development.

1.5 VISION-MISSION STATEMENT

De La Salle Araneta University is a leading industry-aligned and globally linked Catholic educational institution committed to experiential teaching and learning for the creation of new knowledge in food security, animal welfare and entrepreneurship towards societal transformation.

1.6 DE LA SALLE PHILIPPINES, INC. (DLSP)

Preamble

Deeply moved, as St. John Baptist de La Salle was by the plight of the poor and youth at risk, we the members of the Lasallian schools in the Philippines, commit ourselves to the Lasallian Mission of providing a human and Christian education to the young, especially in schools, with the service of the poor as a priority, to evangelize and catechize, to promote peace and justice, accomplishing these together as shared mission. We draw strength from the many Lasallians committed to incarnating our charism in our country today to serve the needs of Filipino youth, especially those at risk.

1.7 PRINCIPLES OF LASALLIAN EDUCATION IN THE PHILIPPINES

(Guiding Principles of the Philippine Lasallian Family – Second Edition)

St. John Baptist de La Salle and his companions discerned God's call to service in the human and spiritual distress of the poor and abandoned children. As a concrete response to his divine call, they associated together to conduct schools that would make the benefits of a quality human and Christian education accessible to the poor. By giving visible and effective expression to the creative and redemptive love of God for young people, such schools became "signs of God's kingdom and instruments of salvation."

Today, the mission of human and Christian education is a wide-ranging collaborative effort entrusted to men and women of diverse backgrounds and gifts, who, in creative fidelity to De La Salle's vision, commit themselves to make the benefits of a transformative human and Christian education available to all, most especially to the poor. Each member of the Lasallian family lives out this commitment through association in a Lasallian educational project according to his or her particular role in an area of competence. By our efforts to ensure the vitality, relevance, and effectiveness of the educational project, all who participate in and support such work act as partners in the educational process.

As inheritors of De La Salle's legacy and collaborators in the Lasallian mission, we are convinced that:

- Lasallian education is a *mission and ministry* at the service of God, the Church, and society and directed towards *integral human and Christian development and liberation*.
- Lasallian education is imbued with a spirit of faith, enabling persons to interpret, judge, and evaluate realities in light of the Gospel and rely on God's providence in acting and discerning God's will.
- Lasallian education is marked by zeal: the whole-hearted giving of oneself to the service of others, in gratuity and generosity, in creativity and fortitude, in compassion and commitment.
- Lasallian education is exercised as a communion in mission marked by a fraternal spirit which enables all sectors of the school community and all those who support its work to collaborate in educating towards a world that is more humane, more just, and more fraternal, a world where no one is excluded from the banquet of life.
- Lasallian education is formed by disciples and citizens, prophets and professionals, who bring the transforming power of the Gospel to bear on culture and every human endeavor to realize God's kingdom of truth, justice, love, and peace.

Guided by these principles, we believe that...

Lasallian schools are educational communities where all sectors...

- are participated in the Church's mission and are committed to easing the plight of the vulnerable and marginalized sectors of Philippine society;
- are committed to assuring the integral human and Christian development of learners in all their uniqueness and diversity;
- are co-responsible for creating a culture and climate conducive to genuine learning and character formation;
- are stakeholders who work in association with one another in a strong spirit of fraternal solidarity; and
- are committed to continuous renewal and transformation in collaboration with others to accomplish their common mission.

Lasallian learners are unique individuals who...

- strive to integrate Gospel perspectives and values in the conduct of their daily lives;
- commit to excellence to be of greater service to God and country;
- take progressive responsibility for their own learning and development;
- express concern and compassion for the plight of the vulnerable and marginalized sectors of society and respond to their needs; and
- work together creatively, constructively, and enthusiastically to support the Lasallian Mission.

Lasallian educators are service-oriented professionals who...

- are genuinely committed to the integral human and Christian development of diverse types of learners through personal witness and service;
- are attentive to learners in their uniqueness and seek to build appropriate relationships that promote total human formation;
- are committed to life-long personal and professional improvement and service;
- work together creatively, constructively, and enthusiastically both to realize the Lasallian Mission and to assure the effectiveness and vitality of the institutions to which they belong; and
- serve as resources for the renewal of the Church and for the integral development of society.

Lasallian educational experiences are dynamic processes that...

- challenge learners to realize their full potential by promoting critical and creative thinking, self-knowledge, and self-mastery;
- bring Christian perspectives and values to bear on human knowledge and culture;
- encourage synergy, collaboration, and dialogue in an environment that is fraternal, hospitable, and laden with mutual respect;
- impel learners to translate their knowledge into actual practice for the betterment of society; and
- prepare learners for responsible participation in the world of work, the family, the community, the wider society, and the local Church.

Guided by these principles and together in faith and zeal, we aspire to create educational works of quality that will be “signs of God’s kingdom and instruments of salvation” for the various individuals and groups who seek to realize the fullness of their dignity and humanity through education.

1.8 FOUNDATIONAL PRINCIPLES OF LASALLIAN FORMATION

Preamble

"As he became aware, by God's grace, of the human and spiritual distress of the 'children of the artisans and the poor,' John Baptist de La Salle devoted himself to form schoolmasters totally dedicated to teaching and to Christian education. He brought these teachers together in a community and subsequently founded with them the Institute of the Brothers of the Christian Schools." (R 1.1)

In creative fidelity to our Founder's inspiration, we, the Lasallian formators in the Philippines, commit ourselves to assure the vitality and continuity of the Founder's mission by providing a genuine Lasallian formation to all members of the Lasallian Family in the Philippines.

Believing in a God of goodness and compassion who wills the integral liberation and salvation of all, we as Lasallian formators commit ourselves to educate and forming persons of faith and zeal who will make the saving compassion of God a living and effective reality in the lives of men and women today, especially those who are poor and vulnerable in society.

We believe that the vocation of an authentic Lasallian is essentially a free and willing collaboration with God in the work of building truly human communities that reflect the values of God's kingdom as expressed in the Gospel. Thus, the process of Lasallian formation is about enabling persons to acquire the *vision, values, attitudes, and practices* that support collaboration with God's creative and redemptive action in the world

In the Lasallian tradition, three constitutive elements enable this participation. These elements, taken together as one dynamic unity, provide a way of integrating and expressing every Lasallian's vocation.

The Spirit of Faith

The Spirit of Faith flows from a relationship of communion with the Triune God who wills to save all people by drawing them into a life-giving communion with Him and with one another in the Lasallian tradition, the spirit of faith is a spirit that allows one to:

- discover God's active presence in His Word, in men and women, in the poor, in nature, in history, and in ourselves;
- judge and evaluate things in the light of the gospel,
- search for God's will to carry out His saving plan,
- unite one's actions to the ongoing saving action of God in the world and

- trust in God's loving presence and providence when acting or discerning God's will.

Zeal for the Integral Salvation of All

Zeal is the active expression of faith in gospel witness and service. It is oriented towards the integral salvation of persons, particularly the poor and the excluded. Zeal is the enthusiastic and total gift of self for the sake of the mission expressed in such qualities as gratuity and generosity, creativity and fortitude, compassion and commitment. It involves a preferential concern for the poor and the vulnerable—the desire to be of greater service to others conditions the quest for excellence and continuous self-improvement.

Communion in Mission, Mission as Communion

Communion recalls the dynamic of association by which the first Brothers bonded together for the sake of the particular mission entrusted to them by God. Communion has four dimensions. As a relationship with God, it is the source of all mission and ministry; as *a way of accomplishing the mission*, it suggests that the solidarity and collaboration that comes from sharing in one vision, one spirit, and one mission; as a way of relating to others, it suggests openness to all persons and the desire to be brother or sister to all especially those in need; as a goal of the mission, it suggests the unity that comes through reconciliation between God, human beings and creation.

Reference: Guiding Principles of the Philippine Lasallian Family and <http://www.dlsu.edu.ph/brothers/foundation-principles.asp>

1.9 LASALLIAN CORE VALUES

In faith, DLSAU is committed to building a community that sees the goodness and likeness of God in each member, thus being moved to contributing to each other's growth and development in the service of society.

As a service-driven institution, DLSAU is passionately committed to excellence in teaching and learning towards the building of an academic community characterized by efficiency, effectiveness, and integrity.

Together and by association, DLSAU is committed to become a catalyst for societal transformation through poverty alleviation.

1.10 HONOR CODE

GODLINESS

A Lasallian is created in the image and likeness of God; as such, strives to “be perfect as the heavenly Father is perfect.”

GOODNESS

A Lasallian is a good person, characterized by integrity, faith, and service.

GREATNESS

A Lasallian is self-governed, resourceful, excellent, accountable, and talented.

1.11 THE EVOLUTION OF THE DLSAU LOGO

ARANETA INSTITUTE OF AGRICULTURE 1946 - 1958	ARANETA UNIVERSITY 1958 - 1967	ARANETA UNIVERSITY FOUNDATION 1967 -1978
		

GREGORIO ARANETA UNIVERSITY FOUNDATION 1978 - 2002	DE LA SALLE ARANETA UNIVERSITY 2002 - 2007	DE LA SALLE ARANETA UNIVERSITY 2007 - 2014
		

DE LA SALLE ARANETA UNIVERSITY Present School Logo		

1.12 THE UNIVERSITY LOGO



DE LA SALLE ARANETA UNIVERSITY

2015 to Present

Description of the University Logo



A series of curves was adopted for the rim to form an arc of scallop serves as an ornament of the university logo and it incorporates the integration of the De La Salle System in 2002.



The banner with the name 'De La Salle Araneta University' in Trajan Pro Bold typeface, serves as a border around the upper portion of the seal.



The arc of triangles serves as the representation of the Aranetan culture as seen on our University building.



The five-pointed star is the Signum Fidei star. It is a sign of faith and it is the symbol of the La Salle Brothers (Fratrum Scholarum Christianarum). The Star also means hope. The five points bisected into green and white areas represent benevolence, civility, humanitarianism, service-created goals and scientific pursuit.



The two fronds of laurel are the Gloria Et Honor Laurel. They signify inspiration for quality education.



The Stallion in the middle of the logo reflects the Knight of the Grand Cross and lieutenant, Equestrian Order of the Holy Sepulchers of Jerusalem Achievement awards by the founder. (1953)



The motto "FOR GOD AND COUNTRY" Trajan Pro Bold typeface, which serves as the border around the lower portion of the seal is the Founding Philosophy of the Institution.



The open book on the lower part of the seal signifies the new knowledge, experience and expertise that the university is committed to create.

1946

The '1946' in Trajan pro Bold typeface, represent the founding year of our institution.

1.13 COLLEGE LOGOS



College of Arts Sciences and Technology

The logo of the College of Arts, Sciences, and Technology (CAST) is shaped as a shield, symbolizing strength, innovation, and the College's pursuit of excellence. The shield is divided into four quadrants, each representing a core discipline within the College.

The wavy lines in the upper left signify the natural and applied sciences, reflecting movement, energy, and growth. The binary code in the upper right represents information technology and computer science, emphasizing logic, precision, and the digital age. The microchip icon in the lower left symbolizes engineering and technology, denoting advancement and creativity. The Greek letter Psi (Ψ) in the lower right stands for psychology, representing the study of human thought and behavior.

The green and white colors reflect Lasallian values—faith, service, and communion in mission—while the overall design underscores CAST's commitment to nurturing innovative, ethical, and multidisciplinary professionals prepared to lead in the evolving world of arts, sciences, and technology.



College of Business, Management and Accountancy

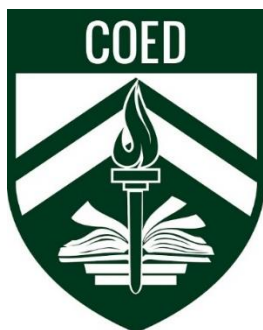
The official logo of the College of Business, Management, and Accountancy (CBMA) represents the college's vision of excellence, leadership, and global competitiveness. Shaped like a shield, it symbolizes strength, integrity, and a commitment to high academic standards.

The shield features four quadrants:

- Handshake Symbol (Upper Left) - Represents partnership, collaboration, and ethical leadership, highlighting the college's mission to cultivate graduates who value integrity and teamwork.
- Bar Graph (Upper Right) - Symbolizes growth and analytical thinking, emphasizing the importance of data-driven strategies in business practices.
- Money Bag with Coins (Lower Right) - Signifies financial literacy and economic responsibility, reflecting the college's focus on accountancy.

· **Diagonal Stripes (Lower Left)** - Conveys innovation and adaptability, indicating the college's proactive approach to preparing students for a changing global economy.

Above the shield, "CBMA" is prominently displayed in bold letters, with the green color palette symbolizing growth and sustainability. The logo is a statement of purpose, reflecting the college's dedication to excellence in teaching, research, and community service, as well as its commitment to shaping future leaders in a dynamic world.



College of Education

The logo of the College of Education (COED) features a shield that embodies strength, integrity, and academic excellence. At its center is an open book, symbolizing the pursuit of knowledge and lifelong learning. Rising from the book is a torch with a flame, representing enlightenment, guidance, and the transformative power of education. The chevron-like bands above the book convey upward movement, reflecting growth, progress, and the College's commitment to developing competent

and compassionate educators. The acronym "COED" is prominently displayed at the top, affirming the College's identity and leadership in the field of education. The green and white color scheme reflects the Lasallian values of faith, service, and communion in mission.



College of Veterinary Medicine and Agricultural Sciences

The logo of the College of Veterinary Medicine and Agricultural Sciences is shaped as a shield, symbolizing knowledge, integrity, and the College's commitment to advancing the life sciences. Within the shield is a triangle, representing the three disciplines housed under the College of Veterinary Medicine, Agriculture Sciences.

At the center, the Rod of Asclepius intertwined with the letter V signifies Veterinary Medicine, embodying healing, compassion, and care for animals. The leaf symbolizes Agriculture, reflecting growth, sustainability, and environmental stewardship. The flask represents Food Technology, highlighting scientific innovation, safety, and the continuous pursuit of excellence in food production and processing.

Rendered in green and white, the logo embodies the Lasallian ideals of faith, service, and communion in mission, while representing life, growth, and discovery. Altogether, the CVMAS-FT emblem encapsulates the College's dedication to producing competent, ethical, and service-oriented professionals in the fields of veterinary medicine, agriculture, and food technology.

The university signatures :

<https://www.dlsau.edu.ph/about/university/brandguide/index.html#>

1.14 LASALLIAN PRAYER

Let us remember that we are in the Most Holy Presence of God.

I will continue, O my God to do all my actions for the love of You.

St. John Baptist De La Salle, pray for us

Live Jesus in our hearts, forever!

1.15 ANGELUS

(to be observed every 12 noon and 6pm)

The Angel of the Lord declared unto Mary: and she conceived of the Holy Spirit

Hail Mary, full of grace, the Lord is with thee: blessed art thou among women and blessed is the fruit of thy womb; Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death, Amen.

Behold the handmaid of the Lord: Be it done unto me according to Thy word.

Hail Mary

And the Word was made Flesh: And dwelt among us.

Hail Mary

Pray for us, O Holy Mother of God, that we may be made worthy of the promises of Christ.

Let us pray: Pour forth, we beseech Thee, O Lord, Thy grace into the hearts; that we, to whom the incarnation of Christ, Thy Son, was made known by the message of an angel, made by His Passion and Cross be brought to the glory of His Resurrection, through the same Christ Our Lord. Amen Glory be to the Father, and the Son, and the Holy Spirit As it was in the beginning, is now, and ever shall be, world without end. Amen.

CHAPTER 2

GENERAL RULES ON ADMISSION

AND ENROLMENT

CHAPTER 2

GENERAL RULES ON ADMISSION AND ENROLMENT

2.1 Admission to the University

This section deals with the admission requirements and procedures that pertain to student's intention to enroll in the University.

2.2 Admission Procedures (Freshmen, Transferees, and 2nd Degree)

- 2.2.1 Visit <http://applynow.dlsau.edu.ph> and accomplish the appropriate online application form and wait for an email regarding the LEAP Examination procedure.
- 2.2.2 Pay the LEAP (Lasallian Entrance and Placement) Examination Fee.
- 2.2.3 Applicant needs to submit prequalifying requirements which will be used for evaluation together with the result of the LEAP Examination. Student applicants for the Education, Veterinary Medicine, Accountancy, Computer Engineering and Psychology programs are required to have a General Weighted Average of 85 % or above in their senior high school report card (both for grades 11 and 12).
- 2.2.4 Take the LEAP (Lasallian Entrance and Placement) Examination on the scheduled date.
- 2.2.5 After the LEAP Examination, wait for the release of the result which will be sent via email.
- 2.2.6 Once the LEAP Examination Results together with the submitted prequalifying documents has been verified and evaluated, the students will receive either an acceptance letter or a schedule for interview.
- 2.2.7 Once accepted, the applicant can now enroll once enrollment opens.

Note: for returning students who did not enroll to another college/university, they need to go directly to their respective program chair and the Office of the University Registrar.

2.3 Enrolment Requirements.

The following are the requirements must be complete and submitted before enrolment can be processed:

- 2.3.1 **General Requirements for Freshmen, Transferee, and 2nd Degree**
 - 2.3.1.1 Printout of accomplished online application form.
 - 2.3.1.2 Two pieces of 2 x 2 picture
 - 2.3.1.3 PSA Birth Certificate (family register, or equivalent for International Students)

- 2.3.1.4 Original Certificate of Good Moral Character (or equivalent for International Students)
- 2.3.1.5 Recommendation Form to be accomplished by the adviser, guidance, or principal from the previous school.

2.3.2 Additional requirements for Freshmen:

- 2.2.7.1 Original Form 138 (Senior High School Report Card) with Principal's Signature and
- 2.2.7.2 For Transferees, Returnees and Second-Degree Students

2.3.3 Additional requirements for Transferees and 2nd Degree:

- 2.2.7.3 Original Honorable Dismissal / Certificate of Transfer of Credentials
- 2.2.7.4 Original Transcript of Records / Original Certified True Copy of Grades

2.3.4 Additional requirements for International Students:

- 2.2.7.5 Apostille Transcript of Records/Scholastic Records duly authenticated by the Embassy or Consulate in the applicant's country of origin or legal residence
- 2.2.7.6 Passport (photocopy) to include the valid visa and entry stamps page
- 2.2.7.7 IELTS (or equivalent) Certification 6.5 grade/score or better.

2.4 Guidelines for Student Visa Application

For application of student visa, the following should be submitted to the Registrar's Office:

- 2.4.1 For students 18 years old and above (For the Issuance of Student Visa (9F) from the Bureau of Immigration):
 - 2.4.1.1 Letter request from the applicant with a statement that all documents were legally obtained from the corresponding government agencies
 - 2.4.1.2 Duly notarized and accomplished General Application Form
 - 2.4.1.3 Photocopy of applicant's passport showing bio-page, admission, and authorized stay at least 20 days from the filing date
 - 2.4.1.4 If the requirements 1 to 4 are complied with, the student will be given an acceptance letter and letter of conversion signed by the registrar.

- 2.4.2 For students 17 years old below (For the Issuance of Special Study Permit (SSP) from the Bureau of Immigration)
 - 2.4.2.1 Letter request from the applicant with a statement that all documents were legally obtained from the corresponding government agencies
 - 2.4.2.2 Duly notarized and accomplished General Application Form
 - 2.4.2.3 Photocopy of applicant's passport showing bio-page, admission and authorized stay at least 20 days from the filing date
 - 2.4.2.4 If the requirements 1 – 3 are complied with, the student will be given an acceptance letter and request letter for SSP
- 2.4.3 For Transferee-Foreign Students (Note: The Student should have a one-year residence from the former school.)
 - 2.4.3.1 Certificate of Honorable Dismissal
 - 2.4.3.2 Transcript of Record
 - 2.4.3.3 Certification from the Commission on Higher Education for transferring
 - 2.4.3.4 Photocopies of Passport pages with name, photo, birth date, birthplace and stamp visa
 - 2.4.3.5 copy of the card
- 2.4.4 For Applicants holding other Visa (Working/Missionary etc.)/Dual Citizenship
 - 2.4.4.1 Photocopies of Passport pages with name, photo, birth date, birthplace and valid stamp visa
 - 2.4.4.2 Copy of the card
 - 2.4.4.3 Transcript of Records/Scholastic Records (Original)
 - 2.4.4.4 Order of Visa Granted (photocopy)

2.5 Enrollment Procedures and Policies

- 2.5.1 Enrollment Procedures
 - 2.5.1.1 For Incoming Freshmen
 - 2.5.1.1.1 Proceed to the Admissions Office to submit the requirements for enrollment. Fill-out two (2) College Application Forms.
 - 2.5.1.1.2 Proceed to the Discipline Office for clearance.
 - 2.5.1.1.3 Proceed to the Registrar's Office for encoding of subjects and Family Code.
 - 2.5.1.1.4 Proceed to the Cashier's Office for the payment of fees.
 - 2.5.1.1.5 Proceed to the University Clinic for physical check-up (for new students only).

2.5.1.1.6 Proceed to the Information and Technology Center for picture-taking and printing of Identification Card.

2.5.1.2 For Old Students

2.5.1.2.1 Proceed to the Cashier's Office for payment of fees

2.5.1.2.2 Proceed to the Information and Technology Center for ID validation/printing.

2.5.1.3 For Transferees, Returnees and Second-Degree Students

2.5.1.3.1 Proceed to the Admissions Office for the submission of requirements for enrolment. Fill-out two (2) College Application Forms.

2.5.1.3.2 Proceed to the College for interview, schedule of classes and enrolment form.

2.5.1.3.3 Submit to the Admissions Office the pre-enrolment form duly signed by the College Program Chair and the College Dean.

2.5.1.3.4 Proceed to the Discipline Office for clearance.

2.5.1.3.5 Proceed to the Registrar's Office for the encoding of subjects and Family Code.

2.5.1.3.6 Proceed to the Cashier's Office for payment of fees.

2.5.1.3.7 Proceed to the University Clinic for physical check-up.

2.5.1.3.8 Proceed to the Information and Technology Center for ID validation and printing.

2.5.1.4 For International Students

2.5.1.4.1 Proceed to the Registrar's Office for the requirements.

2.5.1.4.2 Proceed to the Admissions Office for enrolment. Fill-out two (2) College Application Forms.

2.5.1.4.3 Proceed to the Registrar's Office for encoding of subjects and Family Code.

2.5.1.4.4 Proceed to the Cashier's Office for payment of fees.

2.5.1.4.5 Proceed to the University Clinic for physical check-up.

2.5.1.4.6 Proceed to the Information and Technology Center for ID validation and printing.

2.6 Adding or Changing of Subjects

A student may add or change a subject or subjects to suit his/her time schedule during the enrollment period (before classes begin or not later than the second week after classes have commenced), provided that:

2.6.1 The total number of units after the addition or change of course/s does not exceed the total number of units prescribed

- in the curriculum for a particular course, in a year level and term;
- 2.6.2 The prerequisites of the course/s added have already been taken and passed;
- 2.6.3 Students are only allowed to change/add subjects only once in a term.
- 2.6.4 No addition or change of subject shall be allowed after the second week of classes.
- 2.6.5 The following procedures will have to be observed when adding or changing subjects:
 - 2.6.5.1 Secure and fill out the adding/changing of subjects form from the Registrar's Office;
 - 2.6.5.2 Proceed to the Program Chair's Office for verification and have the form approved by the Dean of the College or his/her representative;
 - 2.6.5.3 Submit the forms to the Registrar's office to register the added/changed subject/s;
 - 2.6.5.4 Pay the adding/changing fee at the Cashier's Office;
 - 2.6.5.5 Keep his/her copy of the form.

2.7 Advanced Credit Validation

The grant of advanced collegiate units to students transferring from foreign schools shall be limited to the equivalence of one (1) year of college study [DECS Order No. 30 (13), S-1992].

2.8 Change of Schedule

- 2.8.1 No student shall be allowed to transfer from one section to another section of the same subject except when section is dissolved. In this case, the student shall not be charged any fee for change of schedule or transfer to another class.
- 2.8.2 The Registrar shall reflect the inclusion of the student's name in the class list.

2.9 Dropping of Subjects or Withdrawal of Enrolment

- 2.9.1 Dropping of course/s after classes have officially started but not later than the fourth week after the start of classes may be allowed with the endorsement of the faculty member/s handling the subject/s and approval of the College Dean. Student who failed to comply with the abovementioned requirements in each period shall pay the entire tuition and other fees set for the term.
- 2.9.2 Dropping of all subjects or withdrawal of enrolment after the fourth week of classes may be allowed only if:

- 2.9.2.1 The student leaves permanently for abroad;
 - 2.9.2.2 The student is no longer financially capable to pursue his collegiate studies; or
 - 2.9.2.3 The student is forced to withdraw due to medical reasons.
 - 2.9.2.4 The student may be allowed to withdraw given that he/she has not been absent for more than 20% of the prescribed number of classes or laboratory periods during the trimester. Otherwise, any student who has stopped attending his/her classes without a written notification to withdraw officially or fails to submit the withdrawal/dropping form to the Registrar's office will be given a failing grade (0.0) in all subjects due to excessive absences. Likewise, he/she will be required to pay all the tuition and fees due to him/her and may not be admitted for re-enrolment unless accounts are fully settled.
- 2.9.3 The following procedures shall be observed when dropping subjects or withdrawing from enrolment:
- 2.9.3.1 Secure and fill out the dropping/ withdrawal form (in three copies) from the Registrar's Office. For those students who decide to withdraw his/her entire enrolment must present a letter indicating the reason for dropping. Such letter must be noted by the Program Chair, endorsed by the College Dean and approved by the Registrar.
 - 2.9.3.2 Have the form signed by the faculty member/s handling the subject/s;
 - 2.9.3.3 Have the form approved by the Dean or his/her representative;
 - 2.9.3.4 Proceed to the Registrar's Office for encoding /recording;
 - 2.9.3.5 Proceed to the Accounting Office for the assessment of fees.
 - 2.9.3.6 Pay the corresponding fees at the Cashier's Office.

Note: The dropping of courses shall be considered final and official only upon confirmation by the Registrar.

2.10 Enrollment Schedule

- 2.10.1 The last day for enrollment without penalty or surcharge is the day before the formal opening of classes. However, the enrollment schedule may be extended, with penalty or surcharge, until the end of the second week after the start of classes.
- 2.10.2 All students are expected to enroll during the scheduled period and attend classes at the start of the trimester.
- 2.10.3 Any absence/s due to late enrollment shall be counted as unexcused absence/s. Students shall be held responsible for all lessons and requirements missed due to late enrollment.

2.11 Inclusion in the Class list

- 2.11.1 Only students whose names appear in the class list shall be considered officially enrolled. The concerned faculty should immediately report to the Registrar's Office any student whose name does not appear in the class list or student who physically appear but not in the class list.
- 2.11.2 Student who used online mode of payment shall access the payment form at serp@dlsau.edu.ph or email payment receipt to payments@dlsau.edu.ph. Student must check his/her SERP to identify whether his/her payment has been confirmed.
- 2.11.3 Strict Implementation of Enrollment Validation and Class Admission Protocols

2.11.3.1 Deadline for Enlisted (Not Yet Enrolled) Students

- 2.11.3.1.1. Students who remain enlisted and are not tagged as officially "Enrolled" by the third week from the start of classes should already secured their official enrolment.
- 2.11.3.1.2. Beginning the third week, students must ensure that their names are already reflected with status "Enrolled." Otherwise, they must immediately finalize their enrollment before they are allowed to resume attending classes.

2.11.3.2 STUDENT RESPONSIBILITIES Students must take an active role in ensuring the timely completion of their enrollment. Accordingly, all students are required to:

- 2.11.3.1.3. Complete their enrollment within the first two (2) weeks from the start of classes to avoid removal from the class list and disruption of academic progress.
- 2.11.3.1.4. Regularly monitor their enrollment status in SERP and ensure they are properly tagged as "Enrolled" before the third week of classes in order to continue attending.
- 2.11.3.1.5. Immediately coordinate with the University Cashier and submit the necessary proof of payment if their status remains "Enlisted" despite payment having been made.
- 2.11.3.1.6. Seek assistance from their respective College or Program Chair if they encounter system or process issues that may delay their official enrollment status.
- 2.11.3.1.7. Keep copies of payment receipts, enrollment confirmations, and system screenshots as

supporting documents for any follow-up or verification that may be required.

2.11.4 Privileges of Officially Enrolled Students

Only students who are officially tagged as “Enrolled” in the University’s records are entitled to the following:

- 2.11.4.1 Access to classrooms and learning platforms, whether in-person or online, including all instructional materials and class communications.
- 2.11.4.2 Eligibility to receive academic credit, including attendance, class participation, and grades for course requirements.
- 2.11.4.3 Participation in assessments and academic activities, such as quizzes, examinations, presentations, laboratory work, and submissions of course outputs.
- 2.11.5 Load of Graduating Students Only graduating students may request for overload. Graduating students may be given an overload not exceeding six (6) units, more than the normal load specified in the curriculum during the regular term. Graduating students with failing grade/s during the preceding term will not be allowed to carry an overload.

2.12 Student Requested Tutorial Classes

- 2.12.1 Student requested tutorials are subjects that are not offered during the regular term based on the approved curriculum for the degree program but are needed by graduating students.
- 2.12.2 No student shall be allowed to enroll on tutorial basis except when he/she is graduating during the trimester and that the subject is not currently offered. A certification by the College Dean/Program Chair where she/he belongs and an evaluation of the student’s grades should be attached to the request.
- 2.12.3 The student requesting for enrolment in a subject on tutorial basis shall be charged 250% of the tuition due on the requested subject. However, when the number of enrollees in the said subject reaches 5 or more, he will be charged the regular tuition fee corresponding to the number of units enrolled.
- 2.12.4 The requested tutorial subject will be counted as part of the approved overload of the students.
- 2.12.5 Converted Tutorials are subjects offered during the regular trimester based on the approved curriculum but were not able to reach the minimum required number of thirteen (13) students for major subjects and twenty (20) for minor subjects. This option is open to graduating or non-graduating students.

- 2.12.6 Subjects included in the regular offering which was not able to reach the minimum required number of students shall be subsidized and treated as a regular class.
- 2.12.7 Subsidy schedule should be applied only to classes with thirteen (13) students for major subjects; nineteen (19) students for minor subjects. Classes with twelve (12) students and below shall remain tutorial in nature.
- 2.12.8 Converted tutorials may be changed into a regular class and shall carry a regular class schedule when the students are willing to pay for the fees of a number of students in order to attain the minimum required number of 14 students for major subjects and 20 students for minor subjects.
- 2.12.9 Reinstatement fee shall be charged to the student amounting to Php. 2,000.00. This program shall be enjoyed one time only.

2.13 Subject Load Sequence

- 2.13.1 The subject load and sequence of subjects of students shall be in accordance with the approved curriculum of each program or course of study. Reasonable exemptions may be permitted in individual cases considering the best interest of the student and the objectives of the educational system.
- 2.13.2 The term study load refers to the number of courses, credits, or hours for which the student is registered. This sometimes includes extra-curricular and study time. In order to facilitate the enrolment of students, the approval of subjects to be enrolled by a student in a particular trimester, done by the Dean of Colleges or his/her representative.
- 2.13.3 The regular load of a full-time student is at least fifteen (15) units but not more than the approved curriculum units during a trimester, including the institutional requirements of the University including the NSTP [ROTC and CWTS].
- 2.13.4 No subjects may be taken unless the pre-requisite subjects have been taken and passed.
- 2.13.5 Laboratory subjects that are paired with an academic subject should be taken during the same trimester as the academic subject even if separate grades are given for both.
- 2.13.6 Only subjects officially enrolled in by the students as approved by the Dean of Colleges shall be entered in the Enrolment List to be submitted to the CHED. A passing grade in a subject attended by a student who is not officially enrolled in the said subject shall not be credited in his/her favor. The student shall be required to re-enroll the subject.
- 2.13.7 No student shall be allowed to carry an overload unless he/she is graduating during the trimester. However, upon discretion of school authorities non-graduating students maybe allowed an additional load of not more than three (3) academic units if the purpose of such overload is to make up for a previously failed subject or to grant the student regular

status upon passing the subject. Approval for overload is delegated to the University Registrar.

- 2.13.8 In cases where the curriculum requires five [5] units and the student-returnee or transferee has already earned three [3] units on the same subject from another school, the discrepancy may be enrolled in a regular class.
- 2.13.9 Beginning SY 2018-2019, only NSTP and Rizal will be credited for students under the Old Curriculum. For students who started with the K to 12 Curriculum, only general education courses taken in other schools by transferees may be credited, provided that the number of units credited does not exceed 20% of the total number of units required in the program at DLSAU. Major subjects are not credited.

2.14 Substitution of Subjects

- 2.14.1 Transfer students who are seeking admission to DLSAU and have taken and passed subjects from their previous school may have these courses credited subject to the policies of DLSAU.
- 2.14.2 Beginning S.Y. 2018-2019, for students who are under the old curriculum, only PE, NSTP and Rizal shall be credited. For students who were under the K to 12 Curriculum, only general education courses taken in other schools by transferees may be credited, provided that the number of units to be credited does not exceed 20 percent of the total number of units required in the program at DLSAU. Major subjects are not credited.
- 2.14.3 Only courses with similar content can be applied for substitution.
- 2.14.4 The student may be required to secure a copy of the official Transcript of Records (TOR), a copy of the course description requested for substitution from his/her school of origin in cases where there is uncertainty as to the similarity of the course content. This will be evaluated by the Subject Coordinator, Program Chair and will be recommended for approval of the Dean.
- 2.14.5 Transfer students should process the substitution of subjects within the first term of their stay in the university. Otherwise, they will not be allowed to enroll in the succeeding term.
- 2.14.6 A maximum of 40 percent of the number of units taken may be credited for transfer students from other La Salle schools, based on the DLSAU curriculum. The Deans still have discretion on the subjects to be credited subject to existing policies and procedures of the Registrar's Office.
- 2.14.7 The student submits the forms to the Registrar's Office to update the said curriculum.

2.15 Shifting of Degree Program

Any student who desires to shift from one degree program to another with the same college or offered by another college should comply with the residence requirement of one trimester. On the other hand, student shifting to another degree program should comply with the grade and course requirements set by the college concerned. The following procedure shall be followed when shifting from one degree program to another:

- 2.15.1 If the student is shifting to a degree program offered by the same college, he/she should inform the Dean of his/her intention to shift to another program.
- 2.15.2 If the student is shifting to a degree program offered by another college, he/she should secure the approval of the Program Chair before formally applying to the Dean of the accepting College.
- 2.15.3 The student fills out the shifting form in quadruplicate.
- 2.15.4 He/She pays the shifting fee at the Cashier's Office
- 2.15.5 He/She secures the approval of the College Dean.
- 2.15.6 For an external shiftee [one who transfers to another college], he/she submits the shifting form to the Program Chair of the receiving college.
- 2.15.7 The student submits the forms to the Registrar's office to update the said curriculum.

2.16 Fees, Payments, Scholarships, and Refunds

Information on tuition and other school fees are posted on bulletin boards of the Accounting and Registrar's Office.

2.16.1 Payment Schemes

2.15.1.1 Cash Basis

Full Amount

Upon Enrolment

2.15.1.2 Payment Scheme

1st Trimester	2nd Trimester	3rd Trimester
50% - Upon Enrollment	50% - Upon Enrollment	50% - Upon Enrollment
50% - October 31	50% - February 28	50% - June 30

2.15.1.3 Monthly Scheme

	1st Trimester	2nd Trimester	3rd Trimester
1st payment	Upon Enrollment	Upon Enrollment	Upon Enrollment
2nd payment	September 30	January 31	May 31
3rd payment	October 31	February 28	June 30
4th payment	November 30	March 31	July 31

Note: The University shall charge 1% of the student/s outstanding balance as penalty for late payments. However, the University provides five (5) days grace period to pay their obligation to avoid surcharge.

2.17 Scholarships and other Financial Assistance

The University also offers Scholarship and Other Financial Assistance to deserving students who meet the requirements and passed the screening.

2.18 Refunds

Refunds on tuition and fees will be given only to those who paid on a cash basis in accordance with the following schedule:

Before the start of the class	90%
Within the 1 st week from the start of the class	90%
Within the 2 nd week from the start of the class	80%
Within the 3 rd week from the start of the class	70%
Within the 4 th week from the start of the class	50%

2.19 Financial Delinquencies

The University has the right to withhold students' record (Transcript of records and Certifications) if the students have not fully paid their accounts with the school. Students with financial delinquencies at the end of the trimester will not be permitted to register in the succeeding trimester unless previous accounts are settled.

CHAPTER 3

GENERAL ACADEMIC AND NON- ACADEMIC PROGRAMS, POLICIES AND PROCEDURES

CHAPTER 3

GENERAL ACADEMIC AND NON-ACADEMIC PROGRAMS, POLICIES AND PROCEDURES

This chapter provides a comprehensive overview of the institution's academic and non-academic programs, detailing the policies and procedures that govern them. It is designed to guide students through the various educational offerings and support services available, ensuring a clear understanding of the expectations and resources provided by the institution.

3.1 Academic Programs

De La Salle Araneta University offers undergraduate programs within its four eminent colleges—College of Veterinary Medicine and Agricultural Sciences, College of Business, Management, and Accountancy, College of Education, and College of Arts, Sciences, and Technology. These undergraduate programs provide students with the requisite knowledge and training that make them invaluable assets for both local and international companies and organizations, as well as solid academic preparations that enable to pursue further studies.

3.1.1 College of Veterinary Medicine & Agricultural Sciences

The College of Veterinary Medicine and Agricultural Sciences (CVMAS) aims to provide quality education and excellence in veterinary medicine, agricultural sciences, and food technology with emphasis on companion animal practice, animal welfare, animal health, crop and livestock production, food processing and safety, environmental management, extension service, and research to produce graduates whose competencies meet world-class standards.

3.1.1.1 Doctor of Veterinary Medicine

The Doctor of Veterinary Medicine Program aims to provide students with grounded scientific understanding in the proper care of animals and with competencies in the diagnosis, treatment, and prevention of animal diseases. The program also equips students with the necessary skills, knowledge, and clinical training to perform duties in livestock and exotic animal facilities, research laboratories, animal pharmaceutical companies, national veterinary services offices, and private clinics locally and internationally.

3.1.1.2 **Bachelor of Science in Food Technology**

The Bachelor of Science in Food Technology Program is primarily designed to teach students to convert raw materials into safe, stable, palatable, and nutritious foods through an in-depth understanding of science and related fields of study. The program focuses on the post-harvest handling, preparation, processing, packaging, storage and distribution of food to ensure food security and the well-being of individuals, families and communities. The program also includes the analysis of the social, cultural, economic, managerial, and environmental aspects of food systems.

3.1.1.3 **Bachelor of Science in Agriculture**

The Bachelor of Science in Agriculture Program provides students with a broad and solid scientific background in agriculture so that they are able to develop, maintain, and improve agricultural processes and systems. The program has a strong work component that is unique to its curriculum, revived when the program was transferred to the Agrivet Sciences Institute in Salikneta Farm in 2012.

Salikneta Farm is a 63-hectare farmland situated in San Jose Del Monte, Bulacan. It serves as a practical farm laboratory for BS Agriculture students that would facilitate the immediate application of the theories and concepts that they have learned from their program. Dubbed as the “farm of the future”, Salikneta Farm marries innovative instruction and scientifically grounded research to re-introduce the viability of a degree in agriculture and animal sciences to the present generation.

3.1.2 **College of Business, Management, & Accountancy**

The College of Business, Management, & Accountancy (CBMA) is a dynamic and results-oriented college dedicated to excellence in teaching, research, and community service. To this end, the college is geared towards producing globally competitive graduates who are prepared to adequately meet the ever-growing manpower demands in government, business, and industry—locally and globally.

3.1.2.1 **Bachelor of Science in Accountancy**

The Bachelor of Science in Accountancy Program provides students with instruction, training, and exposure to various subject areas in accountancy, including governmental accounting, accounting information systems, business law, and taxation. The program focuses on teaching students to store, organize, and integrate business-related information through the creation of more efficient and systematic processes and mechanisms.

3.1.2.2 **Bachelor of Science in Business Administration**

The Bachelor of Science in Business Administration Program provides students with a strong foundation in business principles, processes, management practices, and data-driven analytics. It prepares graduates to become skilled and ethical marketing and finance professionals who can contribute to organizational growth and sustainability both locally and globally.

3.1.2.2.1 **Major in Financial Management with Specialization in Business Analytics**

The Bachelor of Science in Business Administration, with a Major in Financial Management, provides a solid foundation in financial principles, banking, investments, and portfolio management. The program combines financial management with business analytics, enabling students to use data-driven insights in banking, investments, and financial decision-making. It prepares graduates to develop innovative financial strategies that improve organizational performance and promote sustainable growth.

3.1.2.2.2 **Major in Marketing Management with Specialization in Business Analytics**

The Bachelor of Science in Business Administration, Major in Marketing Management Program equips students with skills in sales, advertising, retail, entrepreneurship, and data-driven analytics. It

prepares graduates to develop evidence-based marketing strategies that drive innovation, enhance customer engagement, and strengthen organizational competitiveness and sustainability.

3.1.2.3 **Bachelor of Science in Hospitality Management**

The Bachelor of Science in Hospitality Management Program is designed to provide excellent leadership training through the teaching of principles, skills, and techniques essential to managing businesses in the hospitality and food and beverage industries. The program encourages students to pursue academic excellence, maintain a strong work ethic, and embrace values of responsibility and ethical leadership in both local and international hospitality sectors.

3.1.2.4 **Bachelor of Science in Tourism Management**

The Bachelor of Science in Tourism Management Program aims to provide students with practical and professional training in the areas of tourism planning and development, events management, and entrepreneurship. By employing innovative teaching methods and integrating technology, the program fosters creativity, critical thinking, and social responsibility, producing graduates who are confident, resourceful, and well-prepared to succeed in both local and international contexts.

3.1.3 **College of Education**

The College of Education (COED) is designed to produce teachers who are professionally competent and dynamic in the field of teaching. Guided by the vision-mission of the university, the College of Education is geared towards the preparation of professionally competitive and dynamic teachers, equipped with academic-research based learning and skills, and transformed with the Lasallian values of faith, service, and communion.

3.1.3.1 **Bachelor in Elementary Education**

The Bachelor of Elementary Education Program is designed to teach students the necessary theories, skills, and training that are relevant to childhood

education. The students learned how to teach fundamental subjects, manage a classroom, and use communication techniques to become effective primary school teachers.

3.1.3.2 **Bachelor in Secondary Education**

The Bachelor of Secondary Education Program provides an integrative approach to training students to teach at the secondary level. The program combines the teaching of theory, pedagogical skills, and the most recent trends in various fields of specialization—English, Mathematics, General Sciences, Biology, Chemistry, Physics, Filipino, Social Studies, Arts, and Physical Education and Health (MAPEH)—so that students become competent and effective secondary school teachers.

3.1.4 **College of Arts, Sciences & Technology**

The College of Arts, Sciences, and Technology (CAST) is committed to facilitating the holistic development of individuals who will become resources of change in today's global society in the field of humanities, sciences and technology. To this end, the college offers programs that are designed to prepare students to adapt to the fast-paced demands of the world and to hone their research skills in the areas of specialization.

3.1.4.1 **Bachelor of Arts in Psychology**

The Bachelor of Arts in Psychology is designed to give students a scientific understanding of human behavior and cognition. The program prepares students with the skills and knowledge that are necessary for a successful career in industrial, clinical, counseling, and educational settings.

3.1.4.2 **Bachelor of Science in Computer Engineering**

The Bachelor of Science in Computer Engineering Program is designed to give students a strong background on the fundamentals of mathematics, physics, science, and computer engineering. The program allows students to design and implement hardware and software computer systems that will provide state-of-the-art solutions to a variety of computing problems.

3.1.4.3 **Bachelor of Science in Computer Science**

The Bachelor of Science in Computer Science Program allows students to design and create algorithmically complex software and develop new and effective algorithms in order to solve various computing problems. The program deals mostly with software and software systems: their theory, design, development, and application

3.1.5 **Master's Programs**

3.1.5.1 **Master of Arts in Education**

3.1.5.1.1 **Major in English**

The degree program is designed for English classroom teachers seeking to deepen their attitude, knowledge, and skills in the field for them to become more effective English subject mentors to their learners. Those completing this program gain knowledge and skills in the following areas: the history and structure of the English language; the theory and practice of second language teaching, language testing, and phonology.

3.1.5.1.2 **Major in Filipino**

The program is designed for Filipino educators who aim to deepen their attitudes, knowledge, and skills in the field of teaching the Filipino subject. It also prepares learners with additional skills to handle various administrative and supervisory positions in the basic education programs of their respective institutions. Furthermore, the program provides advanced academic and professional preparation in the field of Filipino language teaching, writing, and research.

3.1.5.1.3 **Major in Mathematics**

The program is designed to mentor educators who are teaching mathematics in basic

education. It aims to deepen the attitude, knowledge, and skills of our Mathematics teachers in the field for them to become more effective Mathematics subject mentors to their learners. The focus of training is on the following areas of mathematics: algebra, advance calculus, statistics, numerical analysis, and geometry.

3.1.5.1.4 **Major in Physical Education**

The program is aimed at accompanying basic school educators with interest in an integrated and thematic approach to Physical Education (PE) curriculum and pedagogy. It also exposes learners to the various research topics and areas of mastery in PE: development and evaluation of outdoor environmental, leadership or experiential education programs; active living, health promotion and wellness; movement education concepts; and teaching games for understanding.

3.1.5.1.5 **Major in Psychology**

The program aims to prepare learners toward gaining a professional qualification to pursue a career as psychologist-educators in a wide range of settings, including but not limited to: early childhood centers, schools, tertiary education colleges, and universities. It provides opportunities for the learners to deepen their attitudes, knowledge, and skills in the areas of developmental psychology, cognitive and learning theories, social psychology, personality theories, and psychological testing and measurement.

3.1.5.1.6 **Major in Guidance and Counseling**

The program is designed to mentor guidance counselors who are actively involved in accompanying learners in their respective institutions. It aims to deepen the attitude, knowledge, and skills of those who will undergo the program in the following areas of

guidance and counselling: historical and philosophical foundation, theories, tools and techniques, career guidance and development, group process, supervision, and administration of services.

3.1.5.1.7 **Major in Educational Leadership and Management**

The program is aimed to prepare current and prospective school managers in meeting the demands of executive educational leadership. It provides students with the values and skills required to handle management position in schools effectively and efficiently, and to move on to further studies in the field of education or toward attaining higher educational qualifications in related areas of knowledge.

3.1.5.2 **Master of Science in Animal Husbandry**

3.1.5.2.1 **Major in Animal Nutrition**

The program is designed to build capacity among our learners in the application of science and technology in feed processing, feed formulation, and dietary manipulation to influence product quality, health status, and nutrient losses to the environment. It is designed to adequately respond to the changing situation in livestock and animal industry towards a multi-objective approach to animal feeding to satisfy animal nutritional requirements as well as the objectives of farmers, millers, public authorities, environmentalists, and consumers.

3.1.5.2.2 **Master of Science in Forestry**

The program is designed to accompany our forester-learners to think and work independently as a scholar and to contribute to Philippine society by conducting original research in a chosen area of natural resource management, climate change mitigation and adaptation, forest plantation management,

forest restoration and rehabilitation, and environmental advocacies.

3.1.5.2.3 **Master of Business Administration**

The program is developed to prepare current and prospective industry managers, employees, and staff in meeting the demands of administrative leadership in a business environment. It provides learners with the values and skills required to handle companies effectively and efficiently and to move on to further studies in the field of business or toward attaining higher qualifications in related areas of knowledge.

3.1.6 **Doctorate Programs**

3.1.6.1 **Doctor of Philosophy in Educational Management**

The program is designed for senior level leaders/managers from educational institutions, non-profit sector organizations, and educational industries. The program requires intellectual rigor and may serve as a springboard for career advancement as well as an avenue toward developing a professional network for development. The coursework includes in depth discussions and analysis on relevant issues and topics related to educational leadership and management and on the different strategies employed in handling the said issues at all levels.

3.1.6.2 **Doctor of Philosophy in Management**

The program prepares learners to conduct high quality and innovative research in the field of business management and is designed for business practitioners who are highly committed to scholarly research in management. Furthermore, the learners are exposed to current business models and relevant issues in the areas of finances, human resource, risk management, organizational development, and investment with special emphasis on corporate social responsibility.

3.1.6.3 Doctor of Philosophy in Agricultural Sciences

3.1.6.3.1 Major in Animal Science

The program takes an advanced scholarly approach to the field of animal science. It aims to address, through innovative instruction and vital researches, the related issues of animal nutrition and hygiene, animal production, food production and management, and other imperatives facing modern animal scientists.

3.1.6.4 Doctor of Philosophy in Forestry

The program is designed to accompany our forester-learners to think and work independently as a scholar and to contribute to Philippine society by conducting original research in a chosen area of natural resource management, climate change mitigation and adaptation, forest plantation management, forest restoration and rehabilitation, and environmental advocacies.

3.2 Expected Lasallian Graduate Attributes

De La Salle Araneta University (DLSAU) remains steadfast in its mission to form graduates who embody the Lasallian core values of faith, service, and communion. In line with this mission, the Expected Lasallian Graduate Attributes (ELGA) serve as a framework that defines the qualities and competencies every DLSAU graduate should possess. These attributes are designed to prepare students not only for professional success but also for a life of integrity, compassion, and social responsibility.

DLSAU Expected Lasallian Graduate Attributes (ELGA)

3.1.7 Attribute Specific Indicators

3.1.7.1 Professionally Competent

- Demonstrates mastery of discipline-specific knowledge and skills.
- Applies critical and analytical thinking in problem-solving.
- Communicates effectively in oral and written forms.

- Utilizes technology and innovative approaches responsibly.
- Engages in lifelong learning and professional development.

3.1.7.2 Morally Upright

- Makes decisions guided by ethical principles and Lasallian values.
- Shows honesty and integrity in academic and professional work.
- Respects human dignity and diversity.
- Avoids actions that compromise fairness and justice.
- Acts as a role model in personal and social contexts.

3.1.7.3 Self-Giving

- Volunteers time and resources for community service.
- Demonstrates empathy and compassion toward others.
- Prioritizes service over self-interest.
- Actively participates in outreach and advocacy programs.
- Promotes collaboration and teamwork for the common good.

3.1.7.4 God-Loving

- Practices faith through prayer and reflection.
- Integrates Christian values in decision-making.
- Participates in spiritual and liturgical activities.
- Shows respect for different religious beliefs.
- Lives a life of gratitude and humility.

3.1.7.5 Socially Responsible

- Advocates for social justice and equity.
- Participates in initiatives promoting sustainability and environmental stewardship.

- Demonstrates awareness of local and global issues.
- Engages in civic duties and nation-building.
- Promotes peace and solidarity in diverse communities.

3.2 Grading System

The faculty must make available the following information to the class by the first-class period

- 3.2.1 A statement of the nature, scope, and content of the subject matter, including the final product, to be covered in the course.
- 3.2.2 All course prerequisites as listed in the curriculum.
- 3.2.3 All required textbook(s) and material.
- 3.2.4 The grading system includes weights as applicable for midterm exams, final exams, final products, and class standing in the calculation of the course grade.
- 3.2.5 The final grade or rating given to a student in a course should be based solely on his/her scholastic performance. Any addition or diminution to the grade in a subject for co-curricular activities, attendance or misconduct shall not be allowed, except as may otherwise be explicitly provided for by an individual in an appropriate issuance or publication, and provided that such adjustments are relevant to the subject and content requirements.
- 3.2.6 The university adopts the Numerical Grading System with the following grade points and descriptive equivalents:

3.2.6.1 For BS Accountancy Program:

4.0	Excellent	A	98-100%
3.5	Superior	Am	95-97%
3.0	Very Good	B	91-94%
2.5	Good	Bm	87-90%
2.0	Satisfactory	Cp	82-86%
1.5	Fair	C	77-81%
1.0	Passed	Cm	72-76%
0.0	Failed		
NFE	No Final Exam		

3.3.6.2 For Doctor of Veterinary Medicine Program:

4.0	Excellent	A	97-100%
3.5	Superior	Am	93-96%
3.0	Very Good	B	89-92%
2.5	Good	Bm	85-88%
2.0	Satisfactory	Cp	80-84%
1.5	Fair	C	75-79%
1.0	Passed	Cm	70-74%
0.0	Failed		
NFE	No Final Exam		

3.3.6.3 For the rest of the programs:

4.0	Excellent	A	97-100%
3.5	Superior	Am	91-96%
3.0	Very Good	B	85-90%
2.5	Good	Bm	78-84%
2.0	Satisfactory	Cp	72-77%
1.5	Fair	C	66-71%
1.0	Passed	Cm	60-65%
0.0	Failed		
NFE	No Final Exam		

3.2.7 The bases of marks (or grades) in the course (or subject) and their corresponding weights are as follows:

Midterm Examinations	30%
Final Examinations	30%
Class Standing	20%
Final Product	20%

3.2.8 Final Product

- 3.2.8.1 The product/task is aligned with all the Expected Lasallian Graduate Attributes (ELGAs) and is performance-based where students apply what they have learned (skills, values, knowledge, competencies) in situations that are also encountered in the real world.
- 3.2.8.2 With the computerization of the grading system, the final grade in each course shall be computer generated.
- 3.2.8.3 All grades in academic courses including Physical Education and the institutional requirements in Theology

(DECS Order No. 58, S-1990) are included in the computation of a student's Grade Point Average (GPA), except NSTP.

- 3.2.8.4 In determining the GPA for students who are covered by the old and new grading systems, the point systems shall be translated into percentage of which midpoints shall be the reference value.
- 3.2.8.5 Grades of courses taken by a student in other schools after admission to the university will be included in the computation of his/her GPA regardless of whether or not the subject/subjects taken in other schools are included in the curriculum of his/her course.

3.2.9 Dean's Honors List

A student who is enrolled and completes a trimester of at least 15 academic units or the normal load prescribed in the curriculum for each term with no grades lower than 2.5 with board and 3.0 non-board, no NFE grade, and with a general weighted average of 3.0 and above (excluding NSTP) shall be designated as a member of the Dean's List. Units below 15 to a minimum of 12, will be further evaluated by the Program Chair vis-a-vis the number of hours per/nature of subject i.e. lecture or laboratory subject. Awardees will receive certificate of recognition during the assembly.

With Highest Honors	3.70 – 4.00
With High Honors	3.40 – 3.69
With Honors	3.0– 3.39

Students who fail to attend the College Honors' Assembly should present a justification letter signed by the parent and program chair for not attending the assembly before issuance of certificate.

3.3 Academic Performance

3.2.10 Attendance and Punctuality

- 3.2.10.1 All students are expected to come to classes on time.
- 3.2.10.2 A student is considered absent from class if they are not present within the first third fraction of the scheduled class period. However, such grace period should not

exceed thirty minutes. Thus, a student is considered absent if they arrive after:

- 3.2.10.3 15 minutes for a 60-to-120-minute class; or 30 minutes for all classes exceeding 120 minutes (laboratory or lecture)
- 3.2.10.4 A student is ineligible for a passing mark in a course in a trimester if he/she has been absent for more than 20% of the total number of the class meetings in a term.
- 3.2.10.5 However, the student may not be given a failing grade of "0.0" if his/her absence is for reasons considered valid and acceptable to the school.

3.2.11 Guidelines on Approved/Excused Absences

A student who incurs an absence for a valid reason should present an excuse letter to his/her respective Program Chair a day after returning to school. A student applying for an excused absence should:

Absence	Requirements	Remarks
1 day-2 days	Present an excuse letter for approval of the excused absence to their respective Program/Department Chair a day after returning to school. Program Chair shall recommend the appropriate action to be taken	Excused Absence Subject for Approval Upon approval, students must present an approved excuse letter to their instructors and request their signature as acknowledgment. Students are also expected to secure recommendations and determine the appropriate actions to be taken to address any missed academic requirements.

3 days or more Due to Health Reason	For absences due to illness, students are required to present a medical clearance to the University Clinic, along with an excuse letter stating the reason(s) for the absence. This letter must be signed by a parent or guardian and accompanied by a photo of their valid ID. To avoid delays, students are advised to allow sufficient processing time prior to the start of their scheduled classes. For mental health-related concerns, students are advised to proceed to the Guidance and Counseling Services Office (GCSO) to secure the necessary support and recommendations. Afterward, they should coordinate with the University Clinic for further support and documentation. Afterward, they should proceed with all the documents to their respective Program Chair and DEAN for approval of the excuse absences and for further guidance. NOTE: This is to be processed immediately after days of absence.	Upon approval, students must present an approved excuse letter to their instructors and request their signature as acknowledgment. Students are also expected to secure recommendations and determine the appropriate actions to be taken to address any missed academic requirements. Excused absences are for time missed only. All work covered by the class during the absences of the student shall be made up within a reasonable time equivalent to the days of absences.

3 days or more Other VALID reasons subject for assessment 1. Death of Family Members (Relatives) 2. Calamity 3. Accidents 4. and other valid reasons	Present an excuse letter for approval of the excused absences to their respective Program Chair and DEAN. This is to be processed immediately after days of absence. The program chair and DEAN approve or disapprove the request and will endorse further instructions.	Upon approval, students must present the approved excuse letter to their instructors and request their signature as acknowledgment. Students are also expected to secure recommendations and determine the appropriate actions to be taken to address any missed academic requirements.
Official Function Representing schools to on and off campus events approved by the SAO, Dean, VCAR, and the Chancellor	For student with excused absence/s because of an official function or activity such as: representing the school in outside activities, university sponsored activities, the school official/office concerned of the activity, the approved letter from the organizing department/office shall be presented to the program chair and instructors.	Excused absences apply only to the time missed. Students are expected to make up all classwork and activities covered during their absence within a reasonable period, defined as the number of days excused absence plus two additional days to allow sufficient time to catch up on missed lessons. Classwork and activities not completed within this timeframe will no longer be accommodated. Therefore, it is the student's responsibility to proactively reach out

		to their instructors to coordinate make-up work and ensure they remain on track. A student is held responsible for all lessons, assignments, and projects that he/she missed during his/her absence.
Unexcused Absences during examinations	Midterm: Must be completed at least in 2 weeks Final Examinations: Must be given a grade of NFE Final Product: Must be given a grade of NFE	Upon approval, student shall present the approved excused letter to the instructors concerned and secure their signature and secure recommendations and appropriate action to be taken.

Note:

Students are expected to take full responsibility for making up missed lessons, assignments, and examinations resulting from their absences. Being granted an excuse does not exempt them from academic obligations.

For excused absences incurred during major examinations, students must secure approval from both the Program Chair and the Dean. Requests must be submitted and processed within one (1) week from the date of absence.

For unexcused absences, a special examination fee of ₱500 per subject shall be charged to the student.

Please be reminded that this privilege may only be availed by students who have been granted approval by the faculty, in accordance with the policy set by the Program Chair and with the final approval of the Dean.

3.2.12 Leave of Absence

A student who temporarily ceases from schooling shall be required to inform the University Registrar, through the Dean, in writing stating the reason for his leave of absence. Upon his return, the student shall continue to follow the curriculum prescribed at the time of his entry if still applicable, otherwise, he shall be required to follow the enriched or revised curriculum where additional or new curricular requirements have been prescribed by the Professional Regulation Commission (PRC) or by the Commission on Higher Education and by DLSAU for the purpose of upgrading the quality of education. In no case shall a returning student be allowed to follow the old curriculum where the subjects prescribed thereat have already been phased out or replaced by new subject offering relevant to the course or consistent with the times. Students who failed to file a leave of absence (LOA) will not be entitled to any graduation awards.

3.2.12.1 The term "Leave of Absence" (LOA) refers to an absence from the university. Students on Leave of Absence form are not enrolled in any course, are not considered bonafide students, and are not allowed to enter the campus except as occasional visitors to transact with certain offices. Moreover, students on Leave of Absence form are not permitted to enroll and study in another educational institution. No course taken by students on Leave of Absence form from another school may be credited towards the completion of the program in this university. Undergraduate students are assumed to enroll on a continuous basis until their program is completed. Any break in enrollment requires the filing of a Leave of Absence. An approved Leave of Absence form is a permission from the university to temporarily interrupt studies. As a rule, it carries with it an implied guarantee to accept the student as a returnee, subject to other policies of the university. There is no Leave of Absence for Graduate students (those in masters, and doctorate Program). Students in these programs are required to enroll in residency during terms when they will not be enrolled in regular/special courses. To file for a leave of absence, the following steps must be followed:

3.2.12.2 Proceed to the Registrar and request for the Application for Leave of Absence form.

3.2.12.3 Accomplish all fields in the Application for Leave of Absence Form and have it signed by the following in the sequence below:

- 3.2.12.3.1 Parent/Guardian
- 3.2.12.3.2 Office of the Program Chair
- 3.2.12.3.3 Office of the Dean

- 3.2.12.4 Submit the accomplished Application for Leave of Absence (4 copies: program chair, dean, registrar, and personal copies) at the Registrar's Office by the end of term. Forms with incomplete information and signatures will not be subjected for approval.
- 3.2.12.5 The application for Leave of Absence (LOA) shall be deemed final and valid upon the signature of the College Dean and the University Registrar. Submission of the application form to the Office of the University Registrar does not mean that the same is approved. It is therefore important for the student to inquire about the decision of the application from the Registrar after three (3) working days from the date of submission.
- 3.2.12.6 Application must be processed before the end of term.
- 3.2.12.7 Claim the approved Application for Leave of Absence form at the Office of the Dean for record and reference purposes.
- 3.2.12.8 Beginning SY 2023-2024, student who failed to apply (AWOL) the LOA shall be charged a returnee's fee amounting to Php. 500.00.
- 3.2.12.9 Student-returnee will be treated as a new student after one-year leave of absence. Thus, adjustment of the tuition and other fees shall be applied.
- 3.2.12.10 To return, a student with or without a valid Leave of Absence (LOA) for all the trimesters of absence proceeds to the Office of the College Dean during the schedule of enrolment for returnees. Students are considered Absence Without Leave (AWOL) if they are not enrolled for a particular term, either as a regular student or in residency. As such, they shall be assessed a returnee fee upon resumption of enrolment.

3.2.13 Integrity Policy

- 3.2.13.1 The University is committed to excellence in teaching and research. Academic integrity supports the vision and mission of DLSAU in molding its students into becoming integrated, Christian, ethical, and achievers in the service of God and country.
- 3.2.13.2 This policy applies to all the members of the academic community (undergraduate/graduate students, and faculty) of DLSAU. Here are the examples of the violations of academic integrity but not limited to the following, which will incur sanctions as specified in the student handbook which are applicable for college students:
 - 3.2.13.2.1 Plagiarism. Plagiarizing has been defined as a major offense evidenced by using the ideas of another author without proper

acknowledgment. Forms of plagiarism may include but not limited to:

- 3.2.13.2.2 Copying ideas/words, pictures and graphs from the internet websites, books, and printed materials without referencing the source of information.
- 3.2.13.2.3 Submitting a soft/hardcopy of the work of another person and presenting it as his own original work.
- 3.2.13.2.4 Paraphrasing ideas/work of another person and taking it as his own without citing the original source
- 3.2.13.2.5 Fabricating or altering of documents or information. Fabricating or altering documents or information leading to the degree program may include but not limited to:
 - 3.2.13.2.5.1 Adding of subjects without the knowledge of an adviser
 - 3.2.13.2.5.2 Altering/changing of grades.
 - 3.2.13.2.5.3 All other forms of cheating.
 - 3.2.13.2.5.4 Purchasing of paper/study from another person, even though that person is claimed as a consultant of the researcher.
 - 3.2.13.2.5.5 Using of electronic gadgets and cell phone without the permission of the faculty during the examinations.

3.2.14 Guidelines to avoid plagiarism and other forms of cheating:

- 3.2.14.1 Always cite the references used in the research/study conducted for citation styles, refers to www.apastyle.org
- 3.2.14.2 Proper referencing should be applied when a student submits a paper/research that was previously used or submitted to a professor as a requirement of the course even if modification were done on that particular paper.
- 3.2.14.3 If a paper or an article has been published in the university journal and there is a plan of presenting it to a convention or seminar, there should be consent from the college who handles /owns the research.
- 3.2.14.4 Uploading or posting the work in the net that was already published in the university journal should be properly cited.

3.2.15 Retention Policies

Beginning school year 2025-2026, a student must complete his or her program accordingly. Otherwise, a student will be advised to take another program subject for evaluation of the program chair:

Program	Terms
3-year Program	9 terms
3 years and 1 term Program	10 terms
6-year Program	18 terms

A student who has complied with all the requirements prescribed by the program chair under each stage will be removed from the restriction until he has complied with all and is recommended to be removed from probation.

3.2.15.1 General Guidelines for Students

3.2.15.1.1 WARNING: Any Student with regular load who fails in 9 units of academic units enrolled in the preceding trimester will be placed under a WARNING STATUS by the Program Chair thru a letter addressed to the parents and noted by the Dean.

3.2.15.1.2 PROBATION: Any student with regular load who fails 12 units of the total number of academic units enrolled in the preceding trimester will be determined by the Program Chair. The Program Chair will invite the Parent/Guardian with the student for a discussion on the students' academic standing prior to enrolment with a reduced load of eighteen (18) units or less. Probation may be removed in the succeeding trimester if all enrolled courses received passing marks.

3.2.15.1.3 STRICT PROBATION: Any student with regular load who fails 15 units or more will be placed on strict probation. His/her academic load will be determined by the Program Chair. If a student on strict probation fails again in any of his/her subjects, he/she shall be permanently barred from readmission to the same program after all interventions have been exhausted.

- 3.2.15.1.4 **PERMANENT DISQUALIFICATION:** any student who fails 100 percent of the academic units in which he/she receives final grades will be permanently barred from re-admission to any college of the university after all interventions have been exhausted.

3.2.15.2 **General Guidelines for International Students**

The renewal of study permit/student visa for international students is subject to Bureau of Immigrations and Commission on Higher Education's regulations. Thus, the study permit/student visa of an international student shall not be renewed on the following grounds:

- 3.2.15.2.1 Failing in 6 or more units
- 3.2.15.2.2 Dropping 2 or more subjects
- 3.2.15.2.3 NFE grades in 2 or more subjects
- 3.2.15.2.4 Under loading, where the normal load is in accordance with the requirements presented by the curriculum per trimester [except for graduating students who may be allowed to take overload subjects].

3.2.15.3 **Retention Policy for BS Accountancy Students**

- 3.2.15.3.1 **Beginning SY 2025-2026, 2nd Term:**
First Year: BSA students must have a grade of 1.0 (75%) and above for all major accounting subjects to be allowed to continue in the BSA program, otherwise, he or she will be advised to shift to another degree program. The result of their departmental examinations will be the basis for their Final Product grade.
- 3.2.15.3.2 Second Year: BSA students must have a grade of 1.0 (75%) and above for all major accounting subjects to be allowed to continue in the BSA program, otherwise, he or she will be advised to shift to another degree program. The result of their departmental examinations will be the basis for their Final Product grade.
- 3.2.15.3.3 Third Year: BSA students must have a grade of 1.0 (75%) and above for all major accounting subjects to be allowed to continue in the BSA program. Students are allowed to retake subjects if they fail. The result of their departmental examinations will be the basis for their Final Product grade.

3.2.15.3.4 Fourth Year: BSA students must have a grade of 1.0 (75%) or higher in all major accounting subjects to continue in the BSA program. Integrated review subjects are part of the curriculum. A candidate who obtained 75% and above using the DLSAU grading system will receive a passing mark; otherwise, he/she shall repeat such subject(s). There will be no requested tutorials for all review subjects. The result of their departmental examinations will be the basis for their Final Product grade.

3.2.15.3.5 **The following should be complied with by graduating students for them to claim their Transcript of Record (TOR) in taking the Board Exam:**

- a. Graduating students are required to pass their Mock Board Examinations (MAS, Auditing, Taxation, RFBT, FAR & AFAR). Takers must have 75% or above on each subject. A retake is allowed if a student fails to meet the passing percentage.
- b. Graduates must also have an average of 75% or above passing rate on the Pre board review, with no score lower than 70%. They need to present a copy of the result of their pre-board exam to the Program Chair and / or College Dean
- c. Graduate student/s must secure endorsement from the Program Chair and /or for TOR request.
- d. The Office of Registrar will only process the TOR request once all the requirements have been submitted by the student.

3.2.15.4 **Retention Policy for Doctor of Veterinary Medicine Students**

3.2.15.4.1 **Beginning SY 2025-2026:** Upon admission to the college, the student with their parents as witness should sign a contract agreement that they only have a maximum of six (6) plus three (three) academic years to finish the DVM course. The 7 years may exclude leave of absence, which needs to be filed and approved by the department chair, College Dean, and VCAR before the beginning of a term.

3.2.15.4.2 **For Incoming First Year, Second Year, and Third Year:** The DVM student must have an average grade of 2.0 and above for him/her to be allowed to continue in the next level. The

student on probation will bring his/ her parents/guardians to the guidance counselor prior to enrolment with a load of eighteen (18) units or less as prescribed in the curriculum.

3.2.15.4.3 **For Incoming Fourth Year to Fifth Year:**

General Guidelines for retention will apply Retention Policies

3.2.15.4.3.1 **WARNING:** Any Student with regular load who fails in 9 units of academic units enrolled in the preceding trimester will be placed under a WARNING STATUS by the Department Chair through a letter addressed to the parents and noted by the Dean. The student will be allowed to enroll in subjects without prerequisites in the succeeding semester and should NOT fail nor drop or else he/she will be put on STRICT PROBATION.

3.2.15.4.3.2 **PROBATION:** Any student with regular load who fails 12 units of the total number of academic units enrolled in the preceding trimester will be determined by the Department Chair. The Department Chair will invite the Parent/Guardian with the student for a discussion on the students' academic standing prior to enrolment with a reduced load of eighteen (18) units or less. Probation maybe removed in the succeeding trimester if all enrolled courses received passing marks, otherwise he/she will be put on strict probation.

3.2.15.4.3.3 **STRICT PROBATION:** Any student with regular load who fails 15 units or more, or those who were placed on WARNING and PROBATION and has failed all enrolled subjects, will be placed on strict probation. His/Her academic load will be determined by the Department Chair. If a student on a strict probation fails again in any of his /her subjects, he/she shall be permanently barred from readmission to the same program after all interventions have been exhausted.

3.2.15.4.3.4 PERMANENT DISQUALIFICATION: any student who fails 100 percent of the academic units in which he/she receives final grades will be permanently barred from re-admission to any college of the university after all interventions have been exhausted.

3.2.15.4.4 For the Incoming Sixth Year

For the Incoming Sixth Year: Together with the other enrolled subjects and clinical internship, veterinary courses integration program (VCIP), will be undertaken by 6th year DVM students. Students are graded on the basis of class standing (20%), midterm examination (20%), final examination (20%), and final product (mock board examination) 20%. A candidate who obtained 1.0 or 70% in the DLSAU grading system (zero-based) and above shall receive a passing remark.

3.2.15.5 Retention Policy for Psychology Students

3.2.15.5.1 The AB Psychology student must have a passing grade in all Math, English and Major Subjects to be allowed to continue to the next level.

3.2.15.5.2 Passing grade for all board courses is 70%. If a student fails in any Psychology Board Subjects, he/she will be placed on probationary status or will be advised to shift to another degree program. A student is allowed to retake any Psychometrician Board Subjects (Developmental Psychology, Psychological Assessment, Industrial/Organizational Psychology and Abnormal Psychology) only once.

3.2.15.5.3 If there is/are only 1 or 2 **non-Psychology** subjects failed, a student may be allowed to continue to the next level provided that the GPA is 2.0 and above.

3.2.15.5.4 A student who fails in any Psychology subject or fails to meet the minimum GPA of 2.0 or fails in more than 2 non-Psychology subjects will not be given full load in the next term. The student will be placed on probationary status or will be advised to shift to other degree program. As stated in the student handbook, the student on probation will bring his/her parents/guardians to the program chair prior to

- enrolment and will have a reduced load of fifteen (15) units or less.
- 3.2.15.5.5 **Note:** Maximum completion for AB Psychology is 10 terms only. **Penalty Course of 3 units is applied for every term of overstay.** Courses to be taken are subject to evaluation.
- 3.2.15.5.6 The prescribed white uniform for AB Psychology is worn by incoming second year students with passing grades in all major courses in their year, namely, Introduction to Psychology, Developmental Psychology, Behavioral Psychology

3.4 Examinations, Special Examination, No Final Exam and Change of Grades

- 3.4.1 Two major examinations are given during each trimester: Midterm, and Final Examinations. The schedule of examinations is made known to the student through the approved Academic Calendar for the school year, prepared by the Registrar's office. The said calendar is thereafter posted on the bulletin boards of the Registrar's Office and the different colleges before the start of classes.
- 3.4.2 A student who fails to take the midterm and final examinations during the term due to serious illness attested by a medical certificate, death in the family attested by a copy of the death certificate and other meritorious reasons with proper documentary support must be submitted to the College Office signed by the Faculty in charge of the subject, endorsed by Program Chair, and approved by the Dean.
- 3.4.3 Failure to submit FINAL PRODUCT due to sickness of the student, death in the immediate family and other reasons limited/related to the aforementioned to which the faculty will consider during the scheduled deadline. Such absences should be filed by the student with medical and death certificate as attachment to the College office signed by the Faculty in charge of the subject, Program Chair and Dean.
- 3.4.4 A student who fails to take the final examination for a certain course shall be initially given a grade of NFE for that course which can be later changed after having taken the examination. Change of Grades from NFE to a final grade is only after the fulfillment of taking the examinations and/or submission of other requirements immediately after the release of NFE grade of the current term until the succeeding term only. Student who fails to

- complete the course or to convert the NFE into a passing grade will be given a 0.0 grade.
- 3.4.5 The student will apply for the change of grade from NFE to a final grade to the faculty concerned and make a follow up after one week to the University Registrar. Change of grades for faculty members who are unavailable, or no longer employed at De La Salle Araneta University, will have to be filed by the Program Chair or designee of the college.
- 3.4.6 In cases where the faculty commits an error in the computation of the final grade and the students request for a change of grade, all supporting documents shall be presented to effect the change of grade within the prescribed period (supporting documents such as certified true copy of the class record that shows the corrected computation, papers that are not recorded and would have caused the error in computation, etc. must be attached to the request).
- 3.4.7 In case the student with an NFE grade took a leave of absence, or dropped in the immediate succeeding term, conversion/completion of the NFE grade will take effect whenever the student returns to the university.
- 3.4.8 For Non- DVM student **OJT/Internship/Practicum/Work Integrated Learning** shall be taken for **up to two (2) terms**. A **blank grade** shall be reflected until the student has successfully completed the prescribed duty hours.

3.5 Evaluation and Graduation Policies

3.5.1 Evaluation

- For a ten-term degree program, is done on his/her seventh term of enrollment.
- For a thirteen-term degree program, the evaluation is done on his/her ninth term of enrollment.
- For an eighteen-term degree program, the evaluation is done on his/her fifteenth term of enrollment

3.5.2 Graduation Policies

Only those who have successfully completed all the requirements in their curriculum are eligible for graduation. Students should not participate in any commencement activity unless all curricular requirements are completed. If a student cannot attend the graduation due to valid reasons such as sickness, emergency or accident, the student may be allowed to attend the following year provided that the student has successfully completed all the requirements for graduation.

Beginning 2023-2024, application for Graduation should be filed with the Office of the University Registrar upon completion of academic and documentary requirements.

3.6 Awards

3.6.1 Graduation with Honors

De La Salle Araneta University adopts the following policies on graduation honors:

- 3.6.1.1** The following honors are awarded to graduating students who have complied with the residence requirements and whose general weighted average, computed on basis of units earned with NO NFE were as follows:

Summa Cum Laude	3.70 – 4.00
Magna Cum Laude	3.40 – 3.69
Cum Laude	3.0 – 3.39

In the computation of the final averages of students who are candidates for graduation with honors, resident as well as non-resident credits shall be included.

- 3.6.1.2 No student who has a grade lower than 85 % in any subject including NSTP (ROTC/CWTS) shall be entitled to graduate with honors. Students who are candidates for graduation with honors must have been in residence for:
- 3.6.1.3 Nine [9] consecutive trimesters or its equivalent academic units prior to graduation for a ten-term degree program
- 3.6.1.4 Twelve [12] consecutive trimesters or its equivalent academic units prior to graduation for thirteen-term degree program
- 3.6.1.5 Fifteen [15] consecutive trimesters or its equivalent academic units prior to graduation for eighteen-term degree programs.
- 3.6.1.6 For students enrolled in two-year courses, all subjects prescribed in the curriculum must have been taken in the university.
- 3.6.1.7 Any student who is a candidate for graduation with honors must have taken not less than fifteen (15) units of credits or as prescribed in the curriculum for a given term.

3.7 Graduation Special Awards

The following are the general guidelines for awards given during graduation. The student **MUST** apply for these awards:

3.7.1 Academic Awards

He/She must not have any pending disciplinary case or has been a subject of disciplinary action from the Discipline Office. The Registrar's Office will furnish the Deans the list of honor candidates.

3.7.2 Non-Academic Awards

- 3.7.2.1 Graduating student should apply for non-academic awards in his/her respective Colleges.
- 3.7.2.2 He/She must not have any pending disciplinary case or has been a subject of disciplinary action from the Discipline Office.
- 3.7.2.3 He/She must be recommended by the Dean after having passed the screening done in the respective college.
- 3.7.2.4 He/She must be personally interviewed by the Search Committee.

3.7.3 Academic and Non-Academic Awards Given During Graduation

3.7.3.1 Best Thesis/Feasibility Award (per program)

- 3.7.3.1.1 Thesis/feasibility study format should conform to the guidelines specified in the student research manual.
- 3.7.3.1.2 The Best Thesis Award is open to graduating students who have successfully passed their oral thesis defense, obtained a final grade of at least 3.0, and have been officially invited to participate in the TED Student Research Competition.
- 3.7.3.1.3 A panel of judges, composed of the College Dean and two (2) external evaluators — who may be DLSAU employees but not faculty members of the same college — shall evaluate the oral presentations based on the criteria specified in the succeeding section.
- 3.7.3.1.4 The student or group with the highest total score in the oral presentation per program shall be endorsed as the Best Thesis Awardee.
- 3.7.3.1.5 Research shall be evaluated on the following areas and must obtain of at least 70% to qualify:

Contribution in the Field of Research	25%
Effective use of Methodology	25%
Practical Implications of Results	25%
Presentation and Organizational Correctness of manuscript	25%
TOTAL	100%

3.7.4 Religious /Ecumenical Work Award

3.7.4.1 The candidate must be actively involved in the religious activities and programs of the Lasallian Mission and Formation Office. He/she must exhibit exemplary conduct and behavior and must have not been subjected to any disciplinary action. He/She must pass an application form to the Lasallian Mission and Formation Office.

3.7.4.2 The following criteria shall be used in the selection of the awardees for Excellence in Religious/ Ecumenical Work:

Length of Service rendered	25%
Quality of Service rendered	75%
Moral Dimension	25%
Worship Dimension	25%
Doctrinal Dimension	25%
TOTAL	100%

3.7.4.3 Length of Service rendered – consistency of service is most essential in choosing the awardee, the more that you have given – the more that you are appreciated.

3.7.4.4 Quality of Service rendered – in as much as the length is given emphasis, scrutiny on part of what has the awardee done is also to be given weight:

3.7.4.5 Moral Dimension concerns how the potential awardee volunteered his/herself to the outreach programs and social concerns of the university. This will be evaluated by the Coordinator for Community Engagement.

3.7.4.6 Worship Dimension is concerned of how the potential awardee is participating with the different worship services, especially the community Holy Masses and other spiritual programs initiated. This will be evaluated by the Campus Ministry Coordinator.

3.7.4.7 Doctrinal Dimension is concerned of how the potential awardee view religion and Lasallian concepts as measured in his/her grades in theology classes and thru the interview which will be conducted by the Director of the LMFO.

3.7.5 Leadership Award

The candidate must have exhibited responsible leadership and active participation in worthwhile academic and/or co-curricular activities. He/She must have obtained at least a grade point average of 2.0 at the time of nomination with no failing grades. He/She must be involved in community outreach programs. He/She should be of good moral and has no discipline record. He/She must provide the committee with

supporting documents for his/her leadership qualities and involvement in leading a project, an activity or training.

3.7.5.1 The following criteria are used in the selection of the awardee for Excellence in Leadership:

Leadership qualities		65%
Position/s held	20%	
Trainings attended	10%	
Projects	20%	
Awards Received	15%	
Academics		10%
Community involvement		15%
Personal values		10%
TOTAL		100%

3.7.5.2 The following scheme shows the indicators and corresponding point system for the indicators for leadership qualities:

Position/s Held		(20%)
President/Vice-President [or its equivalent] *	National/Regional level	5 points
	University Level	3 points
	College/Local Level	2 points
Other Officers**:	National/Regional level	3 points
	University Level	2 points
	College/Local Level	1 point
Members:	National/Regional level	2 points
	University Level	1 point
	College/Local Level	0.5 point
Trainings Attended		(10%)
	International Level	5 points
	National/Regional Level	3 points
	University/College level	1 point
Projects Initiated (15%):		
	As organizer/lead person	5 points
	As co-chair	3 points

	As working committee members	2 points
	As participant	1 point
Awards Received (10%):		
First Place	International Level	7 points
	National/Regional Level	5 points
	University/College level	3 points
Second Place	International Level	5 points
	National/Regional Level	3 points
	University/College level	2 points
Third Place	International Level	3 points
	National/Regional Level	2 points
	University/College level	1 point
Citation:	International Level	2 points
	National/Regional Level	1 point
	University/College level	0.5 point

* may be the editor-in-chief or associate editor of a campus or college paper

** may be staff member of a campus or college paper.

3.7.6 Campus Journalism Award

The candidate should have been connected or actively involved with the school organ or college newsletter recognized by the University for a period of no less than one (1) year at any time during his/her entire residence in the University. He/She must submit a duly authenticated proof of articles published in the paper he/she is connected. The article should be relevant and related to the objectives of the school paper as evaluated by the committee. He/She must not have incurred a grade of 0.0 during his/her enrollment in the University.

3.7.6.1 The following criteria shall be used in the selection of the awardees for Excellence in Campus Journalism:

Article submitted		70%
	Originality	10%
	Accuracy and Objectivity	30%
	Grammar and Style	30%
Performance of candidate as journalist		30%
Awards/Distinction as journalist		20%
Participation/Attendance in seminars		10%

3.7.7 Sports and Athletics Award The candidate should have shown exemplary performance in any sports competition. He/She must have not incurred a grade of 0.0 during his/her enrollment in the University. He/She must pass an application form to the Head of Athletics and Sports Office.

3.7.8 Most Outstanding Senior Student/ Outstanding Senior Student The candidate must have not incurred any failing grade in his/her subjects, including those taken outside of DLSAU. He/She must carry a load of at least 15 units per trimester during his/her entire stay in the University, except during his/her last trimester of enrollment. He/She must have a grade-point average of at least 3.0 at the time of his/her application as Most Outstanding Senior Student/Outstanding Senior Student. He/She should be of good moral character. The following criteria are used in the selection of the Most Outstanding/ Outstanding Senior Student:

3.7.8.1 Academic Performance* maximum of 40 points

3.51 and above	40 pts
3.01 – 3.50	30 pts
2.51 – 3.00	20 pts
2.00 – 2.50	10 pts

* This is based on the grade-point average of the candidate during the entire stay in the University, the grade in NSTP is not included.

3.7.8.2 Other Components maximum of 20 pts.

Awards/Honors received	10 pts
Participation in activities <i>1 point for every participation In an activity</i>	10 pts

3.7.8.3 Curricular Activities maximum of 40 points
The following are the components of Curricular Activities:

Leadership ability	20 points
Community Involvement <i>5 points each for being project initiator/coordinator in an activity</i>	20 points

3.7.8.4 Any candidate who receives 90 points and above based on the above criteria shall receive the Most Outstanding Senior Student Award, while anyone who gets between 80 and 89 points shall receive the Outstanding Senior Student Award.

3.7.9 Loyalty Award

This award does not have any grade requirement. It is given to all students who have been enrolled at DLSAU from Grade 1 until they finish their degree programs in the University without interruption and should have not incurred any major offense (serious) during their entire stay in the university.

- 3.7.10 Military Science and Tactics Award** The award is given to graduating students that displayed outstanding qualities of military leadership, discipline, character and citizenship. To be eligible, the candidate must have received or earned the following:

3.7.10.1 Must have finished an advanced ROTC course;

3.7.10.2 Must have attained a high position among the ranks in ROTC;

3.7.10.3 Must be an officer of good standing; and

3.7.10.4 Must be involved in civic action activities of the university.

3.7.10.4.1 The following documentation may be used as supporting evidence for the students' application.

3.7.10.4.1.1 Declaration of Graduate Certificate (From AFP)

3.7.10.4.1.2 Letter of Order from the Commandant;

3.7.10.4.1.3 Certificate of Good Standing from the Commandant

3.7.10.4.1.4 Resume with attached photos, certificates showing civic action activities.

3.8 Issuance of School Credentials

De La Salle Araneta University adopts the following policies on the issuance of school credentials: School credentials such as transfer credential, transcript of records, diploma, and certification of graduation are issued only after the student is cleared of all his/her financial and other obligations with the university.

- 3.8.1 An official Transcript of Records [TOR] is usually sent to the requesting school where the student has transferred. It may not be carried except when explicitly authorized by the Registrar of the requesting school. Transcript of Records (TOR) should be released within fifteen (15) working days after the student has filed his/her request.
- 3.8.2 TOR and diploma shall be issued to the student concerned only or to his/her authorized representative upon presentation of a letter of authority and identification cards with pictures of both the requesting party and the authorized representative.
- 3.8.3 The diploma is issued after the student has been given his/her Special Order (SO) for graduation by the CHED-NCR. It shall be released to the

graduate within one month after the date of issuance of the SO that appears on the diploma.

3.8.4 Any student who requests the issuance of school records should:

3.8.4.1 Secure and fill out the clearance form from the Academic and Student Services Department in quadruplicate.

3.8.4.2 Have the clearance form signed by the offices concerned.

3.8.4.3 Present the signed clearance form to the Registrar's Office.

3.8.4.4 Fill up the request form for school credentials and pay the fees, if necessary.

3.8.4.5 Submit the form to the Registrar's Office, together with the receipt of payment.

3.8.4.6 Claim the requested school credentials on the scheduled date given by the Registrar's Office.

3.9 Guidelines on Thesis Writing

3.9.1 The following guidelines should be observed:

3.9.1.1 Thesis format should conform to the guidelines specified in the student research manual;

3.9.1.2 Student research shall undergo three phases: title presentation, thesis proposal, and oral defense.

3.9.1.3 Enrolment in student research shall be distributed into three (3) terms.

Thesis 1 shall be taken for one (1) term. Failure to conduct a thesis defense within the prescribed term shall result in a grade of NFE (No Final Examination). (Refer to the guidelines on NFE) Thesis 2 shall be taken for up to three (3) terms. A blank grade shall be reflected until the student has successfully completed and defended the thesis.

3.9.1.4 The Thesis 1 class adviser assigns a thesis adviser who shall assist the student from the first phase to the last phase of the research;

3.9.1.5 In coordination with the Program/Department Chair/ College DEAN, the Thesis 1 class adviser creates a thesis committee, composed of a chairman and two (2) panelists who shall be responsible for approving research title and design and who shall compose the committee of examiners during the oral defense. The Dean may sit either as chair or member of the defense committee.

3.9.1.6 Thesis Writing Major Components

3.9.1.6.1 Title Defense Presentation

The student presents his/her proposed title before a panel of faculty of the college for approval.

3.9.1.6.2 The Proposal Defense

The student presents Chapters 1 and 2 composed of a chairman and two (2) panelists who shall be responsible for approving research title and design.

3.9.1.6.3 The Final Defense

The Final defense is scheduled by the Program Chair when the adviser and the panel members have certified that the study is completed and ready for oral defense. Final defense should be 2 months prior to the final examination period for graduating students. If a student is ready to have his/her final defense prior to the schedule prescribed by the college, he/she may write a letter of request to the Program Chair with the recommendation of his/her adviser.

The candidate should be ready to present a summary of problems, methodology, findings, conclusions, and recommendation using appropriate visual materials. Final Defense shall be conducted inside the school campus only.

The candidate/s should submit 4 copies of his/her manuscript to the program chair at least one (1) week before the schedule of the defense.

3.9.1.6.4 Defense Fees.

Students who are scheduled for Proposal/Final defense are required to pay the necessary thesis fees according to the schedule of fees submitted to the Accounting Office. Such fees are to be used to pay the honoraria of thesis committee.

CHAPTER 4

ACADEMIC SUPPORT AND

SERVICES

CHAPTER 4

ACADEMIC SUPPORT AND SERVICES

Student Support Services In the heart of our campus, our Student Support Services Offices stand as beacons of guidance and empowerment, dedicated to lighting the way for students on their academic journey.

4.1 The Student Affairs Office

4.1.1 Vision and Mission

4.1.1.1 **Our Vision:** The De La Salle Student Affairs Office aspires to be a beacon of excellence in fostering holistic student development, empowering students to become well-rounded individuals who positively impact society.

4.1.1.2 **Our Mission:** We are dedicated to nurturing the growth and well-being of DLSAU students by providing unwavering support and a vibrant platform for their personal and academic development. We strive to achieve this through the following commitments:

4.1.1.2.1 **Student Empowerment:** We are committed to empowering students to excel academically and personally, equipping them with the knowledge and skills needed to succeed in a rapidly changing world. We provide a nurturing environment that encourages self-discovery, critical thinking, and creative expression.

4.1.1.2.2 **Leadership Development:** We aim to cultivate the next generation of leaders who are socially responsible, ethically grounded, and capable of inspiring positive change. We offer a wide array of leadership programs, workshops, and mentorship opportunities to help students realize their leadership potential.

4.1.1.2.3 **Student Organizations:** We support a vibrant and diverse ecosystem of student organizations providing a platform for students to pursue their passions, interests, and causes. We facilitate the growth and sustainability of these organizations by offering guidance, resources, and opportunities for collaboration.

4.1.1.2.4 **Athletics and Wellness:** We promote physical fitness, mental well-being, and a sense of camaraderie through our athletic programs and recreational activities. We encourage a healthy

- lifestyle, teamwork, and sportsmanship, contributing to the holistic development of our students.
- 4.1.1.2.5 **Civic Engagement:** We instill a sense of social responsibility and community engagement among our students. We provide avenues for students to actively participate in meaningful civic works, community service, and volunteer initiatives.
- 4.1.1.2.6 **Cultural Arts and Expression:** We celebrate diversity and creativity by nurturing talent in the cultural and arts domains. We provide platforms for artistic expression, cultural exchange, and the exploration of the rich tapestry of human culture.

In pursuit of our vision and mission, the DLSAU Student Affairs Office is committed to fostering an inclusive, supportive, and enriching environment that fosters the holistic development of our students, ultimately preparing them to lead purposeful lives and make meaningful contributions to society.

- 4.1.2 **CORE VALUES** The Student Affairs Office is steadfastly anchored in a profound set of core values that not only guide but infuse every facet of our work. These values are the North Star that shapes our approach and underscores our unwavering dedication to addressing the diverse and evolving needs of our vibrant student community. They are not mere words on paper; they are the bedrock upon which our mission stands, and the lifeblood that pulses through our commitment to fashioning an environment that is genuinely supportive and nurturing. Our values include:

- 4.1.2.1 **Amity:** At our core, we firmly believe in the transformative power of unity. We are architects of an environment where collaboration and teamwork flourish, constructed upon unshakeable pillars of trust, confidence, personal affirmation, open dialogue, and transparent communication. Together, we harmonize our efforts, recognizing that our collective strength is infinitely greater than the sum of its parts, as we work ceaselessly to bolster the growth and well-being of our students.
- 4.1.2.2 **Compassion:** The very heartbeat of our service is compassion. We embrace and honor the intrinsic worth of every student, devoting ourselves to demonstrating unwavering concern for their well-being. Within our sacred spaces, every student's voice reverberates with profound significance. We cultivate a sanctuary of safety and inclusivity, where everyone is not merely heard but truly understood and supported on their unique journey.
- 4.1.2.3 **Excellence:** Excellence is our guiding star, illuminating the path of our unwavering commitment to the highest standards

in every facet of our work. We ardently seek opportunities for growth, innovation, continuous improvement, and positive change. Our agility and responsiveness allow us to align our endeavors with the ever-evolving needs of our students, harnessing all available resources and facilities to provide unparalleled support and assistance.

- 4.1.2.4 **Service:** Our dedication to service is deeply rooted in the profound Lasallian ideals and the enduring philosophies of Don Salvador Z. Araneta and St. John Baptist De La Salle. We are driven by an inherent spirit of selflessness and giving, wholeheartedly committed to delivering a service that reverberates with the values and principles championed by our esteemed founders. Service transcends obligation; it is our vocation, reflecting the very essence of our mission.

These values, steadfastly embraced, are the guiding star that steers our ship as we navigate the waters of our mission: to cultivate an environment wholly centered on our students, nurturing both personal and academic growth, and empowering each student to unlock their boundless potential. Our unwavering commitment is to ensure that every member of our student community not only feels valued but genuinely heard and cared for. We pledge to perpetually uphold these principles, ceaselessly striving for the betterment of our students and the realization of their dreams and aspirations.

4.1.3 SPECIFIC GOALS

- 4.1.3.1 **Elevate Student Services and Support to Excellence:** Our primary goal is to continuously enhance the quality of student services and support we provide. To achieve this, we are committed to:
- 4.1.3.1.1 Continuous Improvement: Fostering a culture of ongoing improvement in our student services by regularly assessing, refining, and innovating our offerings.
 - 4.1.3.1.2 Personalized Care: Tailoring our services to meet the distinct needs of each student, ensuring they receive individualized guidance and assistance throughout their educational journey.
 - 4.1.3.1.3 Accessibility and Inclusivity: Ensuring that our services are accessible to all students, promoting diversity, equity, and inclusion, and eliminating any barriers that may hinder access.
 - 4.1.3.1.4 Student-Centered Focus: Placing students at the core of our efforts, prioritizing their well-

being, growth, and success as the driving force behind our mission

4.1.3.2 Inspire Holistic Student Engagement: Our aim is to inspire students to engage comprehensively with their campus, local, national, and global communities. Our objectives include:

4.1.3.2.1 **Enriching Campus Life:** Actively encouraging students to participate in the dynamic tapestry of campus life through involvement in clubs, organizations, events, and initiatives that enrich their educational experience.

4.1.3.2.2 **Community Integration:** Providing opportunities for students to connect with and contribute to the local community, fostering a sense of civic responsibility and community engagement.

4.1.3.2.3 **National and Global Citizenship:** Cultivating a sense of responsibility towards both national and global challenges by facilitating international programs, exchanges, and projects that broaden students' horizons and promote global awareness.

4.1.3.3 Nurture Collaborative Partnerships for Collective Impact: Our success is intricately linked with our ability to forge and cultivate effective collaborative partnerships. Our goals in partnership development encompass:

4.1.3.3.1 **Strategic Alliances:** Establishing strategic relationships with academic institutions, organizations, and stakeholders that share our mission and values, amplifying our collective impact.

4.1.3.3.2 **Shared Vision:** Identifying shared goals and synergies with partners to leverage our joint resources, expertise, and networks for the benefit of our students and community.

4.1.3.3.3 **Resource Enhancement:** Utilizing partnerships to access additional resources, knowledge, and opportunities that enhance the breadth and depth of our student services and community outreach.

4.1.3.3.4 **Sustainability and Growth:** Ensuring the longevity and growth of our collaborative partnerships, fostering enduring relationships that drive mutual progress and success.

These enhanced goals epitomize our unwavering commitment to setting new standards in student services, inspiring comprehensive student engagement, and cultivating lasting partnerships that empower us to fulfill our mission of supporting students and enriching communities with greater effectiveness and reach.

4.1.4 Services

4.1.4.1 Leadership, Formation, and Skills Development

The Student Affairs Office (OSA) helps students grow as leaders and well-rounded individuals through workshops, seminars, and training programs that build leadership, communication, and organizational skills. We also offer formation programs in collaboration with other student services offices to strengthen character and values aligned with the university's mission, along with upskilling opportunities to develop practical skills for personal and professional success. Our goal is to prepare students to lead confidently, work collaboratively, and create positive change on campus and beyond.

4.1.4.2 Empowering Student Groups

The Student Affairs Office (OSA) is committed to empowering student organizations by creating a structured and supportive environment for their growth and success. We oversee the accreditation process, grant official recognition, and provide essential guidance and resources to help these groups thrive. This responsibility includes close coordination with the *Samahan ng Pinagkaisang Samahan* (SAMPISANAN), the Committee on Accreditation and Re-accreditation, and securing the approval of the President or its equivalent.

Beyond SAMPISANAN, the Office also supervises all other institutional organizations, including the University Student Council- College Student Council (the highest governing body of the university) and the official student publication, TINIG Publication. Furthermore, the Sports Office and Cultural Arts Office operate under the Student Affairs Office, ensuring holistic student development through athletics, cultural programs, and artistic initiatives. Through these efforts, OSA aims to:

- Strengthen student leadership and governance.
- Promote transparency and accountability.

- Foster active engagement in academic, cultural, and athletic pursuits.
- Support the holistic formation of students in alignment with the university's mission and values.

4.1.4.3 Guiding Mentorship

We play a pivotal role in fostering meaningful mentorship relationships that enrich the student experience and strengthen organizational development. This includes the appointment of advisers for student organizations, as well as coaches and trainers for athletic teams, cultural groups, and other specialized student units. By connecting experienced faculty and staff members with emerging student leaders, athletes, and artists, we ensure that every group receives the guidance, expertise, and support necessary to achieve excellence in leadership, performance, and holistic growth.

4.1.4.4 Recognition and Award

The Student Affairs Office (OSA) implements comprehensive programs to celebrate excellence and dedication among the student body. These initiatives aim to motivate and inspire students by acknowledging their achievements in various fields. Recognition is given through annual awards ceremonies and honor programs, covering:

- Outstanding Student Leaders - Honoring individuals who demonstrate exceptional leadership, integrity, and service to the university community.
- Exemplary Student Organizations - Recognizing groups that exhibit innovation, impact, and commitment to their mission.
- Athletes and Coaches - Celebrating athletic excellence, sportsmanship, and the contributions of coaches and trainers to team success.
- Cultural Performers and Artists - Highlighting achievements in cultural arts, creativity, and advocacy for heritage and expression.
- Special Citations - For students or groups who have made significant contributions to community engagement, sustainability, and institutional development.

These recognition programs not only reward achievement but also promote a culture of excellence, collaboration, and holistic development across the university.

4.1.4.5 Student Welfare and Communication

The Student Affairs Office (OSA) ensures that student concerns are heard and addressed through active representation and open dialogue. We participate in policy discussions, advocate for student welfare initiatives, and lead regular consultations with student representatives and service heads. These efforts foster a transparent and collaborative environment, where students feel valued and actively involved in shaping their campus experience.

4.1.4.6 Event Support and Community Engagement

The Student Affairs Office (OSA) provides logistical and technical assistance for major student-led events, ensuring smooth execution and compliance with school policies and safety standards.

4.1.4.7 Community Engagement and Outreach

Through close coordination with the Lasallian Mission and Formation Office, the Student Affairs Office (OSA) promotes meaningful community engagement beyond campus. We encourage students to participate in social responsibility projects, volunteer programs, and partnerships with external organizations, fostering a spirit of service and solidarity. These initiatives help students develop leadership, teamwork, and a strong sense of social responsibility, making a positive impact both within the university and in the wider community.

4.1.4.8 Parental Consent Forms

Administrative Support: Our office efficiently handles the administrative aspects of parental permits and student waiver forms, ensuring compliance and proper documentation for various activities. This streamlines processes and ensures a seamless experience for students.

4.1.4.9 Evaluate Student Organizations

Accountability and Improvement: Through the Guidance and Counseling and Services Office, we endorse the evaluation process, promoting accountability within student organizations including its advisers. Feedback gathered

through this process fosters continuous improvement and leadership development among student leaders and advisers.

4.1.4.10 Assist Other Units in Student Services

Collaborative Support: Our office collaborates seamlessly with other units within Student Services, offering assistance as needed to ensure a holistic and cohesive support system for students. This collaborative approach enhances the overall student experience.

In summary, our office is a cornerstone of support for student organizations and the broader student community. We go beyond administrative tasks, providing mentorship, developmental programs, and guidance that empower students to excel academically and personally. Our commitment to collaboration ensures that students receive comprehensive support throughout their academic journey, enhancing their overall university experience.

4.2 Student Financial Assistantship and Scholarship Office

4.2.1 Entrance Scholarship

4.2.1.1 Requirements for New Applicants

4.2.1.2 The candidate must be the Valedictorian (Rank 1) or Salutatorian (Rank 2) of a Senior High School graduating class. A certificate signed by the school principal must be submitted as proof.

4.2.1.3 He/she must have a GWA of 85% or above with no grade in any subject lower than 85%.

4.2.1.4 He/she must have passed the DLSAU Veterinary Entrance Test (DVET) or Lasallian Entrance and Placement Examination (LEAP).

4.2.1.5 He/ she must pass the medical examination by the school physician and be certified to be fit to study.

4.2.1.6 Submit the following documents:

4.2.1.6.1 Certificate of Good Moral from the previous school attended.

4.2.1.6.2 Photocopy of the Report Card from preceding school year.

4.2.1.6.3 Photocopy of Birth Certificate

- 4.2.1.6.4 1pc 2x2 ID Picture
- 4.2.1.6.5 Duly Accomplished Application Form

4.2.1.7 Requirements for Renewal of Scholarship

- 4.2.1.7.1 No failing mark in any enrolled subject in the preceding trimester including NSTP. A copy of your grades from the previous term must be submitted as proof.
- 4.2.1.7.2 He/she must not have been subjected to any disciplinary case.

4.2.1.8 Terms and Conditions:

- 4.2.1.8.1 He/she must be enrolled in at least 18 units but not more than 24 units or as prescribed in his/her respective curricula.
- 4.2.1.8.2 The privilege is good for one school year, provided that the student maintains a GWA of 3.0 for the first trimester without failing grades including NSTP. The scholarship categories are as follows:

Valedictorian (Rank 1) – shall enjoy 100% discount on tuition fees for one school year.

Salutatorian (Rank 2) – shall enjoy 50% discount on tuition fees for one school year.

4.2.2 Academic Scholarship – Revised Guidelines starting SY 2023-2024

4.2.2.1 Eligibility

- 4.2.2.1.1 Student/s must have an established residency of one school year (or enrolled for 3 consecutive terms) in the Tertiary Education Department.
- 4.2.2.1.2 Students must have no grades lower than 2.5 in any subjects (for transferees- previous grades will be included in the evaluation of grades)
- 4.2.2.1.3 Student/s must carry a regular load of 15 units and above (or as prescribed in the curriculum) prior to application.
- 4.2.2.1.4 Student/s must not have been subjected to any disciplinary action (Minor or Major offense).

4.2.2.2 **Benefits and Privilege**

4.2.2.2.1	Rank 1	100% tuition fee only discount
4.2.2.2.2	Rank 2	80% tuition fee only discount
4.2.2.2.3	Rank 3	60% tuition fee only discount
4.2.2.2.4	Rank 4	40% tuition fee only discount
4.2.2.2.5	Rank 5	20% tuition fee only discount

4.2.3 **Lasallian Access for Continuity of Education (Lasallian ACE) Program** - is open for Tertiary Education students coming from government schools.

4.2.3.1 **Qualifications:**

- 4.2.3.1.1 Must be a Filipino Citizen
- 4.2.3.1.2 Graduate of a Government School
- 4.2.3.1.3 Must have no failing grades in the report card.
- 4.2.3.1.4 He/she must have passed the DLSAU Veterinary Entrance Test (DVET) or Lasallian Entrance and Placement Examination (LEAP).

4.2.3.2 **Procedure:**

- 4.2.3.2.1 Submission of Letter of intent, from the Applicant's Parents and/or Legal Guardian, addressed to the Office of Student Admissions Relations and Scholarships.
- 4.2.3.2.2 Be able to present a Case Study Report coming from the municipality or city hall of the place of residence.
- 4.2.3.2.3 Pass the economic status assessment to be done by the Office of Student Admissions Relations and Scholarships.

4.2.3.3 **Privileges:**

Successful applicants will enjoy the tuition and other school fees (at 50% discount rate) from the point of entry level, up to the time they finish the Program.

4.2.3.4 **Retention Policies:**

- 4.2.3.4.1 The scholar must carry a regular load each term as prescribed in the course curriculum.

- 4.2.3.4.2 The student should maintain a passing grade to continuously receive the scholarship under the Lasallian ACE Program.
- 4.2.3.4.3 The scholar should maintain a General Weighted Average (GWA) of 2.0 with no grades lower than 1.0 in all subjects.
- 4.2.3.4.4 Students who already have scholarships may still apply to this program. If a student is eligible in more than one scholarship program, the student will be offered the scholarship with the highest peso value.
- 4.2.3.4.5 Once the student opts to transfer to another school for any reason prior to reaching graduation, the student forfeits his/her scholarship.
- 4.2.3.4.6 The scholarship can be terminated on any of the following grounds:
 - 4.2.3.4.6.1 If the student failed to meet the above stated academic requirements.
 - 4.2.3.4.6.2 If the student abandoned or relinquished his/her study grant.
 - 4.2.3.4.6.3 If the student was found guilty of any grave misconduct or misdemeanor in accordance with the existing policies, rules, and regulations.

4.2.4 Lasallian Initiative for Future Teachers (LIFT) Scholarship Program - an exclusive scholarship for incoming College of Education students beginning SY 2025–2026.

4.2.4.1 Qualifications:

- 4.2.4.1.1 Must be a Filipino Citizen
- 4.2.4.1.2 Must have no failing grades in the report card.
- 4.2.4.1.3 He/she must have passed the Lasallian Entrance and Placement Examination (LEAP).

4.2.4.2 Procedure:

- 4.2.4.2.1 Submission of Letter of intent, from the Applicant's Parents and/or Legal Guardian, addressed to the Office of Student Admissions Relations and Scholarships.

4.2.4.2.2 Be able to present a Case Study Report coming from the municipality or city hall of the place of residence.

4.2.4.2.3 Pass the economic status assessment to be done by the Office of Student Admissions Relations and Scholarships.

4.2.4.3 Privileges:

Successful applicants will enjoy the tuition and other school fees (at 50% discount rate) from the point of entry level, up to the time they finish the Program.

4.2.4.3.1 Retention Policies:

4.2.4.3.1.1 The scholar must carry a regular load each term as prescribed in the course curriculum.

4.2.4.3.1.2 The student should maintain a passing grade to continuously receive the scholarship under the LIFT Scholarship Program. The scholar should maintain a General Weighted Average (GWA) of 2.0 with no grades lower than 1.0 in all subjects.

4.2.4.3.1.3 Students who already have scholarships may still apply to this program. If a student is eligible in more than one scholarship program, the student will be offered the scholarship with the highest peso value.

4.2.4.3.1.4 Once the student opts to transfer to another school for any reason prior to reaching graduation, the student forfeits his/her scholarship.

4.2.4.3.1.5 The scholarship can be terminated on any of the following grounds:

4.2.4.3.1.5.1 If the student failed to meet the above stated academic requirements.

4.2.4.3.1.5.2 If the student abandoned or relinquished his/her study grant.

4.2.4.3.1.5.3 If the student was one found guilty of any grave misconduct or misdemeanor in accordance with the existing policies, rules and regulations.

4.1.5 **Implementing Rules and Regulations (IRR) for the University Student Council, Samahan ng Pinagkaisang Samahan (SAMPISANAN) and Tinig Scholars**

The University Student Council, Samahan ng Pinagkaisang Samahan (SAMPISANAN) and Tinig Scholarships are the University's response to the management, generation and allocation of funds for scholarship and financial aid to student leaders in exchange of their performance of duties and responsibilities as official representatives of these institutional organizations.

4.1.5.1 **Qualifications:**

- 4.1.5.1.1 **University Student Council** This scholarship is given to the elected President of the University Student Council.
- 4.1.5.1.2 **Samahan ng Pinagkaisang Samahan (SAMPISANAN)** This scholarship is given to the elected Secretary General of SAMPISANAN.
- 4.1.5.1.3 **Tinig (The Official TED Student Publication)** This scholarship is given to the Editor-in-Chief of the student publication.

4.1.5.2 **Procedure:**

- 4.1.5.2.1 The Scholarship Form must be presented to the following officials for certification and signature.
 - 4.1.5.2.1.1 University Physician
 - 4.1.5.2.1.2 Discipline Officer
 - 4.1.5.2.1.3 Guidance Counsellor
 - 4.1.5.2.1.4 University Registrar
- 4.1.5.2.2 Proceed to the STUFAS Office and present the accomplished form for final checking and for additional notification.
- 4.1.5.2.3 Requirements:
 - 4.1.5.2.3.1 Accomplished Scholarship Form
 - 4.1.5.2.3.2 2" X 2" ID photo (3 pcs.)
 - 4.1.5.2.3.3 Certificate of Medical/ Dental Examination from the University Clinic
 - 4.1.5.2.3.4 Class Cards/ Report of Grades of the previous term from the Office of the University Registrar

4.1.5.2.3.5 Class Schedule of the current term

- 4.1.5.3 **Benefits and Privileges:** The grantee enjoys 100% discount on Tuition and Laboratory Fees for a minimum of 12 enrolled units.
- 4.1.5.4 **Retention Policies:** The grantee continues to enjoy the scholarship every term provided he/she meets the following conditions:
- 4.1.5.4.1 Has no FAILURES in any course (subjects) and maintains a GWA of 2.0 or above for each preceding term;
 - 4.1.5.4.2 Has completed his/ her grades prior to the next enrolment period; and
 - 4.1.5.4.3 Maintains a very satisfactory behavior as defined in the Student Handbook
 - 4.1.5.4.4 In the event that the beneficiary is a recipient of another scholarship, this scholarship may be assigned to another officer of the organization subject to the aforementioned procedure, requirements, benefits and privileges and retention policies.
- 4.1.6 **ROTC/NSTP Scholarship** - This is given to the Corps Commander of the local ROTC Unit. The scholar is also entitled to free tuition fee and laboratory fees for one school year. Likewise, the University gives tuition fee discount (50%) to ROTC Advanced Cadet Officers.
- 4.1.7 **INSTITUTIONAL INCENTIVE PROGRAM:**
- 4.1.7.1 **Siblings Discount** - The university extends special privileges for siblings through tuition fee discounts. This is to encourage the parents to enroll more than once child in the University regardless of school year/level. Students covered by the discount should remain enrolled for one school year for Integrated School and Term for the Tertiary Education Department. Thus, for a set of two or more children enrolled in Grade school, Junior High School, Senior High School of Tertiary education, the first child (in terms of chronological age) pays the full tuition fee and up to the 5th child enjoys 5% discount on tuition fees. This can be enjoyed with the cash discount.

NOTE: Students who are recipients of any internal or external scholarship grants are not eligible for the 5% cash discount

4.1.7.2 **Affirming and Nurturing Lasallian Identity through Mission Oriented (ANIMO) Grant.**

The ANIMO Grant is built on the Lasallian principle of accompaniment, walking with our students beyond academic instruction toward personal and spiritual formation. This program recognizes the long-term commitment of our Integrated School students who choose to continue their academic journey at DLSAU, and in doing so, embody the Lasallian spirit of faithfulness and community.

4.1.7.2.1 **Qualifications:**

4.1.7.2.1.1 Must have completed Grade 12 at the DLSAU Integrated School with no gap in enrollment.

4.1.7.2.1.2 Be officially enrolled as a freshman in any undergraduate program at DLSAU.

4.1.7.2.2 **Requirements:**

4.1.7.2.2.1 Present a Certificate of Continuous Enrollment from the University Registrar indicating years of entry and continuous attendance through Grade 12.

4.1.7.2.3 **Benefits and Privileges:**

POINT OF ENTRY	TOTAL GRANT AMOUNT	DISTRIBUTION PER TERM
*Nursery, *Kinder, Grade 1, Grade 2, Grade 3 and Grade 4 Note: * as there are still graduates at this level.	P 6,000.00	PHP 2,000.00 per term
Grade 5, Grade 6, Grade 7 and Grade 8	P 4,000.00	PHP 1,333.33 per term
Grade 9, Grade 10, Grade 11	P 2,000.00	P 666.67 per term

4.3 Discipline and Reformative Office

The Discipline and Reformative Office (DRO) is responsible for promoting and supervising student discipline within the campus and, in special cases, beyond its premises. Its primary goal is to maintain a safe, respectful, and values-driven environment that supports learning and personal growth.

The DRO upholds the Lasallian values of integrity, respect, and responsibility. As part of De La Salle Philippines, De La Salle Araneta University is committed to fostering the culture of Lasallian schools and the ideals of St. John Baptist de La Salle. All members of the academic community are likewise expected to live out the values of the University's founder, Don Salvador Araneta, and preserve his good name through conduct that reflects honor, responsibility, and respect.

4.3.1 Vision

To promote a compassionate and just school environment where discipline guides students toward responsibility, personal growth, and a renewed commitment to Lasallian values.

4.3.2 Mission

To transform rather than to sanction. The office seeks to guide students toward moral growth and responsible citizenship through formation-centered disciplinary measures.

4.3.3 Functions

- 4.3.3.1 promote peace and order in the campus through discipline education
- 4.3.3.2 enforce the pertinent provisions of the Student Handbook.
- 4.3.3.3 support and perform the administrative functions of the Student Discipline Committee
- 4.3.3.4 attend to application for student discipline clearances
- 4.3.3.5 network with other officers and units of the University vis-à-vis student discipline and decorum
- 4.3.3.6 attend hearing and prosecutes cases of major violations submitted to the Student Disciplinary Committee
- 4.3.3.7 coordinate with the Guidance Office and Campus Ministry and Outreach Office and for students with discipline related cases who are required to undergo

discipline education, values education, and other related activities.

4.3.3.8 handle lost and found cases within the University (except BED, BRF and Veterinary Hospital Grounds).

4.3.3.9 monitor cleanliness within the University, monitors the implementation of Clean As You Go (CLAYGO) policy of the University.

4.3.3.10 receive and process complaints of students against other students, faculty members, employees and programs /services:

4.3.3.10.1 Enforcement - interventions and appropriate measures to address discipline issues

4.3.3.10.2 Education - Orientation of new students regarding student discipline

4.3.3.10.3 Lost and Found

4.3.4 Power in Authority Involving All Stakeholders

The exercise of authority within the University is a shared responsibility among all stakeholders—administrators, faculty, staff, students, parents, janitors, and security personnel—guided by the principles of fairness, accountability, and respect for Lasallian values. Authority is not intended to be absolute; rather, it is collaborative and formative, ensuring that decisions and actions promote the common good and uphold the dignity of every member of the academic community.

4.3.5 Stakeholders are expected to:

4.3.5.1 Act within the bounds of institutional policies and ethical standards, ensuring that authority is exercised responsibly and transparently.

4.3.5.2 Foster dialogue and participation, recognizing that discipline and governance thrive in an environment of mutual respect and shared commitment.

4.3.5.3 Support the University's mission and vision, using authority as a means to guide, protect, and develop students toward becoming responsible citizens and leaders.

4.3.5.4 Work together in maintaining order and safety, where janitors and security guards play vital roles in creating a clean, secure, and conducive learning environment.

4.4 Athletics and Sports Development Office (ASDO)

4.4.1 **About ASDO.** The office is at the forefront in the development and implementation of the University's sports program from recruitment and training of varsity athletes to represent DLSAU in athletic associations, local and foreign.

- 4.4.2 **Vision.** A Sports Development Program guided by the core values of faith, communion and service and committed to the physical needs of individuals is concrete, stable, and congruent to the diverse academic programs of DLSAU.
- 4.4.3 **Mission.** Develop and implement a feasible Sports Development Program which will:
 - 4.4.3.1 Solidify and strengthen the presence of DLSAU in sports
 - 4.4.3.2 Encourage and support active participation among students in sports
 - 4.4.3.3 Encourage and support birth of Students Sports Clubs
- 4.4.4 **Services Offered**
 - 4.4.4.1 Scholarship. It provides opportunity for highly-skilled athletes to pursue their college education while representing the University in sports competitions.
 - 4.4.4.2 Education. It enables student-athletes to acquire professional skills while taking up a course or program of his/her choice.
 - 4.4.4.3 Tournament. It provides a venue for talented sports individuals responsible in cultivating necessary attitudes, values and appreciations.
 - 4.4.4.4 Summer Sports Program. To provide an alternative activity during school breaks and make use of their free time in productive, worthwhile activities.

4.5 Lasallian Mission and Formation Office

The Lasallian Mission and Formation Office (LMFO) promotes the Lasallian spirit of faith, service, and community. It leads programs that deepen spiritual life, encourage social responsibility, and strengthen commitment to the mission through retreats, outreach, and formation activities.

- 4.5.1 **Vision and Mission.** The Lasallian Mission and Formation Office sharing the mission of our Patron St. La Salle and guided by the Lasallian Guiding Principles envisions itself as the primary provider of Lasallian Formation to the different sectors of the university and shall be the primary social development machine of the University in accordance with the Gospel values and signs of the times.
- 4.5.2 **Objectives:**
 - 4.5.2.1 Allow the community to experience the beauty of Christian Faith through the meaningful celebration of the sacraments

especially the Holy Eucharist and strengthening their Lasallian conviction through life-changing formation, retreats and recollection and youth encounter virac model.

- 4.5.2.2 Inculcate the task of social transformation by engaging the university to social awareness and responsibility by immersing in current social realities through active engagement in various spiritual and corporal programs for the poor, young and adults entrusted in our care.
- 4.5.2.3 Promote the culture of excellence in our office operations and engagements by complying on the directions given by the De La Salle Philippines and other accrediting bodies.

4.5.3 Services

- 4.5.3.1 Liturgical and Worship Ministry – students experience Jesus in the Liturgical and Worship aspect of their lives which include among others:
- 4.5.3.2 Campus Masses are held every Wednesday and Friday at 12:00 nn.
- 4.5.3.3 Holy Spirit Mass
- 4.5.3.4 Solemnity Masses
- 4.5.3.5 Thanksgiving/ Baccalaureate Mass
- 4.5.3.6 Sacrament of Confession
- 4.5.3.7 Sacrament Confirmation
- 4.5.3.8 Campus Prayers (Holy Rosary, Angelus, Divine Mercy, among others)
- 4.5.3.9 Lasallian Feasts
- 4.5.3.10 Student Accompaniment – The office conducts retreats and recollections to students that will help them discover God in their lives and find God's will to carry out His saving plan.

4.5.4 Guidelines For Regular Activities

4.5.4.1 Recollection and Retreat

- 4.5.4.1.1 TED students are required to attend their recollection and retreats; non – appearance will subject them for a corrective measure which when not satisfied would be a ground for not signing their clearance.
- 4.5.4.1.2 TED 1st year and 2nd year Recollections are to be scheduled earlier, once a year.
- 4.5.4.1.3 TED graduating Retreats however, would be conducted during the last trimester. A certificate of

attendance will be given to the students to be attached to their application for graduation for it to be considered valid.

- 4.5.4.1.4 The retreat fee is not included in other fees, payment should be made at the Cashier and a duplicate copy of the receipt should be submitted to the LMFO prior to the schedule of the retreat.

4.5.4.2 **Holy Masses**

- 4.5.4.2.1 The Mass sponsors shall be on the venue 15 minutes before the Holy Mass for a catechism and practices of songs and responses.
- 4.5.4.2.2 The Mass sponsors should assign worship leaders needed for the liturgical celebration, such as: readers, commentators, choir, collectors and altar servers.
- 4.5.4.2.3 The Mass sponsors could also opt to provide offerings.

4.5.4.3 **Community Outreach Program**

Student Organizations are required to have at least one (1) outreach activity per academic year for reaccreditation. In seeking the office's approval for an outreach activity, the following documents must be submitted to the coordinator for community engagement.

- 4.5.4.3.1 Photocopy of Letter approved by the Director of Student Affairs and the Coordinator for Student Affairs and Adviser.
- 4.5.4.3.2 Photocopy of Letter of Request from an external organization
- 4.5.4.3.3 Duly accomplished Community Outreach Form from LMFO
- 4.5.4.3.4 Duly accomplished Community Outreach Registration list from LMFO
- 4.5.4.3.5 Other documents required by the Student Affairs Office
- 4.5.4.3.6 Three working days after the activity, the sponsoring group shall pass a Post-Activity Report / Documentation (format is available at the LMFO) to the coordinator for community engagement through electronic communication: social.action@dlsau.edu.ph.

4.5.4.3.7 For academic classes who want to have an outreach program, the faculty-in-charge shall write a letter of request addressed to the Director of the Lasallian Mission and Formation Office and noted by the program chair and the Vice Chancellor for Academic and Research.

4.5.4.4 **Partnership/ Sponsorship.** For partnership / sponsorship possibilities, the student organization shall submit a letter of request addressed to the Director of the Lasallian Mission and Formation Office duly signed by the liaison officer and noted by the adviser and coordinator for student services two weeks before the event.

4.6 Guidance and Counseling Services Office (GCSO)

4.6.1 **DLSAU Guidance and Counseling Services Office Vision Mission** As a service arm of the university, the DLSAU Guidance and Counseling Services Office assist in providing essential services that facilitate students in exploring their potentials, develop competence, manage emotions, and create a sense of wellness by providing services and intervention programs.

4.6.2 General Objectives:

- 4.6.2.1 To assist students, adjust healthily with their personal, social, and academic concerns through individual or group counseling.
- 4.6.2.2 To provide structured developmental guidance activities to students through Homeroom Guidance / Special Group Guidance that will assist them to develop positive life skills.
- 4.6.2.3 To assist students in understanding their own personal, social, and career development by administering different standardized tests in each level.
- 4.6.2.4 To assist in the continuous improvement of the university's academic program by providing the academic community with the guidance test results.
- 4.6.2.5 To extend outreach programs and community services that provides assistance to organizations and offices inside and outside of DLSAU in line with the expertise in guidance and counseling programs and services.

- 4.6.2.6 To effectively coordinate and collaborate with the different units under the Students and Mission for the students' holistic formation.

4.6.3 **Services**

4.6.3.1 **Responsive Services**

4.6.3.1.1 **Counseling**

The purposive interaction between student and counselor, individually or in groups, where problems, concerns, or difficulties are shared in confidence and where the counselor helps the student manage his/her own problems using his/her own resources.

4.6.3.1.2 **Individual Student Planning Service**

Individual student planning service systematically collects, evaluates, and interprets data to identify the characteristics and potential of every student. The data can be used in proper diagnosis, predicting progress and behaviors, accurate placement, and program evaluation. It enables the student to develop a deeper, fuller self-awareness and create appropriate plans for improving the quality of his/her life based on this awareness and self-understanding. The Inventory contains personal-social data, economic-educational data, and vocational-occupational data.

4.6.3.1.3 **Testing and Evaluation**

The Testing Service is the administration and interpretation of standardized psychological tests concerning ability, achievement, interest, personality, and others.

4.6.3.1.4 **Referral Services**

Referral is one of the guidance services where learners are provided with assistance in obtaining specialized services. This requires wide-range of internal partners (i.e., counselors, teachers, nurses, and school administrators), and external partners, and individuals in different professions, fields and interests that could address the learner's present issues, concerns or problems.

- 4.6.3.1.5 On the referral of learners, the teacher/ adviser/ professor may refer the learner to the Guidance Counselor through the following procedure:

- 4.6.3.1.5.1 The teacher/ adviser/ professor shall use the official email of the Guidance and Counseling Services Office (guidance@dlsau.edu.ph)
- 4.6.3.1.5.2 The email referral shall then be forwarded to the counselor-in-charge, while observing confidentiality.
- 4.6.3.1.5.3 Upon receipt of the email referral, the Guidance Counselor shall assess, evaluate, and provide the schedule for an intake interview or other services that may be deemed necessary to address the needs of the learners.
- 4.6.3.1.5.4 The Guidance Counselor shall inform the teacher/ adviser/ professor that the learner has been given attention.
- 4.6.3.1.5.5 In case a learner is referred to for intervention because of an issue or concern that is beyond the capability, competency, or expertise of the Guidance Counselor, the following procedure shall be observed:
 - 4.6.3.1.5.5.1 The Guidance Counselor shall inform the parent, learner, teacher/adviser/ professor (only if necessary), and the school head about the referral. Consent shall be obtained from the parent/guardian.
 - 4.6.3.1.5.5.2 The Guidance Counselor shall then give the referral list that provides mental health services.
 - 4.6.3.1.5.5.3 The Guidance Counselor shall prepare the letter of referral to a specific professional and agency/ institution. The letter shall include:
 - 4.6.3.1.5.5.3.1 Basic information about the learner;
 - 4.6.3.1.5.5.3.2 Reason for referral; and
 - 4.6.3.1.5.5.3.3 Type of intervention needed.
 - 4.6.3.1.5.5.3.4 The Guidance Counselor shall monitor the learner's progress/ status by securing the contact information of the professional and the agency where the learner is referred.
- 4.6.3.1.6 **Information Services**

The school's information services is the dissemination of information through seminars, talks, individual or small group discussion, regarding personal, social, emotional and career concerns to provide students with developmental programs, varied opportunities and relevant information to

enhance self-awareness, develop independence, build healthy and meaningful relationships, and be inspired to become productive members of the society.

4.6.3.1.7 **Consultation Services**

The school's consultation services provide facilitation with the work of the students. The significant others dealing with the students are assisted in improving the environment or situation that contributes to the problem.

4.6.3.1.8 **Indirect Student Services**

4.6.3.1.8.1 **Research and Evaluation Service**

The Research and Evaluation Service uses students' needs, test results and other important data are studied for planning and program development. The conduct of follow-up studies, benchmarking studies and other relevant and need-based research/ investigations are important for continuous program and services assessment, monitoring and development.

4.6.3.1.8.2 **Services to Teachers**

Teachers play an essential role in the education of students. They serve as the link between parents and counselors and students, so they must be supported and assisted. The Guidance Office also extends services to teachers, facilitating their work with students by providing information related to their personal and professional development.

4.6.3.1.8.3 **Services to Parents**

Parents are important partners and stakeholders in the education of students. Hence, Guidance Services are also extended to them through the following programs:

4.6.3.1.8.4 **Orientation:** The program aims to provide parents with information about the services of the Guidance and Counseling Services

4.6.3.1.8.5 **Parenting Seminar**

This is to aid parents in realizing their roles as parents and how they will further enhance their relationship with their children.

4.7 Culture and Arts Office

DLSAU Performing Arts has four areas that cater to the performing arts skills and talents of students.

- 4.7.1 **Vision and Mission.** The Culture and Arts Office aims to enrich and inculcate in the minds of the members, the love of cultural heritage, arts, music, and individuality through various performance platforms.

4.7.2 **Performing Arts Groups**

4.7.2.1 DLSAU Dance Artists

The Dance Troupe provides college students with opportunities to explore and develop their dancing skills while promoting cultural diversity through movement. The group performs traditional Filipino dances alongside contemporary interpretations, creating awareness of the importance of preserving local culture and inspiring the younger generation.

4.7.2.2 DLSAU Pep Squad

The Pep Squad trains students to deliver dynamic and spirited performances that showcase agility, coordination, and teamwork.

4.7.2.3 DLSAU Animo Serenata Chorale

This group develops students' vocal talents and musicality through chorale performances and competitions, promoting appreciation for harmony and artistry.

4.7.2.4 DLSAU Theater Group

The Theater Group nurtures creativity and expression by staging performances that educate and entertain audiences through meaningful themes and compelling plots.

4.7.2.5 DLSAU Araneta Avenue Band

The Band provides a platform for students to showcase instrumental skills and musical creativity, performing diverse genres that enrich campus life.

4.8 Learning Resource Center

- 4.8.1 **Vision.** The Learning Resource Center (LRC) envisions to be an institutional asset that provide scholarly resources and deliver innovative library services in enriching the University's transformative way of teaching learning, and research.
- 4.8.2 **Mission.** The mission of the library is to offer wide spectrum of collection and services as a strong academic partner in fostering lifelong learning.
- 4.8.3 **Objectives.** The College LRC's objectives are the following:
- 4.8.3.1 Support the university's graduate and undergraduate programs in their curricular, instructional, research and information needs.
 - 4.8.3.2 Provide library resources, facilities and services to the De La Salle Araneta University academic community as means to achieve the university's goals and objectives.
 - 4.8.3.3 Encourage students to develop a habit of reading in order that books and library resources may contribute to their intellectual development in the future years.
- 4.8.4 **Location and library hour.** The College LRC is located at the 2nd floor of the Life Sciences Building, with a floor area of 800.91 square meters. The College LRC is open from Monday to Friday- 7:30 a.m. - 6:00 p.m. and Saturday from 8:00 a.m. to 5:00 p.m.
- 4.8.5 **Collection.** The College LRC has an approximately 20,000 print collection and licensed subscription databases. Access to scholarly online subscription databases that provides full-text journal articles and eBooks on various discipline covered a large part of the library's collection. These online resources can be accessed inside the campus and remotely to support student learning wherever it occurs. LRC is an active member of various consortium like De La Salle Philippines Library Commission and Northern Manila Library Network to broaden its collection.
- 4.8.6 **Library Services.** The LRC has various in and off campus services that cater to the needs of the students, such as:
- 4.8.6.1 **iLEARN.** Information and Library Electronic Access/Resources Navigation, an information literacy library instructional service which aims in helping students to be adept at identifying, locating and accessing electronic information resources.

- 4.8.6.2 **iCONNECT and Wi-Fi Access.** LRC has 40 internet workstations available to the students for research purposes. The library also offers wireless internet access.
- 4.8.6.3 **iLINK.** Information of Links in Navigating Knowledge, online resources links or webliographies that provides students with quick access to online reference sources on a particular topic or subject.
- 4.8.6.4 **ISELECT.** Online acquisition service that allows the students and faculty to suggest or recommend books for acquisition.
- 4.8.6.5 **IREMIND.** Online notification that sends out of notices to inform the student on their accountability via Office 365.
- 4.8.6.6 **Online Public Access Catalog (OPAC).**
Follett Destiny Library Manager is a complete library management system. It was installed to help the library automate its operations like borrowing/returning of books, indexing, abstracting, acquisition, cataloging, inventory, and online searching. OPAC terminals are located near the entrance, and it can also be accessed remotely. It contains a record of available books in the library. It displays the bibliographic information in an easy-to-read format.
- 4.8.6.7 **Reference and Information Services.** Information/Access Reference Assistant (iARA), an online reference service that allows student to submit reference queries via Facebook and email.
- 4.8.6.8 **Current Awareness Service.** The LRC disseminates information that will keep the students well-informed and up to date about the library.
- 4.8.6.9 **Borrowing and Returning of Library Materials**
- 4.8.6.9.1 Validated ID serves as the library card. It is required for all the transactions in the library.
- 4.8.6.9.2 Old students with validated stickers in their ID shall be allowed to borrow library materials in the library.
- 4.8.6.9.3 New students shall be encouraged to present their validated IDs at the Circulation Counter for the encoding of their account before they can avail library privileges.
- 4.8.6.9.4 The owner of the school ID card shall be held accountable and responsible for any library material issued in his/her name.

- 4.8.6.9.5 Lending school ID card to other users for borrowing materials shall be strictly prohibited.
- 4.8.6.9.6 The loan period for circulating materials shall be applied as follows:

PATRON TYPE	NO. OF BOOKS	CIRCULATION TYPE	LOAN PERIOD
UNDERGRADUATE / SENIOR HIGH SCHOOL STUDENT	3 books at a time	Circulation/Filipiniana/ GSAR Collection	3 days renewable twice
		Reserve	1 day renewable twice
		Fiction	7 days renewable twice
	-	Periodicals/ Reference/ Special/ Theses Collection	Room use only
GRADUATE STUDIES STUDENT	5 books at a time	Circulation/ Fiction/ Filipiniana/ Reserve/ GSAR Collection	7 days renewable twice
	-	Periodicals/ Reference/Special/ Theses Collection	Room use only
ALUMNI OUTSIDE RESEARCHER	-	All library collection	Room use only

- 4.8.6.9.7 **Overdue fine.** A fine shall be imposed for overdue books, as follows:

Circulation Type	Overdue Charge
- Periodicals - Reference - Special Collection	1.00/hour
- Circulation - Filipiniana	5.00/day

- 4.8.6.9.8 A borrower with unsettled accounts shall not be allowed to use the library and its facilities unless he/she settles the accounts.
- 4.8.6.9.9 All payments shall be made to the Cashier.

4.8.6.10 Replacement/Lost

- 4.8.6.10.1 Lost books shall be replaced by the same title or its latest edition.
- 4.8.6.10.2 Lost AV accessories shall be replaced by the same item.
- 4.8.6.10.3 If the book is irreplaceable, 100% of the current market price shall be paid and an additional P 200.00 will be charged to cover acquisition and processing costs. If lost book/AV accessory was found, the corresponding overdue fine shall be applied. The computation of fine shall be from the due date until the date of return but not to exceed the current cost of the book/item.

4.8.6.11 **Issuance of Referral Letter.** This service is responsible in issuing referral letter to students that will conduct research in other libraries and research agencies. Referral letters are available at the Circulation Counter.

4.8.6.12 **AV Cables and Accessories.** HDMI adapter, VGA adapter, VGA cables, power strip or extension block are available to borrow from the iCONNECT counter.

4.8.7 Policies and Guidelines when Reserving the AV Room (Rizal Hall, Osmeña Hall, College AVR and BED – Audio Visual Rooms)

The Audio- Visual Center (AVC) facilities and materials are for the use of Bonafide students, faculty, administration, staff of DLSAU for instructional, co-curricular and extra-curricular activities. Below are the guidelines:

- 4.8.7.1 Secure Request Form AV-1 from the College Audio-Visual Center and accomplish the form in one copy.
- 4.8.7.2 Reservation of AVC equipment is on a first-come, first-served basis.
- 4.8.7.3 Reservations for the use of AVC facilities and materials and requests for AVC services should be made at least three (3) days prior to scheduled use.
- 4.8.7.4 All AV equipment and materials are to be used within the DLSAU campus only. Requests for the use outside the campus will be handled on a case-to-case basis.
- 4.8.7.5 Reservations can be made through telephone, but the borrower must still confirm her/his reservation by filling out the AV -1 form.
- 4.8.7.6 Notice of cancellation of activity must be known to the AVC Personnel at least one (1) day before the scheduled date.
- 4.8.7.7 A class or the faculty (for Basic Education Department) is allowed to reserve the AV room for not more than three (3)

successive lecture periods. However, if the Audio-Visual Room is available, the faculty may avail of the venue.

- 4.8.7.8 No class activity in the AV Rooms shall be allowed when the faculty/teacher is absent. For organizational activities, the presence of the adviser or an officer is required.
 - 4.8.7.9 In case of group borrowers for the AV materials and facilities, the signatory/signatories is/are held responsible. The borrower(s) will be held liable for any damages to the Equipment/materials issued to her/them. In the event of loss and/or damage, replacement in kind or in cash is required per assessment from the Property Office.
 - 4.8.7.10 All equipment needed for the activity shall be indicated in the checklist provided for. Using/borrowing of equipment, software and other materials not indicated at the time of approval will not be allowed.
 - 4.8.7.11 Faculty members are not allowed to have a week straight schedule.
 - 4.8.7.12 Serving and consumption of food or any refreshment in the AVR during classroom activities are strictly prohibited.
- 4.8.8 Guidelines in Borrowing LCD Projectors and Laptops (For Daily Classroom Use)**
- 4.8.8.1 No advanced reservation.
 - 4.8.8.2 First come, first served basis.
 - 4.8.8.3 Projectors must be returned after one class period, so that other faculty members can use the following period.
 - 4.8.8.4 Maximum of two usages (2 class Periods) per day.
 - 4.8.8.5 A fine of Php50.00 per equipment/per day shall be imposed on unreturned equipment on the specified date and time.
 - 4.8.8.6 All payments shall be made at the Cashier's Office. Receipts of payment shall be presented to the AV personnel for record purposes.

4.8.9 Audio Visual Rules on Fines and Suspensions

- 4.8.9.1 Megaphones, microphones, tape recorders, CD Players and karaoke's and other equipment, when borrowed, should be returned to the AVC on or before the specified time.
- 4.8.9.2 The student ID card is retained as a guarantee. A fine of Php5.00 per hour shall be charged for delayed return of borrowed equipment. A fine of Php50.00 per day shall be imposed on equipment not returned on the day borrowed.
- 4.8.9.3 No AVC equipment/materials may be brought out of the school premises.
- 4.8.9.4 On rare occasions when permission is given for a certain AVC equipment/materials to be used off campus, the date and time of return should be strictly complied with. Fines and suspension of AVC privileges will be imposed on violation. A fine of Php50.00 per equipment per day will be imposed for

failure to return the AVC equipment/materials on the set day and time. Two (2) violations of this nature would mean automatic suspension of the AVC privileges for the trimester.

- 4.8.9.5 Any student found using the school ID of another student in borrowing equipment/materials at the AVC will be immediately reported to the Office of Student Services/Prefect of Discipline for proper disciplinary action.

4.9 National Service Training Program (NSTP)

The National Service Training Program is offered pursuant to the provisions of R.A. 9163. It requires all incoming both male and female college students starting SY 2002-2003 to take up either one of the following offered NSTP components in the University for a period of two semesters/terms.

- 4.9.1 The following are the offered NSTP Components of the University:

4.9.1.1 **Reserve Officer Training Corps (ROTC)**- designed to provide military training to tertiary students to motivate, train, and mobilize them for national defense preparedness. The specific objectives are to prepare college students for service in the Armed Forces of the Philippines and train them to become reservist

4.9.1.2 **Civic Welfare Training Service (CWTS)**- It involves activities that contribute to the general welfare and betterment of the community through projects focused on areas like health, education, the environment, safety, and entrepreneurship. The program aims to develop students' sense of social responsibility and encourage their active contribution to society.

4.9.1.3 **Literacy Training Service (LTS)**- It is designed to train students to become teachers of literacy and numeracy skills to school children, out of school youth, and other segments of society. Its programs include school-based and community-based tutorials to assist students struggling with reading, writing, and arithmetic.

- 4.9.1.4 The following are guidelines to observe in NSTP:

4.9.1.4.1 All college freshmen students are required to take up one NSTP Component as a requirement for graduation. NSTP is not an academic subject, and it is not included in the computation of GWA.

4.9.1.4.2 Training day for NSTP is on every Saturdays. Attendance policy in CWTS and LTS are based on the Student Handbook. Attendance policy in ROTC

- is based on AFP policies regarding conduct of ROTC training.
- 4.9.1.4.3 There is no pre-requisite in taking up NSTP 1. However, in taking up NSTP 2, the pre-requisite is NSTP 1. Should a student decide to take up a different NSTP component (i.e., from CWTS to ROTC) after the completion of NSTP 1, he/she may be allowed to do so, provided that he/she takes up again the NSTP 1 of that particular component.
- 4.9.1.4.4 There will be a common module for NSTP 1 during the first three (3) training days. At the end of the third training day, students should choose their particular NSTP component. However, if they fail to choose their component, they will be listed in ROTC component.
- 4.9.1.4.5 The prescribed uniform in NSTP will be the following: For ROTC- blue denim (*maong*) pants, white round neck t-shirt with design as prescribed by the NSTP office, garrison belt green ball cap as prescribed by the ROTC and rubber shoes with socks. For CWTS and LTS- blue denim (*maong*) pants, white round neck t-shirt with design as prescribed by the NSTP office and, rubber shoes with socks. Note: t-shirt should be tucked in with their pants. Likewise, the prescribed hair cut for male students should be clean cut while female students with long hair should be tied in a bun.

4.10 Medical and Dental Services Office

The Medical and Dental Health Services clinic is located on the ground floor of the Life Science Building (LSB). It is equipped with basic medical and dental facilities such as award for temporary confinement, blood pressure apparatus for BP monitoring, oxygen tank, nebulizer, and vaporizer for those suffering from sudden asthma attack. It has a sufficient supply of medicines for students, faculty and university personnel and manned by two doctors, one dentist, and two nurses. The University Clinic is accredited by the Department of Health and Bureau of Dental Health Services for having complied with the rules, regulations, and standard requirements for private school health services. It is located at the college building. It is open from 7 AM to 7 PM on weekdays and from 8 AM to 6 PM on Saturdays. It serves both college and high school students. The Satellite clinic at the Old Grade School Building is manned by a full-time nurse.

- 4.10.1 Services Offered. The following services are offered by the Medical and Dental Health Services:

4.10.1.1 Medical Services

- 4.10.1.1.1 Free medical consultation/ physical examination check-ups
- 4.10.1.1.2 Emergency treatment. These are unforeseen circumstances that call for immediate medical attention e.g. wounds, bruises, contusions, fractures, asthma and allergic attacks).
- 4.10.1.1.3 During emergency, if unable to contact the relatives/guardian of students involved, patient will be brought to the nearest hospital (MCU Hospital) for immediate treatment/management.
- 4.10.1.1.4 Hospital choice during emergency shall be based on the assessment and recommendation of the university physician.
- 4.10.1.1.5 Issuance of medical certificates and admission slips.
- 4.10.1.1.6 Basic medications for colds, fever, dysmenorrhea, stomach pain, headache, toothache, diarrhea, etc.
- 4.10.1.1.7 Inter-agency referrals and hospital conduction; In this case, the parent/guardian is informed about the condition of the child. (One of the reasons why it is important for the parent/guardian to give the valid contact information or update the school should there be changes in the information.) If there is a recommendation to bring the student to the nearest hospital, the parent/guardian must be around. However, once the student-patient was brought to the hospital and was given proper assistance, the staff leaves the student-patient to the care of the parent/guardian.

4.10.1.2 Dental Services

- 4.10.1.2.1 Routine Oral and Dental Examination. Parents are advised to see the University Dentist on the recurrent toothache especially if referral was already given to the student.
- 4.10.1.2.2 Premedication of tooth infection before extraction
- 4.10.1.2.3 Dental extraction
- 4.10.1.2.4 Treatment for stomatitis or oral thrush (singaw) and gingivitis
- 4.10.1.2.5 Interceptive tooth filling.
- 4.10.1.2.6 Control secondary or post extraction hemorrhage.
- 4.10.1.2.7 Case referrals that require intensive treatment like Root Canal Treatment (RCT), Surgery and Orthodontics.

- 4.10.1.3 **Student Insurance Plan.** The University maintains an accident insurance plan for all *bonafide* students. It covers the students against cost of accidental injuries (that happened

inside and outside the school) or death sustained on a 24-hour basis during the school year under the following conditions:

- 4.10.1.3.1 For any kind of emergency or injury which cannot be treated by first aid to any injured student should be brought to the nearest hospital.
- 4.10.1.3.2 The school certifies that the student-patient is a bonafide student of this university.
- 4.10.1.3.3 Requirements for Reimbursement
 - 4.10.1.3.3.1 Incident Report
 - 4.10.1.3.3.2 Medical Certificate
 - 4.10.1.3.3.3 Official receipts of medicine, laboratory tests and hospital bills
 - 4.10.1.3.3.4 Photocopy of School ID back-to-back with Date of Birth
 - 4.10.1.3.3.5 Requirements should be submitted for Insurance claims within 3 days.
- 4.10.1.3.4 Procedures on Reimbursement
 - 4.10.1.3.4.1 Before a parent/guardian files the insurance claim forms at the DLSAU Medical & Dental Services Office, he/she has to settle all bills before leaving the hospital.
 - 4.10.1.3.4.2 The school facilitates the claiming of the amount due from the insurance company, subject to the terms and conditions of the coverage.

4.11 Information Technology Center

Access to computers is a privilege based on the responsible use of computer and network resources. All policies included here are intended to ensure a continued tradition of academic freedom, freedom of expression, and freedom to access information in a considerate and responsible manner. In keeping with the mission of the De La Salle Araneta University, all policies are intended to provide the widest possible academic and scholarly access to computer resources and information technology. These policies are applicable to all installed PC's including but not limited to those at the computer labs, library stations and individual faculty and staff workstations at DLSAU.

4.11.1 Policies on Computer Use

- 4.11.1.1 Users are not permitted to alter the configuration of any campus network or individual computer software or hardware prior to approval from the SMO for computer lab stations and the library staff for library stations.
- 4.11.1.2 No software may be loaded onto laboratories and different offices without the knowledge and prior approval of the SMO. Only with permission of SMO may programs downloaded from the internet be run on laboratories and different offices.
- 4.11.1.3 Computer equipment and accounts are to be used only for the purpose for which they are assigned and are not to be used for commercial purposes.
- 4.11.1.4 An account assigned to an individual must not be used by others. The individual account owner is responsible for the proper use of the account, including proper password protection.
- 4.11.1.5 All computer users are reminded that their activities are subject to the corresponding sanctions as major offense of DLSAU – Student Handbook. Possible illegal activities include are not limited to: sexual or other harassment, threats, obscenity, libel unauthorized access to or attempting to access computers, networks, or student records, and copyright violation. Copyright violations include the use of unlicensed software.
- 4.11.1.6 No misconduct in laboratories, library station and in the different offices will be permitted which in any way interferes with the ability of others to make use of the computer resources or which could cause damage to the facilities. Users are expected to show sensitivity to others when viewing or downloading material which others working there could find offensive.
- 4.11.1.7 No computer use for commercial purposes is permitted. These activities include but not limited to, typing services, bookkeeping commercial internet activity and commercial database production. User research and document preparation for publication and university approved consulting agreements are not included in this category.
- 4.11.1.8 No users file should be saved on campus computer lab computers. All users are expected to bring their own USB but limited to 4GB only so that they may save their personal files when using campus computers.
- 4.11.1.9 The University will not assume responsibility for any personal software or computer used at the University for any purpose.
- 4.11.1.10 ITC will provide Wi-Fi Access Points to only officially enrolled students of the current trimester. Laptops and tablet devices can be granted access to connection free of charge.
- 4.11.1.11 Smart Phones or Android Phones and other similar devices are not allowed.
- 4.11.1.12 All owners of devices should register these at the Information Technology Center.

4.11.1.13 Students can view online their Enrollment/Assessment which includes the following: Schedule Diagram, Circular Diagram and Student Accounts at www.dlsau.edu.ph Student Portal.

4.11.1.14 Students are provided default username and password which the students should change upon first login. Password will be reset by ITC presenting a validate School ID of the current trimester and the Certificate of Matriculation.

4.11.2 **Policy Violations.** The following actions will be considered violations of ITSMO computer use policy. This list is not inclusive, and users are urged to consult the full policy.

4.11.2.1 Modifying the computer's operating system files.

4.11.2.2 Installing, copying, distributing, or using software in violation of copyright and/or software.

4.11.2.3 Using computer resources for illegal activities. Examples: sexual or other harassment, threats, obscenity, and libel.

4.11.2.4 Accessing or attempting to access information that is private or protected without permission.

4.11.2.5 Sending anonymous or repeated messages designed to annoy, abuse or torment.

4.11.2.6 Copying a file from another computer user's account without permission.

4.11.2.7 Modifying existing passwords or setting additional passwords, which prevent others from making use of the system

4.12 University Registrar

The Office of the Registrar is the repository of records of students' academic performance in relation to student's enrolment up to graduation or withdrawal from the university. It ascertains students' eligibility to graduate. It ensures compliance with the requirements mandated by CHED or the Commission on Higher Education.

4.13 Administrative Services Infrastructure Development and Environmental Management

4.13.1 **General Duties of students for the Protection of University Properties.** Each member of the DLSAU community has a general obligation to safeguard and make appropriate use of university property and equipment. This obligation includes but not limited to:

4.13.1.1 Exercising reasonable care in equipment use to prevent damage and maintain in good condition;

4.13.1.2 Taking reasonable security precautions to discourage loss, theft, or misuse of property; and

4.13.1.3 Reporting lost, stolen, damaged, or otherwise impaired property/equipment to appropriate parties.

4.13.2 Moving or Transferring of University Property

- 4.13.2.1 No university property (i.e., furniture, fixtures and equipment) shall be removed from its designated location without prior approval from the Personnel-In-Charge (PIC) and his immediate head.
- 4.13.2.2 Moving of such requires the accomplishment of a borrower slip duly signed by the office head and the pic. Borrowed property shall be returned to its designated location before the end of the university's business hours.
- 4.13.2.3 The cost of damage or loss of property due to violation of this provision shall be charged against the person responsible of such infraction in addition to the disciplinary action to be imposed to such person.
- 4.13.2.4 Moving or removing university property in open spaces including lobbies, corridors, parks, covered walks, is strictly prohibited. Likewise, bringing in properties into a facility needs approval from the director of administrative services, infrastructure development and environmental management. The scheduling office may approve for one time use only.
- 4.13.2.5 Transferring accountability to university property requires accomplishment of transfer of property form which is available and approved by the director of administrative services, infrastructure development and environmental management.

4.13.3 Gate Pass

4.13.3.1 Purposes of the Gate Pass

- 4.13.3.1.1 To ensure that all equipment/property going out of the campus are not university equipment/property. Also, to ensure that the stolen equipment/property of students, personnel, guests and visitors can't be sneaked immediately out of the campus.
- 4.13.3.1.2 To ensure that university equipment/property shall not be used for purposes other than its official use.
- 4.13.3.1.3 To ensure that the movements of all university equipment/property such as repairs outside the campus, official use outside the campus, and the like are well monitored and recorded.
- 4.13.3.1.4 To control the influx of electrical appliances that may cause the overloading of the electrical system.

4.13.3.2 General Policies on Gate Pass

- 4.13.3.2.1 No equipment/property whether personal or owned by the University shall be allowed to be brought IN

- or OUT of the campus without the necessary Gate Pass.
- 4.13.3.2.2 There shall be only one official Gate Pass for the De La Salle Araneta University. Such Gate Pass shall be granted by the Office of the Administrative Services, Infrastructure Development and Environmental Management only.
- 4.13.3.2.3 If a university employee keeps personally owned equipment on campus, it should be reported to his/her department and identified as the property of the owner. The University is not responsible for the loss of or damage to personal equipment/property inside the university campus.
- 4.13.3.2.4 All personal equipment/property brought into the campus shall be declared before being given entry into the campus.
- 4.13.3.2.5 The entry of electrical appliances such as computers, audio-video equipment, and other appliances shall be controlled to avoid overloading of the electrical system which also entails additional expense to the university.
- 4.13.3.2.6 Generally, bringing electrical loads inside the campus is prohibited. Hence, back-up batteries of laptops and notebook computers and other appliances shall be fully charged upon entry. Also, charging cellular phones, laptops and other personal devices to any convenience outlet inside the campus is strictly prohibited.
- 4.13.3.2.7 Each material or equipment/property which may endanger the university equipment/property, systems, students, personnel, guests and visitors shall be controlled and monitored.
- 4.13.3.2.8 The use of university equipment/property for university activity outside the campus shall have prior approval by the Chancellor upon endorsement by the Department Head (i.e. the Principal of BED, Controller, Dean of the Colleges, Director of Administrative Services, Infrastructure Development and Environmental Management or the Vice Chancellor for Administration).
- 4.13.3.2.9 Property Declaration Form and Gate Pass are available from the Property Inventory and Warehousing Office.
- 4.13.3.2.10 Gate Pass shall be required for the following:
- 4.13.3.2.10.1 Sealed Packages
 - 4.13.3.2.10.2 Home appliances
 - 4.13.3.2.10.3 Plants (potted or not potted)
 - 4.13.3.2.10.4 Seedlings
 - 4.13.3.2.10.5 Musical instruments

- 4.13.3.2.10.6 Tools, equipment, and apparatuses
 - 4.13.3.2.10.7 Sports equipment and materials
 - 4.13.3.2.10.8 Computer and its accessories
 - 4.13.3.2.10.9 Construction materials
 - 4.13.3.2.10.10 Paintings and picture frames
 - 4.13.3.2.10.11 Furniture
 - 4.13.3.2.10.12 Pets and animals
 - 4.13.3.2.10.13 Fireworks
 - 4.13.3.2.10.14 Other things which may threaten life and property
-
- 4.13.3.2.11 Gate pass may not be required for groceries, fruits, and vegetables if proof of ownership (Proof of Purchase) shall be presented to the Security Guard in detail.
 - 4.13.3.2.12 Packages shall be opened by the owner for inspection by the Security Guard in detail.
 - 4.13.3.2.13 Personal equipment/property shall be declared first before entry shall be permitted to prevent stolen equipment/property from exiting the campus. Otherwise, the proof of ownership shall be required to ensure that the equipment/property to be brought out of the campus is the requisitioning person's equipment/property.
 - 4.13.3.2.14 Securing gate pass is the responsibility of the owner of the equipment/property. Director of the Administrative Services, Infrastructure Development and Environmental Management or the Security Guard shall not be held liable to any delay in the granting of entry of the equipment/property.
 - 4.13.3.2.15 Equipment/Property in question shall be held for less than three (3) working days excluding Saturday, Sunday and Holiday to confirm the real owner of the property.
 - 4.13.3.2.16 Any person who violates the guidelines on Gate Pass shall be required to explain in writing and shall be dealt with accordingly.

4.13.3.3 Procedures in Securing of Gate Pass

- 4.13.3.3.1 Proceed to the Office of the Administrative Services, Infrastructure Development and Environmental Management and look for the Property Custodian.
- 4.13.3.3.2 Fill out the forms and provide the specifications of the goods and equipment.

- 4.13.3.3.3 Have it endorsed by your adviser, program coordinator, or Dean of the college where you belong.
- 4.13.3.3.4 The gate pass will then be assessed by the Property Custodian who shall facilitate its approval by the Director of Administrative Services Infrastructure Development and Environmental Management.
- 4.13.3.3.5 Goods and equipment to be brought into the campus must be in support of academic activities only.

4.13.3.4 Declaration of Personal Equipment/Property:

- 4.13.3.4.1 Secure the Property Declaration Form from the Property Custodian in the Office of Administrative Services, Infrastructure Development and Environmental Management located near the Staging Area.
- 4.13.3.4.2 Fill in the forms and submit them to the Property Custodian for filing.

4.13.3.5 Securing of Gate Pass for Personal Equipment/Property (Planned and Long-Term Entry):

- 4.13.3.5.1 Make a written request addressed to the Director, Office of the Administrative Services, Infrastructure Development and Environmental Management and duly endorsed by the Office Head/Vice Chancellor/Vice Principal. Reasons for and the duration of bringing in the equipment/property shall be explicitly stated in the request. In the case of the equipment/property of the student, the Dean or the Vice Principal shall endorse the request. Declare the personal equipment/property before bringing it inside the campus because the proof of ownership for undeclared equipment/property shall be required to be presented upon request for an exit gate pass.
- 4.13.3.5.2 Upon presentation of filled-up Property Declaration Forms, the Property Custodian issues equipment/property tag with the following information:
- 4.13.3.5.3 The equipment/property tag shall be tied in the packaging or bag of the equipment/property and is non-transferable.
- 4.13.3.5.4 The tag shall be visible to the Security Guard upon entry to the campus and shall not be

removed from it while within the university premises.

- 4.13.3.5.5 Carrier of the equipment/property upon exit shall be one and the same with the person declared in the tag. Otherwise, equipment/property shall be held until authorization to carry is confirmed.

4.13.3.6 Securing of Gate Pass for Personal Equipment/Property (One-Time Entry):

Gate Pass No. _____ Valid Until: _____
 Date Issued: _____ By: _____
 Property Owner: _____
 Authorized Carrier: _____
 Property Specifications: _____
 Serial No.(SN): _____

Reminder: 1.) Charging of appliance or equipment into DLSAU's electrical outlet without permission from the Campus Maintenance & Development Office is a ground for the revocation of this gate pass. 2.) The carrier shall ensure that the SN stated herein matches with the property carried. 3.) This tag is non-transferable.

- 4.13.3.6.1 Have your equipment/property registered in the Personal Property Logbook at the Information Desk of the Security Gate.
- 4.13.3.6.2 After which, the Security Guard detailed at the information desk shall issue a one-time gate pass almost similar to the tag previously described herein.
- 4.13.3.6.3 The Security Guard shall tie the tag to the equipment/property, which shall not be removed while the equipment/property is still within the university premises.

4.13.3.7 Securing of Gate Pass for University Equipment/Property

Any university personnel or administrator who wishes to bring university equipment/property outside the campus for official purpose shall secure a gate pass as follows:

- 4.13.3.7.1 Secure the Gate Pass Form from the Property Custodian in the Office of the Administrative Services, Infrastructure Development and Environmental Management.
- 4.13.3.7.2 Fill up the form and have it approved by the Dean or the Office Head from where the equipment/property shall be taken, then by the Property Inventory and Warehouse Assistant and the Director of Administrative Services, Infrastructure Development and

Environmental Management. (Bringing or use of university equipment/property outside the campus shall have prior approval from the Chancellor or allowed by a memo.)

4.13.4 Rules and Guidelines on Permitted Overstay

- 4.13.4.1 Requests should be submitted to the Office of Administrative Services, Infrastructure Development and Environmental Management at least three (3) days before the overstay schedule.
- 4.13.4.2 The activity should end exactly at specified time approved by the Office of Administrative Services, Infrastructure Development and Environmental Management.
- 4.13.4.3 No liquor should be served during the activity.
- 4.13.4.4 The "No Smoking" policy of the university should be observed during the entire activity by everyone.
- 4.13.4.5 Adviser should be present at the venue during the entire duration of the activity. Participants should also leave the venue when the adviser leaves for home.
- 4.13.4.6 Security guard on detail together with the Discipline Monitor shall monitor the activity from time to time to check whether conditions are being followed.
- 4.13.4.7 Overtime pay of support personnel and the cost of electricity (additional load) shall be shouldered by the requesting party.
- 4.13.4.8 Excessive noise during the activity is strictly prohibited.
- 4.13.4.9 Participants are not allowed to go to other places on the campus without permission from the Discipline Monitor. In other words, participants should confine themselves in the venue as much as possible.
- 4.13.4.10 Lists of names of possible guests and plate numbers of all vehicles should be given in advance to the Security Service Office.
- 4.13.4.11 Requesting party should provide themselves with plastic bags for garbage.
- 4.13.4.12 Parental Consent Form signed by the parent (mother/father/guardian) is required.
- 4.13.4.13 Loud music and blowing of horns are strictly prohibited inside the campus.
- 4.13.4.14 Damages incurred to the properties due to misuse and negligence by the user shall be charged to the group and who shall pay the cost to the cashier.
- 4.13.4.15 Request to Overstay should be duly endorsed by the immediate Office Head or the Dean.

4.13.4.16 Taking baths inside the campus is not allowed unless permitted.

4.13.4.17 Any violation of the conditions stipulated herein will empower this office not to grant another permit to your organization in the future for a similar request.

4.13.5 DLSAU Car Pass

The following guidelines will help clients on how to avail a DLSAU car pass:

4.13.5.1 Secure form from the Office of Administrative Services, Infrastructure Development and Environmental Management, fill out the Application Form and submit it back to them together with all the required attachments for approval.

4.13.5.2 Once instructed, pay the necessary fee to the Cashier and get an Official Receipt.

4.13.5.3 Bring the vehicle near the Security Gate at the Staging Area. Present the DLSAU official receipt. As required by the Office of Administrative Services, Infrastructure Development and Environmental Management, a representative from the Security and Safety Office will have to stick the sticker on the windshield of the vehicle.

4.13.5.4 Only one (1) sticker per person is allowed for paid parking.

4.13.6 Policies and Procedures on the Use of the Parking Lots

4.13.6.1 Parking Areas

4.13.6.1.1 Areas at the back of the Rizal Hall are paid parking area.

4.13.6.1.2 Areas in front of the university garage is paid parking area.

4.13.6.1.3 Areas in front of the VMSB are paid parking area.

4.13.6.1.4 Areas near the Alpha Gate are reserved for guests and visitors.

4.13.6.2 Paid Parking

4.13.6.2.1 Only students, faculty, employees and Parents with special concern avail Car Pass Stickers for Paid Parking. There are limited paid parking slots.

- 4.13.6.2.2 Parking reservation is on a first come first serve basis. Fee for paid parking is P7,500 per year.
- 4.13.6.2.3 The flow of traffic in the parking lot is counterclockwise. This must be strictly observed.
- 4.13.6.2.4 Parking is from 6:00 a.m. to 6:00 p.m., Mondays to Saturdays only.

4.13.6.3 Drop and Go Car Pass Sticker

- 4.13.6.3.1 The drop and go car pass stickers are issued to vehicles which transport DLSAU students to DLSAU from home and vice versa.
- 4.13.6.3.2 The cost of the car pass sticker is P500.00 per vehicle.
- 4.13.6.3.3 Vehicle with this sticker is not allowed to park at the parking lot.
- 4.13.6.3.4 For those who purchase additional stickers, the same steps must be followed.

4.13.6.4 General rules on the use of parking lots

- 4.13.6.4.1 Only vehicles with paid parking car pass stickers can park in the paid parking lot.
- 4.13.6.4.2 Students, faculty, and/or employees must alight from the vehicle at the parking lot and walk towards the LSB entrance or through the staging area gate.
- 4.13.6.4.3 Vehicle must be parked facing the plant.
- 4.13.6.4.4 Faculty members who have the permit to stay overnight on campus should park their vehicles at the parking lot before the gate closes at 2100 hrs. The permit should be presented to the guard on duty. Cars parked overnight at the parking lot should be taken out from 0600 hrs. until 0630 hrs.
- 4.13.6.4.5 All vehicles must be properly parked within the marked slots.
- 4.13.6.4.6 Parking Area is a "No Smoking Area" and "No Littering Area".

- 4.13.6.4.6.1 Roaming around the Parking Lot is not allowed. Drivers are required to

stay in the Driver's Area or inside the car.

- 4.13.6.4.6.2 Parked cars should be idled to reduce university's carbon footprint.

4.13.6.5 Parking Lots for Guests and Visitors

- 4.13.6.5.1 University guests can park with permission from the Director of Administrative Services, Infrastructure Development and Environmental Management.
- 4.13.6.5.2 Requests shall be submitted at least 24 hours prior to entry.
- 4.13.6.5.3 Overnight Parking
- 4.13.6.5.4 Overnight Parking is discouraged.
- 4.13.6.5.5 Any vehicle left in the parking lot after 8:30 p.m. is considered parked overnight and will be charged P500.00. Said vehicles may only be taken out after 6:00 a.m. the next day the gate is open and upon presentation of proof of payment for overnight parking.
- 4.13.6.5.6 Request to overnight parking must be submitted at least 24 hours prior to parking and must be approved by the Director of Administrative Services, Infrastructure Development and Environmental Management.

4.13.7 Procedures and Requirements on the Use of University Facilities

Responsibility	Action
Requesting Person	1. Proceed to the Scheduling Office as follows: 1.1 Learning Resource Center for PAH, Rizal Hall, Osmeña Hall, Amphitheater and the Forum 1.2 Sports Development Office for IAC, Indoor Gym, College Basketball Court, HS Quadrangle, Grade School Quadrangle 1.3 Information Technology Center for all computer laboratories. 1.4 Principal of the Integrated School for IS classrooms and select laboratories 1.5 Office of Administrative Services, Infrastructure Development and Environmental Management for facilities not mentioned above, and TED classrooms in coordination with the Registrar.

Responsibility	Action
	2. Fill out the forms and have them signed by the adviser. 3. Attach the following requirements: 3.1 Approval of the Activity (in accordance with the Rules and Regulation by the Student Affairs Office) 3.2 Program or calendar of activities 3.3 List of participants, guests and visitors which must be submitted and coordinated ahead of time with the Security Service. 3.4 Request for parking slot must be submitted to the Director of Administrative Services, Infrastructure Development, and Environmental Management 3.5 List of equipment and furniture to be used must be submitted and coordinated to with the Property Custodian or the Scheduling Office, Specify the watt rating of electrical appliances. 3.6 Request for manpower must be submitted and coordinated with the Director of Administrative Services, Infrastructure Development, and Environmental Management 4. Big events must submit an environmental impact assessment which includes the following: 4.1 Estimated generated solid waste 4.2 Estimated generated hazardous waste 4.3 Estimated electricity consumption 4.4 Estimated water consumption 4.5 Estimated wastewater 4.6 Waste collection and segregation 4.7 Waste disposal in response to Zero Waste 4.8 Safety and Security Measures 4.9 Housekeeping measures 4.10 Other documents that may be deemed necessary. 4.11 Coordinate with the offices involved which should be made at most one (1) week prior to the conduct of event.

Responsibility	Action
Scheduling Officer	1. Checks if all requirements are attached. 2. Checks the receiving copy of submission of documents required by the Office of the Administrative Services, Infrastructure Development, and Environmental Management 3. Reserves the requested facility(ies) 4. Let the requesting person signs the conditions on the Use of the requested Facility. 5. Approves or disapproves the request.

4.13.8 Guidelines on the Use of Facilities

- 4.13.8.1 All use of facilities requires reservations and subject to approval.
- 4.13.8.2 All usages must be recorded by the Scheduling Office as basis for the Facility Utilization Report to be submitted to the Office of Administrative Services, Infrastructure Development and Environmental Management.
- 4.13.8.3 Refer to the Facility Operations Manual for more information and guidelines.

4.13.9 Free Use of Facilities

- 4.13.9.1 All curriculum related activities
- 4.13.9.2 All personnel activities sanctioned by the University
- 4.13.9.3 Other University sanctioned activities

4.13.10 Use of Facilities with Charges

- 4.13.10.1 All rents of facilities
- 4.13.10.2 Extra-Curricular Activities of Students which requires registration fee.
- 4.13.10.3 All personnel activities not sanctioned by the University
- 4.13.10.4 All facilities beyond the official hours and will require augmentation of personnel or staff.

4.13.11 Waste Management

- 4.13.11.1 Compliance to RA 9003 also known as Ecological Solid Waste Management of 2000
- 4.13.11.2 Students shall exert effort to reduce waste by
- 4.13.11.3 Not bringing solid waste into the campus.

- 4.13.11.4 Segregate waste upon disposal into the garbage bins located on strategic locations within the campus.
- 4.13.11.5 Following other rules and regulations of the university on waste management.
- 4.13.11.6 Refer to the Waste Management Implementing Guideline for additional information.

4.13.12 Safety and Security

4.13.12.1 Rules and Guidelines on Visits

4.13.12.1.1 Official visiting hours are as follows:

- 4.13.12.1.1.1 Morning: 8 AM – 12 NN, Monday to Saturday only
- 4.13.12.1.1.2 Afternoon: 1 PM – 5 PM Monday to Friday only
- 4.13.12.2 Any personnel who expect a visitor shall inform the Security Office prior to the date and time of visit.
- 4.13.12.3 The visitor shall be given entry upon presentation of valid ID and confirmation through the phone or message/text by the person to be visited. However, meeting the visitor by the person to be visited is still advised.
- 4.13.12.4 The visitor shall wait at the security gate entrance while visit is yet to be confirmed.
- 4.13.12.5 Any ID of the group of visitors may be sufficient as guarantee of their entry.
- 4.13.12.6 The LSB gate is the only entry/exit point for the visitors.
- 4.13.12.7 Special guests of the University, the President, Chancellor, Directors, Deans/Program Chairs, and Principal are given special considerations and attention but shall likewise need confirmation.
- 4.13.12.8 Alumni who come for unscheduled visit of their “brod” and “sis” need to be confirmed by the adviser of the concerned organization or fraternity/sorority. No confirmation, no entry policy shall be enforced.
- 4.13.12.9 Visitors are required to fill out the Visitor's Appearance Slip and shall leave the campus no later than one hour from allowed time of visit.
- 4.13.12.10 In case of an unexpected visit, the person to be visited shall confirm the visit and meet the visitor at the LSB gate's visitor waiting area.
- 4.13.12.11 Personnel visitors shall be allowed from 12 NN to 1 PM and 5 to 6 PM only. The visit shall be confirmed, and the visitor/s shall be met at the LSB gate by the person to be visited. Wife, Husband, sons, daughters, or other relatives of university personnel shall be treated as visitors or guests.

4.13.12.12 All personal visitor of student and personnel shall leave the campus no later than 5 P.M. or at the time classes or work are suspended.

4.13.12.13 Student Entry Beyond School Hours and School Days

4.13.12.13.1 DLSAU is liable and accountable for injuries and death incurred to its student due to accident and incidents they encountered while inside the campus beyond school hours and school days.

4.13.12.13.2 Entry of students should have prior approval from the Vice Chancellor for Academic and Research and duly endorsed by the Dean of the College/Principal (for academic purposes and curricular activities) and the Director of Student Affairs (for extra-curricular activities)

4.13.12.13.3 Security Service shall not allow entry of students in the absence of the said approval.

4.13.12.13.4 Students shall leave the campus not later than one hour after his or her last class. Overstaying beyond the allowable one hour requires approved Permit to Overstay on campus. Overstaying must be endorsed by the Dean and duly approved by the Director of Administrative Services, Infrastructure Development and Environmental Management, and subject to rules and regulations on Permitted Overstay on Campus. (Should apply the curfew hours so students may still have time to use library and stay on campus)

4.14 Strategic Communications Office

The Strategic Communications Office aims to provide and maintain accurate and effective communication relevant to the needs of the university to and for internal and external stakeholders through different channels and platforms.

Broadly, it handles all official communications on behalf of the university and the University President, ensures that information about the university are clear and communicated well-both externally and internally, and, together with the Institutional Strategic Marketing and Advertising Coordinator, plans and maintains a standard for all marketing efforts for the university.

The Stratcom monitors each form of communication originating from the administration, faculty, and students alike, which affects the overall persona, image and reputation of the university. Unauthorized communications will be brought to the attention of the Office of the President and Chancellor.

- 4.14.1 **Internal Institutional Communications.** This refers to communications that involve activities conducted within the university premises and involving administrators, students, faculty and partners. Examples of Internal Institutional Communications.
 - 4.14.1.1 Promotional print materials like posters, streamers, flyers, brochures, tarpaulins and announcements of any student, faculty and administration activity or engagement on bulletin boards, green casts, email messaging via Akubo and text messaging.
 - 4.14.1.2 Non-academic publications and literature (university student publications, yearbook, souvenir programs, etc.)
- 4.14.2 **External Institutional Communications.** This refers to communications that are marketing and public relation in nature involving the university, its administrators, students, faculty, and partners. Examples of External Institutional Communications:
 - 4.14.2.1 Marketing communication & Advertising through both traditional platforms (TV, Radio, Out of Home Media & Print Collaterals) and digital platforms (Website, Social Media & Mobile)
 - 4.14.2.2 Press releases for university announcements of engagements and activities for purposes of impression management and public relation.
 - 4.14.2.3 Audio Visual Videos/ Presentation for promotional purposes that involve offices/units/departments and student organizations.
- 4.14.3 **Clearances.** All communications materials, whether internal or external, should be submitted to the ICO for comment and approval.
 - 4.14.3.1 The institutional Communication Form should be filled up completely for processing and evaluation at least a week before the intended release.
 - 4.14.3.2 The ICO reserves the right and has the prerogative to approve, dis approve or revise all submitted communications materials. The request must meet the criteria which is written on the Institutional Communication Form) including proper usage of logos, color themes, fonts, etc.).

- 4.14.3.3 Approved materials for posting will be given a validity duration. Posted materials with lapsed validity durations shall be removed by Stratcom.

4.15 Laboratory Services

- 4.15.1 **Vision-Mission Statement.** We envision the science laboratories of De La Salle Araneta University as transformative spaces for experiential learning, where safety, efficiency, and innovation foster scientific inquiry and discovery. Rooted in Lasallian values and aligned with the university's commitment to food security, animal welfare, and entrepreneurship, our laboratories empower students to create new knowledge through hands-on exploration-preparing them to become ethical, industry- aligned, and globally competent contributors to societal advancement.
- 4.15.2 **Objectives.** Laboratory Services aims to:
- 4.15.2.1 Develop and implement unified protocols for laboratory management, equipment usage, and inventory control to ensure consistent service quality and operational efficiency.
 - 4.15.2.2 Align laboratory services with academic program requirements by ensuring timely preparation of materials, technical support, and integration of lab activities with course outcomes.
 - 4.15.2.3 Foster a safe and environmentally responsible laboratory environment through regular training, risk assessments, and implementation of green lab practices, while continuously improving service delivery through feedback and innovation.
- 4.15.3 **Laboratory Rooms and Office Locations.** We have laboratories located in the Life Science Building and Veterinary Medicine Building.
- 4.15.3.1 Science laboratories located in the Life Science Building are the following: ChemLab1Rm708, ChemLab2Rm709, BioLabRm711, Chemistry Supplies and Equipment LabRm710, Microbiology LabRm716, Entomology LabRm717, Physics LabRm718, Laboratory Services Office LabRm714.
 - 4.15.3.2 Science Laboratories located in the Veterinary Hospital, and Medicine Building are the following: Anatomy LabRm VH-101, Surgery LabRmVH-102, Kennel Infectious Ward, Kennel Recovery Ward, Histology and Embryology LabRm VM-103, Microbiology LabRmVH-104, Microtechnique LabRm VM-105, Molecular LabRm VH-405A
 - 4.15.3.3 Food Technology Laboratory located in the Life Science Building near the Tindahaneta area are the following: Food

Tech. LabRm102, Food Tech Lab2Rm, Microbiology LabRm, Sensorium, Preparation LabRm, Food Analysis LabRm.

4.15.4 Laboratory Code of Conduct. The Laboratory Code of Conduct serves as a guide for students, faculty, and staff to ensure responsible use of laboratory facilities. It reflects the university's commitment to fostering a safe, respectful, and collaborative environment that supports scientific inquiry and innovation. By following this code, all users contribute to a culture of integrity, sustainability, and excellence in science education and research.

- 4.15.4.1 Maintain honesty and integrity in all laboratory work.
- 4.15.4.2 Conduct courtesy and professionalism when dealing with faculty, staff, and peers.
- 4.15.4.3 Students are NOT allowed to enter, stay or work inside the laboratory without their Professor or Instructor. Laboratories will be kept closed before classes. Laboratory Professors/ Instructors will request access of the laboratory room from the Laboratory Custodian Technician (LCT). Students must never work ALONE inside the laboratory.
- 4.15.4.4 Performance of unauthorized experiments are not allowed.
- 4.15.4.5 Proper laboratory attire should be observed by the students like the use of laboratory gowns, hairnets, goggles, facemask, and gloves. Female students should always tie their hair inside the laboratory. Accessories, if there are (earrings, bracelets, etc.) especially dangling types must be removed during laboratory experiments/ activities.
- 4.15.4.6 The use of Personal audio or video devices is strictly prohibited.
- 4.15.4.7 Eating or Drinking inside the laboratory is strictly prohibited.
- 4.15.4.8 Students should always conduct themselves in a responsible manner while inside the laboratory. Never fool around. Horseplay, practical jokes, and pranks are dangerous and prohibited.
- 4.15.4.9 Be prepared to work in the laboratory. Follow all written and verbal instructions carefully. If a direction or part of the procedure is NOT clear, ask the Professor/ Instructor before proceeding to the next step of the experiment/ activity.
- 4.15.4.10 Cleanliness and orderliness should be observed, before, during, and after use. Always practice "Clay Go," - Clean as you Go.
- 4.15.4.11 The LCT may issue specific rules/ guidelines/ reminders relative to the conduct of a particular

experiment/ activity due to its sensitive nature of the protocol or hazards of the reagent/ chemical.

4.15.5 Reservation of Labware, Reagents/ Chemicals, and Equipment. The purpose of laboratory reservation is to ensure organized, safe, and efficient use of university laboratory facilities.

- 4.15.5.1 In borrowing labware, equipment, reagents/ chemicals from the laboratory, a borrower's slip should be accomplished by the professor/ instructor, students, three (3) business days in advance, prior to use to enable the LCT to check the availability of the requested item, prepare them properly, recommend alternatives, or equitably distribute them to the various laboratory classes if their supply is limited.
- 4.15.5.2 Before the release of the borrowed materials/ equipment, borrower needs to inspect, test (for electronic items), the borrowed items for any form of damage or defect before accepting them.
- 4.15.5.3 Released items from the Laboratory are considered free from defects and is in good working condition upon release, receipt, and confirmation of the borrower.
- 4.15.5.4 Borrower will surrender his/her ID to the LCT. Borrowed materials should be returned clean, dry, and organized.
- 4.15.5.5 Unreturned borrowed materials/ equipment will be given a maximum of one (1) day to be returned without any damage. Failure to return the material equipment will result in the restriction of borrowers from obtaining additional materials.
- 4.15.5.6 Users of the laboratories are responsible for any missing or damaged materials, equipment, furniture, and fixtures. If proven for their negligence, they shall replace damaged laboratory property with same specifications within one (1) to two (2) weeks of the date after the reported incident. The user, and/or the subject teacher concerned should help in the follow-up of the replacement process if it has been deemed completed. Failure to replace the material equipment will result in the restriction of borrowers from obtaining additional materials.
- 4.15.5.7 Only Clean and Dry borrowed Labware/ equipment will be accepted subject to inspection for any damages.
- 4.15.5.8 The university strictly **PROHIBITS** the **ENTRY** of any type of reagents/ chemicals other than those procured by the purchasing unit of ADSERVE.

4.16 DLSAU – Center for Student Reflective Engagement and Service-Learning (CERES)

4.16.1 Introduction

Center for Student Reflective Engagement and Service-Learning at De La Salle Araneta University (DLSAU-CERES) is a curriculum-based program that empowers basic education, undergraduate, and graduate students to apply academic knowledge to real-world challenges in **education, environment, food security, animal welfare, and entrepreneurship**. Rooted in the Lasallian mission and aligned with the UN Sustainable Development Goals, it fosters meaningful engagement with vulnerable communities through experiential learning.

By integrating service with learning, students cultivate civic responsibility, ethical leadership, and a global perspective, preparing them to become industry-ready professionals and compassionate changemakers. This holistic approach reflects DLSAU's commitment to knowledge creation and societal transformation, positioning the university as a leading, globally connected Catholic institution.

The Center for Student Reflective Engagement and Service-Learning (CERES) is administered under the Office of the Vice Chancellor for Academics and Research (OVCAR) with the partnership of Lasallian Mission and Formation Office (LMFO), ensuring academic integrity, values-integrated, strategic alignment, and institutional support.

4.16.2 Service-Learning is...

- A form of Social Engagement
- Course-based
- Credit-bearing

4.16.3 Educational Experience

4.16.3.1 In which students:

- 4.16.3.1.1 participate in an organized service activity that meets identified needs,
- 4.16.3.1.2 reflect on the service activity in such a way as gaining further understanding of course content, a broader appreciation of the discipline, and an enhanced sense of personal values and civic responsibility.

4.16.4 **Service-Learning** is a teaching and learning strategy (pedagogy) that integrates meaningful community service with instruction and reflection to enrich the learning experience,

- teach civic responsibility, and strengthen communities (*National Service-Learning Clearinghouse, 2005*).
- 4.16.5 **Service-Learning** enables students to interact with communities while they engage in active and real-life learning experiences (*Isaacson & Saperstein, 2005; Schoenfeld, 2006; Buchanan, Baldwin, & Rudisil, 2002*)
- 4.16.6 **Why Service Learning?** (*Andrew Furco*)
- 4.16.6.1 as a strategy in accomplishing institutional priorities.
 - 4.16.6.2 as a means to advance institutional goals"
 - 4.16.6.3 as a vehicle for students' career development
 - 4.16.6.4 is NOT about doing projects, but about building partnerships with the community
 - 4.16.6.5 Elements:
 - 4.16.6.5.1 **Course-based** - all levels curricula
 - 4.16.6.5.2 **Reflection** – link service experience with course requirement
 - 4.16.6.5.3 **Reciprocity** – Mutually beneficial partnership
 - 4.16.6.5.4 **Civic Education** – Learning to serve, Serving to Learn
- 4.16.7 **Vision** To be a catalyst for transformative education that empowers students to become compassionate, ethical, and globally engaged leaders through meaningful service and community partnership.
- 4.16.8 **Mission** The Center for Student Reflective Engagement and Service-Learning (CERES) of De La Salle Araneta University integrates academic learning with community service to address real-world challenges in **education, environment, food security, animal welfare, and entrepreneurship**. Guided by Lasallian values and the ideals of Don Salvador Araneta and St. John Baptist de La Salle, the office fosters civic responsibility, ethical leadership, and social innovation in pursuit of the UN Sustainable Development Goals.
- 4.16.9 **Service-Learning in DLSAU**
- 4.16.9.1 All levels
 - 4.16.9.2 Discipline-based
 - 4.16.9.3 Graded
 - 4.16.9.4 Incorporated in university goals and strategic directions
 - 4.16.9.5 Mandated all colleges to have at least one SL per academic
 - 4.16.9.6 program
 - 4.16.9.7 Based on a reciprocal partnership with the community
 - 4.16.9.8 Address the needs of the community
 - 4.16.9.9 Applies the Lasallian Reflection Framework
 - 4.16.9.10 An SL coordinator to co-facilitate SL

4.17 Partnerships, Linkages, Academic Cooperation and Engagements (PLACES)

PLACES envisioned to increase national influence, De La Salle Araneta University's educational partnerships and collaborations with local and foreign colleges and universities have steadily increased throughout the years. More than anything, the promotion of these relationships highlights the importance De La Salle Araneta University places on making its programs, faculty, graduates, and students globally competitive and world-class. The office is situated at Office - LSB, 410C.

CHAPTER 5

STUDENT ORGANIZATIONS

CHAPTER 5

STUDENT ORGANIZATIONS

De La Salle Araneta University acknowledges the role played by student organizations in the holistic development of its students. While it likewise acknowledges the right of students to join university-recognized organizations, it is important that students realize their responsibility as leaders and members of such organizations.

The Student Affairs Office is tasked to monitor, supervise, and regulate all recognized student organizations in coordination with the Chancellor, Vice Chancellor for Academics, Research and Mission, Program Chairs and other concerned people and offices. Likewise, the recognition of all student organizations, both academic and non-academic, is left to the Student Affairs Office through the Student Activities Coordinator.

5.1 Application to Form a Student Organization

Before any student organization shall be allowed to operate, it must comply with all the requirements and conditions for application prescribed by the University.

- 5.1.1 **Who may apply?** Any group of twenty (20) students or more may apply to the Student Affairs Office to form a student organization.
- 5.1.2 **When is the application period?** Such an application must be filed within one month after the opening of classes of the trimester (if the organization intends to operate the following trimester).
- 5.1.3 No application to form an organization shall be entertained after the deadlines set by the Student Affairs Office. Such deadlines shall be posted on the bulletin boards of the Student Affairs Office.
- 5.1.4 **What are the requirements for application to form a student organization?** The following must be submitted to the Student Affairs Office, or its equivalent:
 - 5.1.4.1 Formal letter of application
 - 5.1.4.2 Constitution and By-laws (Duly signed by the Officers and Adviser)
 - 5.1.4.3 Tentative list of officers and members with the following information:
 - 5.1.4.3.1 Name
 - 5.1.4.3.2 Birthday/Birthplace
 - 5.1.4.3.3 Address [both city address and provincial address]
 - 5.1.4.3.4 Contact number/s
 - 5.1.4.3.5 Parents' Names/Guardians Name
 - 5.1.4.3.6 ID Number, College, Course/major and year level

- 5.1.4.3.7 Position in the organization
- 5.1.4.3.8 Specimen signature
- 5.1.4.3.9 Photocopy of the Enrollment/Matriculation Form
- 5.1.4.3.10 Other organizations where the applicant is currently a member/officer
- 5.1.4.4 Minutes of the meeting wherein the application for organization was discussed.
- 5.1.4.5 Proposed activities for the entire school year including tentative dates of implementation including a brief description or objectives of the activities and budget per activity.
- 5.1.4.6 Name of student organization adviser/advisers with the corresponding letter of acceptance addressed to the Student Affairs Office.
- 5.1.4.7 Endorsement Letter from the Dean for academic organizations.
- 5.1.4.8 Proposed organizational structure.
- 5.1.4.9 Proposed Financial Statement.
- 5.1.4.10 Certificate of Good Moral of Officers/Founders from the Discipline Office.
- 5.1.4.11 Barangay Clearance of the officers and members
- 5.1.4.12 1 piece 2x2 photo (hard/digital)

5.2 Approval of the Application

- 5.2.1 The President (or its equivalent) through the Chancellor/Director of Student of Student Affairs or his/her equivalent shall approve the application to form a student organization upon compliance of all requirements.
- 5.2.2 It is only after compliance with the said conditions and requirements for application that a Certificate of Recognition, valid for one school year, shall be issued by the Student Affairs Office to the student organization applicant. It shall be subject to the terms and conditions of the Student Affairs Office for all university-recognized organizations. However, such recognition may be revoked / cancelled at any time.
 - 5.2.2.1 for violations of university policies, rules and regulations
 - 5.1.4.12.1 for continuous inactivity for three successive terms
 - 5.1.4.12.2 or practicing hazing as part of its initiation for membership
 - 5.1.4.13 The application of a new student organization may not be considered if there is already an existing student organization with same objectives and purposes.
 - 5.1.4.14 All newly organized student organizations shall be made to undergo a probationary period of three (3) terms.

Should the organization fail to meet the requirements for accreditation, the probationary period may be extended for another term.

- 5.1.4.15 All new organizations, while being recognized, shall be considered probationary during its initial year. They shall be entitled to all rights and privileges of recognized/accredited organizations spelled out in Section 4.5 except the following:

- 5.1.4.15.1 right to vote
- 5.1.4.15.2 right to undertake fund-raising activities
- 5.1.4.15.3 right to use row cabana assigned to them by Student Affairs Office.

5.3 Membership in Student Organizations

- 5.3.1 Membership in student organizations gives opportunities to students to develop desired values, enhance their personal and professional development and enrich their experiences for intellectual, cultural, social, physical and spiritual pursuits.
- 5.3.2 Any student may be a member of two recognized student organizations, where he/she may be an officer of one organization and a member in the other organization. Membership to an academic organization is automatic for all enrolling students in the program.
- 5.3.3 Membership to any non-academic [co-curricular] student organization is voluntary. However, such membership in any student organization is dependent on a student passing a qualifying interview/ screening with the student organizations officers and its adviser.
- 5.3.4 Freshmen and transferees are allowed to join any interest groups and fraternities/sororities/student organizations on their second term of their first year of stay in the University.
- 5.3.5 A student may resign from one student organization to join another only during the start of the term. A written explanation, however, should be submitted to the adviser and the Coordinator of Student Activities.
- 5.3.6 Any member of student organization is expected to be in good scholastic standing. Student's records are evaluated at the end of each term.

5.4 Recognition of Student Organizations

The recognition of a student organization shall be a pre-condition for its operation in the University. Recognition of any student organization shall be given after probationary period of three (3) trimesters.

- 5.4.1 **What are the Requirements for Recognition of Student Organizations?** Any student organization seeking recognition

shall comply with the following requirements stated in the *Application for Student Organization* with the inclusion of the following requirements with letter of intent to be submitted to the Student Affairs Office or its equivalent on their identified date who shall endorse the same to the Recognition Committee, except the updated list of the members who shall be submitted within two weeks after the first day of classes in the first trimester:

- 5.4.1.1 One trimestral report duly signed by authorized officers and adviser/s of the organization and which shall consist the following:
 - 5.4.1.1.1 Part I: The minutes of the meetings duly signed by the secretary and noted by the president and adviser, a list and evaluation of the different activities and projects done during the trimestral, based on the prepared Annual Plan of Activities for the said school year.
 - 5.4.1.1.2 Part II: An audited Actual and Projected Cashflow Report for specific term, which shall consist of Cash In and Cash Out, showing among others the following details: Cash In: specific sources of funds and corresponding amount; Cash Out/Disbursements: specific expenses and corresponding amount; and finally, Income or Deficit with the corresponding amount, duly prepared and signed by the treasurer, attested by President, verified and checked by auditor and noted by Adviser.
 - 5.4.1.1.3 Part III: Updated list of officers and members, which should not be less than 15; otherwise, the organization shall be considered non-existing.
 - 5.4.1.1.4 Part IV: Proposed plans of activities for the incoming trimester [or school year] specifically indicating at least ONE MAJOR ACTIVITY and ONE MINOR ACTIVITY with tentative dates of implementation, as this is a pre-requisite for operation in the following term.
 - 5.4.1.1.5 Part V: Documentation of held activities. Showing the photographs, project performance evaluation and other necessary materials as proof of their activities.
 - 5.4.1.1.6 Part VI. Row Cabana Report/Office Report and Inventory for Institutional Organizations.

Part VII. End of Term Report of Held Activities, presenting the actual dates, venue and evaluation of accomplished activities including a summary of organizations Achievements and other participated events for the term.

Other requirements that may be required by the Student Affairs Office.

- 5.4.1.2 **What is the Composition of the Recognition Committee?** The following are the members of the Recognition Committee duly constituted by the Director of

Student Affairs or his/her representative, endorsed by the Chancellor to the President (his/her representative) and shall hold office for one school year:

- 5.4.1.2.1 Coordinator of Student Activities who is the chair of the committee
- 5.4.1.2.2 President of the University Student Council
- 5.4.1.2.3 Secretary General of the Council of Student Organizations (SAMPISANAN)
- 5.4.1.2.4 Adviser of the Council of Student Organizations (SAMPISANAN)
- 5.4.1.2.5 Program Chair Representative [for academic organizations]
- 5.4.1.2.6 There shall be one recognition committee, which will approve all academic and non-academic student organizations.

5.4.1.3 What are the Responsibilities of the Recognition Committee? The Recognition Committee shall have the following responsibilities:

- 5.4.1.3.1 To review the documents submitted by new organizations and recommends to the Student Affairs Office the recognition of such.
- 5.4.1.3.2 To recommend to the Student Affairs Office the suspension or revocation of the Certificate of Recognition;
- 5.4.1.3.3 To propose amendments to existing policies, rules and regulations governing student organizations upon consultation with the Director of Student Affairs ; and
- 5.4.1.3.4 When the need arises, it may be authorized by the President (or its equivalent) through the recommendation/endorsement of the Student Affairs Office to investigate matters/cases involving student organizations.

5.4.2 Accreditation of Student Organizations

All duly recognized student organizations may apply for accreditation by the end of the school year. The conditions for accreditation are the same conditions set for recognition of student organization spelled out previously. However, there may be additional requirements as prescribed by the Coordinator for Student Services.

5.4.3 Privileges of Recognized/Accredited Student Organizations

A Corresponding Certificate of Recognition [for new organizations] or Certificate of Accreditation [for existing organizations] shall be issued by the Student Affairs Office or its equivalent upon full compliance

with the requirements prescribed by the office. Such a certificate shall be effective for one school year only subject, however, to renewal for a similar period.

5.4.3.1 The following are the privileges of recognized/accredited organizations:

5.4.3.1.1 The right to vote.

5.4.3.1.2 The right to carry out their program of activities as approved by the Chancellor or his/her equivalent or by the office of the Director of Student Affairs.

5.4.3.1.3 The right to undertake fund raising activity/activities.

5.4.3.1.4 The right to use school facilities subject to existing university policies, rules and regulations.

5.4.3.1.5 The right to post notices/announcements on prescribed areas and bulletin boards.

5.4.3.1.6 The right to use a Row Cabana for organizational purposes and for the promotion of the bond of unity among its student members, for a period of one year, which may be renewed if the organization is reaccredited.

5.4.3.1.7 The right to avail financial assistance from SAMPISANAN.

5.4.4 **Revocation/Withdrawal of Recognition/Accreditation**

Recognition/accreditation of student organizations is valid for one school year only. The recognition/ accreditation of student organization may be revoked or withdrawn when the organization:

5.4.4.1 Fails to apply for accreditation during the period set by the Student Affairs Office.

5.4.4.2 Fails to maintain the required number of member

5.4.4.3 Fails to submit the requirements to the Student Affairs Office.

5.4.4.4 Does not have an adviser

5.4.4.5 Engages in prohibited activities such as hazing

5.4.4.6 Continuous inactivity for three consecutive trimesters or for one school year

5.4.4.7 Violates university, college and organization policies, rules and regulations

Note: Should the recognition/accreditation not be granted for three consecutive terms, the organization/s shall be deemed dissolved and shall be cancelled or deleted from the Registry Book of Student Organizations.

5.5 Status and Nature of a Student Organization

5.5.1 **Samahan ng Pinagkaisang Samahan (SAMPISANAN).** The SAMPISANAN is the mother organization of all existing student organizations in the University. Its primary function is to monitor all the activities of Recognized Student Organizations.

5.5.2 **Recognized Student Organizations (RSO).** RSO refers to any student organization of students only recognized by the Accreditation Committee, operating in pursuant of rules and regulations set by the Student Affairs Office and shall be entitled to all rights and privileges of recognized organizations.

5.6 Classification of Recognized Student Organizations according to Status.

Classification of RSOs according to status is as follows:

5.6.1 **Active Status.** Any Recognized Student Organizations that have continuously passed the recognition process set for student organizations.

5.6.2 **Inactive Status.** A condition of any Recognized Student Organization that fails to apply for accreditation/recognition for one trimester.

5.6.3 **Probationary Status** Any Recognized Student Organization which has been demoted due to failure to meet the requirements for active status. A condition of any newly organized student organization applying for accreditation/recognition.

5.7 Classifications of Recognized Student Organizations according to Nature.

Classification of RSOs according to nature is as follows:

5.7.1 **Academic Organizations** are those that cater to support the academic development of its members and activities. They serve as extension of the Academic Curriculum.

5.7.2 **Non-academic Organizations** are those that cater to the development of its members in a specific field of interests. Such interests may be social, cultural, sports related and recreational aspects. Non-academic organizations may be classified as Institutional, Interest, Fraternities/Sororities.

5.8 Responsibilities of Student Organizations

The officers and members of the student organizations must be informed about the following:

5.8.1.1 **Stewardship of Organization Funds** Any recognized/accredited student organization may collect a reasonable amount of trimestral membership fee from its

members, provided that a receipt is issued by the Treasurer covering every collection.

5.8.1.2 In addition to the membership fee, the following fees shall be collected from student organizations: application fees and recognition/accreditation fees (if applicable).

5.8.1.3 All collections may be deposited at the Accounting Office and may be withdrawn by duly authorized officer and/or representative for the purposes relative to the organization's projects/activities.

5.8.1.4 A book of accounts shall be maintained by each student organization on which shall be indicated all collections and disbursements of the organization. Authority for all disbursement of the student organization shall be affected only upon a resolution by its governing board and with the approval by the adviser of the organization.

5.8.2 Conduct of Regular Meetings.

All student organizations are required to have a minimum of eight [8] official meetings within one school year. Minutes of each meeting shall be taken by the secretary and noted and/or approved by the president and adviser. The minutes should contain the attendance of the members. The minutes of the meeting should be readily available and kept by the Secretary.

5.8.3 General Guidelines for Student Organizations

5.8.3.1 Election and/or Appointment of Student Organization Officers

5.8.3.1.1 Elections must be conducted in a fair, transparent, and democratic manner.

5.8.3.1.2 All candidates must meet eligibility requirements set by the organization and university policies.

5.8.3.1.3 Appointment of officers (if applicable) should follow documented criteria and be approved by the organization's adviser. For Academic Organizations, approval from the Program Chair and Dean must be secured prior to endorsement to SAMPISANAN and SAO

5.8.3.1.4 Results must be officially recorded and submitted to the Student Affairs Office (SAO).

5.8.3.2 Resignation and Termination of Officers

5.8.3.2.1 Resignation:

5.8.3.2.1.1 Officers intending to resign must submit a formal letter to the organization's president and adviser.

5.8.3.2.1.2 Resignation becomes effective upon acceptance by the SAMPISANAN executive board and acknowledgment by SAO.

5.8.3.2.2 Termination:

- 5.8.3.2.2.1 Grounds for termination include violation of university policies, misconduct, or failure to perform duties.
- 5.8.3.2.2.2 Due process must be observed: written notice, opportunity to respond, and final decision by the executive board with adviser's concurrence.
- 5.8.3.2.2.3 Termination must be reported to SAO for documentation.

5.8.3.3 Due Process for Termination of Officers

5.8.3.3.1 To ensure fairness and transparency, termination of a student organization officer must follow these steps:

- 5.8.3.3.1.1 Grounds for Termination
- 5.8.3.3.1.2 Violation of university policies or Student Handbook provisions.
- 5.8.3.3.1.3 Misconduct or unethical behavior.
- 5.8.3.3.1.4 Failure to perform assigned duties despite prior written warnings.

5.8.3.4 Written Notice

5.8.3.4.1 The organization's executive board, with the adviser's concurrence, issues a formal written notice stating:

- 5.8.3.4.2 Specific grounds for termination.
- 5.8.3.4.3 Supporting evidence or documentation.
- 5.8.3.4.4 Date and time for a hearing or meeting.
- 5.8.3.4.5 Opportunity to Respond

5.8.3.4.6 The officer concerned must be given the chance to:

- 5.8.3.4.6.1 Review the allegations.
- 5.8.3.4.6.2 Present their side and submit evidence.
- 5.8.3.4.6.3 Request the presence of a neutral party (e.g., OSA representative).

5.8.3.5 Deliberation and Decision

5.8.3.5.1 The executive board, in consultation with the adviser, deliberates after hearing both sides.

5.8.3.5.2 Decision must be based on documented facts and majority vote.

5.8.3.5.3 Adviser ensures compliance with university policies.

5.8.3.6 Issuance of Decision

5.8.3.6.1 A written decision is provided to the officer, stating:

- 5.8.3.6.1.1 Outcome (termination or retention).
- 5.8.3.6.1.2 Effective date of termination.

5.8.3.6.2 Any conditions for appeal.

5.8.3.7 Right to Appeal

5.8.3.7.1 The officer may appeal to the Student Affairs Office within five (5) working days from receipt of the decision.

5.8.3.8 SAO's decision on the appeal is final.

5.8.3.8.1 Documentation

5.8.3.8.2 All proceedings, notices, and decisions must be documented and submitted to OSA for record-keeping.

5.8.3.9 Advisorship Fee

5.8.3.9.1 Advisorship fees, if provided, must comply with university financial guidelines.

5.8.3.9.2 Payment should be processed through official channels and reflected in the organization's financial report.

5.8.3.9.3 Advisers must fulfill agreed responsibilities.

5.8.3.10 Voluntary and Involuntary Separation of Advisers

5.8.3.10.1 Voluntary Separation:

5.8.3.10.1.1 Adviser submits a formal letter of intent to step down to the organization and SAO.

5.8.3.10.1.2 Transition plan must be in place to ensure continuity.

5.8.3.10.2 Involuntary Separation:

5.8.3.10.2.1 May occur due to non-compliance with university policies or inability to fulfill duties.

5.8.3.10.2.2 Requires consultation with SAO and proper documentation.

5.8.3.10.2.3 Organization must appoint a new adviser within a reasonable timeframe. NO ACTIVITY will be allowed to proceed for Organization without an adviser.

5.9 Observance of Policies and Procedures for On- and off Campus Activities.

Effective Date: November 11, 2025

All proposed activities must begin with the submission of a Project Proposal Form (PPF) to ensure proper coordination, safety, and alignment with institutional goals. Proposals must be part of the organization's annual plan and submitted within the following timelines:

- At least three (3) weeks prior to events requiring funding and material requests from the school.
- At least two (2) weeks prior to events not requiring school funding.

5.9.1 Project Proposal Requirements (Note: Secure guidance from the Adviser prior to printing of the Final proposal to avoid revision) The PPF (2 Hard Copies) must include:

- 5.9.1.1 Date and Time of the activity
- 5.9.1.2 Venue (on-campus or off-campus)
- 5.9.1.3 Nature of the Event (e.g., educational, environmental, health-related)
- 5.9.1.4 Activity Description and Objectives, including:
 - 5.9.1.4.1 Alignment with the Sustainable Development Goals (SDGs)
 - 5.9.1.4.2 Alignment with DLSAU Vision and Mission / Lasallian Guiding Principles
- 5.9.1.5 Funding Details:
 - 5.9.1.5.1 Source of funds
 - 5.9.1.5.2 Expense breakdown
 - 5.9.1.5.3 Ensure spending aligns with fund collection per term/year
- 5.9.1.6 Resources Needed (materials, manpower, etc.):
 - 5.9.1.6.1 All materials must be purchased through the Purchasing Office
 - 5.9.1.6.2 Cash advance requests are discouraged
 - 5.9.1.6.3 Manpower augmentation
- 5.9.1.7 List of Participants (students, faculty, staff)
- 5.9.1.8 Partner Organizations (local or on/off campus)
 - 5.9.1.8.1 *Note: For off-campus events, please refer to the separate guidelines below.*
- 5.9.1.9 Faculty-in-Charge supervising the event
 - 5.9.1.9.1 *Use the Faculty Conformance Form from SAO*
- 5.9.1.10 Confirmation Statement of Compliance with institutional policies:
We hereby confirm that this initiative complies with all institutional policies and guidelines, including but not limited to safety protocols, documentation requirements, coordination with relevant offices, and ethical standards. All necessary clearances, endorsements, and participant requirements will be secured prior to the implementation of the activity.

5.9.2 Participant Requirements

- 5.9.2.1 Vaccination Cards are required for activities involving animal interaction (e.g., shelter visits, wildlife programs).
- 5.9.2.2 Parental Consent Forms are required for events beyond school hours.

5.9.2.2.1 Important Reminder for Event Participation

- 5.9.2.2.1.1 The Organizations/Colleges will use their respective Header/Footer.
- 5.9.2.2.1.2 The Adviser must ensure that a copy of the signed reply slip is submitted prior to the event.
- 5.9.2.2.1.3 Students may be asked to present a photocopy of the signed reply slip to verify the authenticity of the parent's signature.
- 5.9.2.2.1.4 In compliance with Data Privacy regulations, any valid ID presented for verification will be returned to the student immediately after validation and will not be retained.
- 5.9.2.2.1.5 All compiled reply slips together with the Project Evaluation Form must be submitted to STUDENT AFFAIRS OFFICE not later than 5 days after the event.

5.9.3 Coordination and Documentation

- 5.9.3.1 During the event, organizers must:

- 5.9.3.1.1 Secure Attendance Sheets (Time-in and Time-out)
- 5.9.3.1.2 Record the Total Number of Attendees
- 5.9.3.1.3 Take Photos documenting the activity
- 5.9.3.1.4 Conduct a Post-Event Evaluation using the SAO-provided form
 - 5.9.3.1.4.1 Submit to SAO within 3 days after the event
 - 5.9.3.1.4.2 Requirement before approval of the next event proposal
- 5.9.3.1.5 Provide Real-Time Updates to SAO via MS Teams

5.9.4 Proposal Endorsement

5.9.4.1 For Non-Academic Organizations

- 5.9.4.1.1 Address the proposal to the Director of Student Affairs, through the Student Activities Coordinator

- 5.9.4.1.2 Include a Cover Letter signed by both the Organization President and Adviser
- 5.9.4.1.3 For SAMPISANAN, secure endorsement from the Secretary General and Adviser
- 5.9.4.1.4 Upon endorsement, the proposal will be forwarded to the University Chancellor for final approval

5.9.4.2 Events requiring Chancellor's approval:

- 5.9.4.2.1 Fund allocation exceeding Php. 5,000.00
- 5.9.4.2.2 With Alumni/Guest participation
- 5.9.4.2.3 Beyond school curfew (after 8:00 PM)
- 5.9.4.2.4 Off-campus events
- 5.9.4.2.5 Events scheduled for Saturday or Sunday

5.9.4.3 For Academic Organizations

- 5.9.4.3.1 Proposal must be prepared by the Organization President and endorsed by the Adviser
- 5.9.4.3.2 For SAMPISANAN, secure endorsement from the Secretary General and Adviser
- 5.9.4.3.3 Include a Cover Letter with recommendations from the Program/Department Chair and Dean
- 5.9.4.3.4 Submit to the Director of Student Affairs through the Student Activities Coordinator
- 5.9.4.3.5 For endorsement to the Vice Chancellor for Academic and Research (VCAR)
- 5.9.4.3.6 Final approval by the University Chancellor.

5.9.4.4 Events requiring Chancellor's approval:

- 5.9.4.4.1 Fund allocation exceeding Php. 20,000.00
- 5.9.4.4.2 With Alumni/Guest participation
- 5.9.4.4.3 Beyond school curfew (after 8:00 PM)
- 5.9.4.4.4 Off-campus events
- 5.9.4.4.5 Events scheduled for Saturday or Sunday

5.9.4.5 Budget Approval Matrix

- 5.9.4.5.1 For Academic Activities / Student Organizations
 - 5.9.4.5.1.1 Up to ₱5,000 – SAO (Student Affairs Office)
 - 5.9.4.5.1.2 Above ₱5,000 up to ₱10,000 – College Dean
 - 5.9.4.5.1.3 Above ₱10,000 up to ₱20,000 – VCAR
 - 5.9.4.5.1.4 Above ₱20,000 – Chancellor
- 5.9.4.5.2 For Non-Academic Activities / Other Organizations
 - 5.9.4.5.2.1 Up to ₱5,000 – SAO
 - 5.9.4.5.2.2 Above ₱5,000 – Chancellor

5.9.5 LMFO Coordination

- 5.9.5.1 All outreach events must have LMFO approval, reflected in the cover letter submitted with the proposal.

5.9.6 Medical Clearance

- 5.9.6.1 For activities involving physical exertion, secure clearance from the Medical and Dental Unit at least two (2) weeks before the event.
- 5.9.6.2 Security Coordination
- 5.9.6.3 All approved outreach events must be formally communicated to the Security Office for proper coordination and safety.

5.9.7 Venue Booking

- 5.9.7.1 Check venue availability with:

- 5.9.7.1.1 LRC: AVR, Function Rooms, Osmena Hall, PAH, Rizal Hall, The Forum
- 5.9.7.1.2 ADSERVE: Amphitheater, Grade School Quadrangle, Golden Pavilion, Gymnasium, High School Quadrangle, IAC, TAFO Open Basketball Court, Swimming Pool, University Hallways, University Lobby, TAFO
- 5.9.7.1.3 Pencil booking may be made at least three (3) days prior to the event
- 5.9.7.1.4 Venue will be assigned to the first group to secure final approval
- 5.9.7.1.5 Failure to update the offices within the given timeframe may result in forfeiture of the reservation

5.9.7.2 Special Venue Guidelines: IAC and Gymnasium

- 5.9.7.2.1 For use of the Integrated Activity Center (IAC) and Gymnasium, priority is given to Physical Education (P.E.) classes and student-athlete training sessions.
- 5.9.7.2.2 Organizations must secure prior approval from both the Academic Chair and the Facility-in-Charge before these venues can be utilized for outreach or organizational activities.
- 5.9.7.2.3 Requests without proper clearance will not be accommodated to ensure academic and athletic priorities are respected.

- 5.9.7.2.4 Tip: Initiate coordination early to allow time for approvals and avoid last-minute scheduling issues.

5.9.8 Cash Advance Procedures

5.9.8.1 For approved cash advance requests:

- 5.9.8.1.1 Identify a Permanent Faculty or Personnel to be the payee of the check
- 5.9.8.1.2 For College event, Payee will be from the respective College Department
- 5.9.8.1.3 For Organization, Payee will be the Organization Adviser or SAO if non-permanent
- 5.9.8.1.4 All purchases must be made in the name of De La Salle Araneta University
- 5.9.8.1.5 Only Official Receipts (Sales Invoices) with the TIN number will be accepted
- 5.9.8.1.6 Submit a Liquidation Report no later than five (5) days after the event

5.9.9 Guideline on Professional Fee Quotation and Contract Representation

5.9.9.1 Gross Amount Requirement

- 5.9.9.1.1 All proposals must indicate the professional fee as the gross amount (before any deductions).
- 5.9.9.1.2 This ensures transparency and consistency in financial documentation.

5.9.9.2 Withholding Tax Application

- 5.9.9.2.1 The gross amount stated will be subject to 10% withholding tax in compliance with applicable tax regulations.
- 5.9.9.2.2 The net amount payable after tax deduction will be reflected in the final payment.

5.9.9.3 Sample Computation

- Quoted Professional Fee (Gross): ₱10,000
- Less 10% Withholding Tax: ₱1,000
- Net Payable: ₱9,000
- Contract Representation

5.9.9.4 In the contract, the representative shall be designated based on the Approving Authority Guidelines.

- 5.9.9.4.1 Ensure alignment with the organization's official approval hierarchy.
- 5.9.9.4.2 Important Notes

- Do not quote net amounts in proposals. Always use the gross figure.
- Inform clients about the withholding tax deduction upfront.
- Verify that the contract signatory complies with the approving authority policy.

5.9.10 Activity Ban and Class Disruption Policy

5.9.10.1 No activity will be allowed during the declared Activity Ban

5.9.10.2 Disruption of classes is strongly discouraged

5.9.11 Final Approval Requirement

No event shall proceed without final approval from the appropriate authority. Once approval is granted, the organizing team is responsible for:

5.9.11.1 Coordinating with all relevant offices and stakeholders.

5.9.11.2 Conducting thorough orientation for all participants, ensuring they are informed of the event's objectives, logistics, and guidelines.

5.9.12 Penalties for Policy Violations

Violations may result in the following consequences:

5.9.12.1 First Offense: Written warning to the organization and adviser

5.9.12.2 Second Offense: Suspension of outreach privileges for one (1) month

5.9.12.3 Third Offense: Revocation of privileges for the remainder of the academic year and possible referral to the Discipline Office

5.9.12.4 Financial Mismanagement (e.g., failure to liquidate, misuse of funds):

5.9.12.5 Immediate suspension of financial privileges

5.9.12.6 Mandatory audit and report to the Finance Office

5.9.12.7 Possible disciplinary action for the payee and organization officers

5.9.12.8 Unauthorized Activities (e.g., events held during Activity Ban, without proper clearance):

5.9.12.8.1 Event cancellation

5.9.12.8.2 Non-recognition of the activity

5.9.12.8.3 Possible sanctions on future proposals

5.9.12.9 All penalties will be documented and may affect the organization's standing with the Student Affairs Office and other approving bodies.

5.9.13 **Anti-Hazing Simple Rules**

All student organizations must strictly adhere to the university's Anti-Hazing Policy. The following rules apply to all activities, formal or informal:

- 5.9.13.1 No physical, psychological, or emotional harm shall be inflicted on any member or participant.
- 5.9.13.2 Initiation rites must be approved by the Student Affairs Office and must not involve any form of coercion, intimidation, or secrecy.
- 5.9.13.3 All activities must promote respect, dignity, and inclusivity.
- 5.9.13.4 Transparency is required: All initiation-related activities must be documented and included in the Project Proposal Form.
- 5.9.13.5 Violations will result in immediate investigation, possible disbandment of the organization, and referral to the Discipline Office.
- 5.9.13.6 The university upholds a zero-tolerance policy on hazing. All members are expected to foster a safe and nurturing environment for student development.

Note: For Clarification and guidance, you may visit or email the Student Affairs Office.

- 5.9.14 Guidelines on Organization Off-Campus/Outreach Initiatives Effective November 11, 2025, all student-led outreach initiatives must adhere to the following institutional protocols to ensure safety, accountability, and alignment with CHED CMO No. 63, Series of 2017.

- 5.9.14.1 Project Proposal Preparation All outreach initiatives must begin with a Project Proposal Form (PPF) containing:

- 5.9.14.1.1 Date and Time of the activity
- 5.9.14.1.2 Venue (on-campus or off-campus)
- 5.9.14.1.3 Nature of the Event (e.g., educational, environmental, health-related)
- 5.9.14.1.4 Activity Description and Objectives
- 5.9.14.1.5 Funding Details (source of funds and expense breakdown)
- 5.9.14.1.6 List of Participants (students, faculty, staff)
- 5.9.14.1.7 Partner Organizations (local or off campus)
- 5.9.14.1.8 Faculty-in-Charge supervising the event
- 5.9.14.1.9 Confirmation Statement:
In line with CHED CMO No. 63, Series of 2017: *Policies and Guidelines on Local Off-Campus Activities*, the organizing body affirms that it has thoroughly reviewed and understood the provisions of the memorandum. The organization commits to full compliance with all safety,

academic, and administrative requirements outlined therein, ensuring that the outreach activity is conducted responsibly, ethically, and in coordination with institutional protocols.

5.9.14.1.10 Letter from the Partner Organization or LGU

5.9.14.1.11 Transportation Details:

- If using school vehicles, secure official booking (priority due to CHED requirements).
- If using private/group vehicles, include:
 - Vehicle details (make, plate number)
 - Driver's full name
 - Copy of driver's license
 - Copy of vehicle registration
 - Note: A Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) with the partner community must be drafted and signed prior to proposal endorsement.

5.9.14.2 Participant Requirements

5.9.14.2.1 Vaccination Cards must be compiled if the activity involves animal interaction (e.g., shelter visits, wildlife programs).

5.9.14.2.2 Parental Consent Forms must be collected for all student participants.

Note: The student organizations adviser/s should join the off-campus activity. There shall be one student organization adviser or faculty guardian for every 30 participants.

5.10 Preparation and Submission of Plans and Reports.

All student organizations are required to prepare and submit all reports and documents for recognition/accreditation purposes.

5.11 Use of Row Cabanas

5.9.15 The appropriate use of the Row Cabanas shall be the responsibility of the users and any violation regarding its use shall also be the responsibility of the members of the organizations assigned to occupy them.

5.9.16 The row cabanas shall be available only to all recognized Student Organizations.

5.9.17 Occupancy of the row cabanas shall be drawing lots.

5.9.18 The student organization has no propriety rights over the row cabanas; thus, it must be willing to vacate the space in case the university needs it or will make use of it.

5.9.19 The name of the organization and the bulletin boards shall be constructed in a uniform manner and shall be installed on a

- temporary basis only. Other than these, there shall be no additional structures to be constructed within the row cabanas.
- 5.9.20 The student organization will be responsible for the cleanliness, orderliness and maintenance of the row cabanas.
 - 5.9.21 All users of the row cabanas must religiously observe the curfew hours. No one is allowed to stay in the area beyond 7 PM. However, in the event of meetings and anniversary celebrations, a duly approved permit signed by the Director of Campus Maintenance and Development is necessary.
 - 5.9.22 Smoking, any form of gambling including card games, serving of intoxicating beverages even during anniversary celebrations of the organizations/fraternities, and other unacceptable or illegal activities are not allowed in the row cabanas.
 - 5.9.23 Users of the row cabanas must always be in proper attire.
 - 5.9.24 Occupants of the row cabanas should properly turn over their right to occupy the assigned row cabanas to the Office of Student Services through a letter after the end of the school year. The letter should be included in their year-end report.
 - 5.9.25 The SAMPISANAN will help monitor the cleanliness/orderliness of the row cabanas.
 - 5.9.26 Observance of the above policies on the use of row cabanas will serve as the basis for the prejudging of the most outstanding and outstanding student organizations.
 - 5.9.27 Anyone caught for violations of the above policies shall be dealt with accordingly. Note: Alumni members of student organizations should comply with the guidelines for visitors.

5.12 Observance of Anniversary Celebrations.

The following procedures must be observed by the student organizations/fraternities during their anniversary celebrations:

- 5.9.28 Student groups or student organizations must secure the activity forms or write a letter of request addressed to the Dean of Student Services and Mission or his/her equivalent at least one week before the activity. The letter should include the list of names of the visitors, plate number of the vehicle and expected time of arrival.
- 5.9.29 Once the approval by the Office of Student Services is sought, the student groups/organizations should secure the permit for the use of facilities from the Director for Administrative Services.
- 5.9.30 The student organization should furnish the security officer a copy of the approved activity and list of guests/ alumni.

5.13 During the day of the anniversary celebration, the following policies should be observed:

- 5.9.31 Anniversary celebration of any student organization is allowed only from 8 AM to 10 PM.

- 5.9.32 Bringing intoxicating beverages is strictly prohibited during anniversary celebration. Student organizations caught for violation shall be sanctioned accordingly.
- 5.9.33 Smoking is likewise strictly prohibited.
- 5.9.34 Student organizations are responsible for the peace and order during their celebration specially policing their own rank and thoroughly informing beforehand their ALUMNI brothers and sisters of the presently existing policies, rules and regulations of the school relative to the same.
- 5.9.35 Student organizations are responsible for the cleanliness and orderliness of the venue used for the activity.
- 5.9.36 Student organizations shall be held liable for any damage/s or whatever that might arise during the celebration: for this, the presence of the adviser/s is a must. Non-attendance of an adviser during the celebration shall be dealt with accordingly.

5.10 Observance of Ban on Student Activities.

No activities are allowed one week before the start of midterm examination and one week before the start of the final examination.

5.11 Observance of Policies and Procedures on Fund Raising Activities

A student organization is allowed to have only one (1) fund raising activity during the school year.

- 5.11.1 Any duly recognized student organization desiring to conduct a fund-raising activity shall write to the Dean of Student Services and Mission or his/her equivalent. The letter shall state the following:
 - 5.11.1.1 the nature and specific purpose of the activity
 - 5.11.1.2 date, time and venue
 - 5.11.1.3 the way the fund shall be used
 - 5.11.1.4 list of students directly in-charge of the activity
 - 5.11.1.5 expected income expected expenses
- 5.11.2 If the fund raising involves sale of tickets, a permit from the University President must be secured.
- 5.11.3 In case of raffle, a representative from the Office of Student Services must be present during the raffle date.
- 5.11.4 All prizes must be available on the date of the raffle.
- 5.11.5 Within fifteen [15] days from the completion of the fund-raising campaign or activity, a financial report duly audited, should be submitted to the Office of Student Services, posting a clear copy thereof on the bulletin boards with the list of winners.
- 5.11.6 All fund-raising activities should be endorsed by the Dean of Colleges for Academic Organizations, Coordinator, Student Services for non-academic student organizations and approved by the Dean of Student Services and Mission or his/her equivalent.

5.12 Observance of the Policies and Procedures on Solicitation

- 5.12.1 No student organization is allowed to solicit for donations and/or use the logo of the university in any solicitation letter without prior approval in writing from Dean of Student Services and Mission or his/her equivalent.
- 5.12.2 The purpose of the solicitation should be explicitly stated in the letter to Dean of Student Services and Mission or his/her equivalent endorsed by the Dean of Colleges for academic student organizations and Coordinator, Student Activities for non-academic organizations.
- 5.12.3 All letters for solicitation shall be pre-numbered to ensure that all letters that are sent out are "official".
- 5.12.4 The list of all donors and the amount donated *must be indicated in the Solicitation Tracking Form* to be submitted to the Office of Student Services for proper documentation.
- 5.12.5 All solicitations shall be deposited to the Accounting Office and be credited to the Student Development Fund-Held-in-Trust.

5.13 Observance of the Policy on Recruitment of Members

- 5.13.1 Non-academic student organizations are allowed to recruit freshmen and transferees with **two terms residency** at the University.
- 5.13.2 All student organizations may only recruit bonafide college students as official members, aspirants and volunteers.
- 5.13.3 Any student organization violating these policies will be sanctioned accordingly such as revocation of recognition and/or suspension of operation for one year.
- 5.13.4 Any recognized student organization which resorts to hazing as a pre-condition for membership shall be automatically removed from the Registry Book of Recognized Student Organizations and all rights and privileges enjoy shall be forfeited. Hazing as defined in RA 8049, is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him to do menial, silly, foolish and other similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury.
- 5.13.5 Students who are registered members in other chapter school should submit proofs of membership (certification, ID, photos, etc.) and should conform to the policy of University. Recognized Student Organizations should notify the Office of Student Services before the declaration of his/her membership.

5.14 Observance of Final Acceptance.

Non-academic student organizations (Interest Groups/ Fraternities) are required to secure the activity forms for their final acceptance of their newly survived member/s. The presence of Office of Student Services personnel is required to observe if activities are being implemented properly and to prevent the occurrence of hazing or any violence. The list of names of the recruited members with the photocopied enrollment form and, accomplished letter of undertaking must be submitted to Office of Student Services prior to the holding of the activity. Names of the new applicants must be found in the organizations' applicants' folder, if not, non-compliance of this regulation shall be dealt with appropriate sanction.

5.15 Advisorship of Student Organizations

The role modeling of advisers, their genuine concern to help and guide their students and their competent leadership contribute invaluablely on the solid formation of students, effective delivery of services of the student organizations, and successful implementation of their plans and activities. Advisers act as the animators of the Lasallian values espoused by the University.

5.15.1 Nomination and Selection of an Adviser. It is the prerogative of any student organization to submit to the Dean for academic organizations or to the Dean of Student Services and Mission for non-academic organizations three (3) names from among the DLSAU teaching personnel as would-be adviser/s of its organization.

5.15.1.1 In submitting nominees to the Academic Dean / Dean of Student Services and Mission, the student organization officers should be guided by the following criteria:

5.15.1.2 The nominee must be a full-time / part-time faculty member or non-teaching personnel of the University.

5.15.1.3 He/She must have a track record of probity, sound judgment, genuine concern for student welfare and commitment to University's mission and educational policies.

5.15.1.4 The nominee must put in writing his/her commitment to serve responsibly as adviser if he/she is formally appointed.

5.15.1.5 Only in meritorious cases, with the approval of the President, should a Senior Administrator be allowed to become an adviser of student organization.

5.15.1.6 A committee of four (4) chaired by Dean of Student Services and Mission, with the Vice Chancellor for Academics, Research and Mission, HR representative and SAMPISANAN Secretary General makes the final selection from nominees as student organization adviser and endorse the final list of advisers to HR office for the processing of their appointments.

Note: There shall be an additional adviser if membership exceeds 100.

5.16 Duties and Responsibilities of Advisers of Student Organizations.

Advisers of student organizations have the following duties and responsibilities:

- 5.16.1 To guide and inspire student leaders to steer their organization to constructive and productive activities and projects that generally contribute to student sense of responsibility, accountability and acquisition of desirable human, personal, Filipino and Lasallian values.
- 5.16.2 To see to it that the organizations plan and implement activities that conform with the University's Vision and Mission, good and accepted traditions, and policies and norms of behavior of moral society.
- 5.16.3 To influence student leaders to positive views and issues in consonance with selfless, professional and educative values and interest.
- 5.16.4 To assist the student leaders to become socially responsible and solidly integrated persons for their own sake and not for any personal aggrandizement of vested interest.
- 5.16.5 To communicate and endorse to the Dean or Dean of Student Services and Mission all activities and programs of the organizations.
- 5.16.6 To promote the well-being of the student organization particularly in resolving difficulties and problematic issues.
- 5.16.7 To attend the regular meetings of the organizations and to meet with the officers on a regular basis to help them develop agenda and set organizations' standard and goals.
- 5.16.8 To be present during the entire duration of the activities, specifically during initiation rites and anniversaries of student organizations and make a report of the initiation proceedings.
- 5.16.9 To review and certify the year-end report of the organizations.

Note: Appointment of Adviser/s shall be for one school year only but may be renewed based on the recommendation of the organization. If, before the period expires, the student organization adviser withdraws and/or is no longer qualified for the position, a new adviser should be recommended by the organization.

5.17 Outstanding Student Organizations

The Student Affairs Office is giving recognition to student organizations for their invaluable contributions to realize the University's vision and mission.

5.17.1 Application Procedure:

- 5.17.1.1 The student organization should apply for a specific category: Academic, Extra-Curricular, Community Outreach and Leadership.

5.17.1.2 The student organization should prepare and submit all necessary documents needed for evaluation and judging to the Student Activities Coordinator. Submitted documents will be subjected to verification and validation of the search committee. Evaluation will be based only on the submitted and approved projects to the Student Affairs Office. Please see attached format of the application.

5.17.1.3 Deadline of application is set by the Student Affairs Office.

5.17.2 Qualifications:

5.17.2.1 The student organization must not have incurred any disciplinary case for the entire school year.

5.17.2.2 The student organization must not have any pending requirements for submission to the Student Affairs Office.

5.17.2.3 The student organization should have a track record of probity and commitment to University's mission and policies for the last 2 years.

5.17.3 Sample Documents Needed:

5.17.3.1 Academics: Members in the Dean's List with grades, certificates/academic awards received by the members and or the organization, documentation of organizations' academic activities sponsored/organized (inside and outside the University)

5.17.3.2 Extra-Curricular:

Documentation of organized/sponsored/participated activities (academic/non-academic) by members and/or organization (pictures, certificates, awards received by the members or the organization) inside or outside the University

5.17.3.3 Community Service:

Documentation of organized/sponsored/participated activities related to community outreach and involvement of the members and/or the organization (pictures, certificates, awards received by the members or the organization, articles) inside or outside the University

5.17.3.4 Leadership:

Documentation of organized/sponsored/participated activities (academic/non-academic) by members and/or organization (pictures, certificates, awards received by the members or the organization) inside or outside the University

5.17.3.5 The committee is composed of the SAMPISANAN Secretary General and Adviser, 4 Faculty Representatives from each Colleges and 1 from Student Affairs Office.

5.17.4 Criteria (Qualifying Percentage: 70%)

Academics

Awards received by the organization/members	40%
Organized activity/ies	35%
Participated activities	15%
Track record of the organization	10%
Total	100%

Extra-Curricular

Organized activities	35%
Participated activities	15%
Awards received by the organization	25%
Awards received by the members	15%
Track record of the organization	10%
Total	100%

Community Service

Organized activities	40%
Participated programs	25%
Awards received by the organization	15%
Awards received by members	10%
Track record of the organization	10%
Total	100%

Leadership

Leadership awards received by the members	30%
Sponsored/organized activities	25%
Position held by the members	20%
Participated activities	15%
Track record of the organization	10%
Total	100%

5.17.5 Points System

Activities	International	National/ Regional	Local
Awards received	10	3	1
Organized activity	20	10	5
Co-organizer/ sponsor	10	6	3
Participated events	5	2	1
Position/s held	8	5	University: 3
			College: 2
			Organization: 1

5.17.6 No. of members in the Dean's List

1-5	3 pts
6-10	6 pts
11-15	9 pts
16-20	12 pts
21-25	15 pts
26 and above	20 pts

5.17.7 Track record: Based on the school's record – with no discipline case/s – 3 pts.; submission of requirements - 3pts.; implemented planned activities – 2 pts.; and participation in Student Affairs Office and SAMPISANAN meetings and programs – 2 pts. Period covered: previous and current school year. Note: for duplicated activities – 1 pt. each; No points will be counted if the event was not properly coordinated with the Student Affairs Office.

5.17.8 Offenses Committed by Student Organizations and Their Corresponding Sanctions. Student organizations, both academic and non-academic, may likewise be given penalties for actions committed by their members as enumerated in this section. Penalties for student organizations vary from warning to expulsion of involved officers/members, accordingly:

5.17.8.1 Major Offenses and Their Equivalent Sanctions

5.17.8.1.1 First Offense - Suspension of the Organization for 1 trimester

5.17.8.1.2 Second Offense - Revocation of Recognition for one school year

5.17.8.1.3 Third Offense - Removal from the Book of Registry/Exclusion to Expulsion of involved members/officers

5.17.8.2 Major Offenses

5.17.8.2.1 Entertaining/Recruiting college, transferee and Senior High School students on their first term and BED students

5.17.8.2.2 Provoking/Instigating fight which may lead to rumble with other student organizations inside or outside the campus

5.17.8.2.3 Assault, provoking/insulting other members of organizations

5.17.8.2.4 Engaging in activities which may result to physical injuries and/or death such as hazing (**3rd offense**)

5.17.8.2.5 Conviction in criminal courts by members (**3rd offense**)

5.17.8.3 Minor Offenses and Their Equivalent Sanctions

- 5.17.8.3.1 First Offense - reprimand / warning
- 5.17.8.3.2 Second Offense - 10 hours of community service
- 5.17.8.3.3 Third Offense - Suspension of 1 minor activity
- 5.17.8.3.4 Fourth Offense - Suspension of the Organization for 1 trimester
(Equivalent to 1st major offense)

5.17.8.4 Non-Compliance of the Guidelines for the Use of Row Cabanas

- 5.17.8.4.1 Smoking(3rd offense)
- 5.17.8.4.2 Gambling (3rd offense)
- 5.17.8.4.3 Littering/non-maintenance of cleanliness
- 5.17.8.4.4 Illegal assembly or holding activities without permission
- 5.17.8.4.5 Observance of curfew hours
- 5.17.8.4.6 Conducting final acceptance ceremonies that cause disturbance to other organizations
- 5.17.8.4.7 Indecent behavior(3rd offense)
- 5.17.8.4.8 Solicitation and other forms of fund-raising activities without the approval of the offices and/or people concerned
- 5.17.8.4.9 Releasing of communications without the approval of the adviser/or offices concerned
- 5.17.8.4.10 Non-compliance of requirements for holding activities
- 5.17.8.4.11 Habitual late submissions of the requirements related to student activities (3rd offense)
- 5.17.8.4.12 Improper liquidations/false declaration of expenses and revenues
- 5.17.8.4.13 Non-participation to programs, meeting and seminars conducted by Student Affairs Office and/or SAMPISANAN

CHAPTER 6

POLICIES AND RULES ON

DISCIPLINE

CHAPTER 6

POLICIES AND RULES ON DISCIPLINE

When students enroll in an institution, it is their responsibility to follow its policies and procedures. They are likewise expected to follow the school's rules and regulations, which are intended to help them during their residency.

De La Salle Araneta University, as a member of De La Salle Philippines, is expected to embody the culture of Lasallian schools and St. John Baptist De La Salle's ideals and values related to management of schools. In addition, its members are expected to live the values of the founder of the University, Don Salvador Araneta, and ensure that his good name is not tarnished in any manner by an unacceptable behavior of any member of this academic community.

6.1 Every student of the Tertiary Education Department of De La Salle Araneta University is expected to:

- 6.1.1 behave at all times, whether on or off campus, showing respect and courtesy to all members of the academic community and visitors of the University and observing the norms of politeness and etiquette in all dealings with the school personnel.
- 6.1.2 establish and maintain harmonious and productive relationship among members of the society, respect the rights of his/her fellow students and preserve the good name of the University.
- 6.1.3 maintain healthy interaction with members of the opposite sex at all times and refrain from any act or gesture that tends to offend members of the community.
- 6.1.4 contribute to an environment that facilitates learning.
- 6.1.5 help maintain cleanliness and orderliness in classrooms, school grounds, and all other areas of learning.
- 6.1.6 wear the prescribed school uniform and updated identification card at all times, wear and observe proper attire during wash days, and project an aura of simplicity.
- 6.1.7 understand that any student who, through design, neglect, carelessness or failure to perform duty, violates school rules and regulations, commits acts damaging to the University's reputation shall be considered to have committed an offense.

6.2 GENERAL DIRECTIVES

6.2.1 Duties and Responsibilities of Students.

Students of De La Salle Araneta University are expected to always act as mature Christians, whether on or off campus, and show respect for proper authority, for the rights of fellow students, and for the good name of the University. To ensure an atmosphere conducive to the formation of Filipino Christian men and women, and to maintain an

order necessary for the common good, students are expected to adhere to the following:

- 6.2.1.1 Familiarize themselves with the contents of this Student Handbook, and strictly comply with all the provisions herein.
 - 6.2.1.2 Since De La Salle Araneta University is a Catholic University, students are encouraged to attend masses, spiritual retreats, and recollections, and/or similar activities.
 - 6.2.1.3 In the performance of their obligations, all students must act in accordance to and/or with respect for the Christian principles, traditions and ideals of the Filipino nation, and within the framework of the policies, rules, and regulations of the University.
 - 6.2.1.4 The University expects its young men and women to observe/maintain the standards of responsibility and dignity, which are part of the spirit of the school. When a student does not measure up to these standards i.e., performs acts, which malign his personhood as well as the name of the school, he/she is asked to withdraw from the University.
 - 6.2.1.5 As a Catholic institution for learning, this University does not tolerate moral and ethical indiscretions. Violation of this policy merits appropriate corrective action, including but not limited to, requiring the student to go on leave or withdraw from the University.
- 6.2.2 **Persons in Authority** All school personnel (Administrators, Faculty, Non- teaching Personnel, Parents, Janitors, Security Officers) can exercise “*special parental authority*” over students of the University. As such, they shall have the right and duty to accost and refer any erring student to the Prefect of Discipline for appropriate action. They may also report cases of violation of university rules and regulations committed in their presence.
- 6.2.3 **Uniform Policy**
Wearing the prescribed uniform is mandatory for all students. A proper uniform includes an appropriate haircut, hairstyle, and hair color. Students who fail to comply with this policy will not be allowed entry to the campus.

Note: Special accommodations may be granted upon submission of a written request signed by a parent or guardian, which must be presented to the Prefect of Discipline, Program Chair, and College Dean for evaluation and approval.

6.2.3.1 Guidelines on Wearing the Standard Uniform

Students are required to always wear the prescribed standard college uniform except on wash day.

6.2.3.1.1 *College uniform for men.* White polo with DLSAU patch on the left chest area of the polo and the school logo at the left pocket. Plain white undershirt or sando, black leather shoes with a pair of black socks and formal black pants.

6.2.3.1.2 *College uniform for women.* White blouse with DLSAU patch on the left chest area and the school logo on the right pocket. Black pencil cut skirt (knee length) or black slacks. Black closed shoes with at least one-inch heels. Wearing of stockings or socks is optional. However, those who would like to wear socks are required to wear black socks.

6.2.3.1.3 *PE Uniform.* White T-shirt with black linings at the left and right shoulders and neckline with the embroidered school logo at the upper left side of the shirt. Black jogging pants with black and white linings at both sides with embroidered school logo at the left thigh area, any rubber shoes.

6.2.3.2 Other Guidelines:

6.2.3.2.1 All students are not allowed to wear tight-fitting uniforms.

6.2.3.2.2 Students who do not have classes but need to come to school on days that are not washdays must also wear their uniform.

6.2.3.2.3 Wearing of PE uniform is allowed the entire day upon presentation of their COMs as proof of schedule of their PE classes

6.2.3.2.4 Cross dressing on campus is not allowed.

6.2.3.2.4.1 No sporting visible tattoos, no fancy hair style and color, and no excessive make-up and piercings (one pair only). Body piercing is not allowed. Confiscated earrings should be claimed by the parent/guardian.

6.2.3.3 Guidelines on Wearing Program-Specific Uniforms

6.2.3.3.1 Students must wear the prescribed uniform approved by the different colleges. They are enjoined to wear closed black leather shoes with dark colored socks. Only white and unprinted undershirts are allowed when wearing their prescribed uniform.

6.2.3.3.2 ***Veterinary Medicine, Food Technology, and Psychology Uniforms***

5th -6th year DVM students (Clinicians), 3rd year BSFT and 2nd year AB Psychology should wear college program prescribed uniforms.

Lab gowns and scrubs paired with closed shoes only are allowed during laboratory subjects. Professors/Instructors/Teachers are instructed not to allow students to attend their classes if the student does not wear the prescribed uniform.

Note: Laboratory gowns must be worn only inside designated laboratory areas. This policy ensures proper hygiene, safety, and professionalism within the campus.

For DVM, junior students must wear Green Scrub Suit and senior students must wear Gray Scrub Suit.

6.2.3.3.3 **COED Uniform**

Students from the College of Education (COED) are required to wear the prescribed college uniform from the first (1st) term up to the sixth (6th) term. During the eighth (8th) term, students are required to wear their practicum uniform.

6.2.3.3.4 **Tourism Management Uniform**

Students enrolled in the Tourism Management program from 2nd year to 4th year are required to wear their prescribed uniform every Tuesday and Thursday.

- Female Uniform: Beige short-sleeved blouse with green embroidered DLSAU logo, green scarf, black coat, black knee-length skirt with a green belt (1½ inches wide), and nameplate.

- **Male Uniform:** Beige long-sleeved polo with pocket and embroidered DLSAU logo, dark green necktie, black coat, black corporate pants with a black belt, and nameplate.

6.2.3.3.5 **Hospitality Management Uniform**

Uniform Students enrolled in the Hospitality Management program from 2nd year to 4th year are required to wear their prescribed Food and Beverage uniform every Tuesday and Thursday.

- **Female Uniform:** Beige long-sleeved blouse with army green lining on the sleeves, army green knee-length skirt (1½ inches wide), and nameplate.
- **Male Uniform:** Beige long-sleeved polo with army green lining on the sleeves, paired with army green corporate pants, black belt, and nameplate.

6.2.3.3.6 **Business Administration Corporate Attire Policy**

All BS Business Administration students are required to wear the official corporate (OJT) attire every Tuesday and Thursday to promote professionalism and readiness for the workplace.

- **Female Corporate Attire:**
A business dress or white blouse paired with black, dark gray, or dark blue slacks or pencil-cut skirts. Skin-tone or white undergarments are allowed. Closed-heeled shoes (at least ½ inch) such as peep-toe or sling-back styles are required.
- **Male Corporate Attire:**
A white polo barong (short or long sleeves) or a white long-sleeved dress shirt, paired with black, dark gray, or dark blue slacks. Socks should be black, dark brown, or dark gray, and leather shoes are required. Belts must complement the material and style of the shoes.

Not Allowed on Corporate Attire Days: Jeans, maong, denim, corduroy, leggings, T-shirts, cocktail dresses, rubber shoes, slippers, and sandals.

This policy ensures students maintain a professional image aligned with industry standards.

6.2.3.4 Washdays attire.

Washday is on Wednesday. Students must wear Lasallian or plain white shirts during washdays. The following are NOT ALLOWED during washdays:

- 6.2.3.4.1 Shirts of unrecognized student organizations
- 6.2.3.4.2 Clothing with offensive prints and /or statements that are contrary to the university's vision and mission.
- 6.2.3.4.3 Short pants
- 6.2.3.4.4 Torn/worn out jeans
- 6.2.3.4.5 Spaghetti straps, razor back, tube
- 6.2.3.4.6 Blouses and dresses with plunging neckline, backless and sleeveless shirts
- 6.2.3.4.7 Midriffs, hanging blouses, off shoulder blouses and dresses
- 6.2.3.4.8 Mini/micro-mini skirts (more than two inches above the knee)
- 6.2.3.4.9 Rubber slippers, flip flops, worn out shoes or any footwear that exposes the toes
- 6.2.3.4.10 Rainy season: slippers will be allowed
- 6.2.3.4.11 Body hugging blouses and skirts/pants (leggings)
- 6.2.3.4.11 Haltered blouse and dresses
- 6.2.3.4.12 See-through attires

6.2.3.5 Wearing of Identification (ID) Card

Every student officially enrolled must have an identification card validated in each enrollment period and must be always worn while on campus. Found ID must be surrendered at the Discipline Office. In case a student has lost his/her ID card, s/he should:

- 6.2.3.5.1 Report the loss to the Discipline Office as soon as possible.
- 6.2.3.5.2 Present an alternate picture-bearing identification card and/or current Certificate of Matriculation.
- 6.2.3.5.3 Pay the necessary amount for the new identification card at the Accounting Office (if required). While the new ID card is being processed, the DO issues a

- temporary gate pass indicating the number of days such gate pass will be in effect.
- 6.2.3.5.4 Secure the Certificate of Loss Form at Discipline Office and an affidavit of loss.
- 6.2.3.5.5 Apply for a new ID card at the Information Technology Center upon referral from Discipline Office.
- 6.2.3.5.6 ID cards may only be confiscated by persons in authority when students commit a violation of school rules and regulations *in flagrante delicto* (caught in the act). Upon confiscation of the identification card, the person in authority will submit the same to the DO which issues a temporary gate pass which is good for three (3) days. All confiscated IDs will be processed only during the scheduled hours set by the Discipline Office (DO): Monday to Friday, from 10:00 AM to 12:00 NN and 2:00 PM to 4:00 PM.
- 6.2.3.5.7 Graduating Students are required to present to the Office of Student Services their IDs for deactivation of the card. In case of lost, he/she is required to pay for Lost ID for Clearance at the Cashier's Office.

6.2.4 **Courtesy and Respect to Members of the Academic Community**

- 6.2.4.1 In dealing with all the members of the community, students are expected to observe the usual norms of politeness, etiquette, and courtesy. School administrators, faculty members, and support staff, in their obligation to exercise the judgment of good parents as per Special Parental Authority may call the attention of students who display unbecoming behavior on campus or during officially sanctioned University activities outside the campus. Abusive behavior or discourtesy towards University officials, faculty, staff, discipline monitors, and security guards shall be dealt with appropriate disciplinary action.
- 6.2.4.2 Student groups who invite guests from outside the campus e.g., guest lecturers, speakers, and seminar participants are required to inform the Dean of Student Services and Mission and Vice Chancellor for Academics, Research and Mission in writing at least three days before the activity.

The Security and Safety Officer and the Guard-in-Charge must also be informed.

- 6.2.5 **Student Representation** Students can participate in any outside activity, contest, play, band, choir, conference, congress, association, society, or group as representatives of the University or any of its recognized student organizations with a written authorization from the Vice Chancellor for Academics, Research and Mission (for academic-related activities) and noted by the Dean of Student Services and Mission/ Director for Student Affairs. However, any student with a major offense or an ongoing case filed with the Discipline Office (DO), in any capacity, will undergo assessment and shall be subject to the approval of the DO.
- 6.2.6 **Use of Bulletin Boards** Announcements shall be posted only on bulletin boards. Properly prepared posters or notices may only be posted after being noted by the College Dean/Program Chairs (for academic organizations) or by Advisers of Organizations and approved by the Dean of Student Services and Mission. When posting an announcement on any bulletin board in any college, courtesy dictates that the Dean/Program Chair/s should be informed.
- 6.2.6.1 Students who post announcements without prior approval of the said office shall be penalized accordingly. Posters and streamers from outside entities should be approved by the Office of Student Services.
- 6.2.6.2 Standard duration of all postings is two (2) weeks. It is the responsibility of the concerned student group to remove all posted information materials after expiration date.
- 6.2.6.3 Students caught defacing, mutilating, or removing posters within the validity period shall be subject to disciplinary sanctions.
- 6.2.7 **Smoking/Vaping** The possession, use, and distribution of vape devices and e-cigarettes are strictly prohibited. Furthermore, smoking and vaping are absolutely forbidden within all University premises and in any area extending 500 meters beyond the campus boundaries.
- 6.2.8 **Boycotting** Any student who impedes, obstructs, or prevents the right and obligation of a teacher or professor to teach his/her subjects or the right of the students to attend classes shall be subjected to disciplinary action.
- 6.2.9 **Campus Cleanliness**
- 6.2.9.1 Meals, snacks, and drinks should be taken only in the canteen or its immediate vicinity. However,

students who wish to eat in other designated areas are advised to dispose of their wrappers, food containers, tissue papers and the like in trash cans and not in open places. Eating inside the classroom and study cabanas is strictly prohibited.

6.2.9.2 This University is implementing the Clean-As-You-Go (CLAYGO) policy not just inside the canteens but for the entire University premises as well. It is also the responsibility of the students to keep the surroundings clean.

6.2.10 **Proper Decorum** Propriety and good taste, especially in conduct, manner or appearance are always expected inside and outside the University. **Public Display of Intimacy** Healthy interaction among students is encouraged by the University. However, acts or gestures that tend to offend other members of the community are not tolerated in the campus. The following are considered offending to the members of the Lasallian Community:

6.2.10.1 kissing (lips to lips, smack)

6.2.10.2 embracing

6.2.10.3 petting

6.2.10.4 necking

6.2.10.5 sitting on somebody else's lap

6.2.10.6 partners staying in dark, inconspicuous places

6.2.10.7 partners staying in parked vehicles with lights off and closed windows especially during late afternoons and evenings

6.2.10.8 arm/s on hips of opposite sex

6.2.11 **Online Class Etiquette for College Students**

As part of our commitment to quality education, we expect all students to maintain respectful and responsible behavior during online classes. Whether you're attending a live (synchronous) session or completing tasks on your own time (asynchronous), following proper online etiquette helps create a positive and productive learning environment for everyone. This guide outlines the basic expectations for online class behavior, as well as the consequences for not following them.

6.2.11.1 Expected Lasallian Values:

6.2.11.1.1 **Professionalism:** Treat online classes with the same seriousness as in-person sessions.

6.2.11.1.2 **Respect:** Be mindful of your peers, professors, and the learning environment.

6.2.11.1.3 **Accountability:** Take ownership of your learning and participation.

6.2.11.2 Expected Decorum During Synchronous Classes
(Live Online Sessions)

6.2.11.2.1 **Be Punctual and Prepared** Log in early, check your tech, and have materials ready.

6.2.11.2.2 **Use Your Full Name and School Email** Helps instructors and classmates identify you easily.

6.2.11.2.3 **Dress Presentably** Casual but appropriate attire is expected—remember, you're still in class.

6.2.11.2.4 **Mute When Not Speaking** Avoid background noise and distractions.

6.2.11.2.5 **Engage Respectfully** Use the chat and mic to contribute meaningfully. Avoid side conversations.

6.2.11.2.6 **Use Video When Required** Keep your camera on if asked, unless you have a valid reason not to.

6.2.11.2.7 **Avoid Multitasking** Stay focused—don't browse unrelated sites or use your phone during class.

6.2.11.2.8 **Respect Privacy** Do not record or share class content without permission.

6.2.11.3 Expected Decorum During Asynchronous
Classes (Self-Paced Learning)

6.2.11.3.1 **Check Platforms Regularly** Stay updated on announcements, deadlines, and feedback.

6.2.11.3.2 **Meet Deadlines** Plan your schedule to submit assignments on time.

6.2.11.3.3 **Participate in Discussions** Contribute thoughtfully to forums and peer interactions.

6.2.11.3.4 **Communicate Professionally** Use proper grammar and tone in emails and messages to faculty and peers.

6.2.11.3.5 **Practice Academic Integrity** Avoid plagiarism and cheating. Cite your sources properly.

6.2.11.3.6 **Seek Help When Needed** Don't hesitate to reach out to professors or classmates for clarification.

6.2.11.3.7 **Respect Others' Time and Opinions** Be concise and constructive in your responses.

6.2.11.4 **Consequences for Violations**

Violations of online class etiquette may result in the following actions, depending on the severity and frequency of the offense:

6.2.11.4.1 **Verbal or Written Warning** For minor infractions such as being late, not muting microphones, or inappropriate attire.

6.2.11.4.2 **Temporary Removal from Online Class** For repeated disruptions or disrespectful behavior during live sessions.

6.2.11.4.3 **Grade Penalties** Late submissions, lack of participation, or academic dishonesty may result in grade deductions.

6.2.11.4.4 **Referral to the Student Affairs Office** For serious or repeated violations, including harassment, cheating, or unauthorized sharing of class materials.

6.2.11.4.5 **Academic Sanctions** Plagiarism or cheating may lead to failing grades, academic probation, or disciplinary action in accordance with the institution's code of conduct.

Following proper online class etiquette helps everyone learn better and feel respected. As college students, you are expected to act responsibly and professionally, whether classes are live or self-paced. By observing these guidelines, you contribute to a positive learning environment for yourself and your classmates.

6.2.12 **Non-Participant Interference Prohibition**

6.2.12.1 To maintain a focused, respectful, and productive learning environment for all enrolled students, **only officially enrolled students are permitted to participate in or engage during live online class sessions**. The following guidelines apply:

6.2.12.1.1 No Parent/Guardian Participation:

Parents, guardians, or other household members are not allowed to speak, interrupt, or otherwise participate during live online classes. While we encourage support at home, all academic interaction during class time must come directly from the enrolled student.

6.2.12.1.2 No Unenrolled Observers or Participants:

Individuals who are not officially enrolled in the class may not appear on camera, contribute to class discussions, or communicate with the teacher or students during instructional time.

6.2.12.1.3 Respect for Academic Space:

Online classrooms are considered formal learning spaces. All participants must respect the integrity of the educational setting by ensuring that instruction is not disrupted by outside commentary, coaching, or intervention from non-students.

6.2.12.1.4 Violation of This Policy:

Any violation of this provision may result in:
A warning issued to the parent/guardian or student;

Temporary removal of the student from the online session;

Escalation to school administration for further disciplinary action.

We appreciate the support of families in helping students thrive academically and ask that boundaries be respected to ensure the effectiveness and professionalism of the virtual classroom.

6.3 Data Privacy Violations

Any student who commits acts in violation of Republic Act No. 10173 (Data Privacy Act of 2012), its IRR, or the DLSAU Data Privacy Policy shall be

subject to disciplinary action, without prejudice to applicable civil, administrative, or criminal liabilities.

The following acts constitute Data Privacy violations:

- 6.3.1 Unauthorized Access or Disclosure – Accessing, processing, or divulging another person's personal data without consent or lawful authority.
- 6.3.2 Unauthorized Sale or Use – Selling, disclosing, or using personal information obtained from University activities for personal gain or profiling.
- 6.3.3 Improper Collection or Sharing – Collecting, maintaining, or sharing personal information beyond what is required for academic or school-related purposes without authorization.
- 6.3.4 Negligent Handling of Data – Storing or transmitting personal data without adequate security measures; retaining data beyond lawful or declared periods; or altering or destroying data unlawfully.
- 6.3.5 Unauthorized Processing – Processing personal information for purposes other than those declared or authorized by the University.
- 6.3.6 Breach of Confidentiality – Sharing student or employee information with unauthorized individuals or platforms, including social media.
- 6.3.7 Negligence Resulting in Data Breach – Carelessness or omission resulting in unauthorized disclosure or loss of personal information.
- 6.3.8 All members of the DLSAU community are reminded that respect for privacy is integral to Lasallian ethics and the University's commitment to the dignity of each person.

6.4 Responsible Use of Artificial Intelligence (AI) Tools

- 6.4.1 Purpose As AI tools become more accessible and integrated into education, it is important for students to understand how to use them responsibly. This policy outlines the acceptable use of AI technologies in academic work and the expectations for integrity, transparency, and accountability.
- 6.4.2 What Are AI Tools? AI tools include software and platforms that use artificial intelligence to generate text, images, code, or other content. Examples include, but are not limited to, ChatGPT, Microsoft Copilot, Grammarly, QuillBot, DALL-E, and other generative AI applications.
- 6.4.3 Acceptable Use of AI Tools Students may use AI tools for the following purposes, unless otherwise specified by their instructor:

- 6.4.3.1 Idea generation (e.g., brainstorming topics or outlines)
 - 6.4.3.2 Grammar and spelling checks
 - 6.4.3.3 Language translation for understanding content
 - 6.4.3.4 Practicing concepts or reviewing material
 - 6.4.3.5 Coding assistance (with proper attribution)
 - 6.4.3.6 Always check with your instructor if you are unsure whether AI use is permitted for a specific assignment.
- 6.4.4 **Unacceptable Use of AI Tools** The following uses of AI tools are considered violations of academic integrity:
- 6.4.4.1 Submitting AI-generated content as your own original work without proper acknowledgment
 - 6.4.4.2 Using AI to complete assignments, essays, or exams without instructor permission
 - 6.4.4.3 Using AI to fabricate data, citations, or sources
 - 6.4.4.4 Relying on AI to bypass learning or critical thinking processes
- 6.4.5 **Student Responsibilities**
- 6.4.5.1 **Be Transparent:** If you use AI tools in your work, disclose how and where they were used.
 - 6.4.5.2 **Follow Instructor Guidelines:** Always adhere to specific instructions regarding AI use in each course.
 - 6.4.5.3 **Maintain Academic Integrity:** Use AI as a support tool, not a substitute for your own learning and effort.
- 6.4.6 **Consequences of Misuse Violations** of this policy will be treated as academic dishonesty and may result in:
- 6.4.6.1 Failing the assignment or course
 - 6.4.6.2 Disciplinary action

NOTE: AI tools can be powerful aids in your academic journey when used ethically and responsibly. Always prioritize learning, think critically, and seek guidance when in doubt.

I, the undersigned, acknowledge that I have read, understood, and agree to abide by the guidelines outlined in the Responsible Use of Artificial Intelligence (AI) Tools policy as stated in the Student Handbook.

I understand that while AI tools can support my learning, it is my responsibility to use them ethically and in accordance with academic integrity standards. I am aware that misuse of AI tools—such as submitting AI-generated work as my own or using AI to cheat—may result in disciplinary action.

6.5 Drug Testing for College Students

DLSAU adopts and implements its own drug testing policy as a requirement for admission and retention, after observance of consultation and other similar requirements. Drug testing is mandatory for all College Students. Please see **Appendix Q** for the guidelines.

6.6 Storm Signals

Guidelines on storm signals will be based on CHED Memo 34, s. 2010, as amended by CHED Memo 15, s. 2013. Please see attached Appendix.

6.7 DLSAU TED Academic Learning Continuity Plan

At DLSAU, learning never stops—even during unexpected events like typhoons, transport strikes, or health emergencies. This Learning Continuity Plan is here to guide you on how classes will continue, whether online or in-person, and what to expect from your teachers and the school. It's all about keeping you safe while making sure your education stays on track. Official announcements will also be posted through our social media platforms, so stay connected for updates.

6.7.1 What Happens in Different Situations?

Scenario	What's Happening	How Classes Will Be Held	What You Should Know
A	Transport Strike	Online (Synchronous)	Classes will be held online. No need to go to school.
B	Health Emergency (e.g., illness outbreak)	Online (Synchronous)	Classes continue online to keep everyone safe.
C	Local Safety Concern (e.g., fire, contamination)	Online (Synchronous)	Classes move online to ensure safety.
D	Lab Classes during A, B, or C	Lecture: Online (Synchronous) Lab: In-person	You may need to go to school for lab sessions. If you can't, talk to your teacher for other options.
E	Typhoon Signal #2 or heavy rain (no gov't suspension)	Independent Learning (Asynchronous)	No Online synchronous classes. Study materials will be posted online.

			Teachers are available for questions.
F	Severe weather or gov't suspends classes	No Classes	No classes. Use this time to rest or catch up on schoolwork.

6.7.2 What About School Offices? Even if classes are online, school offices usually stay open. Here's what happens:

Scenario	Class Setup	Are Offices Open?	Notes
1	Online (Synchronous)	Yes	Staff will be in school.
2	Online (Asynchronous)	Yes	Offices stay open.
3	Light typhoon or transport strike	May vary	Offices open, but staff may take leave.
4	Gov't suspends work/classes	No	Offices are closed.

6.7.3 Campus Access & Safety

- Even during online classes, the campus may stay open for important tasks.
- Some areas might be closed to save energy.
- You can always check your email or official school messages for updates.
- In emergencies, follow safety instructions and stay in touch with your teachers.

6.8 Disruption/Cancellation of Classes

Guidelines on jeepney/bus strikes, coup d'état, and other emergency situations will be based on CHED Memo 34, s. 2010. Internal causes of disruption/cancellation of classes will come from the Office of the Chancellor.

6.9 Students' Compliance with Classroom Policies and Procedures

Students should follow the usual classroom policies and procedures as well as those set by the teacher. Students who violate such policies will be dealt with accordingly.

6.10 Students' Responsibility to Inform Parents/Guardians

It is the duty of the students to keep their parents/guardians informed of their academic/discipline standing and the consequences of excessive absences or failures.

6.11 Use of University Facilities

The University encourages students' use of campus facilities for meetings as well as social, cultural, and recreational activities. However, it is subject to existing rules and regulations.

6.12 Change of Residence or Status

Students who have transferred residence or have changed their civil status should inform the Office of the University Registrar in writing at the earliest possible time. Students are liable for incorrect information on their identification card, registration forms, and other school documents. A letter sent to the addressee will be considered delivered.

6.13 Campus Curfew

No student will be allowed to remain in the campus beyond 8:00 PM (for regular students) unless the student still has classes and/or the Director for Administrative Services authorized him/her. Request to stay beyond the curfew period must be endorsed by the Dean of Student Services and Mission before being approved by the Director for Administrative Services.

6.14 Lost and Found Articles

Respect the property of others. Found articles should be brought to the Prefect of Discipline Office. All lost articles may be claimed during vacant periods. No article will be released without the proper description of the claimant. The school cannot be held responsible for any losses of books, bags and other personal articles.

6.15 Educational Tours and Field Trips

Joining educational tours and field trips will require parents' written permission through signed parent consent form issued by the office in charge of the trip. During such activities students are required to strictly observe Students' Decorum. Any reported misbehavior will be subjected to disciplinary action.
Please refer to CHED MO no. 63 Series of 2017

6.16 Study Centers and Salikneta

DLSAU Study Centers (Dormitory) and Salikneta Farm are considered part of the university premises. Students are subject to existing rules and regulations that govern the use of these facilities.

6.17 Student Guidelines when Using Social Media Applications Inside and Outside the Campus

- 6.17.1 Students' online behavior should reflect the same standard of honesty, respect, and consideration that one uses face-to-face.
- 6.17.2 Students should be responsible in writing online. Disagreeing with others' opinions should be done in a respectful way. Criticisms should be constructive and truthful. What is inappropriate in the classroom is inappropriate online.
- 6.17.3 Students should be aware of what they post online. Social media venues are very public. What students contribute leaves a digital footprint for all to see. Students are discouraged to post anything they would not want friends, enemies, parents, professors, or future employers to see.

- 6.17.4 Students are expected to be responsible online. Irresponsible use of social media has an equivalent disciplinary sanction.

Note: All alarming cases or concerns, whether online or onsite, that malign any member of the community or the school must be reported immediately to the Prefect of Discipline's Office.

Any student proven guilty of such acts will be dealt with accordingly, in line with school policies

6.18 Rights of Students

In addition to other rights and subject to limitations prescribed by laws, rules and regulations, students enjoy the following rights:

- 6.18.1 The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development as persons with human dignity.
- 6.18.2 The right to freely choose their field of study subject to existing curricula and to continue their course therein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulations.
- 6.18.3 The right to school guidance and counseling services for making decisions and selecting the alternatives in field of works suited to his potentialities.
- 6.18.4 The right to access his own records, the confidentiality of which the school shall maintain and preserve.
- 6.18.5 The right to issuance of official certificates, diplomas, transcript of record, grades, transfer credentials and other similar documents within thirty days from request.
- 6.18.6 The right to publish a student newspaper and similar publications, as well as the right to invite resource speaker during assemblies, symposia and other activities similar in nature.
- 6.18.7 The right to free expression of opinions and suggestions, and to effective channel of communications with appropriate academic and administrative bodies of school or institutions and taking into account pertinent laws and school policies.
- 6.18.8 The right to form, establish, join, participate in organizations recognized by the school to foster their intellectual, cultural, spiritual and physical growth and development, or to form, establish, join and maintain organizations and societies for purposes not contrary to law.
- 6.18.9 The right to be free from involuntary contributions except those approved by their own organizations or societies.

6.19 Jurisdiction over Discipline-Related Cases

- 6.19.1 The Prefect of Discipline shall have jurisdiction over all minor offenses involving students under the rules specified in this handbook.
- 6.19.2 The Prefect of Discipline shall have jurisdiction on major offenses involving students, wherein respondent executes an open and full admission or confession of guilt in writing and the corresponding penalty therein does not exceed ten (10) days of suspension. The Prefect of Discipline may request a meeting with the respondent's program coordinator and CSC Chairman to decide on the penalty. If otherwise, the Prefect of Discipline shall elevate it to the SDC for deliberation and resolution. The decision made by the DO should be noted by the Dean of Student Services and Mission.
- 6.19.3 The respondent is required to see the Prefect of Discipline who investigates and decides on the case to be forwarded to the Dean of Student Services and Mission.
- 6.19.4 Regardless of the penalty imposed, the respondent is not readmitted to class, allowed to take his or her examination or enroll without a certification from the Prefect of Discipline that the case has been investigated and that the appropriate actions have been taken. The complainant shall be informed by the Prefect of Discipline of whatever actions it may have taken on the case.
- 6.19.5 The Fact-Finding Committee (FFC) shall have jurisdiction over major offenses involving students. If the student does not admit his/her guilt, and if the sanction ranges from suspension of one trimester to non-readmission, exclusion or expulsion.
- 6.19.6 The FFC shall be composed of the following persons:
 - 6.19.6.1 The Student Services Coordinator or his/her authorized representative
 - 6.19.6.2 The College Dean or his/her authorized representative, particularly the Program Chair of the Student Respondent
 - 6.19.6.3 The Prefect of Discipline
 - 6.19.6.4 The LMFO Head or his/ her representative
 - 6.19.6.5 USC President or his/her authorized representative

6.20 Discipline Retention Policy

- 6.20.1 A student who has been found guilty of a major offense, the sanction imposed not being dismissal or expulsion, shall nonetheless be ineligible for re-enrollment if he/she is found guilty of a second major offense during the trimester.
- 6.20.2 A student who is found guilty of four major offenses, the sanction imposed not being dismissal or expulsion, during his/her entire stay in this university shall be ineligible for re-enrollment.

- 6.20.3 A grantee who is found guilty of a major offense as defined in this Student Handbook shall be disqualified from availing of any scholarship grant from the university.
- 6.20.4 Freshmen and transferees from SY 2015-2016 onwards are not allowed to sport visible tattoos. Those who are found violating this policy will be ineligible for re-enrolment.
- 6.20.5 Any elected/appointed student leader who has been found guilty of a major offense will be disqualified from holding his/her current position.

6.21 Out of Discipline Case Settlement

- 6.21.1 The Discipline Office has the authority to set a mediation process between students or groups of students with conflict or dispute. The main objective of restorative Discipline through the mediation process is to resolve the student's conflict through a round table discussion to resolve the conflict. This approach aims to resolve the conflict in a nonpunitive way of Disciplinary action.
- 6.21.2 The Prefect of Discipline must determine if the mediation process is applicable to the complaint presented based on the nature of the discipline complaint
- 6.21.3 Only the complaint from a student/s against another student/s will be qualified for the mediation process. Complaints from faculties, staff, and school administrators will automatically go through the regular discipline case procedures
- 6.21.4 The mediation process is only applicable to non-physical conflict among students of legal age. Cases involving physical injury by way of fighting or assault will not be qualified for the mediation process.
- 6.21.5 If both parties have agreed to resolve their conflict through the mediation process, they will be required to sign an agreement for no recurrence of conflict or dispute for at least one school year, otherwise they will both be liable for breach of the Mediation Agreement and both parties will automatically charge with the appropriate disciplinary sanction.

6.22 Procedure in Handling Student-Discipline Related Cases

6.22.1 Minor Offenses:

- 6.22.1.1 Discipline Office receives report/complaint regarding any acts or omission of the student-respondent from faculty, staff, students, parents, guests and other stakeholders of the university. Attached in the report is the student ID (if confiscated by persons in authority).

- 6.22.1.2 Discipline Officer summons the student to appear within 48 hours from the receipt of the complaint. During the meeting, the student is asked to give his/her side in writing as provided in the space at the student violation report form.
- 6.22.1.3 The Discipline Office decides the case and gives appropriate action/sanction.
- 6.22.1.4 Commission of third minor offense will be considered as a major offense.

6.22.2 Major Offenses:

- 6.22.2.1 A written complaint specifying the act or omission constituting the misconduct of a student or group of students may be filed with the University-bonafide student, faculty, non-teaching staff, administrator or parent.
- 6.22.2.2 The Prefect of Discipline, upon receipt of the complaint or report, shall initiate an investigation of the complaint. The Discipline Office shall summon the student-respondent within thirty six (36) hours or 3 working days to answer the allegations against him/her. If the student-respondent executes an open and full admission of guilt in writing, the Prefect of Discipline then recommends to the Dean of Student Services and Mission with the consent of the College Dean or his/her authorized representative, particularly, the Program Chairs, the sanction be given to the student-respondent.
- 6.22.2.3 If the student-respondent denies the charges, the Prefect of Discipline will now form a fact-finding committee with the following as members to establish the facts. The FFC shall be composed of the following persons:
 - 6.22.2.4 The Student Services Coordinator or his/her authorized representative
 - 6.22.2.5 The College Dean or his/her authorized representative, particularly the Program Chair. of the Student Respondent.
 - 6.22.2.6 The Prefect of Discipline
 - 6.22.2.7 The LMO Head or his/ her representative
 - 6.22.2.8 USC President or his/her authorized representative (If the USC President is the respondent, the remaining officers will choose among themselves the representative by way of a resolution.)
- 6.22.2.9 The Prefect of Discipline will summon the complainant and the respondent and will require them to produce evidence during the conduct of the hearing. The hearing will be summary in

nature and the respondent and complainant have the option to bring a counsel of their choice. Counsel of their choice refers to faculty members of DLSAU who is acceptable to both parties. Parents are invited to attend.

- 6.22.2.10 The schedule of hearings will be during the activity hours or free time of the complainant and respondent as indicated in their class schedules. Hearings will be continuous the moment they begin. Both complainant and respondent should be present during the initial hearing. If the complainant does not appear despite notice, the case is dismissed. If the respondent does not appear despite notice, the hearing will proceed ex-parte. Postponement is only allowed if it is filed one day before the hearing and/or of meritorious reasons.
- 6.22.2.11 A record of the entire proceedings is taken and filed as part of the record of the case. The parties may be furnished copies of the record of the proceedings upon request and approval of the concerned authority.
- 6.22.2.12 After the last hearing, the committee will now deliberate and decide on the case and issues appropriate judgment on the case. The committee should render its decision within 3 days after the last hearing and recommend sanction to DSSM for judgement approval. Sanctions that require expulsion requires the approval of the President.
- 6.22.2.13 A party not satisfied with the decision of the committee may appeal the decision in writing to the President within five (5) days from the receipt of the decision, stating the grounds for the appeal. The decision of the President is final.
- 6.22.2.14 If an appeal is not availed of by a party within the period prescribed, or is turned down, the decision of the committee becomes final and executory unless the Dean of Student Services and Mission defers the imposition of penalty for meritorious reasons.
- 6.22.2.15 The prescription period of major offenses is 10 days after the incident occurred. All cases deliberated by the fact-finding committee should be decided within two weeks upon the filing of the complaint.

6.23 Summary Action

- 6.23.1 Notwithstanding the provision of the foregoing sections, The Dean of Colleges may proceed summarily against a student or group of students of his/her college, in the following cases:
- 6.23.2 Violation of rules and regulations issued by the College Dean;
- 6.23.3 Misconduct committed in the presence of a faculty member or any University official or personnel within the classroom or premises of the College, or in the course of an official function sponsored by the College.
- 6.23.4 The Dean of Student Services and Mission may likewise proceed summarily against students in cases of
 - 6.23.4.1 Misconduct committed by a student or group of students when committed within the University premises not falling within the jurisdiction of any college;
 - 6.23.4.2 Violations of the rules and regulations spelled out in this Handbook
- 6.23.5 The respondent/s shall be summoned to appear before the Dean, Dean of Student Services and Mission, informed of the charge against him/her/them, and afforded the opportunity to present his/her/ their side.
- 6.23.6 Decision taken under this section shall be in writing, stating the grounds for which disciplinary penalty is imposed. Such decision shall be final and executory upon the issuance of the order. The penalty shall not exceed suspension for two (2) weeks and copy furnished the Prefect of Discipline.
- 6.23.7 Any decision of the Dean, Dean of Student Services and Mission under this section may be appealed to the President within (5) days from the date of decision is handed. The appeal does not stay the suspension imposed. Any action undertaken by the Program Chair/Assistant Dean under this section is not a bar to other disciplinary actions that may be imposed arising from the same act or acts.

6.24 Special Powers

- 6.24.1 The Vice Chancellor for Academics, Research and Mission and the Dean of Student Services and Mission are granted a special power to suspend students involved in fraternity rumbles, tumultuous affrays, boycotts and illegal demonstration for a maximum period of fifteen (15) schooldays effective upon its imposition.
- 6.24.2 The decision of either the VCARM or the DSSM under this section may be appealed to the President within five (5) days from the date the decision is handled. The appeal does not, however, stay the suspension imposed. Any action taken by the Dean of Colleges under this section is not a bar to other disciplinary actions that may be imposed arising from the same act or acts and copy furnished the Prefect of Discipline.
- 6.24.3 The Faculty Members have the right to demand the presentation of a student ID, to give a grade of 0.0, and to deny

admission to class of any student caught cheating. The student should immediately be informed of his/her grade and barred from further attending his classes. The incident should be put into writing addressed to the Dean of colleges and copy furnished the Prefect of Discipline.

- 6.24.4 The Prefect of Discipline has the right to demand the presentation of student's ID and summon students who violate any University policies for investigation.

6.25 Court Prosecution

- 6.25.1 The prosecution or punishment of any student offender under this code shall not be a bar to his/her prosecution in the proper court of justice for the violation of any of the provisions of the Revised Penal code and special penal laws.
- 6.25.2 Any student who is charged in court for committing a felony or crime may be temporarily suspended by the President upon the recommendation of the Dean of Student Services and Mission until said criminal case is terminated with his/her conviction or acquittal, provided, however, that said suspension may be lifted if it is shown by preliminary proof that the student's guilt is dubious.

6.26 Incorporation of Penal Laws

The provision of the Revised Penal Code of the Philippines and other Penal Laws are incorporated by reference as part of this Code of Discipline and shall form a sufficient basis for disciplinary action.

6.27 Procedure in Investigating Cases Involving Student Organizations

6.27.1 Procedure for Filing Complaints

- 6.27.1.1 Any complaint shall be in writing [in four copies] addressed to the Dean of Student Services and Mission through the Office of the SAMPISANAN and copy furnished the Office of Student Services and Organizations, the complainant-organization and the respondent-organization.
- 6.27.1.2 The complaint should include all important details to give the investigating body a true picture of what transpired in the incident.
- 6.27.1.3 If necessary, the complaint must include signed written testimonies of the witnesses and other evidences that support the complaint.
- 6.27.1.4 Upon receipt of the written complaint, the Dean of Student Services and Mission shall instruct SAMPISANAN to constitute its Executive Committee.
- 6.27.1.4.1 The SAMPISANAN Secretary-General shall call for an Executive Committee (ExeCom) meeting with its adviser and Dean of Student Services and Mission.

- 6.27.1.4.2 The ExeCom [composed of all elected SAMPISANAN Officers and the appointed secretary] shall review the complaints and the evidences presented.
- 6.27.1.4.3 If the complaint is deemed meritorious, the Recommendatory Committee, composed of a chairman, a vice-chairman, two members representing a fraternity and an academic organization, will conduct a preliminary investigation and make necessary recommendation to the ExeCom.
- 6.27.1.4.4 A Notice of Summons will be sent to parties if so deemed necessary.
- 6.27.1.4.5 A formal hearing shall be set by the ExeCom as requested by the Recommendatory Committee upon completion of primary investigation
- 6.27.1.4.6 When a formal hearing has been scheduled, all chairmen of the committees of SAMPISANAN shall compose the judicial panel with the chairman of the Recommendatory Committee as the head.
- 6.27.1.4.7 Both complainants and respondents, represented by their president, external vice-president and adviser, shall be required to appear in the hearing. Other officers and members may be allowed into the hearing as audience only.
- 6.27.1.4.8 The panel shall render a decision on the complaint and submit such for approval to the Secretary-General or his/her Deputy of SAMPISANAN and to be duly noted by the SAMPISANAN Adviser and the Dean of Student Services and Mission within one day after the hearing.
- 6.27.1.4.9 The decision shall be forwarded to the complainant and the respondent within three days after the conclusion of the hearing.

6.27.2 Procedure for Appeal

- 6.27.2.1 Should the decision not be acceptable to any of the parties, an appeal may be made. Upon receipt of the final decision, any of the parties shall be given three [3] days to file an appeal addressed to the Dean of Student Services and Mission through SAMPISANAN.

- 6.27.2.2 The Dean of Student Services and Mission shall convene a committee to decide [with the SAMPISANAN Secretary-General and the Deputy Secretary General] on the appeal.
- 6.27.2.3 A Notice of Summon will be sent to parties concerned, if so deemed necessary.
- 6.27.2.4 A formal answer to the appeal shall be sent by the Dean of Student Services and Mission to both parties.
- 6.27.2.5 In case of disagreement on the decision on the appeal, the decision of the President is sought and such is deemed final and executory.

6.28 Offenses

An offense, a violation of school policies, rules and regulations, or a misconduct committed by any student, may be classified as either minor or major offense. An offense is considered a minor one if such misconduct or violation does not affect student learning or does not cause serious harm or damage to another student or school property. Penalties for this type of offense vary from verbal warning to suspension of at most ten (10) days. On the other hand, major offenses are those that affect the student learning, cause harm or damage to a person or property, involve ethical and moral issues, and the like. Penalties for major offenses vary from three (3) day suspension to expulsion.

- 6.28.1 *Suspension.* Suspension is a penalty in which the school is allowed to deny or deprive an erring student of attendance in classes for a period not exceeding 20% of the prescribed class days for the trimester.
- 6.28.2 *Exclusion.* Exclusion is a penalty in which the school is allowed to exclude or drop the name of the erring student from the school rolls for being undesirable, and transfer credentials immediately issued. A summary investigation shall have been conducted, and no prior approval by the CHED is required in the imposition of the penalty.
- 6.28.3 *Expulsion.* Expulsion is an extreme penalty on an erring student consisting of his/her exclusion from admission to any public or private school in the Philippines and which requires the prior approval of the Secretary (Chair of CHED). The penalty may be imposed for acts or offenses constituting **gross misconduct, dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of prohibited drugs within the campus, drunkenness, hooliganism, vandalism, and other serious school offenses such as assaulting a student or school personnel, instigating or leading illegal strikes or similar concerted activities resulting in the stoppage of classes or discharging their duties, forging or tampering with**

school records or school forms, and securing or using forged school records, forms and documents.

- 6.28.4 The decision of the school on every case involving the penalty of expulsion, together with the supporting papers shall be forwarded to the Regional Office concerned within ten (10) days from the termination of the investigation of each case.

6.29 Prescription Period of Offenses and Certificate of Good Moral Character

- 6.29.1 Minor offense committed by students will have a prescription period of one year. Major offense committed by students will be part of his/her permanent record.
- 6.29.2 Certificate of Good Moral Character shall still be issued to students who committed a major offense with a note on the major offense.

6.30 Major Offenses

- 6.30.1 Major offenses are classified as Less Serious, Serious and Grave with the following sanctions:
- 6.30.1.1 Less Serious Offense - Probation to Suspension from one (1) to three (3) days
 - 6.30.1.2 Serious Offense - Suspension from three (3) to six (6) days
 - 6.30.1.3 Grave Offense - Suspension from one (1) trimester to exclusion/expulsion

6.31 Less Serious Offenses

- 6.31.1 Acts of lewdness, or inordinate display of intimacy (Formerly Inordinate Display of Public Affection). The following acts or gestures are not allowed in the campus:
- 6.31.1.1 passionate kissing
 - 6.31.1.2 passionate embracing/hugging the opposite sex
 - 6.31.1.3 petting
 - 6.31.1.4 necking
 - 6.31.1.5 sitting on the lap of the opposite sex
 - 6.31.1.6 partners staying in the dark, hidden places
 - 6.31.1.7 partners staying in vacant rooms
 - 6.31.1.8 Showing excessive gesture to each other such as arms on shoulders of opposite sex, arms on hips of opposite sex, or sitting too close to each other.
- 6.31.2 Cheating in any form, including but not limited to the following acts:
- 6.31.3 unauthorized possession of notes or any materials relative to examination, quiz or test, and when the student actually uses them
- 6.31.4 Deliberately looking at neighbor's examination papers and after a caution made by the test proctor

- 6.31.5 Copying from or allowing others to copy from one examination or test paper
- 6.31.6 Having somebody else take the examination, quiz, test for another (in which case both students will be held liable)
- 6.31.7 Talking with another student without permission during examination
- 6.31.8 Unauthorized collection or exaction of money, checks or other instruments used as equivalents of money, in connection with any matter, property or transaction pertaining to the university
- 6.31.9 Gambling or indulging in any form of gambling within the University premises whether money is used or not
- 6.31.10 Forcible entry into the campus or any integral part of the university/staying or remaining inside the university after the prescribed curfew
- 6.31.11 Cross dressing/cross attire inside the campus specifically males wearing blouse, skirt, dress, bra and uniform specified for females only, and females wearing uniform specified for males only
- 6.31.12 Making any disturbances or unnecessary noise during convocation or programs
- 6.31.13 Entering the University premises in a state of intoxication or under the influence of liquor and/or having recently taken intoxicating drinks
- 6.31.14 Breaking into University function without the permission of those concerned
- 6.31.15 Commission of third minor offenses

6.32 Serious Offenses

- 6.32.1 Vandalism in any form and/or the destruction of University property which includes, but not limited to, the act of writing on chairs, desk, tables, doors and walls and the like
- 6.32.2 Social media post that malign the reputation of any member of the academic community such as malicious imputation of a crime, vice, harsh humiliation, condition status or circumstance tending to discredit or cause dishonor and contempt to any member of the faculty administration, support staff and students
- 6.32.3 Oral defamation committed against any student, teachers, administration or any school authority or his agents
- 6.32.4 Habitual disregard or repeated willful violations of established policies and regulations set by the University
- 6.32.5 Violation of conditions while being under probation
- 6.32.6 Threatening another with infliction and/or actual inflicting upon his person, honor or property or any act amounting to a crime inside the campus or within the immediate vicinity of the University/fighting
- 6.32.7 Intentional destruction of any property belonging to any member of the faculty, administration, support staff, visitors and students

- 6.32.8 Proselytizing
- 6.32.9 Violation of usual classroom policies and procedures as well as those set by the teacher
- 6.32.10 Smoking inside the University premises or approved off campus activities
- 6.32.11 Mutilation/destruction of library resources and facilities
- 6.32.12 Passing on uniform to other students before entrance to the university and while in the university campus
- 6.32.13 Skipping calamity drills
- 6.32.14 Using or lending someone else's ID registration form or examination permit and library card
- 6.32.15 Using or lending someone else's internet access (User and owner of the account will be cited for violation)

6.33 Grave Offenses

- 6.33.1 Gross misconduct as stated in the Manual of Regulations for Private Higher Education (MORPHE), series of 2008, Commission on Higher Education (CHED)
- 6.33.2 Engaging in sexual intercourse on campus
- 6.33.3 Acts that malign the good name and reputation of the school and its duly constituted authorities such as the malicious imputation of a crime, vice, or of any act, omission, condition status or circumstance tending to discredit or cause dishonor and contempt to the good name and reputation of the University
- 6.33.4 Bribery of faculty members with financial or sexual consideration
- 6.33.5 Physically assaulting students, faculty members and or other agents of school authority, whether on or off campus
- 6.33.6 Engaging in a fight/riot or in any kind of activity that may cause injury or death
- 6.33.7 Acts of lasciviousness
- 6.33.8 Engaging on flesh trade or pimping inside the campus
- 6.33.9 Blackmailing students, faculty members, employee, administration
- 6.33.10 Staging rally or mass action inside the campus without a permit
- 6.33.11 Misuse, tampering of school forms or documents/falsification of signatures and presentation of fraudulent documents/giving of false personal data
- 6.33.12 Initiating walk-out from the classes
- 6.33.13 Preventing students to attend classes or school or school activities
- 6.33.14 Possession, use or distribution of prohibited drugs within the university premises
- 6.33.15 Willful and deliberate refusal to undergo drug testing within the prescribed period
- 6.33.16 Carrying of deadly weapons, explosives and similar materials
- 6.33.17 Opening of pornographic webpage in the internet laboratory

- 6.33.18 Possession of any electronic gadgets like cellular phone, portable DVD, IPOD containing pornographic materials or web page in the internet laboratory
- 6.33.19 Distribution of any pornographic materials either thru but not limited to, print, email, MMS, Bluetooth, infrared and the like inside the campus/transmitting of the pornographic materials or webpage in the internet laboratory
- 6.33.20 Acts of subversion or insurgency including membership in any subversive organization working for the violent overthrow of the duly constituted government or in any illegal or immoral organization formed or established for the purpose and or propagating and/or engaging in unlawful and immoral acts and beliefs
- 6.33.21 Stealing money, property, or any attempt thereof
- 6.33.22 Unauthorized collection/misappropriation/non-liquidation of funds
- 6.33.23 Acts of gross disrespect in words or in deed, which tend to insult or subjects to public ridicule or contempt any member of the faculty, administration or support staff, other students and visitors
- 6.33.24 Attacking the traditionally accepted practices or beliefs of the Catholic Church or any other religion
- 6.33.25 Plagiarism in any form
- 6.33.26 Sporting visible permanent tattoos
- 6.33.27 Misuse of pepper spray, tear gas, mace and the like

6.34 Minor Offenses

- 6.34.1 The following sanctions are to be given to students who commit minor offenses as spelled out in this section:
 - 6.34.1.1 1st Minor Offense – Warning
 - 6.34.1.2 2nd Minor Offense - Reprimand and/or information to parent
 - 6.34.1.3 3rd Minor Offense - Considered as a Major Offense
- 6.34.2 **Violations**
- 6.34.3 Eating inside the classroom
- 6.34.4 Illegal postings of announcement
- 6.34.5 Loitering near classrooms during class sessions
- 6.34.6 Entering a class without the permission of those concerned
- 6.34.7 Disturbing classes without valid reason
- 6.34.8 Unauthorized use of chalk and other writing materials
- 6.34.9 Possession of playing cards
- 6.34.10 Entering the classroom not in uniform/proper uniform
- 6.34.11 Violation of dress code during wash days
- 6.34.12 Defacing, mutilating or removing posters with their valid period of posting
- 6.34.13 Unauthorized use of school facilities by non-recognized organizations or groups or by any individual students

- 6.34.14 Posting of announcement by non-recognized organization or groups or by any individual students
- 6.34.15 Illegal parking and other similar traffic violations which may lead to disturbances
- 6.34.16 Breach of Mediation Agreement
- 6.34.17 Staying in areas declared "OFF LIMITS" at a particular time of the day
- 6.34.18 Littering within the school premises/ Non-Observance of the Clean as You Go Policy
- 6.34.19 Sporting extreme hair color, wearing of headbands, hairpins and the like for male students; inappropriate/bizarre hairstyles (e.g. Mohawk, long dreadlocks, untidy afro and the like) for both male and female students; and untidy hairstyles
- 6.34.20 Failure to observe silence along the corridors, library, chapel and offices
- 6.34.21 Misbehavior in the presence of school officials and personnel
- 6.34.22 Boisterous conduct, wrestling, shouting or any action that distracts other students from on-going school activities
- 6.34.23 Provoking fights among students inside the campus, or within the area that a school has jurisdiction
- 6.34.24 Holding or participating in activities that have not been approved by the DSSM/VCARM
- 6.34.25 Altering or tampering with computer software or equipment owned by the school
- 6.34.26 Providing school authorities with false information and presentation
- 6.34.27 Possession/bringing of intoxicating beverages inside the campus
- 6.34.28 Improper use of school facilities and equipment
- 6.34.29 Wearing earrings for boys, and displaying of any types of body piercing inside the campus
- 6.34.30 Unauthorized picking of flowers, fruits/destroying plants
- 6.34.31 Excessive use of make-up.
- 6.34.32 Wearing of DLSAU unrecognized student organization's name, logo, etc., inside the campus

CHAPTER 7

STUDENT GRIEVANCE

CHAPTER 7

STUDENT GRIEVANCE

De La Salle Araneta University (DLSAU) is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. Students of DLSAU are given the right to air their grievance against any member of the academic community. Grievances are best settled through sincere dialogue and discussion between the parties to a grievance, befitting a Lasallian academic community. This section describes the various grievance procedures and provides information that will clarify how to initiate and pursue a grievance. For further assistance, students are encouraged to drop by the University Student Council (USC) Office located at Student Center, Life Science Building.

7.1 Definition of Grievance

- 7.1.1 A grievance refers to any controversy between a student (aggrieved party) and a member of the academic community (respondent) that may be the cause of a complaint.
- 7.1.2 A grievance may be informal or formal. A grievance made orally is considered informal. Only when a grievance is reduced into writing and duly signed does it become a formal complaint. An informal grievance should be settled informally while a formal grievance complaint should be settled formally following a set of procedures.
- 7.1.3 A grievance may be academic or behavioral. An academic grievance is one that arises from any controversy related to learning or to performance in academic courses while a behavioral grievance is one that arises from the manner a person conducts himself/herself.

7.2 Procedures in Grievance Cases

7.2.1 Informal Grievance

- 7.2.1.1 If a controversy arises, the students are encouraged to seek the assistance of the USC regarding the process of informal grievances. Students are encouraged to settle it with their respective faculty member through a sincere dialogue. If the concern is not settled through the dialogue between the student and the faculty concerned, the student should approach the Program Chair of the faculty who shall then facilitate a dialogue, to act as mediator and to amicably resolve the matter.

7.2.1.2 To ensure that there is sufficient time to facilitate the dialogue between the student and the faculty concerned, the student should approach the Program Chair not later than three (3) calendar weeks after the last day of submission of grades.

7.2.1.3 If on the last day of filing a formal grievance, the parties concerned have not yet conducted a dialogue, or a dialogue transpired but the issue was not resolved, then the student may already file a formal grievance on that day.

7.2.2 Formal Grievance

7.2.2.1 In the event a student decides to pursue a formal grievance, after availing the informal grievance process, the steps to be taken are as follows:

7.2.2.1.1 Complaint of a student against a faculty member

The procedures to be followed in the handling grievance cases filed by students against faculty members are:

7.2.2.1.1.1 The student files a written complaint with the Program Chair to which the concerned faculty member belongs to at any time during the term, but not later than four calendar weeks (28 calendar days), after the last day of submission of grades, excluding Saturdays, Sundays, and holidays.

7.2.2.1.1.2 The complaint should be signed by the student and accomplished in three copies to be distributed as follows:

7.2.2.1.1.2.1 Original – Program Chair

7.2.2.1.1.2.2 One (1) copy – Faculty member (respondent); and

7.2.2.1.1.2.3 One (1) copy – Student File duly received and dated by the Program Chair (or any representative)

7.2.2.1.1.3 A formal complaint should contain the following:

7.2.2.1.1.3.1 The name of the faculty member against whom the complaint is filed;

7.2.2.1.1.3.2 A narration of the circumstances surrounding the commission of the act complained of with supporting evidences or documents attached; and

7.2.2.1.1.3.3 The specific action asked for from the faculty member and the University.

7.2.2.2 Answer

- 7.2.2.2.1 Within three (3) days from receipt of the complaint, the Program Chair writes the faculty concerned to respond in writing, within five (5) days from receipt of the letter, excluding Saturdays, Sundays, and holidays.
- 7.2.2.2.2 The written answer shall also be prepared in three (3) copies to be distributed as follows:
 - 7.2.2.2.2.1 Original – Program Chair
 - 7.2.2.2.2.2 One (1) copy – Faculty member file
 - 7.2.2.2.2.3 One (1) copy – Student as complainant
- 7.2.2.2.3 Failure of the respondent to answer the complaint in writing within the period required shall be considered an admission of the changes, and the Program chair shall resolve the complaint in the strength of this admission.
- 7.2.2.2.4 Upon receipt of the written answer by the respondent, the program chair evaluates the complaint and the answer.
- 7.2.2.2.5 The Program Chair may find it necessary to ask clarificatory questions. In this case, the program chair shall call the parties to a meeting for this purpose within three (3) days from receipt of the written answer.
- 7.2.2.2.6 Within three (3) days after the meeting and from determination that sufficient facts and evidence exist on which to base a resolution, the program chair resolves the case. The resolution shall be in writing stating the supporting reasons and prepared in three (3) copies to be distributed as follows:
 - 7.2.2.2.6.1 Original – Department file
 - 7.2.2.2.6.2 One (1) copy – Faculty member (respondent)
 - 7.2.2.2.6.3 One (1) copy – Student (complainant)

7.3 Class or Group Grievance

- 7.3.1 A student, group or class may raise a grievance. A grievance raised by three (3) or more students is considered a group grievance. Moreover, a grievance raised by 50% + 1 of enrolled students in a certain course is considered a class grievance.
- 7.3.2 The people involved in a group or class grievance must elect an official group representative.
- 7.3.3 Affix their respective signatures in The Summary of Events document. Afterwards, they must proceed with the appropriate grievance procedure.

7.4 The Ad-Hoc Grievance Committee

7.4.1 Principal Function

The Ad-Hoc Grievance Committee (Committee) is a quasi-judicial body that hears and decides all grievance cases filed by a student, group or class against any member of the faculty brought to the college level in accordance with the defined procedures.

7.4.2 Composition

The Committee shall be composed of the following:

- 7.4.2.1 The Dean of the College to which the faculty belongs, as the Chair of the Committee.
- 7.4.2.2 The President of the University Student Council;
- 7.4.2.3 Two (2) Senior Faculty Members of the Department to which the faculty belongs; and
- 7.4.2.4 Faculty Association representative appointed by the President of the Faculty Association; and
- 7.4.2.5 The Program Chair to which the faculty belongs shall serve as a resource person of the Ad Hoc Grievance Committee.

7.4.3 Powers The Committee shall exercise the following powers:

- 7.4.3.1 Define the procedures to be followed in the conduct of its hearings;
- 7.4.3.2 Summon witnesses or persons whose assistance is needed in arriving at a just and fair decision;
- 7.4.3.3 Access all information and documents relevant to the case; and
- 7.4.3.4 Exercise fairness and objectivity in hearing the merits of the case, without prejudice to either the complainant or the respondent.

7.5 Appeal of Case

7.5.1 Appeal to the Ad-Hoc Grievance Committee A party not satisfied with the resolution of the program chair may appeal the resolution to the Ad-Hoc Grievance Committee, in writing, within five (5) working days from receipt of the resolution. The appeal shall be taken in accordance with these procedures:

- 7.5.1.1 The appellant sends a letter to the dean of the faculty concerned requesting that the Committee be convened to hear the grievance complaint.
- 7.5.1.2 Upon receipt of the letter, the dean requires the program chair concerned, in writing, to immediately forward to the dean's office the complete record of the case, which includes the original copy of the complaint, the answer, the resolution, and other documents related to the case, if any.
- 7.5.1.3 Upon receipt of the complete record of the case, the dean immediately convenes the Committee for the purpose of hearing the case.
- 7.5.1.4 Before actually deliberating the case, the Committee first defines the procedures it will follow in hearing the case except that:

- 7.5.1.4.1 For the hearing to push through, at least three (3) members of the Committee should be present as long as both faculty and student sectors are represented.
- 7.5.1.4.2 The parties concerned may request the presence of a counsel who could be, but is not limited to any member of the Lasallian Community, to provide them advice during the grievance proceedings. Said counsels shall not be allowed to participate during the proceedings.
- 7.5.1.4.3 Hearings shall be continuous and shall not last for more than (6) working days from the date of the first hearing.
- 7.5.1.4.4 Only evidence (testimonial or documentary) related to the allegations of the complainant shall be considered during the hearings.
- 7.5.1.4.5 The complainant shall have his/her right to retract the formal grievance before the Committee makes its decision.
- 7.5.1.4.6 Within five (5) working days from the date of last hearing, the Committee shall meet to deliberate on the case and to arrive at a decision. All members of the Committee are required to arrive at a decision. Any abstentions shall not be allowed.
- 7.5.1.4.7 Copies of the decision of the Committee shall be distributed as follows:
 - 7.5.1.4.7.1 Original – Dean
 - 7.5.1.4.7.2 One (1) copy – Complainant
 - 7.5.1.4.7.3 One (1) copy – Respondent
 - 7.5.1.4.7.4 One (1) copy – Each member of the Committee
 - 7.5.1.4.7.5 One (1) copy – 201 file of the respondent

7.5.2 **Appeal to the Vice-Chancellor for Academics and Research**

- 7.5.2.1 A party not satisfied with the decision of the Committee may appeal the decision to the Office of the Vice-Chancellor for Academics and Research (VCARM), in writing, within five (5) days from receipt of the written decision of the dean.
- 7.5.2.2 If the decision of the dean is not appealed within the period provided, the decision becomes final and immediately executor unless execution is deferred for meritorious reasons.
- 7.5.2.3 Within five (5) days from receipt of the appeal, the VCARM shall decide the appeal and shall notify the parties of the decision, in writing, immediately. The decision of the VCARM is final and executory unless the execution is deferred for meritorious reasons.

7.5.3 **Appeal to the University Chancellor**

- 7.5.3.1 A party not satisfied with the decision of the Vice-Chancellor for Academics and Research (VCARM) may appeal to the Chancellor, in writing, within five (5) days from the receipt of the written decision of the VCARM.
- 7.5.3.2 If a decision of the VCARM is not appealed within the period provided, the decision becomes final and immediately executor unless execution is deferred for meritorious reasons.

- 7.5.3.3 Within five (5) days from receipt of the appeal, the Chancellor shall decide the appeal and shall notify the parties of the decision of the Chancellor in writing immediately. The decision of the Chancellor is final and executory unless the execution is deferred for meritorious reasons.

7.6 Grievance against other Members of the Academic Community

The complaint, answer, memorandum, recommendation, decision, as well as transcripts of all proceedings should be in writing and signed by all parties concerned.

- 7.6.1 **Complaint of a Student against Another Student.** A formal letter of complaint must be presented to the Student Discipline Office.
- 7.6.2 **Complaint of a Student against a Co-Academic Personnel.** A formal letter of complaint must be presented to the Human Resource Development Office.
- 7.6.3 **Complaint of a Student against a Program Chair.** A formal letter of complaint must be addressed to the college dean.
- 7.6.4 **Complaint of a Student against a Dean.** A formal letter of complaint must be addressed to the Vice Chancellor for Academics, Research and Mission, Research and Mission.
- 7.6.5 **Complaint of a Student against other Administrators.** A formal letter of Complaint must be addressed to the immediate supervisor.
- 7.6.6 **Complaint of a Student against a Vice-Chancellor.** A formal letter of complaint must be addressed to the Chancellor of the University.
- 7.6.7 **Complaint of a Student against the Chancellor.** A formal letter of complaint must be addressed to the President of the University.
- 7.6.8 **Complaint of a Student against the University President.** A formal letter of complaint must be addressed to the Chairperson of the Board of Trustees.

7.7 Sexual Harassment

- 7.7.1 **Prefatory Statement.** The following Implementing Rules and Regulations (IRR) of the "Anti-Sexual Harassment Act of 1995" are promulgated pursuant to Section 4 (b) of said law (Republic Act No. 7877) which mandates heads of establishments "to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution" thereof.
- 7.7.2 As defined by law, **sexual harassment** takes place in work, education or training-related environments where a person who has moral ascendancy, influence or authority over another demands, requests or requires any sexual favor from another, regardless if the same were accepted or not.
- 7.7.3 **Implementing Guidelines** Under the context of the law's definition, the

following are considered as **prohibited acts**:

- 7.7.3.1 Physical advances of a sexual nature, which are not limited to the following:
- 7.7.3.2 rape, sexual molestation, or attempts to commit these advances; and
- 7.7.3.3 intentional physical conduct which is sexual in nature, such as touching, pinching, grabbing, or brushing against the victim's body.
- 7.7.3.4 Unwanted sexual advances, propositions or other sexual remarks, which are not limited to the following:
- 7.7.3.5 sexually oriented remarks, gestures, sounds or jokes about a person's sexuality, despite resentment thereof or any indication that such conduct is unwelcome;
- 7.7.3.6 preferential treatment or promise thereof in exchange for a sexual favor or advance; and
- 7.7.3.7 unwelcome sexual attention, conduct or discrimination.
- 7.7.3.8 Retaliations for unaccepted sexual advance or assault, which are not limited to the following:
 - 7.7.3.8.1 undue disciplinary measures;
 - 7.7.3.8.2 creating a hostile environment.

7.7.4 The **Committee on Decorum and Investigation** ("Committee," for brevity) is hereby created and permanently constituted with the following *ex-officio* members:

- 7.7.4.1 The Vice Chancellor for Academics, Research and Mission or his/her representative as Chair if the case is involving either a TED or BED Faculty and the Chancellor or his/her representative if the case is involving a non-teaching staff;
- 7.7.4.2 The Dean of the College where the student-complainant belongs;
- 7.7.4.3 Principal of the Basic Education Department; Representative from the Faculty;
 - 7.7.4.3.1 Representative from the Employees;
 - 7.7.4.3.2 Representative from the Student Council, and
 - 7.7.4.3.3 Human Resource Director.

7.7.4.4 **The Committee shall perform the following powers and functions:**

7.7.4.4.1 **General Functions**

- 7.7.4.4.1.1 Conducts meetings with university administrators, teachers, employees, students and other stakeholders in order to increase awareness and understanding of sexual harassment, as penalized by law, within and among members of the academic community; and
- 7.7.4.4.1.2 Conducts investigations of complaints for violation of the Anti-Sexual Harassment Act of 1995 as well as of this IRR.

7.7.4.4.2 **Specific Functions:**

- 7.7.4.4.2.1 Conducts regular consultation meetings with all

-
- sectors of the academic community;
 - 7.7.4.4.2.2 Promulgates rules or guidelines as may be necessary for the effective implementation of the law;
 - 7.7.4.4.2.3 Undertakes information dissemination activities for the academic community focusing on issues relating to sexual harassment;
 - 7.7.4.4.2.4 Appoints and supervises the university's Legal Counsel (not a member of the Committee) who will initially investigate and gather facts/evidence from both parties for presentation, evaluation and decision of the committee;
 - 7.7.4.4.2.5 Performs such other powers as may be necessary to give full effect to the law.
- 7.7.4.4.3 Jurisdiction**
- 7.7.4.4.3.1 The Committee shall have the power to hear, evaluate and decide all sexual harassment complaints filed against any:
 - 7.7.4.4.3.1.1 Administrator, manager, supervisor or officer;
 - 7.7.4.4.3.1.2 Faculty, whether full-time or part-time and whether contractual, probationary or regular;
 - 7.7.4.4.3.1.3 Employees, whether casual, contractual, probationary or permanent;
 - 7.7.4.4.3.1.4 Students;
 - 7.7.4.4.3.1.5 Other individuals who have contractual, verbal or written, relations with the university.
 - 7.7.4.4.3.2 For the mutual protection of parties involved, the following procedures shall be observed by the academic community and shall be enforced by the Committee:
 - 7.7.4.4.3.2.1 **Filing of Complaint:** A written complaint under oath shall be filed with the chair of the Committee by any aggrieved party, containing the following required information:
 - 7.7.4.4.3.2.1.1 The name of the person or persons against whom the complaint is filed; and
 - 7.7.4.4.3.2.1.2 A narration of the pertinent specific facts and circumstances of the case.
 - 7.7.4.4.3.3 **Initial Evaluation by Chair and the Legal Counsel**
 - 7.7.4.4.3.3.1 Within three (3) school/working days from receipt by the Chair, the complaint shall be

evaluated if there is probable cause and it complies with the form and contents required and in the preceding section and the following pertinent formal notice shall be issued by the Chair.

- 7.7.4.4.3.3.2 If it complies, the Chair shall issue written notice to the respondent that a complaint for sexual harassment was filed against him/her, attaching a copy of the complaint (and its attachments, if any) filed, and that the respondent is required to file his answer within five (5) school/working days from receipt of said notice, otherwise, the respondent shall be deemed to have waived his right to present his side and the complaint shall be evaluated and decided by the Committee as it was submitted and filed.
- 7.7.4.4.3.3.3 If there is probable cause, the accused shall be then be put on preventive suspension immediately. The duration of the preventive suspension shall be all throughout the investigation process until the decision of the committee is already forwarded to the Chancellor for implementation.
- 7.7.4.4.3.3.4 If it does not comply with the requirements of form and contents, the Chair shall notify the complainant in writing to comply with said requirements within three (3) school/working days from receipt of such notice, otherwise, the complaint shall be dismissed in the meantime.

7.7.4.4.4 Filing of Answer

- 7.7.4.4.4.1 The answer of the respondent is required to be in writing, under oath, and must be filed at the office of the Chair within five (5) school days from receipt of notice, and must answer or clarify all the material allegations in the complaint.
- 7.7.4.4.4.2 If no answer is filed within the period prescribed, or upon filing of the answer within the period prescribed, the Chair shall immediately call on the Legal Counsel within ten (10) school/working days from the lapse of the 5-day period or from the date of receipt of the answer, whichever is appropriate, for the purpose of informing him/her of the task of gathering evidence and facts of the case. Within five (5) school/working

days from notice, the Chair of the Committee shall send appropriate notices of invitation for parties to attend scheduled fact-finding conferences with the Committee members and the legal counsel, otherwise, nonattendance of any party despite notice shall be deemed as waiver of their right.

7.7.4.4.4.3 If one of the parties is a student, parents/guardian shall also be notified in writing by the Chair.

7.7.4.4.5 **Ad hoc Committee's Fact-finding Conference**

7.7.4.4.5.1 Any party opting to engage the services of a lawyer shall not be deprived thereof *as long as* the appearance of the chosen lawyer is ensured by the party being represented on the date scheduled for fact-finding conference, otherwise, the right to be represented by counsel is deemed waived by said party.

7.7.4.4.5.2 During the fact-finding conference, the Committee shall be presided by the Chair who shall delegate the presiding authority to the Legal Counsel the moment the fact-finding investigation commences. However, any member of the committee may ask clarificatory questions on any party or witness.

7.7.4.4.5.3 The Legal Counsel shall exercise complete control of the data-gathering/fact-finding proceedings and shall use every and all reasonable means to ascertain the facts in each case speedily and objectively, all in the interest of fair play, in consultation with the Committee members.

7.7.4.4.5.4 The Committee Chair shall preside over all committee deliberations on the resolution of the case with the Legal Counsel as resource person without any voting right.

7.7.4.4.5.5 Unjustified non-appearance by any party during the scheduled conference shall be deemed as waiver on his/her part but the evidence already submitted as well as those submitted by his witnesses shall be considered in the resolution of the case.

7.7.4.4.5.6 Only the evidence (testimonial or documentary) supportive of the allegation in the written complaint, answer, reply or rejoinder shall be entertained during the conference.

7.7.4.4.5.7 All witnesses, including the parties themselves, are deemed to testify under oath before the Committee. Cross-examination questions from any party, witness, parent/guardian, or lawyer (except those coming from any committee member) must be addressed through the Legal Counsel and not directly to the witness concerned. Being in control of the proceedings, the Legal Counsel may set clear-cut limitations on the

procedures to be followed at the onset of the conference.

- 7.7.4.4.5.8 A record of the entire proceedings shall be taken either in stenographic notes properly transcribed or in recording machines and filed with the records of the case at the office of the Chair. The parties may be furnished copies of the transcript of stenographic notes and/or tape recording upon request but only after paying a reasonable fee.

7.7.4.4.6 **Promulgation of Decision:**

- 7.7.4.4.6.1 After the fact-finding conference is concluded by the Legal Counsel, the Committee shall confer with the Legal Counsel within five (5) school/working days from the conclusion of the fact-finding conference to identify and decide on the admissibility of the documentary, physical and testimonial evidence presented by parties and their witnesses, and discuss certain inconsistencies thereon, if any, and cast their respective votes.
- 7.7.4.4.6.2 A majority vote of the members of the committee shall be required to uphold any judgment on the case without allowing abstentions.
- 7.7.4.4.6.3 The Chair, with the assistance of the Legal Counsel, shall reduce into writing the evidence presented by parties, the issues resolved, the findings of the committee with pertinent reasons therefor, and the administrative sanctions, if any.
- 7.7.4.4.6.4 The decision must be signed by all committee members and officially sent, with proofs of service, to the parties concerned not later than fifteen (15) school days from the date the fact-finding conference was concluded.
- 7.7.4.4.6.5 The **administrative sanction** of immediate termination/dismissal is to be imposed if circumstances and evidences as evaluated by the Committee finds the respondent guilty.

7.7.4.4.7 **Appeal Procedure:**

- 7.7.4.4.7.1 Any party not satisfied with the decision of the Committee may file an appeal, under oath, first at the Office of the Chancellor stating the grounds for the appeal and a discussion of each ground, within seven (7) school/working days from receipt of the decision, copy furnished the Chair of the Committee, otherwise, the decision shall be final, executory and unappealable.
- 7.7.4.4.7.2 If the party is still not satisfied with decision of the Chancellor, he/she may file an appeal, under oath, to

the President stating the grounds for the appeal and a discussion of each ground, within seven (7) school/working days from receipt of the decision, copy furnished the Chair of the Committee and the Chancellor, otherwise, the decision shall be final, executory and unappealable.

7.7.4.4.8 Effect of Perfection of Appeal:

An appeal, duly filed and perfected, shall not prevent the Committee Chair in implementing the sanctions imposed in the appealed decision, unless the Chancellor issues a memorandum suspending the same or nullifies the implementation of the sanctions in his resolution of the appeal.

7.7.4.4.9 Malicious Prosecution:

While the University is fully committed to safeguard the rights of all members of the academic community against sexual harassment, it is also the policy of the institution to protect the same members from any malicious accusation and prosecution involving alleged acts of sexual harassment which may be found baseless or non-existent. As it recognizes that sexual harassment involves the abuse of one's power, it must likewise be emphasized that the abuse of the right to accuse and prosecute is not only an act condemnable by law, but a power that must be tempered by law. In order to deter malicious, vindictive, or baseless accusations by one against other involving alleged acts of sexual harassment, the University shall support any move towards this thrust.

CHAPTER 8

GRADUATE STUDIES

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GRADUATE STUDIES

8.1 Vision-Mission Statement

A leading community of scholars in education, agricultural sciences, veterinary medicine, and business, generating and utilizing new knowledge in providing distinctive relevant education towards a better society

8.1.1 Tripartite goals in building a better society

8.1.1.1 Academic Excellence

8.1.1.2 Research Advancement

8.1.1.3 Collaboration, Linkages and Extension

8.2 Admission Requirements

8.2.1 For Local Applicants

8.2.1.1 Duly accomplished application form with 2"x2" picture with white background.

8.2.1.2 Passed interview with the Graduate School Program Chair/Dean

8.2.1.3 Original or certified true copy of Transcript of Records (for those who studied in the Philippines) or Philippine Embassy authenticated copies of TOR (for those who studied outside the Philippines)

8.2.1.4 Original NSO Birth certificate (or any valid substitute)

8.2.1.5 Transfer credential/honorable dismissal/certificate of non-issuance to non DLSAU graduate who studied in a University or college in the Philippines.

8.2.1.6 One (1) letter of recommendation from the applicant's immediate superior, head of HR, or former instructor/academic adviser.

8.2.1.7 For the Master's program, an applicant must have graduated from a baccalaureate degree program with a GWA of at least 2.5 or an equivalent of 85%. If s/he had a lower GWA, he may be accepted in the program under probationary status during the 1st term of enrolment and must get a GWA of 3.0 to be considered as a regular student the following term.

8.2.1.8 For the Doctoral program, only those students who are holders of master's degree with thesis and with GWA of 3.0 or its equivalent will be considered eligible. S/he also needs to submit

8.2.2 For International Students

8.2.2.1 Letter of application addressed to the school

- 8.2.2.2 Duly accomplished application form with 2"x2" picture with white background
 - 8.2.2.3 Passed interview with the Graduate School Program Chair/DEAN
 - 8.2.2.4 Duly notarized Personal History Statement
 - 8.2.2.5 Duly notarized Affidavit of Support of nearest kin
 - 8.2.2.6 Duly authenticated scholastic records
 - 8.2.2.7 Certification of Bank Account
 - 8.2.2.8 A concept paper of the research topic that s/he plans to work on for the Doctoral program
 - 8.2.2.9 A certification from the University Language Center of the student's proficiency to speak and write in English
- 8.2.3 For Transferees
- 8.2.3.1 Duly accomplished application form with 2"x2" picture with white background
 - 8.2.3.2 Original or certified true copy of Transcript of Records (for those who studied in the Philippines) or Philippine Embassy authenticated copies of TOR (for those who studied outside the Philippines)
 - 8.2.3.3 Original NSO Birth certificate (or any valid substitute)
 - 8.2.3.4 Transfer credential/honorable dismissal/certificate of non-issuance to non DLSAU graduate who studied in a University or college in the Philippines.
 - 8.2.3.5 Passed interview with the Graduate School Program Chair/DEAN
 - 8.2.3.6 The residence requirement below shall have been complied with.
 - 8.2.3.7 Dean's approval of the application
 - 8.2.3.8 One Recommendation letter from a one's superior or former academic adviser.
 - 8.2.3.9 Only 12 units for the master's degree or 24 units for the doctoral degree will be credited; provided however, the subjects are substantially the same with those required in DLSAU Graduate School.
- 8.2.4 As a general rule, in certain specific fields of concentration, graduate students should have had the proper and corresponding undergraduate academic backgrounds or 12 units in the same discipline or its equivalent at either undergraduate or graduate level before admission to any degree program.
- 8.2.5 Upon admission, students should be provided with a copy of the enrolment flowchart of enrollment (step-by-step procedure), the same flowchart should be posted on the bulletin boards of the concerned offices (Registrar/Assessment/Graduate Studies).

8.3 Instructional and Promotional Standards

- 8.2.6 Students are expected to do a high level of performance. Those enrolled in the degree programs whose overall average is lower than 2.5 (in the master's) or lower than 3.0 (in the doctoral) shall be required to take additional six (6) and nine (9) units, respectively, before they are allowed to take the comprehensive examinations.
- 8.2.7 A student who has incurred failing grades in two subjects in a term will not be allowed to continue the program.
- 8.2.8 A written comprehensive examination shall be taken by all graduate students who have completed all course requirements.
- 8.2.9 Comprehensive examinations are administered at the end of every term.
- 8.2.10 Upon completion of at least 24 units (masters) or 50 (doctoral), student may submit a request for an adviser who shall assist him/her in doing his thesis/dissertation.
- 8.2.11 The student who passed the academic courses, the comprehensive examinations, and whose thesis / dissertation proposal has been favorably approved by the panel, may proceed to the next steps toward his/her final defense.

8.4 Schedule of Classes and Class Size

- 8.2.12 Regular Saturday graduate classes follow the following standard schedules

Saturdays	7:30 to 10:20 AM
	10:30 AM to 1:20 PM
	1:30 to 4:20 PM
	4:30 to 7:20 PM

- 8.2.13 A class size for the regular Graduate Studies should consist of 6 students. Otherwise, it will become a Converted Tutorial wherein the number of meetings will be reduced to half of that of the regular class, e.g., Regular Classes require 14 weeks whereas in Converted Tutorial, only 7 weeks. However, the lecturer/professor can apply flexibility in the number of meetings through an internal agreement with the student/s.

8.5. Residence Requirements

- 8.5.1 After completion of all academic requirements, a candidate for graduation shall be given a maximum period of three (3) years for the master's degree or five (5) years for the doctoral degree within which to defend the thesis or dissertation. Otherwise, the

student will be required to enroll in refresher courses on research writing and methodology before he/she can continue writing his/her thesis / dissertation.

8.5.2 The academic residence for the whole program shall be at least 1.5 years or 4 terms for master's and 2 years or 6 terms for doctorate.

8.6 Academic Advising

8.6.1 Students should check the courses (and their respective course codes) offered for the following term. Non-coursework enrollment shall be done manually at the Office of the University Registrar following the schedule below:

Written comprehensive exam	Week 5 to 6
Thesis/Dissertation writing	Week 1 to 2
Proposal Defense	Week 1 to 9
Final Defense	Week 1 to 7

8.7 Grading System

8.6.2 The University adopts the grading system below for its graduate programs:

4.0	Excellent
3.5	Superior
3.0	Very Good
2.5	Good
2.0	Satisfactory
1.5	Fair
1.0	Passed
0.0	Failed
NFE	No Final Exam

8.6.3 The Trimestral Grade Point Average (TGPA) refers to the weighted average of grades in all academic courses taken in a given trimester, whereas the Cumulative GPA (CGPA) refers to the weighted average of grades in all academic courses from the first term in which the student was enrolled up to the trimester just finished.

8.6.4 All grades obtained in academic courses are included in the computation of the trimestral and cumulative GPA for as long as such grades have been obtained at DLSAU, regardless of the

- program under which they were obtained and whether they were credited to the current program or not.
- 8.6.5 The GPA may be obtained through the following procedure:
- 8.6.5.1 Multiply the credit for each course by the corresponding grade points merited in each course to get the honor points. Units corresponding to undergraduate pre-requisite/ refresher courses, Pass/Fail courses, and audit courses are not included in the computation.
 - 8.6.5.2 Add all the honor points to get the total; and
 - 8.6.5.3 Divide the total honor points by the total number of credit units during the trimester. Indices are computed to four decimal places rounded off to three.
- 8.6.6 **Faculty Waiving of Right to Give Completion Grades**
The Graduate Studies institutes a deferred grade policy because students may have deferred grades. The faculty has to submit the grade records of students who have deferred grades, the formula used in computing the grades and the completion plan for each his student who has a deferred grade to the Program Chair/Dean. In the event that the faculty is not able to attend to the completion of the deferred grades of his students, the completion is deferred to the Program Chair/Dean who will assign a substitute to take over the task and that the faculty yields to this substitute in the giving of grades.
- 8.6.7 A Professor/Lecturer who gives a grade of “NFE” must submit a class record with specified items which the student failed to submit/comply. Likewise, in the absence or non-affiliation of the Professor/Lecturer in the Graduate Studies during the time that the student completes the requirements, the Program Chair/Dean of the Graduate School shall facilitate in giving the completion/new grades.

8.8 Written Comprehensive Examinations

- 8.6.8 The Graduate Studies administers the Written Comprehensive Examinations (WCE) once each term. The scope of WCE covers the totality of the whole program of the student. Students who have completed their academic programs are qualified to take the examination.
- 8.6.9 Applicants must submit the duly accomplished application form and the official summary of grades to the Office of the Graduate School at least two weeks before the schedule of the exams.
- 8.6.10 The student is officially informed about the results of the WCE about a month after the end of the last testing date.
- 8.6.11 Students who fail the WCE may apply for a re-test in the area(s) where they failed. Students who fail a second time must audit the courses for which they did not pass the WCE. After auditing, they may take the WCE for the third time. A student who fails a

third time in any of the areas of the WCE is rendered ineligible to continue in the program.

8.9 Thesis and Dissertation

- 8.6.12 A thesis for the master's and a dissertation for the doctoral degrees shall be required as a condition for graduation for any degree. The topic should be within the ambit of the student's area of specialization.
- 8.6.13 A thesis / dissertation committee, chaired by the Dean or her/his representative shall be responsible for the approving of and maintaining the high quality of thesis / dissertation for each discipline or field of concentration.
- 8.6.14 The format required by the University shall be adopted.
- 8.6.15 The Thesis / dissertation should contribute substantially and purposively to the existing body of knowledge.
- 8.6.16 Enrolment of Thesis / Dissertation Writing should be distributed to at least two terms. In case there is a need to extend the experiment in the study, the candidate must enroll for residency.
- 8.6.17 Each graduate student writing a thesis / dissertation shall be assigned an adviser who shall be chosen by the Dean or his representative on the basis of his expertise.
- 8.6.18 After Final defense, the candidate needs to submit to the Dean's Office, a pdf file (in USB) of the final paper and two (2) hardbound copies of the paper endorsed and duly signed by the adviser using green cover for master's theses and white cover for doctoral dissertation.

8.10 Thesis / Dissertation Defense Panel

- 8.6.19 The Panel provides a more objective third party appraisal of the study. The members are assigned by the Dean. They review the completed draft of the proposal and the final research work and offer suggestions to further improve the student's research as needed, particularly in its content, organization, and mechanics. If the research proposal/ final paper is ready for defense, the adviser with the concurrence of the Panel, recommends it for scheduling of the defense/ examination.
- 8.6.20 A thesis/dissertation adviser who is no longer affiliated with the Graduate Studies-DLSAU, will be automatically replaced. The same procedure will be observed for thesis/dissertation panel members.
- 8.6.21 The oral defense is scheduled by the Dean when the adviser and majority of the panel members have certified that the study is completed and ready for oral defense.
- 8.6.22 In case of substantial disagreement between the adviser and the Panel Members, the opinion of the majority prevails. The Chairman should act as arbiter.

- 8.6.23 The Chair of the panel will summarize the major comments of the panel members and will officially announce their decision to the candidate.
- 8.6.24 Editing shall be done upon recommendation of the Panel.
- 8.6.25 The panel shall also act as the de facto Ethics committee board for the paper being presented to them for defense.
- 8.6.26 The decision of the panel shall be considered final.

8.11 Duties of Thesis / Dissertation Adviser

- 8.6.27 The adviser's chief concern is to guide the student in the observation of recommended format, in organizing his materials, and carrying out the design of his research work as outlined in his proposal.
- 8.6.28 S/He shall maintain a proper balance between giving too much and too little help to the writer of the research work and encourage him/ her towards intellectual independence, self-reliance, and integrity. Thus, he shall help the student in solving specific problems but in so doing, allow the student to exercise initiative and resourcefulness in solving the research problems.
- 8.6.29 S/He shall observe and follow closely the student's development of his research work and his rate of progress and see to it that the research is completed within one year from the time the advisee is formally assigned to him.
- 8.6.30 S/He shall be available for consultation according to a regular schedule (not more than 10 times a year) as agreed upon between himself and the advisee. A copy of consultation schedule will be submitted to the Office of the Dean.
- 8.6.31 He shall make responsible change in the research proposal as may be considered necessary through closer scrutiny of the student's objectives, individual capacity, etc. which the generalize nature of the proposal may not have revealed.
- 8.6.32 Upon certification / recommendation, the Proposal shall be defended before a panel / committee. If the proposal is accepted and approved, the researcher is given the "go signal" to proceed with the data gathering until the thesis / dissertation is completed.
- 8.6.33 When the research work is completed, he shall recommend, with the concurrence of the Panel / committee, the oral defense / examination of the research work by the student.
- 8.6.34 During the oral defense, the date of which shall normally be not earlier than two weeks from the date of submission of the completed draft, the adviser shall sit with the panel / committee.
- 8.6.35 He shall see to it that all suggestions of the oral examination panel which were agreed upon by all concerned are incorporated in the final copies of the research work.
- 8.6.36 He shall see to it that the student will submit the book bound copies of the thesis / dissertation within the school year of his defense.

8.12 Proposal Defense

- 8.6.37** A student needs to be enrolled in the thesis/dissertation writing course during the term to be allowed to apply for thesis/dissertation proposal defense. Payment for thesis/dissertation defense may not be carried over to another trimester even if no defense transpired, except when the department is unable to convene a panel for the current term.
- 8.6.38** The student may start working on his /her Chapters 1-2 with the help of an appointed adviser. Five (5) copies of thesis or Six (6) copies of dissertation proposal should be submitted to the Panel, through the Office of the Graduate Studies, two (2) weeks for thesis and one month for dissertation, prior to the tentative schedule of defense. Failure to do so will force the student to reschedule his/her defense date.
- 8.6.39** The candidate will be graded only as Passed / Failed. The basis will be the objectives of the study, what data were gathered, appropriate data gathering procedure in order to achieve the objectives of the study and the research design.
- 8.6.40** If revisions are required by the proposal defense panel, the revised version should be submitted to the members of the proposal defense panel, through the adviser, not later than four (4) weeks from the date of defense.
- 8.6.41** A student unable to submit the revised thesis/ dissertation within the allotted period shall be deemed to have failed the proposal defense. As such, the student needs to repeat the entire thesis/ dissertation cycle.
- 8.6.42** The student is required to submit 2 copies of the corrected manuscript with the matrix of the comments and suggestions of the panel members after the proposal defense at the Graduate School Office with the attached approval sheet signed by the panel of examiners prior to research performance.

8.13 Final Defense

- 8.6.43** Only students who have successfully completed the Proposal Defense are qualified to apply for the Final Defense. The final defense shall be scheduled by the Office of the Graduate School.
- 8.6.44** The conditions, policies and procedures in connection with Proposal Defense should also be followed when applying for the Final Defense.
- 8.6.45** For master's degree, the oral examination for each candidate shall be conducted by at least three members with doctoral degree or master's but are practitioners in their respective fields. For the doctoral degree, the panel of examiners for each candidate should generally be composed of at least five (5) doctoral degree holders, two of whom may be external panelists. For purposes of institutional standard and format, the Dean sits in all oral examinations.

- 8.6.46 The student should be enrolled in thesis or dissertation writing during the same term when the oral defense takes place.
- 8.6.47 Failure to submit the required copies within a year requires re-enrolment of 3 units Thesis / Dissertation Writing.

8.14 Procedure for Final Defense

- 8.6.48 The proponent leads the Prayer.
- 8.6.49 The Dean announces the opening of the Final Defense and introduces the Panel of Examiners and the adviser.
- 8.6.50 The Adviser presents the candidate to the Panel.
- 8.6.51 The Dean/Chair instructs the candidate to present the highlights of his / her study within 30 minutes.
- 8.6.52 Cross examination follows. After which, the Dean/Chair instructs the candidate to leave the room.
- 8.6.53 The Panel deliberates on the grade of the candidate in accordance with the approved criteria.
- 8.6.54 The Dean announces the decision of the Committee. The decision of the Committee is final.

8.15 Graduation

- 8.6.55 Application for evaluation or summary of grades shall be filed with the Registrar's Office a term before his/her final term.
- 8.6.56 Only those who have successfully completed all the requirements in their curriculum including a hardbound copy of thesis and dissertation are eligible for graduation. Students shall not participate in any commencement activity unless all curricular requirements are completed.
- 8.6.57 All documents required for graduation must be in the candidate's individual records jacket at the Registrar's Office at least one term prior to the commencement day.
- 8.6.58 The following are the CHED-CMO, 15 2019 requirements for graduation effective 1st term SY 2020-2021:
Please see appendix:
<https://ched.gov.ph/wp-content/uploads/CMO-No.-15-Series-of-2019-%E2%80%93-Policies-Standards-and-Guidelines-for-Graduate-Programs-Updated.pdf>

8.16 Outstanding In Research Award (Thesis/Dissertation)

- 8.6.59 Nomination for outstanding thesis/dissertation shall be deliberated on by the panel members and should be endorsed by any panel member during the final defense of the student.
- 8.6.60 The basis of the nomination are:
 - 8.6.60.1 novelty of the research and its significance to the academe/community;
 - 8.6.60.2 coherence of the different major parts: objective, framework, method, results and discussion;
 - 8.6.60.3 the candidate worked on his/her research more than what was expected of him/her.

8.17 Policy on Student Applicant with Non-thesis Master's Degree

In our effort to accept Non-thesis Master's degree holder who are willing to enter our PhD programs, the following procedure will apply:

- 8.17.1 The proponent should enroll in six (6) units thesis writing class or its equivalent as approved by the Dean of the Graduate School.
- 8.17.2 The proponent pays the thesis defense fee.
- 8.17.3 The proponent should present the final paper to a panel using the DLSAU format.
- 8.17.4 The panel approves the paper presented.
- 8.17.5 The proponent submits the duly signed final hard bound of the paper to the Office of the Registrar.

8.18 Policy on Residency

Program residency refers to a maximum number of years a student has to complete his program. Program residency is reckoned from the date of admission to DLSAU. The following will be followed:

- 8.18.1 A student in the master's program is given a maximum of five (5) years to complete his program. A student in the doctoral is given of seven (7) years to complete his program.
- 8.18.2 A student who goes beyond the maximum program residency will be required to take one (1) penalty course for every year of extension, for a maximum period of three (3) years and five (5) years for masters and doctoral programs respectively.
- 8.18.3 The student is responsible for monitoring the status of his or her eligibility. No prior notice from DLSAU is needed.
- 8.18.4 Pre-enrollment of students who have become ineligible in the program will be invalidated automatically.
- 8.18.5 A student who has exceeded the maximum program residency will have to secure permission from the Dean of the Graduate School to continue enrollment in the University.

8.19 Policy on Directed Research

A student who is in the process of writing their thesis or dissertation but is not enrolled in Thesis/Dissertation writing class may apply for a Directed Research course. This course aims to provide the student an adviser who will guide him/her in the process. The following procedure will apply:

- 8.19.1 Student will formally request the Graduate School Dean to be enrolled in the Directed Research Course.
- 8.19.2 S/he fills out the necessary form and files the said signed form to the Office of the Registrar.
- 8.19.3 She pays the fee at the Cashier Office and submit the receipt to the Dean's Office.
- 8.19.4 The Dean assigns an adviser to the said student.

APPENDICES AND SAMPLE FORMS

APPENDIX A

A. STUDENT GUIDE IN JOINING ORGANIZATION(S)

1. Know the track record of the organization.
 - a. How long had it been in existence?
 - b. What activities did the organization undertake in the past years?
 - c. What award/s or recognition/s did it receive?
2. Know the records of its members and officers.
 - a. Are they of good standing as students? as student Leaders?
 - b. Were there instances when it members had been charged or meted with disciplinary action?
 - c. How did the members fare in the past board examinations (if applicable)?
3. Know the academic standing of the members of the organization.
 - a. What are the interests of the members? Do they give priority to their studies?
4. Know the plans and activities of the organization.
 - a. Does the organization keep its members well-informed?
 - b. Can the activities help you in your field of study?
 - c. Does the organization or its members constantly follow the rules and regulations of the university?
5. Know the record of the alumni of the organization.
 - a. How many of its alumni passed the board examinations? Were they board placers?
 - b. What kind of occupation / position do the alumni hold?
 - c. Can they help you after your graduation?
6. If you are convinced, **join them** and get some more information. See your Student Activities Coordinator at the Office of Student Services.

APPENDIX B

B. GUIDELINES ON THE USE OF STUDY CABANAS

General Guidelines

1. Study Cabanas are for studying and/or for academic related purpose. However, meeting may be held there with prior reservation from the office of the Academic Services.
2. Study Cabanas are preferably for the use of DLSAU Students only. Other users may request from the Office of the Academic Services.
3. Things to be observed when using the study cabanas:
 - a) No food and drinks are allowed in the study cabanas.
 - b) No sitting on the table
 - c) No stepping on the tables and benches
 - d) No vandalism
 - e) No poster is allowed on any part of the cabanas
 - f) No littering
 - g) Noise shall not distract the adjacent study cabanas
 - h) Students are allowed to stay in the cabanas until 7 p.m. only
4. Violators shall be subjected to disciplinary action after due process.

Limitations On The Use Of The Row Cabanas

1. Row Cabanas must not be used for any illegal activity which is punishable under the revised code of discipline for DLSAU students, violations of which shall be dealt with accordingly.
2. The Student Organization will be responsible for the maintenance of their Row Cabanas as well as its cleanliness and orderliness.
3. The officers and members must religiously observe the curfew hours. No one is allowed to stay in the area beyond 7:00 p.m. However, in case meetings and anniversary celebrations, a duly approved permit signed by the Head of Administrative Services is necessary.
4. That in this Row Cabanas, intoxicating beverages must not be served at all times, even during anniversary celebrations, Security Guards will be on hand to check if this rule is followed to the letter.

The adviser and members of the organizations shall see to it that policy is strictly followed, by their visiting alumni or other members. Also, they shall be held liable for any infraction brought by breaking this rule.
5. The student organization has no propriety rights over Row Cabanas; thus, it must be willing to vacate the space in case the university needs it or will make use of it. However, the University must relocate the student organization in a manner and cost agreeable to both parties.
6. The appropriate use of the Row Cabanas shall be the responsibility of the users; any violation shall be also the responsibility of the members assigned to it.
7. Users of the Row Cabanas shall observe the following.
 - a. no smoking
 - b. no card games
 - c. no drinking of intoxicating beverages
 - d. no undressing
8. Anybody caught for violations of the above, the following sanctions shall be imposed:
 - a. 1st offense- warning
 - b. 2nd offense- reprimand
 - c. 3rd offense- suspension of operations for a period of one trimester

APPENDIX C

C. GUIDELINES FOR POSTING ANNOUNCEMENTS/INFORMATION

All recognized student organizations are allowed to post any announcements/information relative to specific projects. All information materials must be properly worded, neatly placed, attractive and presentable to the DLSAU community. All posters should be signed by the organization's adviser/s before the Office of Student Services approval. The following should be observed in posting announcements /information:

- a. Streamers/Tarpaulins shall not exceed 6 x 6 feet in size. Only one streamer/tarpaulin is allowed to be posted in the designated area per activity. (The use of tarpaulins will only be allowed for major activities)
- b. Poster size.
- b. Cartolina size – maximum of 3x3 feet in size (5 pcs)
- b. 2 Tarpaulin – maximum of 2x2 feet in size (2 pcs)
- c. Streamers/Tarpaulins/Posters may only be posted in the following locations: row cabanas, LSB Lobby and Bulletin Boards.
- d. Only adhesive tapes may be used in putting up posters. Stickers will not be allowed.
- e. All posted information shall be taken out from the posted area by the concerned groups on or before the following working day after the scheduled notice of activity.

Note: It is advised that tarpaulin expenses will not be taken out from the organization's funds. Other request not specified here should seek permission from the Academic and Services Department and/or Administrative Services.

APPENDIX D

D. GUIDELINES ON THE USE OF THE TRACK AND FIELD OVAL (TAFO)

1. The Track and Field Oval, as the name suggests, is principally intended to be used as a sports facility for Track and Field and similar games, like softball, soccer football, etc. Because of this nature, this facility should be maintained so that the grounds are well-kept and free from any obstruction such as that grasses should be cut, water drainage be maintained, stones and rocks removed, etc.
2. However, in cases where in certain activities cannot be avoided to be held in the Track and Field Oval, the following procedures should be followed:
 - a. A form should be accomplished by the user/s and the signature of the Dean of Student Services and Mission should be obtained. If the Dean of Student Services and Mission sign on this Form, this should automatically mean that previous consultation has been done with the Athletics and Sports Coordinator, because the latter reports to the former. If any damage will be done on the grounds, then the responsibility rests on the Dean of Student Services and Mission.
 - b. After the signature of the Dean of Student Services and Mission has been obtained by the User/s, then the signature of the Director, Campus Maintenance & Development should also be obtained. The reason is that this person, is responsible for all facilities on campus, in general, and is also responsible for their upkeep and maintenance. If the Director of Campus Maintenance & Development signs on the Form, this means that he is fully aware of the consequences of the proposed activity.
 - c. In case the activity is connected with another set of activities, such as that of the Foundation Celebrations, then the signed Form can already be forwarded to the Chair of the Activity, who can now note and include the activity in the list of the Activities – assuming further that other signatures have already been obtained, such as the signatures of Asst. Deans, who may have to approve if the activities may have implications on academic classes.

APPENDIX E

E. RULES AND REGULATIONS ON THE USE OF THE SWIMMING POOL

1. General Policies
 - a. Only bathing suits and swimming trunks are allowed to be worn when using the pool.
 - b. Always take a shower first and a foot bath before swimming.
 - c. Enter the pool only when the instructor/lifeguard is already in.
 - d. Persons who are inflicted with diseases such as cough and cold, ear discharge, sores, or with open wounds are not allowed to use the pool.
 - e. Do not urinate, spit and blow your nose while using the pool.
 - f. Pushing and jostling are strictly prohibited.
 - g. Eating and smoking are not allowed inside the pool area.
 - h. All users must follow the instructions of the lifeguard.
 - i. Safety gadgets brought by the users are allowed inside the swimming pool area but should be approved first by the lifeguard.
2. Academic Use of the Swimming Pool
 - a. The swimming pool is an academic support facility; thus, academic activities such as PE swimming classes and Intramural games are given priority in its use.
 - b. University athletes (Collegiate and BED Swimmers) who are on training should use the pool only in the presence of their trainer, coach or lifeguard.
 - c. Only one PE section (swimming class) of forty (40) students shall be allowed at a time. The PE teacher shall help the lifeguard in the supervision of the class.
 - d. The PE students can avail of the free use of the swimming pool during their PE classes only.
3. Rules on the Use of Swimming Pool (Insiders and Outsiders)
 - a. Secure permit from the Office of the Administrative Services.
 - b. For walk-in users (swimming purposes only), see if the lifeguard is in and then go to the Cashier's Office to pay the swimming fee. Secure the official receipt which will serve as the entry pass.
 - c. Parental consent is strictly required for minor users.
 - d. Grade School pupils are allowed to use the swimming pool if they are accompanied by their parent or guardian.
 - e. A maximum of twenty (20) users only shall be allowed at any one time to be efficiently supervised by the lifeguard.
4. Special Use of the Swimming Pool
 - a. Exclusive use of the swimming pool may be allowed specially on Saturdays and Sundays.
 - b. For scheduling and booking, contact the Coordinator for Sports and Athletics at the university gym.
 - c. The fee charged to the contracting party shall depend on the number of users.
 - d. Foods, drinks and sound System of the contracting party are allowed in the swimming pool area. However, there should be a designated place in the area where foods are to be eaten.
 - e. The contracting party should clean the area after its use.

APPENDIX F

F. GUIDELINES ON THE USE OF BASKETBALL COURTS

Proper use of the Facility is a responsibility of each user. This will help to ensure everyone's enjoyment, safety, and security.

Users of the court are expected to observe the following:

1. Any accident, injury, or facility problems should be reported to the administrator-in-charge.
2. Any disciplinary problems will be dealt with on an individual basis by the Office of the Prefect of Discipline.
3. Users should maintain cleanliness at all times. Keep all trash cleaned up from the court area.
4. Stepping on the cyclone wires and benches are strictly prohibited.
5. Use beyond the schedule shall be approved by the administrator-in-charge.
6. Users during their free period, should wear the proper sports attire.
7. Use of the court on Saturdays and Sundays shall be approved by the Office of the Chancellor.

Availability:

1. Students who may want use the basketball court during their free period should fill out a reservation form.
2. User/s should reserve the court for important sports activities such as sport fest, intramurals, etc.

Reservation Guidelines:

1. Students, faculty and coaches may request the use of the basketball court for the classes, sports club activities, basketball games, and others outdoor sports by completing a Reservation Request Form.
2. Student Organizations as well as the University departments may also use the same form.
3. Non-Affiliated groups must request the Office of the Chancellor permit to use the school facility.

Priority Scheduling: Reservations are based upon the following order:

1. PE classes/intramurals
2. Sports clubs
3. Varsity trainings
4. Organization activities

APPENDIX G

G. STUDENT DECORUM DURING EDUCATIONAL TOURS OR FIELD TRIPS

1. Each student shall conduct himself/herself, both within and outside the campus of the Institute in manner befitting a student of a prestigious institute. Each student shall give due respect and courtesy to the teachers, administrators, staff, guests and other students during the activity.
2. Loud talking, loitering or congregating, being a source of distractions and annoyance to others during the activity is not allowed.
3. Students are required to dress neatly and decently and to follow the Dress Code of the university if they shall not be required to wear their school uniform. The school ID must be worn during the entire activity.
4. Proper decorum inside the bus and places to be visited must be observed.
5. Students are expected to come 30 minutes before the departure time for the activity.
6. Students shall strictly observe and follow the safety precautions given by the teacher in-charge and tour organizers.
7. Students must strictly observe and follow the following policies of the university during the entire activity:
 - a. No Liquor
 - b. No Smoking
 - c. No undressing
 - d. No Card games

APPENDIX H

H. ANTI-SEXUAL HARASSMENT ACT OF 1995 [REPUBLIC ACT NO. 7877]

An Act Declaring Sexual harassment 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, and students of those undergoing training, instruction or education. Towards this end all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

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

(a) In a work-related environment or employment, sexual harassment is committed when:

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

(2) The above acts impair the employee's rights or privilege under existing labor laws; or

(3) The above acts result in an intimidating, hostile, or offensive environment for the employee.

(b) 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;

(3) when the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarship or the payment of a stipend, allowance or other benefits, privileges, or considerations; or

(4) when the sexual advances result in intimidating, hostile or offensive environment for the student, trainee or apprentice.

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed shall also be held liable to this Act.

SEC. 4 Duty of the Employer or Head of the 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 and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedures for the investigation of sexual harassment cases and administrative sanctions there for.

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 sub-section (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

(b) Create a committee on 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 and students on sexual harassment. It shall conduct the investigation of alleged cases constituting sexual harassment.

In the case of work-related environment, the committee shall be composed of at least 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 the 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 or 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 or training institution shall be solidly liable for damages arising from the acts of sexual harassment committed in the employment of head of office, Educational or training institution if 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 not less than Ten Thousand Pesos (₱10,000.00)

APPENDIX I

I. SPECIAL PROTECTION OF CHILDREN AGAINST ABUSE, EXPLOITATION AND DISCRIMINATION ACT [REPUBLIC ACT NO. 7610]

An act providing for stronger deterrence and special protection against child abuse, exploitation and discrimination, and for other purposes.

ARTICLE 1

TITLE, POLICY, PRINCIPLES AND DEFINITION OF TERMS

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

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

It shall be the policy of the State to protect and rehabilitate children gravely threatened or endangered by circumstances which affect or will affect their survival and normal development and over which they have no control.

The best interest of children shall be the paramount consideration in all actions concerning them, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities, and legislative bodies, consistent with the principles of First Call for Children as enunciated in the United Nations Convention on the Rights of the Child. Every effort shall be exerted to promote the welfare of children and enhance their opportunities for a useful and happy life.

Section 3. Definition of Terms. –

(a) "*Children*" refers to person below eighteen (18) years of age or those over but are unable to fully take care of themselves or protect themselves from abuse, neglect, cruelty, exploitation or discrimination because of a physical or mental disability or condition;

(b) "*Child abuse*" refers to the maltreatment, whether habitual or not, of the child which includes any of the following:

(a) Psychological and physical abuse, neglect, cruelty, sexual abuse and emotional maltreatment;

(b) Any act by deeds or words which debases, degrades or demeans the intrinsic worth and dignity of a child as a human being;

(c) Unreasonable deprivation of his basic needs for survival, such as food and shelter; or

(d) Failure to immediately give medical treatment to an injured child resulting in serious impairment of his growth and development or in his permanent incapacity or death.

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

(a) Being in a community where there is armed conflict or being affected by armed conflict-related activities; Working under conditions hazardous to life, safety and normal which unduly interfere with their normal development;

(b) Living in or fending for themselves in the streets of urban or rural areas without the care of parents or a guardian or basic services needed for a good quality of life;

(c) Being a member of an indigenous cultural community and/or living under conditions of extreme poverty or in an area which is underdeveloped and/or lacks or has inadequate access to basic services needed for a good quality of life;

- (d) Being a victim of a man-made or natural disaster or calamity; or
- (e) Circumstances analogous to those above-stated which endanger the life, safety or normal development of children.
- (d) “*Comprehensive program against child abuse, exploitation and discrimination*” refers to the coordinate program of services and facilities to protected children against:
 - 8.20 Child Prostitution and other sexual abuse;
 - 8.21 Child trafficking;
 - (a) Obscene publications and indecent shows;
 - (b) Other acts of abuses; and
 - (c) Circumstances which threaten or endanger the survival and normal development of children.

ARTICLE II PROGRAM ON CHILD ABUSE, EXPLOITATION AND DISCRIMINATION

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

ARTICLE III CHILD PROSTITUTION AND OTHER SEXUAL ABUSE

Section 5. Child Prostitution and Other Sexual Abuse. – Children, whether male or female, who for money, profit, or any other consideration or due to the coercion or influence of any adult, syndicate or group, indulge in sexual intercourse or lascivious conduct, are deemed to be children exploited in prostitution and other sexual abuse.

The penalty of reclusion temporal in its medium period to reclusion perpetua shall be imposed upon the following:

(1) Those who engage in or promote, facilitate or induce child prostitution which include, but are not limited to, the following:

- 7.8.5.1 Acting as a procurer of a child prostitute;
- 7.8.5.2 Inducing a person to be a client of a child prostitute by means of written or oral advertisements or other similar means;
- 7.8.5.3 Taking advantage of influence or relationship to procure a child as prostitute;
- 7.8.5.4 Threatening or using violence towards a child to engage him as a prostitute; or
- 7.8.5.5 Giving monetary consideration goods or other pecuniary benefit to a child with intent to engage such child in prostitution.

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

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

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

There is also an attempt to commit child prostitution, under paragraph (b) of Section 5 hereof when any person is receiving services from a child in a sauna parlor or bath, massage clinic, health club and other similar

establishments. A penalty lower by two (2) degrees than that prescribed for the consummated felony under Section 5 hereof shall be imposed upon the principals of the attempt to commit the crime of child prostitution under this Act, or, in the proper case, under the Revised Penal Code.

ARTICLE IV CHILD TRAFFICKING

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

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

- a. When a child travels alone to a foreign country without valid reason therefore and without clearance issued by the Department of Social Welfare and Development or written permit or justification from the child's parents or legal guardian;
- b. When a person, agency, establishment or child-caring institution recruits women or couples to bear children for the purpose of child trafficking; or
- c. When a doctor, hospital or clinic official or employee, nurse, midwife, local civil registrar or any other person simulates birth for the purpose of child trafficking; or
- d. When a person engages in the act of finding children among low-income families, hospitals, clinics, nurseries, day-care centers, or other child-caring institutions who can be offered for the purpose of child trafficking.

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

ARTICLE V OBSCENE PUBLICATIONS AND INDECENT SHOW

Section 9. Obscene Publications and Indecent Shows. – Any person who shall hire, employ, use, persuade, induce or coerce a child to perform in obscene exhibitions and indecent shows, whether live or in video, or model in obscene publications or pornographic materials or to sell or distribute the said materials shall suffer the penalty of prison mayor in its medium period.

If the child used as a performer, subject or seller/distributor is below twelve (12) years of age, the penalty shall be imposed in its maximum period.

Any ascendant, guardian, or person entrusted in any capacity with the care of a child who shall cause and/or allow such child to be employed or to participate in an obscene play, scene, act, movie or show or in any other acts covered by this section shall suffer the penalty of prison mayor in its medium period.

ARTICLE VI OTHER ACTS OF ABUSE

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

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

(b) Any person who shall keep or have in his company a minor, twelve (12) years or under or who in ten (10) years or more his junior in any public or private place, hotel, motel, beer joint, discotheque, cabaret, pension house, sauna or massage parlor, beach and/or other tourist resort or similar places shall suffer the penalty of prison mayor in its maximum period and a fine of not less than Fifty thousand pesos (P50, 000.00): Provided, That this provision shall not apply to any

person who is related within the fourth degree of consanguinity or affinity or any bond recognized by law, local custom and tradition or acts in the performance of a social, moral or legal duty.

(c) Any person who shall induce, deliver or offer a minor to any one prohibited by this Act to keep or have in his company a minor as provided in the preceding paragraph shall suffer the penalty of prison mayor in its medium period and a fine not less than Forty thousand pesos (P40,000.00); Provided, however, That should the perpetrator to be an ascendant, stepparent or guardian of the minor, the penalty to be imposed shall be imposed shall be prison mayor in its maximum period, a fine of less than Fifty thousand pesos (P50,000.00), and the loss of parental authority over the minor.

(d) Any person, owner, manager or one entrusted with the operation of any public or private place of accommodation, whether for occupancy, food, drink or otherwise, including residential places, who allows any person to take along with him to such place or places any minor herein described shall be imposed a penalty of prison mayor in its medium period and a fine of not less than Fifty thousand pesos (P50,000.00), and the loss of the license to operate such a place or establishment.

(e) Any person who shall use, coerce, force or intimidate a street child or any other child to:

8.21.2.1 Beg or use begging as a means of living;

8.21.2.2 Act as conduit or middlemen in drug trafficking or pushing; or

8.21.2.3 Conduct any illegal activities, shall suffer the penalty of *prison correccional* in its medium period to reclusion perpetua.

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

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

ARTICLE VII

SANCTIONS FOR ESTABLISHMENTS OR ENTERPRISES

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

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

ARTICLE VIII

WORKING CHILDREN

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

(1) When a child works directly under the sole responsibility of his parents or legal guardian and where only members of the employer’s family are employed: Provided, however, That his employment neither endangers his life, safety and

health and morals, nor impairs his normal development: Provided, further, That the parent or legal guardian shall provide the said minor child with the prescribed primary and/or secondary education; or

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

- 8.22 The employer shall ensure the protection, health, safety and morals of the child;
- 8.23 The employer shall institute measures to prevent the child's exploitation or discrimination taking into account the system and level of remuneration, and the duration and arrangement of working time; and
- 8.24 The employer shall formulate and implement, subject to the approval and supervision of competent authorities, a continuing program for training and skill acquisition of the child.

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

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

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

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

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

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

ARTICLE IX CHILDREN OF INDIGENOUS CULTURAL COMMUNITIES

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

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

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

Section 20. Discrimination. – Children of indigenous cultural communities shall not be subjected to any and all forms of discrimination.

Any person who discriminate against children of indigenous cultural communities shall suffer a penalty of arresto mayor in its maximum period and a fine of not less than Five thousand pesos (P5,000.00) more than Ten thousand pesos (P10,000.00).

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

ARTICLE X CHILDREN IN SITUATIONS OF ARMED CONFLICT

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

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

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

Section 24. Family Life and Temporary Shelter. – Whenever possible, members of the same family shall be housed in the same premises and given separate accommodation from other evacuees and provided with facilities to lead a normal family life. In places of temporary shelter, expectant and nursing mothers and children shall be given additional food in proportion to their physiological needs. Whenever feasible, children shall be given opportunities for physical exercise, sports and outdoor games.

Section 25. Rights of Children Arrested for Reasons Related to Armed Conflict. – Any child who has been arrested for reasons related to armed conflict, either as combatant, courier, guide or spy is entitled to the following rights;

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

If after hearing the evidence in the proper proceedings the court should find that the aforesaid child committed the acts charged against him, the court shall determine the imposable penalty, including any civil liability chargeable against him. However, instead of pronouncing judgment of conviction, the court shall suspend all further proceedings and shall commit such child to the custody or care of the Department of Social Welfare and Development

or to any training institution operated by the Government, or duly-licensed agencies or any other responsible person, until he has had reached eighteen (18) years of age or, for a shorter period as the court may deem proper, after considering the reports and recommendations of the Department of Social Welfare and Development or the agency or responsible individual under whose care he has been committed.

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

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

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

ARTICLE XI REMEDIAL PROCEDURES

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

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

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

Section 29. Confidentiality. – At the instance of the offended party, his name may be withheld from the public until the court acquires jurisdiction over the case.

It shall be unlawful for any editor, publisher, and reporter or columnist in case of printed materials, announcer or producer in case of television and radio broadcasting, producer and Vice Chancellor for Student and Mission of the film in case of violation of this Act which results in the moral degradation and suffering of the offended party.

Section 30. Special Court Proceedings. – Cases involving violations of this Act shall be heard in the chambers of the judge of the Regional Trial Court duly designated as Juvenile and Domestic Court.

Any provision of existing law to the contrary notwithstanding and with the exception of *habeas corpus*, election cases, and cases involving detention prisoners and persons covered by Republic Act No. 4908, all courts shall give preference to the hearing or disposition of cases involving violations of this Act.

ARTICLE XII COMMON PENAL PROVISIONS

- (a) The penalty provided under this Act shall be imposed in its maximum period if the offender has been previously convicted under this Act;
- (b) When the offender is a corporation, partnership or association, the officer or employee thereof who is responsible for the violation of this Act shall suffer the penalty imposed in its maximum period;

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

ARTICLE XIII FINAL PROVISIONS

Section 32. Rules and Regulations. – Unless otherwise provided in this Act, the Department of Justice, in coordination with the Department of Social Welfare and Development, shall promulgate rules and regulations of the effective implementation of this Act.

Such rules and regulations shall take effect upon their publication in two (2) national newspapers of general circulation.

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

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

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

Section 36. – Effectivity Clause. – This Act shall take effect upon completion of its publication in at least two (2) national newspapers of general circulation.

APPENDIX J
J. ANTI-HAZING LAW
[REPUBLIC ACT NO. 8049]

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.
- SEC. 2 No hazing or initiation tires in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before the conduct of such initiation. The written notice shall indicate the period of initiation activities which shall not exceed three (3) days, shall include the names of those to be subjected to such activities and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.
- SEC. 3 The head of the school organization or their representatives must assign at least two (2) representatives of the school or organization, as the case may be, to be present during the initiation. It is the duty of such representative to see to it that no physical harm or 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:
- 8.24.1.1 The penalty of reclusion perpetua if death, rape, sodomy or mutilation results there from.
 - 8.24.1.2 The penalty of reclusion temporal in its maximum period if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
 - 8.24.1.3 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 the power to hear or to smell, or shall have lost an eye, a hand a foot, an arm, or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.
 - 8.24.1.4 The penalty of reclusion temporal in its minimum period if in consequence of the hazing the victim shall become deformed or shall have lost the use thereof, or shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for a period of more than ninety (90) days.
 - 8.24.1.5 The penalty of prison mayor in its maximum period 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 more than thirty (30) days.

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- 8.24.1.6 The penalty of prison mayor in its medium period 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 ten (10) days or more, or that the injury sustained shall require medical attendance for the same period.
 - 8.24.1.7 The penalty of prison mayor in its minimum period if in consequence of the hazing shall have been ill or incapacitated for the performance of the activity or work which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical attendance for the same period.
 - 8.24.1.8 The penalty of prison correctional its maximum period if in consequence of the hazing the victim sustained physical injuries which do not prevent him for engaging in his habitual activity or work nor require medical attendance.
 - 8.24.1.9 The penalty of prison mayor in its medium period 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 (10) days or more, or that the injury sustained shall require medical attendance for the same period.
 - 8.24.1.10 The penalty of prison mayor in its minimum period if in consequence of the hazing shall have been ill or incapacitated for the performance of the activity or work which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical attendance for the same period.
 - 8.24.1.11 The penalty of prison correctional its maximum period if in consequence of the hazing the victim sustained physical injuries which do not prevent him for engaging in his habitual activity or work nor require medical attendance.

The responsible officials of the school or of the police, military or citizen's army training organization, may impose the appropriate sanctions on the persons charged under this provision even before their conviction.

The maximum penalty herein provided shall be imposed in any of the following instances:

- a. when the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;
- b. when the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting;
- c. when the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to the police authorities, through force, violence, threat or intimidation;
- d. when the hazing is committed outside of the school or institution; or
- e. when the victim is below twelve (12) years of age at the time of 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 have actual knowledge thereof, but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing committed shall be liable as principals. Officers or members of an organization, group, fraternity or sorority who knowingly cooperated in carrying out the hazing by inducing the victim to be present thereat shall be liable as principals. A fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take any action to prevent the same from occurring shall be liable as principals.

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

Any person charged under this provision shall be entitled to the mitigating circumstance that there was no intention to commit so grave a wrong.

This section shall apply to the president, manager, Vice Chancellor for Student and Mission 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 or provision thereof shall remain valid and effective.

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

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

APPENDIX K
K. CAMPUS JOURNALISM ACT OF 1991
[REPUBLIC ACT NO. 7079]

SEC. 1. Title. This Act shall be known and referred to as the "Campus Journalism act of 1991."

SEC. 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.

SEC. 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 trimester, who was pass 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.

SEC. 4. 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's funds.

SEC. 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.

SEC. 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.

SEC. 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.

SEC.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.

SEC. 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.

SEC. 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.

SEC. 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 Appropriation Act.

SEC. 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

L. CHED MEMORANDUM ORDER NO. 15, S. 2012 ON SUSPENSION OF CLASSES



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



CHED MEMORANDUM ORDER

NO. 15

SERIES OF 2012

SUBJECT: AMENDMENT TO CMO 34, SERIES OF 2010 TITLED "CLARIFICATORY GUIDELINES FOR THE SUSPENSION OF CLASSES IN HIGHER EDUCATION INSTITUTIONS (HEIs) DUE TO TYPHOONS / STORMS, FLOODING AND OTHER WEATHER DISTURBANCES"

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994," and in view of Malacañang Executive Order 66 entitled "PREScribing RULES ON THE CANCELLATION OR SUSPENSION OF CLASSES AND WORK IN GOVERNMENT OFFICES DUE TO TYPHOONS, FLOODING, OTHER WEATHER DISTURBANCES, AND CALAMITIES," guidelines for the suspension of classes in higher education institutions are hereby updated as follows:

1. CHED does not issue cancellation or suspension of classes.
2. Classes at the collegiate level, including graduate school, in the affected area, are automatically cancelled or suspended when Signal No. 3 is raised by the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAG-ASA) and announced through various media outlets.
3. Classes at the collegiate level, including graduate school, may be cancelled or suspended at the discretion of local chief executives of Local Government Units and/or heads of HEIs if special circumstances in their area such as flooding, road damage, etc. warrant it. HEIs are also advised to monitor National Disaster Risk Reduction and Management Council (NDRRMC) announcements where disasters and calamities are present.
4. Local chief executives and/or HEI heads or their duly authorized representatives shall make the announcement for the cancellation or suspension of classes not later than 4:30AM of the day when cancellation or suspension shall take effect, using all available media outlets (radio, TV, SMS, website and other forms of social media). For midday suspensions, the announcement shall be made not later than 11:00AM. School heads are advised to use proper discretion since there are times it is safer to keep the students in school rather than expose them to greater danger.
5. Even without the cancellation or suspension of classes, students who are unable to report to class or participate in scheduled activities such as exams due to inclement weather shall be given consideration and be allowed to make up for the missed class or activity.

This guideline shall remain in effect until revoked or amended.

For immediate dissemination and strict compliance of all concerned.

Issued this 1st day of June 2012, Quezon City, Philippines.

For the Commission:



PATRICIA B. LICUANAN, Ph.D.
Chairperson



APPENDIX M

M. GENERAL GUIDELINES FOR the CONDUCT OF RANDOM DRUG TESTING FOR STUDENTS OF SECONDARY, TERTIARY, VOCATIONAL AND TECHNICAL SCHOOLS, AMENDING BOARD REGULATION NO. 6, SERIES OF 2003



Republic of the Philippines
Office of the President
DANGEROUS DRUGS BOARD

3/F, DDB – PDFA Building, NIA Road, National Government Center, East Triangle, Diliman, Quezon City, Philippines
 P.O. Box No. 3682 Manila, Tel. No. 929-1753, Telefax 929-1546, Website: www.ddb.gov.ph, E-mail: info@ddb.gov.ph

BOARD REGULATION No. 3
Series of 2009

SUBJECT: GENERAL GUIDELINES FOR THE CONDUCT OF RANDOM DRUG TESTING FOR STUDENTS OF SECONDARY, TERTIARY, VOCATIONAL AND TECHNICAL SCHOOLS, AMENDING BOARD REGULATION NO. 6, SERIES OF 2003

WHEREAS, Section 36 (c) , Article III of Republic Act 9165, mandates that the students of secondary and tertiary schools shall undergo drug testing and that all drug testing expenses whether in public or private schools under this Section will be borne by the government;

WHEREAS, government already implemented a similar random drug testing activity in 2005 for secondary level students, and in 2007, for tertiary level students;

WHEREAS, there is a need to amend provisions of the implementing guidelines in order to adopt new policy directives and remedy perceived ambiguities in the previous issuance;

WHEREFORE, be it **RESOLVED**, as it is hereby **RESOLVED**, to amend Board Regulation No. 6, Series of 2003 specifically the following provisions thereof:

SECTION 1. Subject, is hereby amended by including “students of vocational and technical schools”, as among those covered by the guidelines which should now read as follows:

Subject: “GENERAL GUIDELINES FOR THE CONDUCT OF RANDOM DRUG TESTING FOR STUDENTS OF SECONDARY, TERTIARY, VOCATIONAL AND TECHNICAL SCHOOLS”

SECTION 2. Letter A “Guiding Principles in the Implementation of Random Drug Testing in Schools and Management of Drug Test Results” is hereby amended by adding another paragraph as paragraph number 12.

- 12.** Random drug testing for students is considered by the government as entirely a “health” issue and aims to provide appropriate interventions, to those who will be tested positive for dangerous drug use, which will help the student stop further use and/or abuse of the substance.

SECTION 3. Letter C “DEFINITION OF TERMS” is hereby amended to include the terms “CHAIN OF CUSTODY, INTERVENTIONS and LABORATORY, which shall be defined as follows:

CHAIN OF CUSTODY- refers to procedures to account for each specimen by tracking its handling and storage from point of collection to final disposal. These procedures require that the applicant's identity is confirmed and that a Custody and Control Form is used from time of collection to receipt by the laboratory. Within the laboratory, appropriate chain of custody records must account for the samples until disposal.

INTERVENTIONS- are therapeutic programs appropriate for high-risk individuals/students who are using dangerous drugs and who need special assistance to recognize the signs and symptoms of initial drug use and dependency. It may include corrective or rehabilitative actions that may take the form of crisis intervention, peer counseling, peer leadership programs, parent/peer groups, or psychological counseling at the individual or family level and structured rehabilitation programs. It may also include medical intervention of the afflicted student whenever necessary.

LABORATORY- refers to a DOH-Accredited private or government facility that is capable of testing a specimen to determine the presence of dangerous drugs therein.

SECTION 4. Letter D "PROCEDURES IN THE CONDUCT OF RANDOM DRUG TESTING" is hereby amended such that:

Item 2.a. should read as: "The Supervising Agency shall inform all schools on their inclusion in the random drug testing program."

Item 4. on Treatment of Random Drug Test Results is hereby amended in its entirety such that it shall read as follows:

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. In case the test results are positive at the screening level, the same specimen shall immediately be submitted for confirmation observing all strict chain of custody procedures and confidentiality of records.
- d. If a student is "confirmed" to be using a dangerous drug, the following shall be observed:
 - i. The Laboratory, places results in a sealed envelop for transmission to the Central Office of the Supervising Agency
 - ii. The Supervising Agency shall then transmit the results to the concerned school/institution by informing the particular school/institution's random drug testing (RDT) Coordinator previously assigned by the selection board.

1. The Supervising Agency shall remind the RDT Coordinator of the confidential nature of the results and strict handling of the "chain of custody" of the information should be observed.
- iii. The school/institution's RDT Coordinator shall then inform the parent and the student of the results and how the information is regarded with utmost secrecy and confidentiality
 1. The Coordinator shall remind the student that divulging the results with anybody will be at his own risk; and
 2. That if possible, the information should remain in the confines of their house.
- iv. The parent, the RDT Coordinator and the student shall then prepare for a case conference to discuss issues of drug use and possible dependency.
- v. The Drug Testing Coordinator shall refer the student and his/her parent to a government-owned DOH-accredited facility or DOH-accredited government physician to determine the student's dependency level.
- vi. A date and venue shall be selected for the case conference
 1. Date should be agreeable to all concerned in the case conference (Parent, Student, RDT Coordinator and the DOH Accredited Physician).
 2. Venue should have a semblance of privacy (preferably in a room, with an office table where group discussions and individual sessions can be done).
 3. Whichever is more convenient for the student and parent, venue could be as follows:
 - a. Regional Office or hospital of the DOH
 - b. Regional Office of the Supervising Agency
 - c. Other designated venue which can assure privacy
- vii. The RDT Coordinator shall inform Supervising Agency Central Office coordinator on the possible dates and venue for further discussions of options.
- viii. Once, finalized, the group shall proceed as planned with the case conference.
 1. Drug dependency level of the student shall be evaluated;
 2. Cross reference of information shall be validated from the parent and RDT Coordinator;
 3. Treatment planning for the student shall be discussed and presented to the student and parent;
 4. Options for treatment should be presented to the parent and student;
 5. If a student (below 18 years of age) is found to be a drug dependent, the school authority shall refer him/her to the Department of Social Welfare and Development (DSWD) or a local social worker for counseling and other intervention;

6. 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.
 - a. If child opts for government service, the DOH treatment and rehabilitation centers nearest to the area can provide services;
 - b. If the parent and student would opt for private services, appropriate referrals will be done, taking note of the progress of treatment on a regular basis;
7. Trained guidance counselors can also be utilized.
- e. If a student is "confirmed" negative from dangerous drug use, the following shall be observed:
 1. Names per school/institution of all who tested negative will be summarized in a result form.
 2. The Summarized result form shall be transmitted to the Supervising Agency concerned.
 3. Supervising Agency Central Office shall forward the same to the concerned school/institution's RDT Coordinator.
 4. The RDT Coordinator and/or teacher adviser/and/or guidance counselor shall individually inform each student and parent concerned regarding the results.
- f. Positive confirmatory drug test result under this Regulation shall not be a ground for expulsion or any disciplinary action against the student and should not be reflected in any and all academic records. Under no circumstances shall the results be used to incriminate any student for further legal action which may result to administrative/civil/criminal liabilities.

Likewise, consistent with the requirements of confidentiality, the results of drug tests conducted pursuant to this Board Regulation, shall not be used as evidence in any court or tribunal, where the subject student stands to be accused of any crime or felony, and for any other purpose.
- g. The student shall then undergo the prescribed intervention program under the supervision of the DOH-accredited facility or physician, or private practitioners, or social worker, in consultation with the parent. Such process of observation and counseling shall be done in coordination with the Drug Counselor of the school.
- h. 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 found positive the second time, the school shall proceed in accordance with Section 61, R.A. 9165.

- i. If the parents refuse to act, the school shall proceed in accordance to Sec. 61 of RA 9165 without prejudice to the provision of Section 73, RA 9165.

SECTION 5. Letter F "TRAINING OF GUIDANCE COUNSELORS" is hereby amended such that letter F shall read as follows:

F. TRAINING OF GUIDANCE COUNSELORS

The Department of Education (DepEd), Commission on Higher Education (CHED), Technical Education and Skills Development Authority (TESDA), the Philippine Drug Enforcement Agency (PDEA) and Dangerous Drugs Board (DDB) 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. The school guidance counselors and other qualified medical personnel shall be encouraged to undergo DOH accreditation.

SECTION 6. Letter H "ENFORCEMENT AND COMPLIANCE" is hereby amended to delete the phrase "impose sanction" and change it with the phrase "implement interventions" and adding as additional sentence "Interventions should be consistent with the provisions of this Board Regulation and it's guiding principles of the first paragraph and adding as third paragraph thereof the phrase; "Supervising Agencies should encourage institutionalization of Drug Testing Activities in schools/institutions concerned over-and-above the random drug testing program conducted by the government. The Supervising Agencies and the DOH should help build up capacities of schools/institutions to achieve competencies and self-reliance on random drug testing. Schools who initiated the conduct of similar drug testing activities shall submit reports to the Supervising Agencies for proper accreditation of the Department of Health." So that letter H of the Guidelines should now read as follows;

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 refusal to undergo testing shall not give rise to a presumption of drug use or dependency; provided further that the school may **implement interventions** on such refusal other than the offense of drug use or dependency. **Interventions should be consistent with the provisions of this Board Regulation and it's guiding principles.**

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).

Supervising Agencies should encourage institutionalization of Drug Testing Activities in schools/institutions concerned over-and-above the random drug testing program conducted by the government. The Supervising Agencies and the DOH should help build up capacities of schools/institutions to achieve competencies and self-reliance on random drug testing. Schools who initiated the conduct of similar drug testing activities shall submit reports to the Supervising Agencies for proper accreditation of the Department of Health.

Attached is the flow chart of activities which shall be an integral part of this Regulation.

All issuances, including Board Regulation No. 6, s. 2003 or part thereof inconsistent herewith, are deemed repealed or modified accordingly.

SECTION 7. Effectivity – This Regulation shall take effect after fifteen (15) days after its publication in two (2) newspapers of general circulation and after its registration with the Office of the National Administrative Register (ONAR), UP Law Center, Quezon City.

APPROVED and **ADOPTED**, this 3rd day of June, in the year of Our Lord, 2009 in Quezon City.

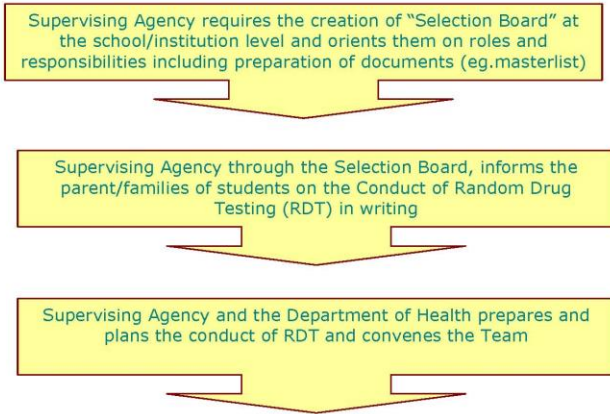
(Sgd) **Secretary VICENTE C. SOTTO III**
Chairman, Dangerous Drugs Board

Attested by:

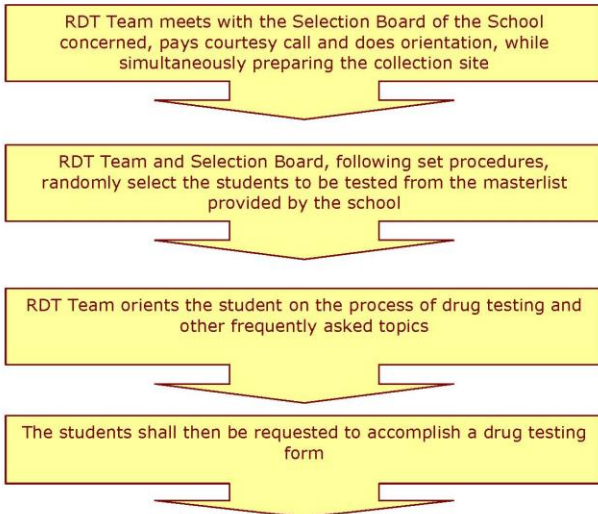
(Sgd) **Undersecretary EDGAR C. GALVANTE**
Secretary of the Board

RANDOM DRUG TESTING FLOW CHART

Pre- Specimen Collection Phase

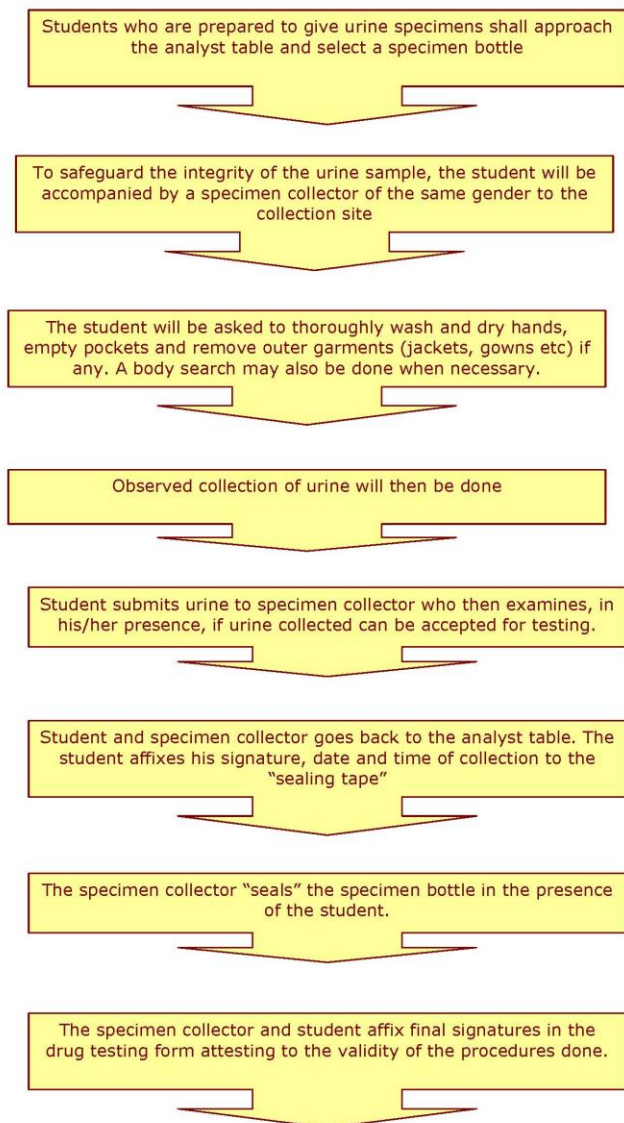


Specimen Collection Phase



Bd. Reg. on General Guidelines for the Conduct of Random Drug Testing for Students of Secondary, Tertiary, Vocational and Technical Schools, Amending Board Regulation No. 6, Series of 2003

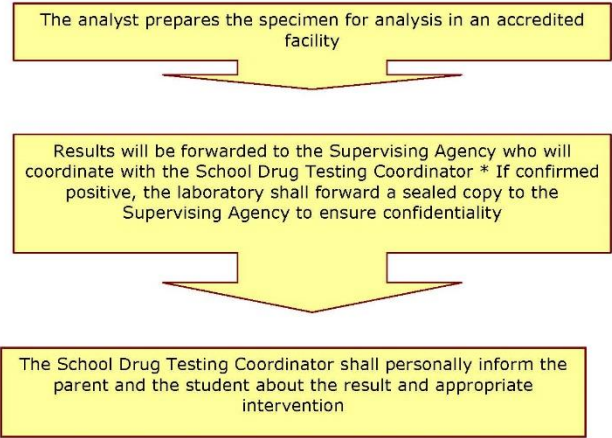
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Bd. Reg. on General Guidelines for the Conduct of Random Drug Testing for Students of Secondary, Tertiary, Vocational and Technical Schools, Amending Board Regulation No. 6, Series of 2003

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Post Collection Phase



APPENDIX N

N. CHED POLICIES, GUIDELINES AND PROCEDURES FOR HIGHER EDUCATION INSTITUTIONS REQUIRING DRUG TESTING OF STUDENTS



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

**CHED MEMORANDUM ORDER (CMO)**

No. 64
Series of 2017

**SUBJECT: POLICIES, GUIDELINES AND PROCEDURES FOR HIGHER
EDUCATION INSTITUTIONS (HEIs) REQUIRING DRUG TESTING
OF STUDENTS**

In accordance with the pertinent provisions of Republic Act (R.A.) No. 7722 otherwise known as the "Higher Education Act of 1994" and R.A. No. 9165 otherwise known as the "Comprehensive Dangerous Drugs Act of 2002," and in support of the government's call on the "war against illegal/dangerous drugs," and by virtue of Commission *en Banc* Resolution No. 539-2017 dated 18 July 2017, the Commission hereby issues, adopts and promulgates the policies, guidelines and procedures for Higher Education Institutions (HEIs) requiring drug testing of students.

ARTICLE I RATIONALE AND BACKGROUND

Section 1.

The drug problem in the Philippines continues to remain a serious national concern that permeates both the public and private sectors not only as a security issue, but also as a health concern that affects the social, emotional, psychological, as well as the economic well-being of the citizenry.

The Philippine Government recognizes the primary responsibilities of the family particularly the parents for the education and awareness of its members of the ill-effects of dangerous drugs. Thus, all HEIs are enjoined to adopt a strong policy on drug prevention on campus and among the youth; and to employ all means necessary and reasonable to ensure a healthy and drug-free school environment.

All HEIs, in the exercise of its academic freedom, are strongly encouraged to adopt mandatory drug testing as part of the institutional requirements of their admission and retention policies.

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ARTICLE II STATEMENT OF POLICIES

Section 2. The State 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;

- 2.1. It is a government policy to foster, at all times, a spirit of shared purposes and cooperation among the members and elements of the educational community, and between the community and other sectors of society, in the realization that only in such an atmosphere can be true goals and objectives of education be fulfilled.
- 2.2. The Commission on Higher Education (CHED), as part of its mandate, has the duty to continuously monitor and evaluate the effectiveness of the overall impact of the dangerous drug abuse prevention program through their respective regional/field offices and enlist the assistance of any government agency or instrumentality to carry out the objectives of the education program.
- 2.3. The HEIs shall have mechanisms to promote healthy lifestyle such as but not limited to healthy diet, physical activities and no smoking and drinking environment of alcoholic beverages and substance abuse; and provide healthy environment not only inside the campus but also outside school premises as stipulated in CHED Memorandum Order (CMO) No. 09, s. 2013.
- 2.4. The State recognizes the academic freedom of all institutions of higher learning which includes the freedom and authority to adopt its own student admission and retention policies including a mandatory drug testing of students as part of its institutional requirements.
 - (a) In keeping with the guaranteed rights on academic freedom of HEIs, Local Government Units (LGUs), the Philippine National Police (PNP), or any other law enforcement agency may carry out any drug-related operation within the school premises but only upon prior written approval and coordination with the HEI.
- 2.5. The State also recognizes the complementary roles of public and private institutions in the educational system especially in the acquisition of the essential educational foundation of an individual's development into a productive and versatile citizen. In this light, the HEIs are also partners of the government in carrying out the responsibility to provide life skills and values to their students. The strong partnership of the government and the HEIs are always for the welfare and interest of the students especially in providing the appropriate intervention to drug-afflicted students. Thus, treating the



students and preventing them from further addiction and protecting their whole well-being are a primordial concern.

- 2.6. While the drug test under Sec. 36(c), (d) and (f) of R.A. 9165 for secondary and tertiary level students is mandatory to all schools, the actual testing shall be random.
- 2.7. The random drug testing under DDB Board Regulation No. 6, s. 2003 and No. 3, s. 2009 shall: ensure that it is implemented primarily for prevention and rehabilitation; and guarantee and respect the personal privacy and dignity of the students. The drug test results shall be treated with utmost confidentiality and not be used in any criminal proceedings.

ARTICLE III OBJECTIVES

Section 3. These policies, guidelines and procedures specifically aim to:

- 3.1 promote a "drug-free" campus and further the legitimate interest of the government in preventing and deterring drug use among the youth;
- 3.2 instill in the minds of the students that dangerous drugs not only interfere with their ability to learn but it can also disrupt the teaching environment and affecting other students as well;
- 3.3 strengthen the collaboration efforts of identified agencies (Dangerous Drugs Board (DDB), Department of Health (DOH), Philippine National Police (PNP), Philippine Drug Enforcement Agency (PDEA) against the use of illegal drugs and in the treatment of dangerous drug users and dependents;
- 3.4 establish a stronger partnership between the government and the HEIs in providing programs and activities intended to facilitate the holistic and well-rounded student development and enabling the practice of healthy lifestyle; and
- 3.5 ensure that the drug testing policies of HEIs are reasonable and guarantee that the fundamental rights of students are protected.



ARTICLE IV SCOPE AND COVERAGE

Section 4. These policies, guidelines and procedures in the adoption of drug testing policy as a requirement for students shall apply to all HEIs.

ARTICLE V DEFINITION OF TERMS

Section 5. For the purpose of these guidelines, the following terms are defined as follows:

5.1 Accreditation – refers to the formal authorization issued by the DOH to an individual, partnership, corporation or association which has complied with all licensing requirements (input/structural standards) and accreditation requirements (process standards and outcome/output impact standards) as prescribed in the Manual of Operations for Drug Testing Laboratories issued by the DOH.

5.2 Confirmatory drug test – refers to an analytical test using a device, tool or equipment with a different chemical or physical principle that is more specific which will validate and confirm the result of the screening test. It refers to the second or further analytical procedure to more accurately determine the presence of dangerous drugs in a specimen, which shall likewise be done by any government laboratory or by privately owned and operated drug testing laboratories accredited and monitored by the DOH having confirmatory test capabilities.

5.3 Current students – refer to existing and currently enrolled students in an authorized higher education institution.

5.4 Dangerous drugs – include those identified and listed in R.A. 9165 or "Comprehensive Dangerous Drugs Act of 2002" and its annexes, subject to any reclassification, addition or removal of any drug from said list by the Dangerous Drugs Board, in accordance with Section 93 of R.A. No. 9165.

5.5 DOH-accredited physician – refers to a physician with background experience on psychological/behavioral medicine whose application has been approved and duly authorized by the DOH to conduct dependency examination and treatment on persons believed to be using dangerous drugs.



- 5.12 Drug Testing Coordinator** – refers to the point person, duly appointed by the head of the the HEI tasked with handling drug testing program.
- 5.13 Higher Education Institutions** – refer to an institution of higher learning primarily offering bachelor and advanced degree programs.
- 5.14 Interventions** – are therapeutic programs appropriate for high-risk individuals/students who are using dangerous drugs and who need special assistance to recognize the signs and symptoms of initial drug use and dependency. It may include corrective or rehabilitative actions that may take the form of crisis intervention, peer counseling, peer leadership programs, parent/peer groups, or psychological counseling of the individual or family level and structured rehabilitation programs. It may also include medical intervention of the afflicted student whenever necessary. Four (4) major modalities of intervention that can be given, as established by the Department of Health (DOH) are: (1) in-patient, (2) out-patient, (3) recover homes/half-way houses, and (4) community-based interventions.
- 5.15 Laboratory** – refers to a private or government facility that is capable of testing a specimen to determine the presence of dangerous drugs therein.
- 5.16 Mandatory drug testing** – refers to compulsory submission of a student for drug testing as required by R.A. 9165.
- 5.17 Prevention** – is the promotion of drug-free lifestyle thru strategies such as advocacy, information, dissemination, and capability building through training.
- 5.18 Random drug test** – refers to unannounced schedule of testing with each *student* having an equal chance of being selected for testing.
- 5.19 Random selection** – refers to the unbiased process of selecting students who are to undergo drug testing.
- 5.20 Screening drug test** – refers to a rapid test performed to establish potential or presumptive positive result. It refers to the immunoassay test to eliminate a "negative" specimen, i.e. one without the presence of dangerous drugs from further consideration and to identify the presumptively positive specimen that requires confirmatory test.
- 5.21 Student-Applicants** – refer to students who are applying for admission to a higher education institution either as freshman or a transferee of an authorized higher education institution (HEI).



5.22 Tertiary Education – refers to the stage of education following the secondary cycle which subsumes post-secondary non-degree diploma, TVET and Higher Education programs, including graduate education.

ARTICLE VI MANDATORY RANDOM DRUG TESTING PROGRAM IN ALL HEIS

Section 6. Pursuant to Section 32 of R.A. 9165, all HEIs are mandated to implement the random drug testing program under DDB Board Regulation No. 6, s. 2003 and No. 3, s. 2009 titled *"General Guidelines for the Conduct of Random Drug Testing for Secondary and Tertiary Student,"* and *"General Guidelines for the Conduct of Random Drug Testing for Students of Secondary, Tertiary, Vocational and Technical Schools, Amending Board Regulation No. 6, s. 2003,"* respectively.

Section 7. The provisions of DDB Board Regulation No. 6, s. 2003 and No. 3, s. 2009 titled *"General Guidelines for the Conduct of Random Drug Testing for Secondary and Tertiary Student,"* and *"General Guidelines for the Conduct of Random Drug Testing for Students of Secondary, Tertiary, Vocational and Technical Schools, Amending Board Regulation No. 6, s. 2003,"* is hereby adopted to supplement all HEI rules and regulations and these policies, guidelines and procedures in so far as they are consistent and relevant.

ARTICLE VII MANDATORY DRUG TESTING OF STUDENTS IN HEIS

Section 8. While R.A. 9165 mandates **random drug testing** of secondary and tertiary students, HEIs are not precluded from implementing a **mandatory drug testing of students** in the valid exercise of its academic freedom, subject to the policies, guidelines and procedures set forth in this Memorandum Order and other governing laws.

Section 9. Institutional Policy. All HEIs implementing a mandatory drug testing of students must be able to show that it has the approval of its Board of Trustees/Directors/Regents and has gone through the necessary student consultation process.

Section 10. Consultation Process. All HEIs intending to implement a mandatory drug testing of students as part of its policy for admission and/or retention of students, shall conduct prior student consultation.

Section 11. In the absence of a student council/government in an HEI, representatives of not more than ten (10) shall be selected by the HEI from the recognized student organizations to participate in the consultation.

Section 12. The HEIs shall present at the consultation, the draft of the policy requiring mandatory drug testing of students.



Section 13. Consultation Period. The consultation must be completed not later than end of February of the academic year preceding the AY that the intended mandatory testing will be implemented.

Section 14. Only DOH-accredited drug facility, physician or private medical practitioners shall conduct the necessary drug testing. If the HEI does not have an accredited clinic, the HEI should partner with a DOH-accredited drug facility, physician or private medical practitioners duly accredited to administer drug testing.

Section 15. Mandatory Drug Testing as a requirement for admission. All HEIs, in the exercise of its academic freedom, may implement as part of the requirements for admission, a mandatory drug testing of student applicants subject to its rules and regulations made known to the student-applicant at the time of application. If found positive with confirmatory, the HEI shall not be precluded from admitting the student-applicant subject to its rules and regulations.

Section 16. Mandatory Drug Testing as a requirement for retention. All HEIs in the exercise of its academic freedom, may implement as part of the requirements for retention, a mandatory drug testing of its current students, provided that:

- 16.1. The mandatory drug testing shall be conducted in the same manner as the random drug testing under DDB Board Regulation No. 6, s. 2003 and No. 3, s. 2009;
- 16.2. In case the test result is positive, the Drug Testing Coordinator shall inform both the parent and the student concerned that a confirmatory test shall be conducted;
- 16.3. The HEI Drug Testing Coordinator shall conduct a conference with the parent and student where the information and process of the confirmatory test shall be discussed;
- 16.4. If the confirmatory test yielded positive result, the same shall not be a basis for disciplinary action unless the said student is held liable for some other violations of the Student Handbook after due process; and
- 16.5. If the student is found to be drug dependent, the appropriate sanction, intervention, and/or rehabilitation shall be imposed on the student as may be provided in the Student Handbook and other school policies.

ARTICLE VIII CONFIDENTIALITY CLAUSE

Section 17. All HEIs shall guarantee the strict confidentiality and integrity of the drug test results and shall not publish or post results whether positive or negative.



- 17.1** All records must strictly be held confidential as provided for under the pertinent provisions of R.A. 9165. The HEIs should also ensure the provision of non-discriminatory intervention services.
- 17.2** The provisions of R.A. No. 10173 otherwise known as "Data Privacy Act of 2012" shall also be observed specifically Chapter III. "Processing of Personal Information" to protect vitally important interests of the data subject, including life and health.

ARTICLE IX SANCTIONS

Section 18. In order to ensure compliance with this CMO, the Commission *en Banc* may, upon the recommendation of CHED Legal and Legislative Services, impose the appropriate sanctions depending on the nature and seriousness of the violation or non-compliance of the HEIs and students.

Section 19. Any faculty, administrator, or employee of the HEI who violates the rules of confidentiality of the results of the drug tests shall, in addition to the sanctions as may be provided by the school policy, be liable under Section 72 of R.A. No. 9165 and other appropriate laws.

Section 20. The refusal of the student to undergo mandatory drug testing shall be subject to the relevant sanctions as provided in the Student Handbook of the HEI, provided that in no case shall such refusal to undergo drug testing give rise to a presumption of drug use or dependency.

ARTICLE X MONITORING AND EVALUATION

The implementation of this CMO shall be monitored and evaluated periodically to ensure that the goal of a "drug-free" campus is met.

Section 21. Higher Education Institutions (HEIs)

- 21.1** All HEIs shall submit to CHED Regional Offices a compliance report on the drug testing activities conducted on their students. The data should include among others the number of students who have already undergone testing, the dates and names of the drug testing laboratories that conducted the test implementation of intervention program, if any.
- 21.2** The HEIs shall monitor the students especially in preventing them to engage in dangerous drug-related activities and those undergoing the appropriate interventions for the intention of treating and rehabilitating them.



21.3 A committee or assessment team may be tasked for this purpose.

21.3.1 Establishment of a Drug-Free Committee (DFC)

- a. All HEIs shall establish a Drug-Free Committee (DFC) which shall formulate the HEI's drug testing program in accordance with the pertinent provisions of R.A. 9165. The program shall include, among others the drug education/awareness, prevention and control initiatives that will promote a "drug-free" campus.
- b. The head of the HEI shall be the head of the DFC and shall duly appoint a drug testing coordinator (DTC) who shall handle the drug testing program.
- c. The names and composition of the DFC shall be submitted to CHEDROs.
- d. The DFC shall have the following responsibilities:
 1. Compose the Selection board for the conduct of the drug testing with the DTC as the chairperson, one representative each from the students, faculty and parents as members.
 2. Closely coordinate with identified partner agencies to access official list of DOH-accredited drug facilities, physicians or private medical practitioners duly accredited to administer drug testing shall conduct the necessary drug testing.
 3. Always ensure the confidentiality and integrity of the drug test results and handles the reportorial requirements and any relevant information that is needed for submission to the respective CHEDRO.
 4. Determine the level of preparedness of its institution in terms of the provision of interventions which depends on the results of the drug testing.
 5. Closely coordinate with identified partner agencies to establish appropriate institution-level interventions and referrals.
 6. Monitor the students especially in preventing them to engage in dangerous drug-related activities and those



undergoing appropriate interventions for the intention of treating and rehabilitating them.

7. The DFC, including all Guidance Counselors of HEIs shall be trained for the purpose of enhancing their skills in handling drug abuse prevention programs and handling drug dependency cases.

ARTICLE XI REPORTORIAL REQUIREMENTS

Section 22. The CHED Regional Offices shall prepare and submit annual reports to the Office of Student Development and Services (OSDS) through the Office of the Executive Director (OED) on the implementation of this CMO.

The CHEDROs may be required to submit reports anytime necessary, as deemed in the essence of urgency.

ARTICLE XII FEE REQUIREMENT

Section 23. All fees shall be authorized based on CHED, DOH and DDB rules and regulations.

Section 24. For student applicants, the fee for drug testing will be borne by the student-applicant. The student-applicant may choose to be tested in any DOH-accredited drug facility or in the DOH-accredited drug facility of the HEI, if any, the fee of which shall be paid directly by the student-applicant to the facility.

Section 25. For students subject of random drug testing, as per Article III, Section 36 (c) of R.A. 9165, the testing expenses whether in public or private schools will be supported by the government, subject to the usual government rules in accounting and auditing.

Section 26. The fees for implementation of a mandatory drug testing of students in HEIs shall be part of the miscellaneous and other fees charged subject to existing consultation and other requirements of the Commission for enforceability and collectability of fees.

Section 27. If DOH will accredit the HEI's clinic, CHED will allow the HEI to determine the permissible rate for the drug testing fee, ensuing the prescribed drug test fee for government-owned and private drug testing laboratories accredited by the Department of Health, per DDB Regulation No. 01, s. 2004 entitled "Prescribed Drug Test Fee for Government-Owned and Private Drug Testing Laboratories Accredited by the Department of Health" and DDB Regulation No. 09, s. 2007 "Amending Board Regulation No. 01, s. 2004."



**ARTICLE XIII
EFFECTIVITY**

Section 28. This set of policies, standards and guidelines shall be implemented effective Academic Year (AY) 2018-2019 and shall take effect fifteen (15) days from publication in a newspaper of general circulation or in the Official Gazette.

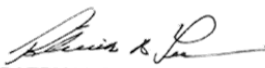
**ARTICLE XIV
TRANSITORY PROVISION**

Section 29. All HEIs currently implementing a mandatory drug testing as part of its admission and/or retention policy shall be required to comply with the relevant provisions of this CMO on mandatory drug testing effective AY 2018-2019.

Section 30. All HEIs shall be encouraged to train their physicians and guidance counselors; prepare for accreditation of their clinics, if necessary; and rigidly campaign for advocacy of programs for drug education, prevention and control.

Issued this August 2, 2017, Quezon City, Philippines.

For the Commission:


PATRICIA B. LICUANAN, Ph.D.
Chairperson



APPENDIX O

O. WAIVER FORM ON THE MANDATORY DRUG TESTING

De La Salle Araneta University

Drug Testing Selection Board Implementing Guidelines on the Drug Awareness Program of DLSAU

WAIVER FORM

Intensifying the campaign of obtaining a drug free environment in compliance with RA 9165 (Dangerous Drug Act of 2002) which is beneficial for the community, the DLSAU Health and Wellness Council (SY 2016-2017) drafted the following guidelines for drug testing.

The drug testing for students is considered by the government as entirely a health issue, aiming to provide appropriate intervention for those who will be tested positive and will help the student stop the use and abuse of the substance (DDB Board Regulation No. 3 Series of 2009, Section2, Letter A, paragraph no. 12).

This initiative is carried on by the Drug Testing Selection Board which aims to:

- Protect the students from the use, abuse and ill effects of dangerous drugs.
- Ensure a drug- free campus thereby keeping our students holistically safe and healthy; and
- Aid in the facilitation of the rehabilitation of possible drug users and dependents.

Procedures in the conduct of Drug Testing:

1. Prior to testing, the students shall be asked to reveal the prescribed medicines, vitamins, and/or food supplements that they had taken within the past few days.
2. Drug testing shall be done in the school and conducted by a duly accredited drug testing center.

Treatment of Drug Test Results:

1. The results of the test shall be strictly confidential.
2. In case the test 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.
3. First time positive confirmatory drug test result shall not be a ground for expulsion or any disciplinary action against the student.
4. Student tested positive on confirmatory drug test shall be referred to DOH Dangerous Drug Board Accredited Physician or student may opt for a private DOH accredited facility at his/her own expense.
5. The student shall then undergo a three (3) month observation and counseling period under the supervision of the DOH-accredited facility or physician in consultation with the parent.
6. At the end of the 3-month period, it is hoped that with the counseling done, the student will be properly rehabilitated.
7. If the student shows no sign of improvement or fail the drug test the second time, the school shall proceed in accordance with section 61, RA 9165.
8. In case of willful failure to comply with the required drug testing procedures, the student shall be charged with a major offense.
9. The test results shall not be used in any criminal proceedings.

I have fully read and understood the contents of this IRR on Drug Awareness and will voluntarily submit myself to random drug testing anytime.

Student's Signature Over Printed Name

Course and Year

Date

Parent's Signature Over Printed Name

Date

(Tear/print this part and submit to Student Affairs Office)

APPENDIX P

P. CONSENT TO RELEASE INFORMATION FORM

I, _____, HEREBY VOLUNTARILY AND KNOWINGLY AUTHORIZE the release of information from my educational records to (please check all that apply):

☐ My Parent on Record
Offices

☐ DLSLAU Colleges and

☐ My Guardian on Record

☐ Future Employer

☐ Both Parent and Guardian on Record

The following information shall be released under this consent:

1. Student Information	5. Dates of Attendance
2. Degree Program	6. Units Earned
3. Grades on Records	7. Academic Awards
4. Student Disciplinary Records	8. Date of Graduation

The information is to be released only for the following purpose:

1. Employment / Promotion Monitoring	3. Parent / Guardian
2. Student Academic Verification	

The information shall be released until written notice of revocation is received by the Office of the University Registrar.

I understand that this information may be released orally, in electronic or digital form, or in the form of written records.

I have the right to inspect any written records in pursuant to this consent except for letter of recommendation for which I have waived my inspection rights.

I have the right to have such information corrected in case it is incorrect, inaccurate or incomplete following institutional procedures of the College.

I further release DE LA SALLE ARANETA UNIVERSITY and its official and employees from any and all liability of any kind for releasing the above-mentioned information.

Signature over Printed Name

Date

Signature over Printed Name

Date

(Tear/print this part and submit to Student Affairs Office)

APPENDIX Q

Q. STATEMENT OF COMMITMENT TO A LASALLIAN EDUCATION OF PARENTS AND GUARDIANS OF STUDENTS OF DE LA SALLE ARANETA UNIVERSITY

De La Salle Araneta University is a leading industry-aligned and globally-linked Catholic educational institution committed to experiential teaching and learning for the creation of new knowledge in food security, animal welfare and entrepreneurship towards societal transformation. We are guided by our core values in living out our mission of providing a human and Christian education especially to the poor. With **FAITH**, DLSAU is committed to building a community that sees the goodness and likeness of God in each member, thus being moved to contributing to each other's growth and development in the service of society. As a **SERVICE-driven institution**, DLSAU is passionately committed to excellence in teaching and learning towards the building of an academic community characterized by efficiency, effectiveness, and integrity. Together and by **ASSOCIATION**, DLSAU is committed to become a catalyst for societal transformation through poverty alleviation.

As a parent or guardian of a DLSAU student, I am committed to support the faculty, administration and staff of DLSAU in the pursuit of the school's vision and mission.

Therefore, in recognition of and in consideration of my role as a parent or guardian in the education and formation of my child or ward, I agree to do the following:

Academic and Co-curricular Activities

1. Ensure that my child or ward regularly and promptly attends school and mandatory school activities.
2. Provide my child or ward with books, supplies and other materials required or recommended by the school or under the school's educational programs.
3. Support my child or ward in the performance of homework and other supplemental academic and related work by creating in our home a conducive environment for learning and development.
4. Encourage my child or ward to actively participate in co-curricular activities for the development of his/her interests and talents.
5. Espouse the highest academic and ethical standards in the performance of academic, school, co-curricular work.

Values Formation and Conduct

6. Regardless of my own faith, give my child or ward an opportunity to understand and practice the Lasallian Core Values of faith, service and communion, and not hinder his/her free choice to emulate Christian and Gospel values.
7. Instill in my child or ward by example, the Honor Code of Godliness, Goodness, and Greatness.
8. Guide my child or ward with regard to complying with school policies set forth in the student handbook and in policy documents and circulars duly adopted by the school.
9. Comply with school policies and guidelines set forth in the student handbook, and in policy documents and circulars duly adopted by the school that apply or are relevant to parents and guardians of students of DLSAU.
10. Show utmost respect for each member of the community and observe proper decorum in inter-personal communications and relationships.
11. Use appropriate language in all forms and channels of communication at all times.

Collaboration with Faculty and Administration

12. Respect the role of, and collaborate with, school administrators and faculty members in the education, values formation and upbringing of my child or ward
13. Attend and participate in orientations, seminars, symposia and other assemblies for parents and guardians of students of DLSAU, and other similar events organized by the school administration.
14. Respect protocols in communicating with members of the faculty and the school administration and maintain confidentiality of school issues and concerns according to the hierarchy as follows:

- 1st level: Teacher/Adviser/College Guidance Counselor
 2nd level: Program Chair/Subject Area Coordinator
 3rd level: Dean
 4th level: Vice Chancellor for Academics, Research and Mission /Vice Chancellor for Student and Mission
 5th level: Chancellor
 6th level: President

Educational Experience and Spiritual Formation

15. Attend the following and other similar events or ceremonies that form part of my child's or ward's educational experience and spiritual formation at DLSAU:
 15.1. Recollection for Parents/Guardians
 15.2. Recognition Programs, Honor's Assembly, and Graduation Ceremony

Parents Association and Parental Support

16. Join the DLSAU Tertiary Education Parent's Association and participate and support their activities
 17. Volunteer and encourage my child or ward to volunteer in the school's community extension programs

FAMILY-SCHOOL PARTNERSHIP

Statement of Commitment

We acknowledge the importance of this Family-School Partnership, and we shall fulfill our roles and responsibilities as Lasallian Parents and Guardians

 Father's/Guardian's name & Signature

 Date

 Mother's/Guardian's name & Signature

 Date

Child/ren to be enrolled in DLSAU	Level/year (AY _____)

Child/ren studying in DLSAU	Level/year (AY _____)

(Tear/print this part and submit to Student Affairs Office)

APPENDIX R

Republic Act No. 10627 [REPUBLIC ACT NO. 10627]

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

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 “Anti-Bullying Act of 2013”.

SEC. 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.

SEC. 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.

SEC. 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.

SEC. 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.

SEC. 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.

SEC. 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.

SEC. 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.

SEC. 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.

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

Approved,

(Sgd.) JINGGOY EJERCITO ESTRADA Acting Senate President (Sgd.) FELICIANO BELMONTE JR. Speaker of the House of Representatives

This Act which originated in the House of Representatives was finally passed by the House of Representatives and the Senate on June 5, 2013.

(Sgd.) EMMA LIRIO-REYES Secretary of the Senate (Sgd.) MARILYN B. BARUA-YAP Secretary General House of Representatives

Approved: SEP 12 2013

(Sgd.) BENIGNO S. AQUINO III President of the Philippines

APPENDIX S

REPUBLIC OF THE PHILIPPINES Congress of the Philippines Metro Manila

Seventeenth Congress Second Regular Session

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

REPUBLIC ACT No. 11036

S. An Act Establishing a National Mental Health Policy for the Purpose of Enhancing the Delivery of Integrated Mental Health Services, Promoting and Protecting the Rights of Persons Utilizing Psychosocial Health Services, Appropriating Funds Therefor and Other Purposes

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

CHAPTER I

GENRAL PROVISIONS

Section 1. Short Title. - This Act shall be known as the "**Mental Health Act.**"

Section 2. Declaration of Policy. - The state affirms the basic right of all Filipinos to mental health as well as the fundamental rights of people who require mental health services.

The state commits itself to promoting the well-being of people by ensuring that; mental health is valued, promoted and protected; mental health conditions are treated and prevented; timely, affordable, high quality, and culturally-appropriate mental health care is made available to the public; mental health service are free from coercion and accountable to the service users; and persons affected by mental health conditions are able to exercise the full range of human rights, and participate fully in society and at work free from stigmatization and discrimination.

The State shall comply strictly with its obligations under the United Nations Declaration of Human Rights, the Convention on the rights of Persons with Disabilities, and all other relevant international and regional human rights conventions and declarations. The applicability of Republic act No. 7277, as amended, otherwise known as the "Magna Carta for Disabled Persons", to person with mental health conditions, as defined herein, is expressly recognized.

Section 3. Objectives. - The objectives of this Act are as follows:

(a) Strengthen effective leadership and governance for mental health by, among others, formulating, developing, and implementing national policies, strategies, programs, and regulations relating to mental health;

(b) Develop and establish a comprehensive, integrated effective and efficient national mental health care system responsive to the psychiatric, neurologic, and psychosocial needs of the Filipino people;

(c) Protect the rights and freedoms of persons with psychiatric, neurologic, and psychosocial needs; Filipino people;

(d) Strengthen information systems, evidence and research for mental health;

(e) Integrated mental health care in the basic health services; and

(f) Integrate strategies promoting mental health in educational institutions, the workplace, and in communities.

Section 4. Definitions. - As used in this Act, the following terms are defined as follows:

(a) *Addiction* refers to a primary chronic relapsing disease of brain reward, motivation, memory, and related circuitry. Dysfunctions in the circuitry lead to characteristic biological, psychological, social, and spiritual manifestations. It is characterized by the inability to consistently abstain from impairment and behavioral control, craving, diminished recognition of significant problems with one's behavior and interpersonal relationships and a dysfunctional emotional response;

(b) *Carer* refers to the person, who may or may not be patient's next-of-kin or relative, who maintains a close personal relationship and manifests concern for the welfare of the patient;

(c) *Confidentiality* refers to ensuring that all relevant information related to persons with psychiatric, neurologic, and psychological health needs is kept safe from access or use by, or disclosure to, persons or entities who are not authorized to access, use, or possess such information;

(d) *Deinstitutionalization* refers to the process of transitioning service users, including persons with mental health conditions and psychosocial disabilities, from institutional and other segregated settings, to community-based settings that enable social participation, recovery-based approaches to mental health, and individualized care in accordance with the service user's will and preference;

(e) *Discrimination* refers to any distinction, exclusion or restriction which has the purpose or effect of nullifying the recognition, enjoyment or exercise, on an equal basis with others, of all human rights and fundamental freedoms in the political, economic, social cultural, civil or any other field. It includes all forms of discrimination, including denial of reasonable accommodation. Special measure solely to protect the rights or secure the advancement of persons with decision-making impairment capacity shall not be deemed to be discriminatory;

(f) *Drug Rehabilitation* refers to the processes of medical or psychotherapeutic treatment of dependency on psychoactive substances such as alcohol, prescription drugs, and other dangerous drugs pursuant to Republic Act, 9165, otherwise known as the "Comprehensive Dangerous Drugs Act of 2002". Rehabilitation process may also be applicable to diagnosed behavioral addictions such as gambling, internet and sexual addictions. The general intent is to enable the patient to confront the psychological, legal, financial, social, and physical consequences. Treatment includes medication for co-morbid psychiatric or other medical disorders, counseling by experts and sharing of experience with other addicted individuals;

(g) *Impairment or Temporary Loss of Decision-Making Capacity* refers to a medically-determined inability on the part of a service user or any other person affected by a mental health condition, to provide informed consent. A service user has impairment or temporary loss of decision-making capacity when the service user as assessed by a mental health professional is unable to do the following:

(1) Understand information concerning the nature of a mental health condition;

(2) Understand the consequences of one's decisions and actions on one's life or health, or the life or health of others;

(3) Understand information about the nature of the treatment proposed, including methodology, direct effects, and possible side effects; and

(4) Effectively communicate consent voluntarily given by a service user to a plan for treatment or hospitalization, or information regarding one's own condition;

(h) *Informed Consent* refers to consent voluntarily given by a service user to a plan for treatment, after a full disclosure communicated in plain language by the attending mental health service provider, of the nature, consequences, benefits, and risks of the proposed treatment, as well as available alternatives;

(i) *Legal Representatives* refers to a person designated by the service user, appointed by a court of competent jurisdiction, or authorized by this Act or any other applicable law, to act on the service user's behalf. The legal representative may also be a person appointed in writing by the service user to act on his or her behalf through an advance directive;

(j) *Mental Health* refers to a state of well-being in which the individual realizes one's own abilities and potentials, scopes adequately with the normal stresses of life, displays resilience in the face of extreme life events, works productively and fruitfully, and is able to make a positive contribution to the community;

(k) *Mental Health Condition* refers to a neurologic or psychiatric condition characterized by the existence of a recognizable, clinically-significant disturbance in an individual's cognition, emotional regulation, or behavioral that reflects a genetic or acquired dysfunction in the neurological, psychosocial, or developmental process underlying mental functioning. The determination of neurologic and psychiatric conditions shall be based on scientifically-accepted medical nomenclature and best available scientific and medical evidence;

(l) *Mental Health Facility* refers to any establishment, or any unit of an establishment, which has, as its primary function, the provision of mental health services;

(m) *Mental Health Professional* refers to a medical doctor, psychologist, nurse social worker or any other appropriately -trained and qualified person with specific skills relevant to the provision of mental health services.

(n) *Mental Health Service Provider* refers to an entity or individual providing mental health services as defines in this Act, whether public or private, including, but not limited to mental health professionals and workers, social workers and counselors, informal community caregivers, mental health advocates and their organizations, personal ombudsmen, and persons or entities offering nonmedical alternative therapies;

(o) *Mental Health Service* refer to psychosocial psychiatric or neurologic activities and programs along the whole range of the mental health support services including promotion, prevention, treatment, and aftercare, which are provided by mental health facilities and mental health professionals;

(p) *Mental Health Worker* refers to a trained person, volunteer or advocate engaged in mental health promotion, providing support services under the supervision of a mental health professional;

(q) *Psychiatric or Neurologic Emergency* refers to a condition presenting a serious and immediate threat to the health and well being of a service user or any other person affected by a mental health facilities and mental health condition, or any other person affected by a metal condition, or to the health or well-being of others, requiring immediate medical intervention;

(r) *Psychosocial Problems* refers to a condition that indicates the existence of dysfunctions in a person's behavior, thoughts and feelings brought about by sudden extreme, prolonged or cumulative stressors in the physical or social environment;

(s) *Recovery-Based Approach* refers to an approach to intervention and treatment centered on the strengths of a service user and involving the active participation, as equal partners in care, of persons with lived experiences in mental health. This requires integrating a service user's understanding of his or her condition into any plan for treatment and recovery;

(t) *Service User* refers to a person with lived experience of any mental health condition including persons who require or are undergoing psychiatric, neurologic or psychosocial care;

(u) *Support* refers to the spectrum of informal and formal arrangements or services of varying types and intensities, provided by the State, private entities, or communities, aimed at assisting a service user in the exercise of his or her legal capacity or rights, including; community services; personal assistants and ombudsman; powers of attorney and other legal and personal planning tools; peer support; support for self -advocacy; nonformal community caregiver networks; dialogue systems; alternative , and manual communication; and the use of assistive devices and technology; and

(v) *Supported Decision Making* refers to the act of assisting a service user who is not affected by an impairment or loss of decision-making capacity, in expressing a mental health-related preference, intention or decision. It includes all the necessary support, safeguards and measures to ensure protection from undue influence, coercion or abuse.

CHAPTER II

RIGHTS OF SERVICE USERS AND OTHER STAKEHOLDER

Section 5. Rights of Service Users. - Service users shall enjoy , on an equal and nondiscriminatory basis, all rights guaranteed by the Constitution as well as those recognizes under the United Nations Universal Declaration of Human Rights and the Convention on the Rights of Persons with Disabilities and all other relevant international and regional human rights conventions and declarations, including the right to:

(a) Freedom from social economic, and political discrimination and stigmatization, whether committed by public or private actors;

(b) Exercise all their inherit civil, political, economic, social, religious, educational, and cultural rights respecting individual qualities, abilities, and diversity of background , without discrimination on the basis of physical disability, age, gender, sexual orientation, race, color, language, religion or nationality, ethnic, or social origin;

(c) Access to evidence-based treatment of the same standard and quality, regardless of age, sex, socioeconomic status, race, ethnicity or sexual orientation;

(d) Access to affordable essential health and social services for the purpose of achieving the highest attainable standard of mental health;

(e) Access to mental health service at all levels of the national health care system;

(f) Access to comprehensive and coordinated treatment integrating holistic prevention, promotion, rehabilitation, care and support, aimed at addressing mental health care needs through a multidisciplinary, user-driven treatment and recovery plan;

(g) Access to psychosocial care and clinical treatment in the least restrictive environment and manner;

(h) Humane treatment free from solitary confinement, torture, and other forms of cruel inhumane, harmful or degrading treatment and invasive procedures not backed by scientific evidence;

(i) Access to aftercare and rehabilitation when possible in the community for the purpose of social reintegration and inclusion;

(j) Access to adequate information regarding available multidisciplinary mental health services;

(k) Participate in mental health advocacy, policy planning, legislation, service provision, monitoring, research and evaluation;

(l) Confidentiality of all information, communications, and records, in whatever form or medium stored, regarding the service user, any aspect of the service user's mental health, or any treatment or care received by the service user, which information, communications, and records shall not be disclosed to third parties without the written consent of the service user concerned or the service user's legal representative, except in the following circumstances:

(1) Disclosure is required by law or pursuant to an order issued by a court of competent jurisdiction;

(2) The service user has expressed consent to the disclosure;

(3) A life-threatening emergency exists and such disclosure is necessary to prevent harm or injury to the service user or other persons;

(4) The service user is a minor and the attending mental health professional reasonably believes that the service user is a victim of child abuse; or

(5) Disclosure is required in connection with an administrative, civil, or criminal case against a mental health professional, to the extent necessary to completely adjudicate, settle, or resolve any issue or controversy involved therein;

(m) Give informed consent before receiving treatment or care, including the right to withdraw such consent. Such consent shall be recorded in the service user's clinical record;

(n) Participate in the development and formulation of the psychosocial care or clinical treatment plan to be implemented;

(o) Designate or appoint a person of legal age to act as his or her legal representative in accordance with this Act, except in cases of impairment or temporary loss of decision-making capacity;

(p) Send or receive uncensored private communication which may include communication by letter, telephone or electronic means, and receive visitors at reasonable times, including the service user's legal representative and representatives from the Commission on Human Rights (CHR);

(q) Legal services, through competent counsel of the service user's choice. In case the service user cannot afford the service user cannot afford the services of a counsel, the Public Attorney's Office, or a legal aid institution of the service user or representative's choice, shall assist the service user;

(r) Access to their clinical records unless, in the opinion of the attending mental health professional, revealing such information would cause harm to the service user's health or put the safety of others at risk. When any such clinical records are withheld, the service user or his or her legal representative may contest such decision with the internal review board created pursuant to this Act authorized to investigate and resolve disputes, or with the CHR;

(s) Information, within the twenty-four (24) hours of admission to a mental health facility, of the rights enumerated in this section in a form and language understood by the service user; and

(t) By oneself or through a legal representative, to file with the appropriate agency, complaints of improprieties, abuses in mental health care, violations of rights of persons with mental health needs, and seek to initiate appropriate investigation and action against those who authorized illegal or unlawful involuntary treatment or confinement, and other violations.

Section 6. *Rights of Family Members, Carers and Legal Representatives.* - Family members, carers and duly designated or appointed legal representative of the service user shall have the right to:

- (a) Receive appropriate psychosocial support from the relevant government agencies.;
- (b) With the consent of the concerned service user, participate in the formulation, development and implementation of the service user's individual treatment plan;
- (c) Apply for release and transfer of the service user to an appropriate mental health facility;
- (d) Participate in mental health advocacy, policy planning, legislation, service provision, monitoring, research and evaluation.

Section 7. *Rights of Mental Health Professionals.* Mental health professional shall have the right to:

- (a) A safe and supportive work environment;
- (b) Participate in a continuous professional development program;
- (c) Participate in the planning, development, and management of mental health services;
- (d) Contribute to the development and regular review of standards for evaluating mental health services provided to service users;
- (e) Participate in the development of mental and health policy and service delivery guidelines;
- (f) Except in emergency situations, manage and control all aspects of his or her practice, including whether or not to accept or decline a service user for treatment; and
- (g) Advocate for the rights of a service user, in cases where the service user's wishes are at odds with those of his or her family or legal representatives.

CHAPTER III

TREATMENT AND CONSENT

Section 8. *Informed Consent to Treatment.* - Service users must provide informed consent in writing prior to the implementation by mental health professionals, workers, and other service providers of any plan or program of therapy or treatment, including physical or chemical restraint. All persons, including physical or chemical restraint. All persons, including service users, persons with disabilities, and minors, shall be presumed to possess legal capacity for the purpose of this Act or any other applicable law, irrespective of the nature or effects of their mental health conditions or disability. Children shall have the right to express their views on all matters affecting themselves and have such views given due consideration in accordance with their age and maturity.

Section 9. Advance Directive. - A service user may set out his or her preference in relation to treatment through a signed, dated, and notarized advance directive executed for the purpose. An advance directive may be revoked by a new advance directive or by a notarized revocation.

Section 10. Legal Representative. - A service user may designate a person of legal age to act as his or her legal representative through a notarized document executed for that purpose.

(a) *Functions.* A service user's legal representative shall:

(1) Provide the service user with support and help; represent his or her interests; and receive medical information about the service user in accordance with this Act;

(2) Act as substitute decision maker when the service user has been assessed by a mental health professional to have temporary impairment of decision-making capacity;

(3) Assist the service user *vis-a-vis* the exercise of any right provided under this Act; and

(4) Be consulted with respect to any treatment or therapy received by the service user. The appointment of a legal representative may be revoked by the appointment of a new legal representative or by a notarized revocation.

(b) *Declining an Appointment.* A person thus appointed may decline to act as a service user's legal representative. However, a person who declines to continue being a service user's legal representative must take reasonable steps to inform the service user, as well as the service user's attending mental health professional or worker, of such decision.

(c) *Failure to Appoint.* - If the service user fails to appoint a legal representative, the following persons shall act as the service user's representative, in the order provided below:

(1) The spouse, if any, unless permanently separated from the service user by a decree issued by a court of competent jurisdiction, or unless such spouse has abandoned or been abandoned by the service user for any period which has not yet come to an end:

(2) Non-minor children;

(3) Either parent by mutual consent, if the service user is a minor;

(4) Chief, administrator, or medical director of a mental health care facility; or

(5) A person appointed by a Court.

Section 11. Supported Decision Making. - A service user may designate up to three (3) persons or "supporters", including the service user's legal representative, for the purposes of supported decision making. These supporters shall have the authority to: access the service user's medical information; consult with the service user *vis-a-vis* any proposed treatment or therapy; and be present during service user's appointments and consultations with mental health professionals, workers and other service providers during the course of treatment or therapy.

Section 12. Internal Review Board. - Public and private health facilities are mandated to create their respective internal review boards to expeditiously review all cases, disputes, and controversies involving the treatment, restraint or confinement of service users within their facilities.

(a) The Board shall be composed of the following:

-
- (1) A representative from the Department of Health (DOH);
 - (2) A representative from the CHR;
 - (3) A person nominated by an organization representing service users and their families duly accredited by the Philippine Council for Mental Health; and
 - (4) Other designated members deemed necessary, to be determined under the implementing rules and regulations (IRR).
- (b) Each internal review board shall have the following powers and functions:
- (1) Conduct regular review, monitoring, and audit of all cases involving the treatment, confinement or restraint of service users within its jurisdiction;
 - (2) Inspect mental health facilities to ensure that service users therein are not being subjected to cruel, inhumane, or degrading conditions or treatment;
 - (3) *Motu proprio*, or upon the receipt of a written complaint or petition filed by a service user or a service user's immediate family or legal representative, investigate cases, disputes, and controversies involving the involuntary treatment, confinement or restraint of a service user; and
 - (4) Take all necessary action to rectify or remedy violations of a service user's rights *vis-à-vis* treatment, confinement or restraint, including recommending that an administrative, civil or criminal case be filed by the appropriate government agency.

Section 13. Exceptions to Informed Consent. - During psychiatric or neurologic emergencies, or when there is impairment or temporary loss of decision-making capacity in whether physical or chemical, may be administered or implemented pursuant to the following safeguards and conditions:

- (a) In compliance with the service user's advance directives, if available, unless doing so would pose an immediate risk of serious harm to the patient or another person;
- (b) Only to the extent that such treatment or restraint is necessary, and only while a psychiatric or neurologic emergency, or impairment or temporary loss of capacity, exists or persists;
- (c) Upon the order of the service user's attending mental health professional, which order must be reviewed by the internal review board of the mental health facility where the patient is being treated within fifteen (15) days from the date such order was issued, and every fifteen (15) days thereafter while the treatment or restraint continues; and
- (d) That such involuntary treatment or restraint shall be in strict accordance with guidelines approved by the appropriate authorities, which must contain clear criteria regulating the application and termination of such medical intervention, and fully documented and subject to regular external independent monitoring, review, and audit by the internal review boards established by this Act.

CHAPTER IV

MENTAL HEALTH SERVICES

Section 14. Quality of Mental Health Services. - Mental health services provided pursuant to this Act shall be:

- (a) Based on medical and scientific research findings;
- (b) Responsive to the clinical, gender, cultural and ethnic and other special needs of the individuals being served;
- (c) Most appropriate and least restrictive setting;
- (d) Age appropriate; and
- (e) Provided by mental health professionals and workers in a manner that ensures accountability.

Section 15. *Mental Health Services at the Community Level.* - Responsive primary mental health services shall be developed and integrated as part of the basic health services at the appropriate level of care, particularly at the city, municipal, and barangay level. The standards of mental health services shall be determined by the DOH in consultation with stakeholders based on current evidences.

Every local government unit (LGU) and academic institution shall create their own program in accordance with the general guidelines set by the Philippine Council for Mental Health, created under this Act, in coordination with other stakeholders. LGUs and academic institutions shall coordinate with all concerned government agencies and the private sector for the implementation of the program.

Section 16. *Community-based Mental Health Care Facilities.* - The national government through the DOH shall fund the establishment and assist in the operation of community-based mental health care facilities in the provinces, cities and cluster of municipalities in the entire country based on the needs of the population, to provide appropriate mental health care services, and enhance the rights-based approach to mental health care.

Each community-based mental health care facility shall in addition to adequate room, office or clinic, have a complement of mental health professionals, allied professionals, support staff, trained barangay health workers (BHWs) volunteer, family members of patients or service users, basic equipment and supplies and adequate stock of medicines appropriate at that level.

Section 17. *Reportorial Requirements.* - LGUs through their health offices shall make a quarterly report to the Philippine Council for Mental Health through the DOH. The report shall include, among others, the following data: number of patients/service users attended to and or served, the respective kinds of mental illness or disability, duration and result of the treatment, and patients/users' age, gender, educational attainment and employment without disclosing the identities of such patients/service user for confidentiality.

Section 18. *Psychiatric, Psychosocial, and Neurologic Services in Regional, Provincial, and Tertiary Hospitals.* - All regional, provincial, and tertiary hospitals, including private hospitals rendering service to paying patients, shall provide the following psychiatric, psychosocial, and neurologic services;

- (a) Short-term, in-patient, hospital care in a small psychiatric or neurologic ward for service users exhibiting acute psychiatric or neurologic symptoms;
- (b) Partial hospital care for those exhibiting psychiatric symptoms or experiencing difficulties *vis-à-vis* their personal and family circumstances;
- (c) Out-patient in close collaboration with existing mental health programs at primary health care centers in the same area;

(d) Home care services for services users with special needs as a result of, among others, long-term hospitalization, noncompliances with or inadequacy of treatment, and absence of immediate family;

(e) Coordination with drug rehabilitation center *vis-a-vis* the care, treatment, and rehabilitation of persons suffering from addiction and other substance-induced mental health conditions; and

(f) A referral system involving other public and private health and social welfare service providers, for the purpose of expanding access to programs aimed at preventing mental illness and managing the condition of persons at risk of developing mental, neurologic, and psychosocial problems.

Section 19. Duties and Responsibilities of Mental Health Facilities. - Mental health facilities shall:

(a) Establish policies, guidelines, and protocols for minimizing the use of restrictive care and involuntary treatment;

(b) Inform service user of their rights under this Act and all other pertinent laws and regulations;

(c) Provide every service user, whether admitted for voluntary treatment, with complete information regarding the plan of treatment to be implemented;

(d) Ensure that informed consent is obtained from service users prior to the implementation of any medical procedure or plan of treatment or care, except during psychiatric or neurologic emergencies or when the service user has impairment or temporary loss of decision-making capacity;

(e) Maintain a register containing information on all medical treatments and procedures administered to service users; and

(f) Ensure that legal representatives are designated or appointed only after the requirements of this Act and the procedures established for the purpose have been observed, which procedures should respect the autonomy and preferences of the patient as far as possible.

Section 20. Drug Screening Services. - Pursuant to its duty to provide mental health service and consistent with the policy of treating drug dependency as a mental health issue, each local health care facility must be capable of conducting drug screening.

Section 21. Suicide Prevention. - Mental health services shall also include mechanisms for suicide intervention, prevention, and response strategies, with particular attention to the concerns of the youth. Twenty-four seven (24/7) hotlines, to provide assistance to individuals with mental health conditions, especially individuals at risk of committing suicide, shall be set up, and existing hotlines shall be strengthened.

Section 22. Public Awareness. - The DOH and the LGUs shall initiate and sustain a heightened nationwide multimedia campaign to raise the level of public awareness on the protection and promotion of mental health and rights including, but not limited to, mental health and nutrition, stress handling, guidance and counseling, and other elements of mental health.

CHAPTER V

EDUCATION, PROMOTION OF MENTAL HEALTH IN EDUCATIONAL INSTITUTIONS AND IN THE WORKPLACE

Section 23. *Integration of Mental Health into the Educational System.* - The State shall ensure the integration of mental health into the educational system, as follows:

(a) Age-appropriate content pertaining to mental health shall be integrated into the curriculum at all educational levels; and

(b) Psychiatry and neurology shall be required subjects in all medical and allied health courses, including post-graduate courses in health.

Section 24. *Mental Health Promotion in Educational Institutions.* - Educational Institutions, such as schools, colleges, universities, and technical schools, shall develop policies and programs for students, educators, and other employees designed to: raise awareness on mental health issues, identified and provide support and services for individuals at risk, and facility access, including referral mechanisms of individual with mental health conditions to treatment and psychosocial support.

All public and private educational institutions shall be required to have a complement of mental health professionals.

Section 25. *Mental Health Promotion and Policies in the Workplace.* - Employers shall develop appropriate policies and programs on mental health issues, correct the stigma and discrimination associated with mental conditions, identify and provide support for individuals with mental health conditions to treatment and psychosocial support.

CHAPTER VI

CAPACITY BUILDING, RESEARCH AND DEVELOPMENT

Section 26. *Capacity Building, Reorientation, and Training.* - In close coordination with mental health facilities, academic institutions, and other stakeholders, mental health professionals, workers, and other service providers shall undergo capacity building, reorientation, and training to develop their ability to deliver evidence-based, gender-sensitive, culturally appropriate and human rights-oriented mental health services, with emphasis on the community and public health aspects of mental health.

Section 27. *Capacity Building of Barangay Health Workers (BHWs).* - The DOH shall be responsible for disseminating information and providing training programs to LGUs. The LGUs, with technical assistance from the DOH, shall be responsible for the training of BHWs and other barangay volunteers on the promotion of mental health. The DOH shall provide assistance to LGUs with medical supplies and equipment needed by BHWs to carry out their functions effectively.

Section 28. *Research and Development.* - Research and development shall be undertaken, in collaboration with academic institutions, psychiatric, neurologic, and related associations, and nongovernment organizations, to produce the information, data, and evidence necessary to formulate and develop a culturally relevant national mental health program incorporating indigenous concepts and practices related to mental health.

High ethical standards in mental health research shall be promoted to ensure that: research is conducted only with the free and informed consent of the persons involved; researchers do not receive any privileges, compensation or remuneration in exchange for encouraging or recruiting participants; potentially harmful or dangerous research is not undertaken; all research is approved by an independent ethics committee, in accordance with applicable law.

Research and development shall also be undertaken *vis-à-vis* nonmedical, traditional or alternative practices.

Section 29. *The National Center for Mental Health (NCMH).* - The NCMH, formerly the National Mental Hospital being the premiere training and research center development of interventions on mental and neurological services in the country.

CHAPTER VII

DUTIES AND RESPONSIBILITIES OF GOVERNMENT AGENCIES

Section 30. *Duties and Responsibilities of the Department of Health (DOH).* - To achieve the policy and objectives of this Act, the DOH shall:

(a) Formulate, develop, and implement a national mental health program. In coordination with relevant government agencies, create a framework for Mental Health Awareness Program to promote effective strategies regarding mental healthcare, its components, and services, as well as to improve awareness on stigmatized medical conditions;

(b) Ensure that a safe, therapeutic, and hygienic environment with sufficient privacy exists in all mental health facilities and, for this purpose, shall be responsible for the regulation, licensing, monitoring, and assessment of all mental health facilities;

(c) Integrated mental health into the routine health information systems and identify, collate, routinely report and use core mental health data disaggregated by sex and age, and health outcomes, including data on complete and attempted suicides, in order to improve mental health service delivery: promotion and prevention strategies;

(d) Improve research capacity and academic collaboration on national priorities for research in mental health, particularly operational research with direct relevance to service development, implementation, and the exercise of human rights by persons with mental health conditions, including establishment of centers of excellence;

(e) Ensure that all public and private mental health institution uphold the right of patients to be protected against torture or cruel, inhumane, and degrading treatment;

(f) Coordinate with the Philippine Health Insurance Corporation to ensure that insurance packages equivalent to those covering physical disorders of comparable impact to the patient, as measured by Disability-Adjusted Life Year or other methodologies, are available to patients affected by mental health conditions;

(g) Prohibit forced or inadequately remunerated labor within mental health facilities, unless such labor is justified as part of an accepted therapeutic treatment program;

(h) Provide support services for families and co-workers of service users, mental professionals, workers, and other service providers;

(i) Develop alternatives to institutionalization, particularly community, recovery-based approaches to treatment aimed at receiving patients discharged from hospitals, meeting the needs expressed by persons with mental health conditions, and respecting their autonomy, decisions, dignity, and privacy;

(j) Ensure that all health facilities shall establish their respective internal review boards. In consultation with stakeholders, the DOH shall promulgate the rules and regulations, necessary for the efficient disposition of all proceedings, matters, and cases referred to or reviewed by the internal review board;

(k) Establish a balanced system of community-based and hospital-based mental health services at all levels of the public health care system from the barangay, municipal, city, provincial, regional to the national level; and

(l) Ensure that all health workers shall undergo human rights trainings in coordination with appropriate agencies or organizations.

Section 31. Duties and Responsibilities of the Commission on Human Rights (CHR). - The CHR shall:

(a) Establish mechanisms to investigate, address, and set upon complaints to impropriety and abuse in the treatment and care received by service users, particularly when such treatment or care is administered or implemented voluntarily;

(b) Inspect mental health facilities to ensure that service users therein are not being subjected to cruel, inhumane, or degrading conditions or treatment;

(c) Investigate all cases involving involuntary treatment, confinement, or care of service users, for the purpose of ensuring strict compliance with domestic and international standards respecting the legality, quality, and appropriateness of such treatment, confinement, or care; and

(d) Appoint a focal commissioner for mental health tasked with protecting and promoting the rights of service users and other persons utilizing mental health services or confined in mental health facilities, as well as the rights of mental health professionals and workers. The focal commissioner shall, upon a finding that a mental health facility, mental health professional, or mental health worker has violated any of the rights provided for in this Act, take all necessary actions to rectify or remedy such violation, including recommending that an administrative, civil, or criminal case be filed by the appropriate government agency.

Section 32. Investigative Role of the Commission on Human Rights (CHR). - The investigative role of the CHR as provided in the pertinent provisions of this Act shall be limited to all violations of human rights involving civil and political rights consistent with the powers and functions of the CHR under Section 18 of Article XIII of the Constitution.

Section 33. Compliant and Investigation. - The DOJ, CHR and Department of Justice shall receive all complaints of improprieties and abuses in mental health care and shall initiate appropriate investigation and action.

Further, the CHR shall inspect all places where psychiatric service users are held for involuntary treatment or otherwise, to ensure full compliance with domestic and international standards governing the legal basis for treatment or otherwise, to ensure full compliance with domestic and international standards governing the legal basis for treatment and detention quality of medical care and living standards.

The CHR may, *motu proprio*, file a complaint against erring mental health care institutions should they find any noncompliance, based on its investigations. *1a\phi1*

Section 34. Duties and Responsibilities of the Department of Education (DepED), Commission on Higher Education (CHED), and the Technical Education and Skills Development Authority (TESDA). - The DepED, CHED and TESDA shall:

(a) Integrate age-appropriate content pertaining to mental health into curriculum at all educational levels both in public and private institutions;

(b) Develop guidelines and standards on age-appropriate and evidence-based mental health programs both in public and private institutions;

(c) Pursue strategies that promote the realization of mental health and well-being in educational institutions; and

(d) Ensure that mental health promotions in public and private educational institutions shall be adequately complemented with qualified mental health professionals.

Section 35. Duties and Responsibilities of the Department of Labor and Employment (DOLE) and the Civil Service Commission (CSC). - The DOLE and CSC shall:

(a) Develop guidelines and standards on appropriate and evidence-based mental health programs for the workplace as described in this Act; and

(b) Develop policies that promote mental health in the workplace and address stigma and discrimination suffered by people with mental health conditions.

Section 36. Duties and responsibilities of the Department of Social Welfare and Development (DSWD). - The DSWD shall:

(a) Refer service users to mental health facilities, professionals, workers, and other service providers for appropriate care;

(b) Provide or facilitate access to public or group housing facilities, counselling, therapy, and livelihood training and other available skills development programs; and

(c) In coordination with the LGUs and the DOH, formulate, develop, and implement community resilience and psychosocial well-being training, including psychosocial support services during and after natural disaster and other calamities.

Section 37. Duties and Responsibilities of the Local Government Units (LGUs). - The LGUs shall:

(a) Review, formulate, and develop the regulations and guidelines necessary to implement an effective mental health care and wellness policy within the territorial jurisdiction of each LGU, including the passage of a local ordinance on the subject of mental health, consistent with existing relevant national policies and guidelines;

(b) Integrate mental health care services in the basic health care services, and ensure that mental health services are provided in primary health care facilities and hospitals, within their respective territorial jurisdictions;

(c) Establish training programs necessary to enhance the capacity of mental health care service providers at the LGU level, in coordination with appropriate national government agencies and other stakeholders;

(d) Promote deinstitutionalization and other recovery-based approaches to the delivery of mental health care services;

(e) Establish, reorient, and modernize mental health care facilities necessary to adequately provide mental health services, within their respective territorial jurisdictions;

(f) Where independent living arrangements are not available, provide or facilitate access to public housing facilities, vocational training and skills development programs, and disability or pension benefits;

(g) Refer service users to mental health facilities, professionals, workers, and other service providers for appropriate care; and

(h) Establish a multi-sectoral stakeholder network for the identification, management, and prevention of mental health conditions. *1âwphi1*

Section 38. *Upgrading of Local Hospitals and Health Care Facilities.* - Each LGU. Upon its determination of necessity based on well-supported data provided by its local health office, shall establish or upgrade hospitals and facilities with adequate and qualified personnel, equipment and supplies to be able to provide mental health services and to address psychiatric emergencies: *Provided*, That people in geographically isolated and/or high populated and depressed areas shall have the same level of access and shall not be neglected by providing other means such as home visits or mobile health care clinic, as needed; *Provided further*, That the national government shall provide additional funding and other necessary assistance for the effective implementation of this provision.

CHAPTER VIII

THE PHILIPPINE COUNCIL FOR MENTAL HEALTH

Section 39. *Mandate.* The Philippine Council for Mental health, herein referred to as the Council, is hereby established as a policy-making planning, coordinating and advisory body, attached to the DOH to oversee the implementation of this Act, particularly the protection of the rights and freedom of persons with psychiatric, neurologic, and psychosocial needs and the delivery of rational, unified and integrated mental health services responsive to the needs of the Filipino people.

Section 40. *Duties and Functions.* - The Council shall exercise the following duties;

(a) Develop and periodically update, in coordination with the DOH, a national multi-sectoral strategic plan for mental health that further operationalizes the objectives of this Act which shall include the following:

(1) The country's target and strategies in protecting the rights of Filipinos with mental health needs and in promoting mental health and the well-being of Filipinos, as provided in this Act;

(2) The government's plan in establishing a rational, unified and integrated service delivery network for mental health services including the developmental health human resources and information system for mental health; and

(3) The budgetary requirements and a corollary investment plan that shall identify the sources of funds for its implementation;

(b) Monitor the implementation of the rules and regulations of this Act and the strategic plan for mental health, undertake mid-term assessments and evaluations of the impact of the interventions in achieving the objectives of this Act;

(c) Ensure the implementation of the policies provided in this Act, and issue or cause issuance of orders, or make recommendations to the implementing agencies as the Council considers appropriate;

(d) Coordinate the activities and strengthen working relationships among national government agencies, LGUs, and nongovernment agencies involved in mental health promotion;

(e) Coordinate with foreign and international organizations regarding data collection, research and treatment modalities for persons with psychiatric, neurologic and substance use disorder and other addictions;

(f) Coordinate joint planning and budgeting of relevant agencies to ensure funds for programs and projects indicated in the strategic medium-term plan are included in the agency's annual budget;

(g) Call upon other government agencies and stakeholders to provide data and information in formulating policies and programs, and to assist the Council in the performance of its functions; and

(h) Perform other duties and functions necessary to carry out the purpose of this Act.

Section 41. Composition. - The Council shall be composed of the following:

(a) Secretary of DOH as Chairperson;

(b) Secretary of DepED;

(c) Secretary of DOLE;

(d) Secretary of the Department of the Interior and Local Government (DILG);

(e) Chairperson of CHR;

(f) Chairperson of CHED;

(g) One (1) from the academe/research;

(h) One (1) representative from medical or health professional organizations;

(i) One (1) one representative from nongovernment organizations (NGOs) involved in mental health issues.

The members of the Council from the government may designate their permanent authorized representatives.

Within thirty (30) days from the effectivity of this Act, the members of the Council from the academe/research, private sector and NGOs shall be appointed by the President of the Philippines from a list of three (3) nominees submitted by the organizations, as endorsed by the Council.

Members representing the academe/research, private sector and NGOs of the Council shall serve for a term of three (3) years. In case a vacancy occurs in the Council, any person chosen to fill the position vacated by a member of the Council shall only serve the unexpired term of said member.

Section 42. Creation of the DOH Mental Health Division. - There shall be created in the DOH, a Mental Health Division, under the Disease Prevention and Control Bureau, staffed by qualified mental health specialists and supported with an adequate yearly budget. It shall implement the National Mental Health Program and, in addition, shall also serve as the secretariat of the Council.

CHAPTER IX

MENTAL HEALTH FOR DRUG DEPENDENTS

Section 43. *Voluntary Submission of a Drug Dependent to Confinement, treatment and Rehabilitation.* - Persons who avail of the voluntary submission provision and persons charged pursuant to Republic Act No. 9165, otherwise known as the "Comprehensive Dangerous Drugs Act of 2002", shall undergo an examination for mental health conditions and, if found to have mental health conditions, shall be covered by the provision of this Act.

CHAPTER X

MISCELLANEOUS PROVISIONS

Section 44. *Penalty Clause.* - Any person who commits any of the following acts shall, upon conviction by final judgment, be punished by imprisonment of not less than six (6) months, but not more than two (2) years, or a fine of not less than Ten thousand pesos (P10,000.00), but not more than Two hundred thousand pesos (P200,000.00), or both, at the discretion of the court:

- (a) Failure to secure informed consent of the service user, unless it falls under the exceptions provided under Section 18 of this Act;
- (b) Violation of confidentiality of information, as defined under Section 4(c) of this Act;
- (c) Discrimination against a person with mental-health condition, as defined under Section 4(e) of this Act; and
- (d) Administering inhumane, cruel, degrading or harmful treatment not based on medical or scientific evidence as indicated in Section 5(h) of this Act;

If the violation is committed by a juridical person, the penalty provided for in this Act shall be imposed the directors, officers, employees or other officials or persons therein responsible for the offense.

If the violation is committed by an alien, the alien offender shall be immediately deported after service of sentence without need of further proceedings.

These penalties shall be without prejudice to the administrative or civil liability of the offender, or the facility where such violation occurred.

Section 45. *Appropriations.* - The amount needed for the initial implementation of this Act shall be charged against the 2018 appropriations of the DOH for the following maintenance and other operating expenses of the national mental health program, capital outlays for the development of psychiatric facilities among selected DOH hospitals, and formulation of the strategic plan for mental health.

For the succeeding years, the amount allocated for mental health in the DOH budget and in the budget of other agencies with specific mandates provided in this Act shall be based on the strategic plan formulated by the Council, in coordination with other stakeholders. The amount shall be included in the National Expenditure Program (NEP) as basis for the General Appropriations Bill (GAB).

Section 46. *Implementing Rules and Regulations (IRR).* - The Secretary of Health in coordination with the CHR, DSWD, DILG, DepED, CHED, TESDA, DOLE, CSC and together with associations or organizations representing service users and mental professionals, workers, and other service providers, shall issue the IRR necessary for the effective implementation of this Act within one hundred twenty (120) days from the effectivity thereof.

Section 47. *Separability Clause.* - If any provision on this Act is declared unconstitutional or invalid by a court of competent jurisdiction, the remaining provisions not affected thereby shall continue to be in full force and effect.

Section 15. *Repealing Clause.* - All laws, decrees, executive orders, department or memorandum orders and other administrative issuances or parts thereof which are inconsistent with the provisions of this Act are hereby modified, suspended or repealed accordingly. accordingly.

Section 18. *Effectivity.* This Act shall take effect fifteen (15) days after its publication in the *Official Gazette* or in at least two (2) newspapers of general circulation.

Approved,

PANTALEON D. ALVAREZ

Speaker of the House of Representatives

AQUILINO "KOKO" PIMENTEL III

President of the Senate

This Act which is a consolidation of Senate Bill No. 1354 and House Bill 6452 was finally passed by the Senate and the House of Representatives on February 12, 2018.

CESAR STRAIT PAREJA

Secretary General

House of Representatives

LUTGARDO B. BARBO

Secretary of Senate

Approved: June 20, 2018

RODRIGO ROA DUTERTE

President of the Philippines

APPENDIX T

T. NEW LAW BANS ALL FORMS OF HAZING

RA 11053 or Anti-Hazing Act of 2018

PRESIDENT Rodrigo Duterte has signed into law a measure prohibiting all forms of hazing in fraternities, sororities, and organizations in schools, including citizens, military and citizens' army training.

Republic Act (RA) 11053, which was signed by Duterte on June 29, 2018 amends RA 8049 which regulates hazing and other forms of initiation rites in fraternities, sororities and other organizations.

The newly-signed law amends the Anti-Hazing Act of 1995, which prohibits fraternities from implementing initiation rites that are beyond humanitarian welfare. The previous law, however, only gave law enforcers the power to stop an organization if:

(1) It provides a written notice addressed to the school seven days prior to the initiation. The notice shall point out the period of the initiation (which shall only be done in three days or less), the names of the recruits, and the activities that shall not include any physical harm or violence.

(2) The head of the school approves, and he or she assigns at least two officials who embody the school during the initiation rites.

On January 24, 2018, chair of the Senate Committee on Public Order and Dangerous Drugs Sen. Panfilo Lacson proposed the Anti-Hazing Act of 2018—a law that will improve the Anti-Hazing Act of 1995, which failed to cease the continuous growth of hazing casualties due to the reservation it grants.

What does the law RA 11053 or Anti-Hazing Act of 2018 say?

According to Lacson, the act of hazing is 'merely violence and abuse, not brotherhood'.

Hazing, according to the Anti-Hazing Act of 2018, is defined as "any act that results in physical or psychological suffering, harm, or injury inflicted on a recruit, neophyte, applicant, or member as part of an initiation rite or practice made as a prerequisite for admission or requirement for continuing membership in a fraternity, sorority, or organization."

These acts include, but are not limited to, paddling, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect one's physical and psychological health. It also includes any activity (intentional or otherwise) that tends to humiliate or embarrass, degrade, abuse, or endanger by requiring said recruit, neophyte, applicant, or member to do menial, silly, or foolish tasks.

In the updated law, organizations are now required to apply and be recognized by school authorities before implementing any activity in and out of the campus, the school, on the other hand, shall have sets of guidelines that every organization shall adhere to 60 days after the act has been approved.

RA 11053 also regulates other forms of initiation rites, which refer to "ceremonies, practices, rituals, or other acts, whether formal or informal, that a person must perform or take part in order to be accepted into a fraternity, sorority or organization as a full-fledged member."

The law mandates school-based and community-based fraternity, sorority, or an organization to submit a written application that indicates the place and date of the initiation rites, names of the recruits seven days prior to the scheduled initiation date.

"Such written application shall further contain an undertaking that no harm of any kind shall be committed by anybody during the initiation rites," the law states. "The initiation rites shall not last more than three days."

A head of the school is tasked to assign at least two representatives that shall be present during the initiation.

What are the penalties impose of RA 11053 or Anti-Hazing Act of 2018?

Section 14. Section 4 of the same Act is hereby amended to read as follows:

"Sec. 14. Penalties. - The following penalties shall be imposed:

"(a) The penalty of reclusion perpetua and a fine of Three million pesos (P3,000,000.00) shall be imposed upon those who actually planned or participated in the hazing if, as a consequence of the hazing, death, rape, sodomy, or mutilation results therefrom;

"(b) The penalty of reclusion perpetua and a fine of Two million pesos (P2,000,000.00) shall be imposed upon:

"(1) All persons who actually planned or participated in the conduct of the hazing;

"(2) All officers of the fraternity, sorority, or organization who are actually present during the hazing;

"(3) The adviser of a fraternity, sorority, or organization who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if such adviser or adviser or advisers can do so without peril to their person or their family;

"(4) All former officers, nonresident members, or alumni of the fraternity, sorority, or organization who are also present during the hazing: Provided, That should the former officer, nonresident member, or alumnus be a member of the Philippine Bar, such member shall immediately be subjected to disciplinary proceedings by the Supreme Court pursuant to its power to discipline members of the Philippine Bar:

Provided, further, That should the former officer, nonresident member, or alumnus belong to any other profession subject to regulation by the Professional Regulation Commission (PRC), such professional shall immediately be subjected to disciplinary proceedings by the concerned Professional Regulatory Board, the imposable penalty for which shall include, but is not limited to, suspension for a period of not less than three (3) or revocation of the professional license. A suspended or revoked professional license pursuant to this section may be reinstated upon submission of affidavits from at least three (3) disinterested persons, good moral certifications from different unaffiliated and credible government, religious, and socio-civic organizations and such other relevant evidence to show that the concerned professional has become morally fit for readmission into the profession: Provided, That said readmission into the profession shall be subject to the approval of the respective Professional Regulatory Board;

"(5) Officers or members of a fraternity, sorority, or organization who knowingly cooperated in carrying out the hazing by inducing the victim to be present thereat; and

"(6) members of the fraternity, sorority, or organization who are present during the hazing when they are intoxicated or under the influence of alcohol or illegal drugs;

"(c) The penalty of reclusion temporal in its maximum period and a fine of One million pesos (P1,000,000.00) shall be imposed upon all persons who are present in the conduct of the hazing;

"(d) The penalty of reclusion temporal and fine of One million pesos (P1,000,000.00) shall be imposed upon former officers, nonresident member, alumni of the fraternity, sorority, or organization who, after the commission of any of the prohibited acts proscribed herein, will

perform any act to hide, conceal, or otherwise hamper or obstruct any investigation that will be conducted thereafter: Provided, That should the former officer, nonresident member, or alumnus be a member of the Philippine Bar, such member shall immediately be subjected to disciplinary proceedings by the Supreme Court pursuant to its power to discipline members of the Philippine Bar: Provided, further, That should the former officer, nonresident members, or alumnus belong to any other profession subject to regulation by the PRC, such professional shall immediately be

subjected to disciplinary proceedings by the concerned Professional Regulatory Board, the imposable penalty for which shall include, but is not limited to, suspension for a period of not less than three (3) years or revocation of the professional license pursuant to this section may be reinstated upon submission of affidavits from at least three (3) disinterested persons, good moral certifications from different unaffiliated and credible government, religious, and socio-civic organizations, and such other relevant evidence to show that the concerned professional has become morally fit for readmission into the profession: Provided, That said readmission into the profession shall be subject to the approval of the respective Professional Regulatory Board."

"(e) The penalty of prision correccional in its minimum period shall be imposed upon any person who shall intimidate, threaten, force, or employ, or administer any form of vexation against another person for the purpose of recruitment in joining or promoting a particular fraternity, sorority, or organization. The persistent and repeated proposal or invitation made to a person who had twice refused to participate or join the proposed fraternity, sorority, or organization, shall be prima facie evidence of vexation for purposes of this section; and

"(f) A fine of One million pesos (P1,000,000.00) shall be imposed on the school if the fraternity, sorority, or organization filed a written application to conduct an initiation which was subsequently approved by the school and hazing occurred during the initiation rites or when no representatives from the school were present during the initiation as provided under Section 5 of this Act: Provided, That if hazing has been committed in circumvention of the provisions of this Act, it is incumbent upon school officials to investigate motu proprio and take an active role to ascertain factual events and identity witnesses in order to determine the disciplinary sanctions it may impose, as well as provide assistance to police authorities."

"The owner or lessee of the place where hazing is conducted shall be liable as principal and penalized under paragraphs (a) or (b) of this section, when such owner or lessee has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if they can do so without peril to their person or their family. If the hazing is held in the home of one of the officers or members of the fraternity, sorority, or organization, the parents shall be held liable as principals and penalized under paragraphs (a) or (b) hereof when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if such parents can do so without peril to their person or their family.

"The school authorities including faculty members as well as barangay, municipal, or city officials shall be liable as an accomplice and likewise be held administratively accountable for hazing conducted by the fraternities, sororities, other organizations, if it can be shown that the school or barangay, municipal, or city officials allowed or consented to the conduct of hazing, but such officials failed to take any action to prevent the same from occurring or failed to promptly report to the law enforcement authorities if the same can be done without peril to their person or their family.

"The presence of any person, even if such person is not a member of the fraternity, sorority, or organization, during the hazing is prima facie evidence of participation therein as a principal unless such person or persons prevented the commission of the acts punishable herein or promptly reported the same to the law enforcement authorities if they can do so without peril, to their person or their family.

"The incumbent officers of the fraternity, sorority, or organization concerned shall be jointly liable with those members who actually participated in the hazing.

"Any person charged under this Act shall not 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 businesses or corporations engaged hazing as a requirement for employment in the manner provided herein.

"Any conviction by final judgement shall be reflected on the scholastic record, personal, or employment record of the person convicted, regardless of when the judgment conviction has become final."

APPENDIX U

REPUBLIC ACT NO. 10173
Data Privacy Act of 2012

U. AN ACT PROTECTING INDIVIDUAL PERSONAL INFORMATION IN INFORMATION AND COMMUNICATIONS SYSTEMS IN THE GOVERNMENT AND THE PRIVATE SECTOR, CREATING FOR THIS PURPOSE A NATIONAL PRIVACY COMMISSION, AND FOR OTHER PURPOSES

CHAPTER I GENERAL PROVISIONS

SECTION 1. Short Title. – This Act shall be known as the “Data Privacy Act of 2012”.

SEC. 2. Declaration of Policy. – It is the policy of the State to protect the fundamental human right of privacy, of communication while ensuring free flow of information to promote innovation and growth. The State recognizes the vital role of information and communications technology in nation-building and its inherent obligation to ensure that personal information in information and communications systems in the government and in the private sector are secured and protected.

SEC. 3. Definition of Terms. – Whenever used in this Act, the following terms shall have the respective meanings hereafter set forth:

(a) Commission shall refer to the National Privacy Commission created by virtue of this Act.

(b) Consent of the data subject refers to any freely given, specific, informed indication of will, whereby the data subject agrees to the collection and processing of personal information about and/or relating to him or her. Consent shall be evidenced by written, electronic or recorded means. It may also be given on behalf of the data subject by an agent specifically authorized by the data subject to do so.

€ Data subject refers to an individual whose personal information is processed.

(d) Direct marketing refers to communication by whatever means of any advertising or marketing material which is directed to particular individuals.

€ Filing system refers to any act of information relating to natural or juridical persons to the extent that, although the information is not processed by equipment operating automatically in response to instructions given for that purpose, the set is structured, either by reference to individuals or by reference to criteria relating to individuals, in such a way that specific information relating to a particular person is readily accessible.

(f) Information and Communications System refers to a system for generating, sending, receiving, storing or otherwise processing electronic data messages or electronic documents and includes the computer system or other similar device by or which data is recorded, transmitted or stored and any procedure related to the recording, transmission or storage of electronic data, electronic message, or electronic document.

(g) Personal information refers to any information whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly

ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.

(h) Personal information controller refers to a person or organization who controls the collection, holding, processing or use of personal information, including a person or organization who instructs another person or organization to collect, hold, process, use, transfer or disclose personal information on his or her behalf. The term excludes:

(1) A person or organization who performs such functions as instructed by another person or organization; and

(2) An individual who collects, holds, processes or uses personal information in connection with the individual's personal, family or household affairs.

(i) Personal information processor refers to any natural or juridical person qualified to act as such under this Act to whom a personal information controller may outsource the processing of personal data pertaining to a data subject.

(j) Processing refers to any operation or any set of operations performed upon personal information including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.

(k) Privileged information refers to any and all forms of data which under the Rides of Court and other pertinent laws constitute privileged communication.

(l) Sensitive personal information refers to personal information:

(1) About an individual's race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations;

(2) About an individual's health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceedings;

(3) Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and

(4) Specifically established by an executive order or an act of Congress to be kept classified.

SEC. 4. Scope. – This Act applies to the processing of all types of personal information and to any natural and juridical person involved in personal information processing including those personal information controllers and processors who, although not found or established in the Philippines, use equipment that are located in the Philippines, or those who maintain an

office, branch or agency in the Philippines subject to the immediately succeeding paragraph: Provided, That the requirements of Section 5 are complied with.

This Act does not apply to the following:

(a) Information about any individual who is or was an officer or employee of a government institution that relates to the position or functions of the individual, including:

(1) The fact that the individual is or was an officer or employee of the government institution;

(2) The title, business address and office telephone number of the individual;

(3) The classification, salary range and responsibilities of the position held by the individual; and

(4) The name of the individual on a document prepared by the individual in the course of employment with the government;

(b) Information about an individual who is or was performing service under contract for a government institution that relates to the services performed, including the terms of the contract, and the name of the individual given in the course of the performance of those services;

(c) Information relating to any discretionary benefit of a financial nature such as the granting of a license or permit given by the government to an individual, including the name of the individual and the exact nature of the benefit;

(d) Personal information processed for journalistic, artistic, literary or research purposes;

(e) Information necessary in order to carry out the functions of public authority which includes the processing of personal data for the performance by the independent, central monetary authority and law enforcement and regulatory agencies of their constitutionally and statutorily mandated functions. Nothing in this Act shall be construed as to have amended or repealed Republic Act No. 1405, otherwise known as the Secrecy of Bank Deposits Act; Republic Act No. 6426, otherwise known as the Foreign Currency Deposit Act; and Republic Act No. 9510, otherwise known as the Credit Information System Act (CISA);

(f) Information necessary for banks and other financial institutions under the jurisdiction of the independent, central monetary authority or Bangko Sentral ng Pilipinas to comply with

Republic Act No. 9510, and Republic Act No. 9160, as amended, otherwise known as the Anti-Money Laundering Act and other applicable laws; and

- (b) Personal information originally collected from residents of foreign jurisdictions in accordance with the laws of those foreign jurisdictions, including any applicable data privacy laws, which is being processed in the Philippines.

SEC. 5. Protection Afforded to Journalists and Their Sources. – Nothing in this Act shall be construed as to have amended or repealed the provisions of Republic Act No. 53, which affords the publishers, editors or duly accredited reporters of any newspaper, magazine or periodical of general circulation protection from being compelled to reveal the source of any news report or information appearing in said publication which was related in any confidence to such publisher, editor, or reporter.

SEC. 6. Extraterritorial Application. – This Act applies to an act done or practice engaged in and outside of the Philippines by an entity if:

- (a) The act, practice or processing relates to personal information about a Philippine citizen or a resident;
- (b) The entity has a link with the Philippines, and the entity is processing personal information in the Philippines or even if the processing is outside the Philippines as long as it is about Philippine citizens or residents such as, but not limited to, the following:
 - (1) A contract is entered in the Philippines;
 - (2) A juridical entity unincorporated in the Philippines but has central management and control in the country; and
 - (3) An entity that has a branch, agency, office or subsidiary in the Philippines and the parent or affiliate of the Philippine entity has access to personal information; and

€ The entity has other links in the Philippines such as, but not limited to:

- (1) The entity carries on business in the Philippines; and
- (2) The personal information was collected or held by an entity in the Philippines.

CHAPTER II THE NATIONAL PRIVACY COMMISSION

SEC. 7. Functions of the National Privacy Commission. – To administer and implement the provisions of this Act, and to monitor and ensure compliance of the country with international standards set for data protection, there is hereby created an independent body to be known as the National Privacy Commission, which shall have the following functions:

- (a) Ensure compliance of personal information controllers with the provisions of this Act;
- (b) Receive complaints, institute investigations, facilitate or enable settlement of complaints through the use of alternative dispute resolution processes, adjudicate, award indemnity on matters affecting any personal information, prepare reports on disposition of complaints and resolution of any investigation it initiates, and, in cases it deems appropriate, publicize any such report: Provided, That in resolving any complaint or investigation (except where amicable settlement is reached by the parties), the Commission shall act as a collegial body. For this purpose, the Commission may be given access to personal information that is subject of any complaint and to collect the information necessary to perform its functions under this Act;

€ Issue cease and desist orders, impose a temporary or permanent ban on the processing of personal information, upon finding that the processing will be detrimental to national security and public interest;

- (d) Compel or petition any entity, government agency or instrumentality to abide by its orders or take action on a matter affecting data privacy;

€ Monitor the compliance of other government agencies or instrumentalities on their security and technical measures and recommend the necessary action in order to meet minimum standards for protection of personal information pursuant to this Act;

(f) Coordinate with other government agencies and the private sector on efforts to formulate and implement plans and policies to strengthen the protection of personal information in the country;

(g) Publish on a regular basis a guide to all laws relating to data protection;

(h) Publish a compilation of agency system of records and notices, including index and other finding aids;

(i) Recommend to the Department of Justice (DOJ) the prosecution and imposition of penalties specified in Sections 25 to 29 of this Act;

(j) Review, approve, reject or require modification of privacy codes voluntarily adhered to by personal information controllers: Provided, That the privacy codes shall adhere to the

underlying data privacy principles embodied in this Act: Provided, further, That such privacy codes may include private dispute resolution mechanisms for complaints against any participating personal information controller. For this purpose, the Commission shall consult with relevant regulatory agencies in the formulation and administration of privacy codes applying the standards set out in this Act, with respect to the persons, entities, business activities and business sectors that said regulatory bodies are authorized to principally regulate pursuant to the law: Provided, finally, That the Commission may review such privacy codes and require changes thereto for purposes of complying with this Act;

(k) Provide assistance on matters relating to privacy or data protection at the request of a national or local agency, a private entity or any person;

(l) Comment on the implication on data privacy of proposed national or local statutes, regulations or procedures, issue advisory opinions and interpret the provisions of this Act and other data privacy laws;

(m) Propose legislation, amendments or modifications to Philippine laws on privacy or data protection as may be necessary;

(n) Ensure proper and effective coordination with data privacy regulators in other countries and private accountability agents, participate in international and regional initiatives for data privacy protection;

(o) Negotiate and contract with other data privacy authorities of other countries for cross-border application and implementation of respective privacy laws;

(p) Assist Philippine companies doing business abroad to respond to foreign privacy or data protection laws and regulations; and

(q) Generally perform such acts as may be necessary to facilitate cross-border enforcement of data privacy protection.

SEC. 8. Confidentiality. – The Commission shall ensure at all times the confidentiality of any personal information that comes to its knowledge and possession.

SEC. 9. Organizational Structure of the Commission. – The Commission shall be attached to the Department of Information and Communications Technology (DICT) and shall be headed by a Privacy Commissioner, who shall also act as Chairman of the Commission. The Privacy Commissioner shall be assisted by two (2) Deputy Privacy Commissioners, one to be responsible for Data Processing Systems and one to be responsible for Policies and Planning. The Privacy Commissioner and the two (2) Deputy Privacy Commissioners shall be appointed

by the President of the Philippines for a term of three (3) years, and may be reappointed for another term of three (3) years. Vacancies in the Commission shall be filled in the same manner in which the original appointment was made.

The Privacy Commissioner must be at least thirty-five (35) years of age and of good moral character, unquestionable integrity and known probity, and a recognized expert in the field of information technology and data privacy. The Privacy Commissioner shall enjoy the benefits, privileges and emoluments equivalent to the rank of Secretary.

The Deputy Privacy Commissioners must be recognized experts in the field of information and communications technology and data privacy. They shall enjoy the benefits, privileges and emoluments equivalent to the rank of Undersecretary.

The Privacy Commissioner, the Deputy Commissioners, or any person acting on their behalf or under their direction, shall not be civilly liable for acts done in good faith in the performance of their duties. However, he or she shall be liable for willful or negligent acts done by him or her which are contrary to law, morals, public policy and good customs even if he or she acted under orders or instructions of superiors: Provided, That in case a lawsuit is filed against such official on the subject of the performance of his or her duties, where such performance is lawful, he or she shall be reimbursed by the Commission for reasonable costs of litigation.

SEC. 10. The Secretariat. – The Commission is hereby authorized to establish a Secretariat. Majority of the members of the Secretariat must have served for at least five (5) years in any agency of the government that is involved in the processing of personal information including, but not limited to, the following offices: Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Bureau of Internal Revenue (BIR), Philippine Health Insurance Corporation (PhilHealth), Commission on Elections (COMELEC), Department of Foreign Affairs (DFA), Department of Justice (DOJ), and Philippine Postal Corporation (Philpost).

CHAPTER III PROCESSING OF PERSONAL INFORMATION

SEC. 11. General Data Privacy Principles. – The processing of personal information shall be allowed, subject to compliance with the requirements of this Act and other laws allowing disclosure of information to the public and adherence to the principles of transparency, legitimate purpose and proportionality.

Personal information must, be:

(a) Collected for specified and legitimate purposes determined and declared before, or as soon as reasonably practicable after collection, and later processed in a way compatible with such declared, specified and legitimate purposes only;

(b) Processed fairly and lawfully;

€ Accurate, relevant and, where necessary for purposes for which it is to be used the processing of personal information, kept up to date; inaccurate or incomplete data must be rectified, supplemented, destroyed or their further processing restricted;

(d) Adequate and not excessive in relation to the purposes for which they are collected and processed;

€ Retained only for as long as necessary for the fulfillment of the purposes for which the data was obtained or for the establishment, exercise or defense of legal claims, or for legitimate business purposes, or as provided by law; and

(f) Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data were collected and processed: Provided, That personal information collected for other purposes may lie processed for historical, statistical or scientific purposes, and in cases laid down in law may be stored for longer periods: Provided, further, That adequate safeguards are guaranteed by said laws authorizing their processing.

The personal information controller must ensure implementation of personal information processing principles set out herein.

SEC. 12. Criteria for Lawful Processing of Personal Information. – The processing of personal information shall be permitted only if not otherwise prohibited by law, and when at least one of the following conditions exists:

(a) The data subject has given his or her consent;

(b) The processing of personal information is necessary and is related to the fulfillment of a contract with the data subject or in order to take steps at the request of the data subject prior to entering into a contract;

€ The processing is necessary for compliance with a legal obligation to which the personal information controller is subject;

(d) The processing is necessary to protect vitally important interests of the data subject, including life and health;

€ The processing is necessary in order to respond to national emergency, to comply with the requirements of public order and safety, or to fulfill functions of public authority which necessarily includes the processing of personal data for the fulfillment of its mandate; or

(f) The processing is necessary for the purposes of the legitimate interests pursued by the personal information controller or by a third party or parties to whom the data is disclosed, except where such interests are overridden by fundamental rights and freedoms of the data subject which require protection under the Philippine Constitution.

SEC. 13. Sensitive Personal Information and Privileged Information. – The processing of sensitive personal information and privileged information shall be prohibited, except in the following cases:

(a) The data subject has given his or her consent, specific to the purpose prior to the processing, or in the case of privileged information, all parties to the exchange have given their consent prior to processing;

(b) The processing of the same is provided for by existing laws and regulations: Provided, That such regulatory enactments guarantee the protection of the sensitive personal information and the privileged information: Provided, further, That the consent of the data subjects are not required by law or regulation permitting the processing of the sensitive personal information or the privileged information;

€ The processing is necessary to protect the life and health of the data subject or another person, and the data subject is not legally or physically able to express his or her consent prior to the processing;

(d) The processing is necessary to achieve the lawful and noncommercial objectives of public organizations and their associations: Provided, that such processing is only confined and related to the bona fide members of these organizations or their associations: Provided, further, that the sensitive personal information are not transferred to third parties: Provided, finally, That consent of the data subject was obtained prior to processing;

€ The processing is necessary for purposes of medical treatment, is carried out by a medical practitioner or a medical treatment institution, and an adequate level of protection of personal information is ensured; or

(f) The processing concerns such personal information as is necessary for the protection of lawful rights and interests of natural or legal persons in court proceedings, or the establishment, exercise or defense of legal claims, or when provided to government or public authority.

SEC. 14. Subcontract of Personal Information. – A personal information controller may subcontract the processing of personal information, provided, that the personal information controller shall be responsible for ensuring that proper safeguards are in place to ensure the confidentiality of the personal information processed, prevent its use for unauthorized purposes, and generally, comply with the requirements of this Act and other laws for

processing of personal information. The personal information processor shall comply with all the requirements of this Act and other applicable laws.

SEC. 15. Extension of Privileged Communication. – Personal information controllers may invoke the principle of privileged communication over privileged information that they lawfully control or process. Subject to existing laws and regulations, any evidence gathered on privileged information is inadmissible.

CHAPTER IV RIGHTS OF THE DATA SUBJECT

SEC. 16. Rights of the Data Subject. – The data subject is entitled to:

(a) Be informed whether personal information pertaining to him or her shall be, are being or have been processed;

(b) Be furnished the information indicated hereunder before the entry of his or her personal information into the processing system of the personal information controller, or at the next practical opportunity:

(1) Description of the personal information to be entered into the system;

(2) Purposes for which they are being or are to be processed;

(3) Scope and method of the personal information processing;

(4) The recipients or classes of recipients to whom they are or may be disclosed;

- (5) Methods utilized for automated access, if the same is allowed by the data subject, and the extent to which such access is authorized;
- (6) The identity and contact details of the personal information controller or its representative;
- (7) The period for which the information will be stored; and
- (8) The existence of their rights, i.e., to access, correction, as well as the right to lodge a complaint before the Commission.

Any information supplied or declaration made to the data subject on these matters shall not be amended without prior notification of data subject: Provided, That the notification under subsection (b) shall not apply should the personal information be needed pursuant to a subpoena or when the collection and processing are for obvious purposes, including when it is necessary for the performance of or in relation to a contract or service or when necessary or desirable in the context of an employer-employee relationship, between the collector and the data subject, or when the information is being collected and processed as a result of legal obligation;

€ Reasonable access to, upon demand, the following:

- (1) Contents of his or her personal information that were processed;
 - (2) Sources from which personal information were obtained;
 - (3) Names and addresses of recipients of the personal information;
 - (4) Manner by which such data were processed;
 - (5) Reasons for the disclosure of the personal information to recipients;
 - (6) Information on automated processes where the data will or likely to be made as the sole basis for any decision significantly affecting or will affect the data subject;
 - (7) Date when his or her personal information concerning the data subject were last accessed and modified; and
 - (8) The designation, or name or identity and address of the personal information controller;
- (d) Dispute the inaccuracy or error in the personal information and have the personal information controller correct it immediately and accordingly, unless the request is vexatious or otherwise unreasonable. If the personal information have been corrected, the personal information controller shall ensure the accessibility of both the new and the retracted information and the simultaneous receipt of the new and the retracted information by recipients thereof: Provided, That the third parties who have previously received such processed personal information shall be informed of its inaccuracy and its rectification upon reasonable request of the data subject;

€ Suspend, withdraw or order the blocking, removal or destruction of his or her personal information from the personal information controller's filing system upon discovery and substantial proof that the personal information are incomplete, outdated, false, unlawfully obtained, used for unauthorized purposes or are no longer necessary for the purposes for which they were collected. In this case, the personal information controller may notify third parties who have previously received such processed personal information; and

- (f) Be indemnified for any damages sustained due to such inaccurate, incomplete, outdated, false, unlawfully obtained or unauthorized use of personal information.

SEC. 17. Transmissibility of Rights of the Data Subject. – The lawful heirs and assigns of the data subject may invoke the rights of the data subject for, which he or she is an heir or assignee at any time after the death of the data subject or when the data subject is incapacitated or incapable of exercising the rights as enumerated in the immediately preceding section.

SEC. 18. Right to Data Portability. – The data subject shall have the right, where personal information is processed by electronic means and in a structured and commonly used format, to obtain from the personal information controller a copy of data undergoing processing in an electronic or structured format, which is commonly used and allows for further use by the data subject. The Commission may specify the electronic format referred to above, as well as the technical standards, modalities and procedures for their transfer.

SEC. 19. Non-Applicability. – The immediately preceding sections are not applicable if the processed personal information are used only for the needs of scientific and statistical research and, on the basis of such, no activities are carried out and no decisions are taken regarding the data subject: Provided, That the personal information shall be held under strict confidentiality and shall be used only for the declared purpose. Likewise, the immediately preceding sections are not applicable to processing of personal information gathered for the purpose of investigations in relation to any criminal, administrative or tax liabilities of a data subject.

CHAPTER V SECURITY OF PERSONAL INFORMATION

SEC. 20. Security of Personal Information. – (a) The personal information controller must implement reasonable and appropriate organizational, physical and technical measures intended for the protection of personal information against any accidental or unlawful destruction, alteration and disclosure, as well as against any other unlawful processing.

(b) The personal information controller shall implement reasonable and appropriate measures to protect personal information against natural dangers such as accidental loss or destruction, and human dangers such as unlawful access, fraudulent misuse, unlawful destruction, alteration and contamination.

€ The determination of the appropriate level of security under this section must take into account the nature of the personal information to be protected, the risks represented by the processing, the size of the organization and complexity of its operations, current data privacy best practices and the cost of security implementation. Subject to guidelines as the Commission may issue from time to time, the measures implemented must include:

(1) Safeguards to protect its computer network against accidental, unlawful or unauthorized usage or interference with or hindering of their functioning or availability;

(2) A security policy with respect to the processing of personal information;

(3) A process for identifying and accessing reasonably foreseeable vulnerabilities in its computer networks, and for taking preventive, corrective and mitigating action against security incidents that can lead to a security breach; and

(4) Regular monitoring for security breaches and a process for taking preventive, corrective and mitigating action against security incidents that can lead to a security breach.

(d) The personal information controller must further ensure that third parties processing personal information on its behalf shall implement the security measures required by this provision.

€ The employees, agents or representatives of a personal information controller who are involved in the processing of personal information shall operate and hold personal information under strict confidentiality if the personal information are not intended for public disclosure. This obligation shall continue even after leaving the public service, transfer to another position or upon termination of employment or contractual relations.

(f) The personal information controller shall promptly notify the Commission and affected data subjects when sensitive personal information or other information that may, under the circumstances, be used to enable identity fraud are reasonably believed to have been acquired by an unauthorized person, and the personal information controller or the Commission believes (bat such unauthorized acquisition is likely to give rise to a real risk of serious harm to any affected data subject. The notification shall at least describe the nature of the breach, the sensitive personal information possibly involved, and the measures taken by the entity to address the breach. Notification may be delayed only to the extent necessary to determine the scope of the breach, to prevent further disclosures, or to restore reasonable integrity to the information and communications system.

(1) In evaluating if notification is unwarranted, the Commission may take into account compliance by the personal information controller with this section and existence of good faith in the acquisition of personal information.

(2) The Commission may exempt a personal information controller from notification where, in its reasonable judgment, such notification would not be in the public interest or in the interests of the affected data subjects.

(3) The Commission may authorize postponement of notification where it may hinder the progress of a criminal investigation related to a serious breach.

CHAPTER VI ACCOUNTABILITY FOR TRANSFER OF PERSONAL INFORMATION

SEC. 21. Principle of Accountability. – Each personal information controller is responsible for personal information under its control or custody, including information that have been transferred to a third party for processing, whether domestically or internationally, subject to cross-border arrangement and cooperation.

(a) The personal information controller is accountable for complying with the requirements of this Act and shall use contractual or other reasonable means to provide a comparable level of protection while the information are being processed by a third party.

(b) The personal information controller shall designate an individual or individuals who are accountable for the organization's compliance with this Act. The identity of the individual(s) so designated shall be made known to any data subject upon request.

CHAPTER VII SECURITY OF SENSITIVE PERSONAL INFORMATION IN GOVERNMENT

SEC 22. Responsibility of Heads of Agencies. – All sensitive personal information maintained by the government, its agencies and instrumentalities shall be secured, as far as practicable, with the use of the most appropriate standard recognized by the information and communications technology industry, and as recommended by the Commission. The head of each government agency or instrumentality shall be responsible for complying with the security requirements mentioned herein while the Commission shall monitor the compliance and may recommend the necessary action in order to satisfy the minimum standards.

SEC. 23. Requirements Relating to Access by Agency Personnel to Sensitive Personal Information. – (a) On-site and Online Access – Except as may be allowed through guidelines to be issued by the Commission, no employee of the government shall have access to sensitive personal information on government property or through online facilities unless the employee has received a security clearance from the head of the source agency.

(b) Off-site Access – Unless otherwise provided in guidelines to be issued by the Commission, sensitive personal information maintained by an agency may not be transported or accessed

from a location off government property unless a request for such transportation or access is submitted and approved by the head of the agency in accordance with the following guidelines:

(1) Deadline for Approval or Disapproval – In the case of any request submitted to the head of an agency, such head of the agency shall approve or disapprove the request within two (2) business days after the date of submission of the request. In case there is no action by the head of the agency, then such request is considered disapproved;

(2) Limitation to One thousand (1,000) Records – If a request is approved, the head of the agency shall limit the access to not more than one thousand (1,000) records at a time; and

(3) Encryption – Any technology used to store, transport or access sensitive personal information for purposes of off-site access approved under this subsection shall be secured by the use of the most secure encryption standard recognized by the Commission.

The requirements of this subsection shall be implemented not later than six (6) months after the date of the enactment of this Act.

SEC. 24. Applicability to Government Contractors. – In entering into any contract that may involve accessing or requiring sensitive personal information from one thousand (1,000) or more individuals, an agency shall require a contractor and its employees to register their personal information processing system with the Commission in accordance with this Act and to comply with the other provisions of this Act including the immediately preceding section, in the same manner as agencies and government employees comply with such requirements.

CHAPTER VIII PENALTIES

SEC. 25. Unauthorized Processing of Personal Information and Sensitive Personal Information. – (a) The unauthorized processing of personal information shall be penalized by imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons who process personal information without the consent of the data subject, or without being authorized under this Act or any existing law.

(b) The unauthorized processing of personal sensitive information shall be penalized by imprisonment ranging from three (3) years to six (6) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Four million pesos (Php4,000,000.00) shall be imposed on persons who process personal information without

the consent of the data subject, or without being authorized under this Act or any existing law.

SEC. 26. Accessing Personal Information and Sensitive Personal Information Due to Negligence. – (a) Accessing personal information due to negligence shall be penalized by imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons who, due to negligence, provided access to personal information without being authorized under this Act or any existing law.

(b) Accessing sensitive personal information due to negligence shall be penalized by imprisonment ranging from three (3) years to six (6) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Four million pesos (Php4,000,000.00) shall be imposed on persons who, due to negligence, provided access to personal information without being authorized under this Act or any existing law.

SEC. 27. Improper Disposal of Personal Information and Sensitive Personal Information. – (a) The improper disposal of personal information shall be penalized by imprisonment ranging from six (6) months to two (2) years and a fine of not less than One hundred thousand pesos (Php100,000.00) but not more than Five hundred thousand pesos (Php500,000.00) shall be imposed on persons who knowingly or negligently dispose, discard or abandon the personal information of an individual in an area accessible to the public or has otherwise placed the personal information of an individual in its container for trash collection.

- b) The improper disposal of sensitive personal information shall be penalized by imprisonment ranging from one (1) year to three (3) years and a fine of not less than One hundred thousand pesos (Php100,000.00) but not more than One million pesos (Php1,000,000.00) shall be imposed on persons who knowingly or negligently dispose, discard or abandon the personal information of an individual in an area accessible to the public or has otherwise placed the personal information of an individual in its container for trash collection.

SEC. 28. Processing of Personal Information and Sensitive Personal Information for Unauthorized Purposes. – The processing of personal information for unauthorized purposes shall be penalized by imprisonment ranging from one (1) year and six (6) months to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00) shall be imposed on persons processing personal information for purposes not authorized by the data subject, or otherwise authorized under this Act or under existing laws.

The processing of sensitive personal information for unauthorized purposes shall be penalized by imprisonment ranging from two (2) years to seven (7) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons processing sensitive personal information for

purposes not authorized by the data subject, or otherwise authorized under this Act or under existing laws.

SEC. 29. Unauthorized Access or Intentional Breach. – The penalty of imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons who knowingly and unlawfully, or violating data confidentiality and security data systems, breaks in any way into any system where personal and sensitive personal information is stored.

SEC. 30. Concealment of Security Breaches Involving Sensitive Personal Information. – The penalty of imprisonment of one (1) year and six (6) months to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00) shall be imposed on persons who, after having knowledge of a security breach and of the obligation to notify the Commission pursuant to Section 20(f), intentionally or by omission conceals the fact of such security breach.

SEC. 31. Malicious Disclosure. – Any personal information controller or personal information processor or any of its officials, employees or agents, who, with malice or in bad faith, discloses unwarranted or false information relative to any personal information or personal sensitive information obtained by him or her, shall be subject to imprisonment ranging from one (1) year and six (6) months to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00).

SEC. 32. Unauthorized Disclosure. – (a) Any personal information controller or personal information processor or any of its officials, employees or agents, who discloses to a third party personal information not covered by the immediately preceding section without the consent of the data subject, shall be subject to imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00).

(b) Any personal information controller or personal information processor or any of its officials, employees or agents, who discloses to a third party sensitive personal information not covered by the immediately preceding section without the consent of the data subject, shall be subject to imprisonment ranging from three (3) years to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00).

SEC. 33. Combination or Series of Acts. – Any combination or series of acts as defined in Sections 25 to 32 shall make the person subject to imprisonment ranging from three (3) years to six (6) years and a fine of not less than One million pesos (Php1,000,000.00) but not more than Five million pesos (Php5,000,000.00).

SEC. 34. Extent of Liability. – If the offender is a corporation, partnership or any juridical person, the penalty shall be imposed upon the responsible officers, as the case may be, who participated in, or by their gross negligence, allowed the commission of the crime. If the

offender is a juridical person, the court may suspend or revoke any of its rights under this Act. If the offender is an alien, he or she shall, in addition to the penalties herein prescribed, be deported without further proceedings after serving the penalties prescribed. If the offender is a public official or employee and he or she is found guilty of acts penalized under Sections 27 and 28 of this Act, he or she shall, in addition to the penalties prescribed herein, suffer perpetual or temporary absolute disqualification from office, as the case may be.

SEC. 35. Large-Scale. – The maximum penalty in the scale of penalties respectively provided for the preceding offenses shall be imposed when the personal information of at least one hundred (100) persons is harmed, affected or involved as the result of the above mentioned actions.

SEC. 36. Offense Committed by Public Officer. – When the offender or the person responsible for the offense is a public officer as defined in the Administrative Code of the Philippines in the exercise of his or her duties, an accessory penalty consisting in the disqualification to occupy public office for a term double the term of criminal penalty imposed shall be applied.

SEC. 37. Restitution. – Restitution for any aggrieved party shall be governed by the provisions of the New Civil Code.

CHAPTER IX MISCELLANEOUS PROVISIONS

SEC. 38. Interpretation. – Any doubt in the interpretation of any provision of this Act shall be liberally interpreted in a manner mindful of the rights and interests of the individual about whom personal information is processed.

SEC. 39. Implementing Rules and Regulations (IRR). – Within ninety (90) days from the effectivity of this Act, the Commission shall promulgate the rules and regulations to effectively implement the provisions of this Act.

SEC. 40. Reports and Information. – The Commission shall annually report to the President and Congress on its activities in carrying out the provisions of this Act. The Commission shall undertake whatever efforts it may determine to be necessary or appropriate to inform and educate the public of data privacy, data protection and fair information rights and responsibilities.

SEC. 41. Appropriations Clause. – The Commission shall be provided with an initial appropriation of Twenty million pesos (Php20,000,000.00) to be drawn from the national government. Appropriations for the succeeding years shall be included in the General Appropriations Act. It shall likewise receive Ten million pesos (Php10,000,000.00) per year for five (5) years upon implementation of this Act drawn from the national government.

SEC. 42. Transitory Provision. – Existing industries, businesses and offices affected by the implementation of this Act shall be given one (1) year transitory period from the effectivity of the IRR or such other period as may be determined by the Commission, to comply with the requirements of this Act.

In case that the DICT has not yet been created by the time the law takes full force and effect, the National Privacy Commission shall be attached to the Office of the President.

SEC. 43. Separability Clause. – If any provision or part hereof is held invalid or unconstitutional, the remainder of the law or the provision not otherwise affected shall remain valid and subsisting.

SEC. 44. Repealing Clause. – The provision of Section 7 of Republic Act No. 9372, otherwise known as the "Human Security Act of 2007", is hereby amended. Except as otherwise expressly provided in this Act, all other laws, decrees, executive orders, proclamations and administrative regulations or parts thereof inconsistent herewith are hereby repealed or modified accordingly.

SEC. 45. Effectivity Clause. – This Act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.

Approved,

(Sgd.) FELICIANO BELMONTE JR. Speaker of the House of Representatives (Sgd.) JUAN PONCE ENRILE President of the Senate

This Act which is a consolidation of Senate Bill No. 2965 and House Bill No. 4115 was finally passed by the Senate and the House of Representatives on June 6, 2012.

(Sgd.) MARILYN B. BARUA-YAP Secretary General House of Representatives (Sgd.) EMMA LIRIO-REYES Secretary of the Senate

Approved: AUG 15 2012

(Sgd.) BENIGNO S. AQUINO

APPENDIX V

Republic Act No. 11313

V. Safe Spaces Act or known as the Bawal Bastos Law

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

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 “Safe Spaces Act”.

SECTION 2. Declaration of Policies.— It is the policy of the State to value the dignity of every human person and guarantee full respect for human rights. It is likewise the policy of the State to recognize the role of women in nation-building and ensure the fundamental equality before the law of women and men. The State also recognizes that both men and women must have equality, security and safety not only in private, but also on the streets, public spaces, online, workplaces and educational and training institutions.

SECTION 3. Definition of Terms.— As used in this Act:

(a) Catcalling refers to unwanted remarks directed towards a person, commonly done in the form of wolf-whistling and misogynistic, transphobic, homophobic, and sexist slurs;

(b) Employee refers to a person, who in exchange for remuneration, agrees to perform specified services for another person, whether natural or juridical, and whether private or public, who exercises fundamental control over the work, regardless of the term or duration of agreement: Provided, That for the purposes of this law, a person who is detailed to an entity under a subcontracting or secondment agreement shall be considered an employee;

(c) Employer refers to a person who exercises control over an employee: Provided, That for the purpose of this Act, the status or conditions of the latter’s employment or engagement shall be disregarded;

(d) Gender refers to a set of socially ascribed characteristics, norms, roles, attitudes, values and expectations identifying the social behavior of men and women, and the relations between them;

(e) Gender-based online sexual harassment refers to an online conduct targeted at a particular person that causes or likely to cause another mental, emotional or psychological distress, and fear of personal safety, sexual harassment acts including unwanted sexual remarks and comments, threats, uploading or sharing of one’s photos without consent, video and audio recordings, cyberstalking and online identity theft;

(f) Gender identity and/or expression refers to the personal sense of identity as characterized, among others, by manner of clothing, inclinations, and behavior in relation to masculine or feminine conventions. A person may have a male or female identity with physiological characteristics of the opposite sex in which case this person is considered transgender:

(g) Public spaces refer to streets and alleys, public parks, schools, buildings, malls, bars, restaurants, transportation terminals, public markets, spaces used as evacuation centers, government offices, public utility vehicles as well as private vehicles covered by app-based transport network services and other recreational spaces such as, but not limited to, cinema halls, theaters and spas; and

(h) Stalking refers to conduct directed at a person involving the repeated visual or physical proximity, non-consensual communication, or a combination thereof that cause or will likely cause a person to fear for one’s own safety or the safety of others, or to suffer emotional distress.

ARTICLE I GENDER-BASED STREETS AND PUBLIC SPACES SEXUAL HARASSMENT

SECTION 4. Gender-Based Streets and Public Spaces Sexual Harassment.— The crimes of gender-based streets and public spaces sexual harassment are committed through any unwanted and uninvited sexual actions or remarks against any person regardless of the motive for committing such action or remarks.

Gender-based streets and public spaces sexual harassment includes catcalling, wolf-whistling, unwanted invitations, misogynistic, transphobic, homophobic and sexist slurs, persistent uninvited comments or gestures on a person's appearance, relentless requests for personal details, statement of sexual comments and suggestions, public masturbation or flashing of private parts, groping, or any advances, whether verbal or physical, that is

unwanted and has threatened one's sense of personal space and physical safety, and committed in public spaces such as alleys, roads, sidewalks and parks. Acts constitutive of gender-based streets and public spaces sexual harassment are those performed in buildings, schools, churches, restaurants, malls, public washrooms, bars, internet shops, public markets, transportation terminals or public utility vehicles.

SECTION 5. Gender-Based Sexual Harassment in Restaurants and Cafes, Bars and Clubs, Resorts and Water Parks, Hotels and Casinos, Cinemas, Malls, Buildings and Other Privately-Owned Places Open to the Public.— Restaurants, bars, cinemas, malls, buildings and other privately-owned places open to the public shall adopt a zero-tolerance policy against gender-based streets and public spaces sexual harassment. These establishments are obliged to provide assistance to victims of gender-based sexual harassment by coordinating with local police authorities immediately after gender-based sexual harassment is reported, making CCTV footage available when ordered by the court, and providing a safe gender-sensitive environment to encourage victims to report gender-based sexual harassment at the first instance.

All restaurants, bars, cinemas and other places of recreation shall install in their business establishments clearly-visible warning signs against gender-based public spaces sexual harassment, including the anti-sexual harassment hotline number in bold letters, and shall designate at least one (1) anti-sexual harassment officer to receive gender-based sexual harassment complaints. Security guards in these places may be deputized to apprehend perpetrators caught in flagrante delicto and are required to immediately coordinate with local authorities.

SECTION 6. Gender-Based Sexual Harassment in Public Utility Vehicles.— In addition to the penalties in this Act, the Land Transportation Office (LTO) may cancel the license of perpetrators found to have committed acts constituting sexual harassment in public utility vehicles, and the Land Transportation Franchising and Regulatory Board (LTFRB) may suspend or revoke the franchise of transportation operators who commit gender-based streets and public spaces sexual harassment acts. Gender-based sexual harassment in public utility vehicles (PUVs) where the perpetrator is the driver of the vehicle shall also constitute a breach of contract of carriage, for the purpose of creating a presumption of negligence on the part of the owner or operator of the vehicle in the selection and supervision of employees and rendering the owner or operator solidarily liable for the offenses of the employee.

SECTION 7. Gender-Based Sexual Harassment in Streets and Public Spaces Committed by Minors.— In case the offense is committed by a minor, the Department of Social Welfare and Development (DSWD) shall take necessary disciplinary measures as provided for under Republic Act No. 9344, otherwise known as the "Juvenile Justice and Welfare Act of 2006".

SECTION 8. Duties of Local Government Units (LGUs).— local government units (LGUs) shall bear primary responsibility in enforcing the provisions under Article I of this Act. LGUs shall have the following duties:

- (a) Pass an ordinance which shall localize the applicability of this Act within sixty (60) days of its effectivity;
- (b) Disseminate or post in conspicuous places a copy of this Act and the corresponding ordinance;
- (c) Provide measures to prevent gender-based sexual harassment in educational institutions, such as information campaigns and anti-sexual harassment seminars;
- (d) Discourage and impose fines on acts of gender-based sexual harassment as defined in this Act;

(e) Create an anti-sexual harassment hotline; and

(f) Coordinate with the Department of the Interior and Local Government (DILG) on the implementation of this Act.

SECTION 9. Role of the DILG.— The DILG shall ensure the full implementation of this Act by:

(a) Inspecting LGUs if they have disseminated or posted in conspicuous places a copy of this Act and the corresponding ordinance;

(b) Conducting and disseminating surveys and studies on best practices of LGUs in implementing this Act; and

(c) Providing capacity-building and training activities to build the capability of local government officials to implement this Act in coordination with the Philippine Commission

on Women (PCW), the Local Government Academy (LGA) and the Development Academy of the Philippines (DAP).

SECTION 10. Implementing Bodies for Gender-Based Sexual Harassment in Streets and Public Spaces.— The Metro Manila Development Authority (MMDA), the local units of the Philippine National Police (PNP) for other provinces, and the Women and Children's Protection Desk (WCPD) of the PNP shall have the authority to apprehend perpetrators and enforce the law: Provided, That they have undergone prior Gender Sensitivity Training (GST). The PCW, DILG and Department of Information and Communications Technology (DICT) shall be the national bodies responsible for overseeing the implementation of this Act and formulating policies that will ensure the strict implementation of this Act.

For gender-based streets and public spaces sexual harassment, the MMDA and the local units of the PNP for the provinces shall deputize its enforcers to be Anti-Sexual Harassment Enforcers (ASHE). They shall be deputized to receive complaints on the street and immediately apprehend a perpetrator if caught in flagrante delicto. The perpetrator shall be immediately brought to the nearest PNP station to face charges of the offense committed. The ASHE unit together with the Women's and Children's Desk of PNP stations shall keep a ledger of perpetrators who have committed acts prohibited under this Act for purposes of determining if a perpetrator is a first-time, second-time or third-time offender. The DILG shall also ensure that all local government bodies expedite the receipt and processing of complaints by setting up an Anti-Sexual Harassment Desk in all barangay and city halls and to ensure the set-up of CCTVs in major roads, alleys and sidewalks in their respective areas to aid in the filing of cases and gathering of evidence. The DILG, the DSWD in coordination with the Department of Health (DOH) and the PCW shall coordinate if necessary to ensure that victims are provided the proper psychological counseling support services.

SECTION 11. Specific Acts and Penalties for Gender-Based Sexual Harassment in Streets and Public Spaces.— The following acts are unlawful and shall be penalized as follows:

(a) For acts such as cursing, wolf-whistling, catcalling, leering and intrusive gazing, taunting, pursuing, unwanted invitations, misogynistic, transphobic, homophobic, and sexist slurs, persistent unwanted comments on one's appearance, relentless requests for one's personal details such as name, contact and social media details or destination, the use of words, gestures or actions that ridicule on the basis of sex, gender or sexual orientation, identity and/or expression including sexist, homophobic, and transphobic statements and

slurs, the persistent telling of sexual jokes, use of sexual names, comments and demands, and any statement that has made an invasion on a person's personal space or threatens the person's sense of personal safety –

(1) The first offense shall be punished by a fine of One thousand pesos (₱1,000.00) and community service of twelve (12) hours inclusive of attendance to a Gender Sensitivity Seminar to be conducted by the PNP in coordination with the LGU and the PCW;

(2) The second offense shall be punished by arresto menor (6 to 10 days) or a fine of Three thousand pesos (₱3,000.00);

(3) The third offense shall be punished by arresto menor (11 to 30 days) and a fine of Ten thousand pesos (₱10,000.00).

(b) For acts such as making offensive body gestures at someone, and exposing private parts for the sexual gratification of the perpetrator with the effect of demeaning, harassing, threatening or intimidating the offended party including flashing of private parts, public masturbation, groping, and similar lewd sexual actions –

(1) The first offense shall be punished by a fine of Ten thousand pesos (₱10,000.00) and community service of twelve (12) hours inclusive of attendance to a Gender Sensitivity Seminar, to be conducted by the PNP in coordination with the LGU and the PCW;

(2) The second offense shall be punished by *arresto menor* (11 to 30 days) or a fine of Fifteen thousand pesos (₱15,000.00);

(3) The third offense shall be punished by *arresto mayor* (1 month and 1 day to 6 months) and a fine of Twenty thousand pesos (₱20,000.00).

(c) For acts such as stalking, and any of the acts mentioned in Section 11 paragraphs (a) and (b), when accompanied by touching, pinching or brushing against the body of the offended person; or any touching, pinching, or brushing against the genitalia, face, arms, anus, groin, breasts, inner thighs, face, buttocks or any part of the victim's body even when not accompanied by acts mentioned in Section 11 paragraphs (a) and (b) –

(1) The first offense shall be punished by *arresto menor* (11 to 30 days) or a fine of Thirty thousand pesos (₱30,000.00), provided that it includes attendance in a Gender Sensitivity Seminar, to be conducted by the PNP in coordination with the LGU and the PCW;

(2) The second offense shall be punished by *arresto mayor* (1 month and 1 day to 6 months) or a fine of Fifty thousand pesos (₱50,000.00);

(3) The third offense shall be punished by *arresto mayor* in its maximum period or a fine of One hundred thousand pesos (₱100,000.00).

ARTICLE II GENDER-BASED ONLINE SEXUAL HARASSMENT

SECTION 12. Gender-Based Online Sexual Harassment.— Gender-based online sexual harassment includes acts that use information and communications technology in terrorizing and intimidating victims through physical, psychological, and emotional threats, unwanted sexual misogynistic, transphobic, homophobic and sexist remarks and comments online whether publicly or through direct and private messages, invasion of victim's privacy through cyberstalking and incessant messaging, uploading and sharing without the consent of the victim, any form of media that contains photos, voice, or video with sexual content, any unauthorized recording and sharing of any of the victim's photos, videos, or any information online, impersonating identities of victims online or posting lies about victims to harm their reputation, or filing, false abuse reports to online platforms to silence victims.

SECTION 13. Implementing Bodies for Gender-Based Online Sexual Harassment.— For gender-based online sexual harassment, the PNP Anti-Cybercrime Group (PNPACG) as the National Operational Support Unit of the PNP is primarily responsible for the implementation of pertinent Philippine laws on cybercrime, shall receive complaints of gender-based online sexual harassment and develop an online mechanism for reporting real-time gender-based online sexual harassment acts and apprehend perpetrators. The Cybercrime Investigation and Coordinating Center (CICC) of the DICT shall also coordinate with the PNPACG to prepare appropriate and effective measures to monitor and penalize gender-based online sexual harassment.

SECTION 14. Penalties for Gender-Based Online Sexual Harassment.— The penalty of prison correccional in its medium period or a fine of not less than One hundred thousand pesos (₱100,000.00) but not more than Five hundred thousand pesos (₱500,000.00), or both, at the discretion of the court shall be imposed upon any person found guilty of any gender-based online sexual harassment.

If the perpetrator is a juridical person, its license or franchise shall be automatically deemed revoked, and the persons liable shall be the officers thereof, including the editor or reporter in the case of print media, and the station manager, editor and broadcaster in the case of broadcast media. An alien who commits gender-based online sexual harassment shall be subject to deportation proceedings after serving sentence and payment of fines.

Exemption to acts constitutive and penalized as gender-based online sexual harassment are authorized written orders of the court for any peace officer to use online records or any copy thereof as evidence in any civil, criminal investigation or trial of the crime: Provided, That such written order shall only be issued or granted upon written application and the examination under oath or affirmation of the applicant and the witnesses may produce, and upon showing that there are reasonable grounds to believe that gender-based online sexual harassment has been committed or is about to be committed, and that the evidence to be obtained is essential to the conviction of any person for, or to the solution or prevention of such crime.

Any record, photo or video, or copy thereof of any person that is in violation of the preceding sections shall not be admissible in evidence in any judicial, quasi-judicial, legislative or administrative hearing or investigation.

ARTICLE III QUALIFIED GENDER-BASED STREETS, PUBLIC SPACES AND ONLINE SEXUAL HARASSMENT

SECTION 15. Qualified Gender-Based Streets, Public Spaces and Online Sexual Harassment.— The penalty next higher in degree will be applied in the following cases:

- (a) If the act takes place in a common carrier or PUV, including, but not limited to, jeepneys, taxis, tricycles, or app-based transport network vehicle services, where the perpetrator is the driver of the vehicle and the offended party is a passenger;
- (b) If the offended party is a minor, a senior citizen, or a person with disability (PWD), or a breastfeeding mother nursing her child;
- (c) If the offended party is diagnosed with a mental problem tending to impair consent;
- (d) If the perpetrator is a member of the uniformed services, such as the PNP and the Armed Forces of the Philippines (AFP), and the act was perpetrated while the perpetrator was in uniform; and
- (e) If the act takes place in the premises of a government agency offering frontline services to the public and the perpetrator is a government employee.

ARTICLE IV GENDER-BASED SEXUAL HARASSMENT IN THE WORKPLACE

SECTION 16. Gender-Based Sexual Harassment in the Workplace.— The crime of gender-based sexual harassment in the workplace includes the following:

- (a) An act or series of acts involving any unwelcome sexual advances, requests or demand for sexual favors or any act of sexual nature, whether done verbally, physically or through the use of technology such as text messaging or electronic mail or through any other forms of information and communication systems, that has or could have a detrimental effect on the conditions of an individual's employment or education, job performance or opportunities;
- (b) A conduct of sexual nature and other conduct-based on sex affecting the dignity of a person, which is unwelcome, unreasonable, and offensive to the recipient, whether done verbally, physically or through the use of technology such as text messaging or electronic mail or through any other forms of information and communication systems;
- (c) A conduct that is unwelcome and pervasive and creates an intimidating, hostile or humiliating environment for the recipient: Provided, That the crime of gender-based sexual harassment may also be committed between peers and those committed to a superior officer by a subordinate, or to a teacher by a student, or to a trainer by a trainee; and

(d) Information and communication system refers to a system for generating, sending, receiving, storing or otherwise processing electronic data messages or electronic documents and includes the computer system or other similar devices by or in which data are recorded or stored and any procedure related to the recording or storage of electronic data messages or electronic documents.

SECTION 17. Duties of Employers.— Employers or other persons of authority, influence or moral ascendancy in a workplace shall have the duty to prevent, deter, or punish the performance of acts of gender-based sexual harassment in the workplace. Towards this end, the employer or person of authority, influence or moral ascendancy shall:

- (a) Disseminate or post in a conspicuous place a copy of this Act to all persons in the workplace;
- (b) Provide measures to prevent gender-based sexual harassment in the workplace, such as the conduct of anti-sexual harassment seminars;
- (c) Create an independent internal mechanism or a committee on decorum and investigation to investigate and address complaints of gender-based sexual harassment which shall:
 - (1) Adequately represent the management, the employees from the supervisory rank, the rank-and-file employees, and the union, if any;
 - (2) Designate a woman as its head and not less than half of its members should be women;
 - (3) Be composed of members who should be impartial and not connected or related to the alleged perpetrator;
 - (4) Investigate and decide on the complaints within ten (10) days or less upon receipt thereof;
 - (5) Observe due process;
 - (6) Protect the complainant from retaliation; and
 - (7) Guarantee confidentiality to the greatest extent possible;
- (d) Provide and disseminate, in consultation with all persons in the workplace, a code of conduct or workplace policy which shall:
 - (1) Expressly reiterate the prohibition on gender-based sexual harassment;
 - (2) Describe the procedures of the internal mechanism created under Section 17(c) of this Act; and
 - (3) Set administrative penalties.

SECTION 18. Duties of Employees and Co-Workers.— Employees and co-workers shall have the duty to:

- (a) Refrain from committing acts of gender-based sexual harassment;
- (b) Discourage the conduct of gender-based sexual harassment in the workplace;
- (c) Provide emotional or social support to fellow employees, co-workers, colleagues or peers who are victims of gender-based sexual harassment; and
- (d) Report acts of gender-based sexual harassment witnessed in the workplace.

SECTION 19. Liability of Employers.— In addition to liabilities for committing acts of gender-based sexual harassment, employers may also be held responsible for:

- (a) Non-implementation of their duties under Section 17 of this Act, as provided in the penal provisions; or

(b) Not taking action on reported acts of gender-based sexual harassment committed in the workplace.

Any person who violates subsection (a) of this section, shall upon conviction, be penalized with a fine of not less than Five thousand pesos (₱5,000.00) nor more than Ten thousand pesos (₱10,000.00).

Any person who violates subsection (b) of this section, shall upon conviction, be penalized with a fine of not less than Ten thousand pesos (₱10,000.00) nor more than Fifteen thousand pesos (₱15,000.00).

SECTION 20. Routine Inspection.— The Department of Labor and Employment (DOLE) for the private sector and the Civil Service Commission (CSC) for the public sector shall conduct yearly spontaneous inspections to ensure compliance of employers and employees with their obligations under this Act.

ARTICLE V GENDER-BASED SEXUAL HARASSMENT IN EDUCATIONAL AND TRAINING INSTITUTIONS

SECTION 21. Gender-Based Sexual Harassment in Educational and Training Institutions.— All schools, whether public or private, shall designate an officer-in-charge to receive complaints regarding violations of this Act, and shall, ensure that the victims are provided with a gender-sensitive environment that is both respectful to the victims' needs and conducive to truth-telling.

Every school must adopt and publish grievance procedures to facilitate the filing of complaints by students and faculty members. Even if an individual does not want to file a complaint or does not request that the school take any action on behalf of a student or faculty member and school authorities have knowledge or reasonably know about a possible or impending act of gender-based sexual harassment or sexual violence, the school should promptly investigate to determine the veracity of such information or knowledge and the circumstances under which the act of gender-based sexual harassment or sexual violence were committed, and take appropriate steps to resolve the situation. If a school knows or reasonably should know about acts of gender-based sexual harassment or sexual violence being committed that creates a hostile environment, the school must take immediate action to eliminate the same acts, prevent their recurrence, and address their effects.

Once a perpetrator is found guilty, the educational institution may reserve the right to strip the diploma from the perpetrator or issue an expulsion order.

The Committee on Decorum and Investigation (CODI) of all educational institutions shall address gender-based sexual harassment and online sexual harassment in accordance with the rules and procedures contained in their CODI manual.

SECTION 22. Duties of School Heads.— School heads shall have the following duties:

- (a) Disseminate or post a copy of this Act in a conspicuous place in the educational institution;
- (b) Provide measures to prevent gender-based sexual harassment in educational institutions, like information campaigns;
- (c) Create an independent internal mechanism or a CODI to investigate and address complaints of gender-based sexual harassment which shall:
 - (1) Adequately represent the school administration, the trainers, instructors, professors or coaches and students or trainees, students and parents, as the case may be;
 - (2) Designate a woman as its head and not less than half of its members should be women;
 - (3) Ensure equal representation of persons of diverse sexual orientation, identity and/or expression, in the CODI as far as practicable;
 - (4) Be composed of members who should be impartial and not connected or related to the alleged perpetrator;
 - (5) Investigate and decide on complaints within ten (10) days or less upon receipt, thereof;

(6) Observe due process;

(7) Protect the complainant from retaliation; and

(8) Guarantee confidentiality to the greatest extent possible.

(d) Provide and disseminate, in consultation with all persons in the educational institution, a code of conduct or school policy which shall:

(1) Expressly reiterate the prohibition on gender-based sexual harassment;

(2) Prescribe the procedures of the internal mechanism created under this Act; and

(3) Set administrative penalties.

SECTION 23. Liability of School Heads.— In addition to liability for committing acts of gender-based sexual harassment, principals, school heads, teachers, instructors, professors, coaches, trainers, or any other person who has authority, influence or moral ascendancy over another in an educational or training institution may also be held responsible for:

(a) Non-implementation of their duties under Section 22 of this Act, as provided in the penal provisions; or

(b) Failure to act on reported acts of gender-based sexual harassment committed in the educational institution.

Any person who violates subsection (a) of this section, shall upon conviction, be penalized with a fine of not less than Five thousand pesos (₱5,000.00) nor more than Ten thousand pesos (₱10,000.00).

Any person who violates subsection (b) of this section, shall upon conviction, be penalized with a fine of not less than Ten thousand pesos (₱10,000.00) nor more than Fifteen thousand pesos (₱15,000.00).

SECTION 24. Liability of Students.— Minor students who are found to have committed acts of gender-based sexual harassment shall only be held liable for administrative sanctions by the school as stated in their school handbook.

SECTION 25. Routine Inspection.— The Department of Education (DepEd), the Commission on Higher Education (CHED), and the Technical Education and Skills Development Authority (TESDA) shall conduct regular spontaneous inspections to ensure compliance of school heads with their obligations under this Act.

ARTICLE VI COMMON PROVISIONS

SECTION 26. Confidentiality.— At any stage of the investigation, prosecution and trial of an offense under this Act, the rights of the victim and the accused who is a minor shall be recognized.

SECTION 27. Restraining Order.— Where appropriate, the court, even before rendering a final decision, may issue an order directing the perpetrator to stay away from the offended person at a distance specified by the court, or to stay away from the residence, school, place of employment, or any specified place frequented by the offended person.

SECTION 28. Remedies and Psychological Counselling.— A victim of gender-based street, public spaces or online sexual harassment may avail of appropriate remedies as provided for under the law as well as psychological counselling services with the aid of the LGU and the DSWD, in coordination with the DOH and the PCW. Any fees to be charged in the course of a victim's availment of such remedies or psychological counselling services shall be borne by the perpetrator.

SECTION 29. Administrative Sanctions.— Above penalties are without prejudice to any administrative sanctions that may be imposed if the perpetrator is a government employee.

SECTION 30. Imposition of Heavier Penalties.— Nothing in this Act shall prevent LGUs from coming up with ordinances that impose heavier penalties for the acts specified herein.

SECTION 31. Exemptions.— Acts that are legitimate expressions of indigenous culture and tradition, as well as breastfeeding in public shall not be penalized.

ARTICLE VII FINAL PROVISIONS

SECTION 32. PNP Women and Children's Desks.— The women and children's desks now existing in all police stations shall act on and attend to all complaints covered under this Act. They shall coordinate with ASHE officers on the street, security guards in privately-owned spaces open to the public, and anti-sexual harassment officers in government and private offices or schools in the enforcement of the provisions of this Act.

SECTION 33. Educational Modules and Awareness Campaigns.— The PCW shall take the lead in a national campaign for the awareness of the law. The PCW shall work hand-in-hand

with the DILG and duly accredited women's groups to ensure all LGUs participate in a sustained information campaign and the DICT to ensure an online campaign that reaches a wide audience of Filipino internet-users. Campaign materials may include posters condemning different forms of gender-based sexual harassment, informing the public of penalties for committing gender-based sexual harassment, and infographics of hotline numbers of authorities.

All schools shall educate students from the elementary to tertiary level about the provisions of this Act and how they can report cases of gender-based streets, public spaces and online sexual harassment committed against them. School courses shall include age-appropriate educational modules against gender-based streets, public spaces and online sexual harassment which shall be developed by the DepEd, the CHED, the TESDA and the PCW.

SECTION 34. Safety Audits.— LGUs are required to conduct safety audits every three (3) years to assess the efficiency and effectivity of the implementation of this Act within their jurisdiction. Such audits shall be multisectoral and participatory, with consultations undertaken with schools, police officers, and civil society organizations.

SECTION 35. Appropriations.— Such amounts as may be necessary for the implementation of this Act shall be indicated under the annual General Appropriations Act (GAA). National and local government agencies shall be authorized to utilize their mandatory Gender and Development (GAD) budget, as provided under Republic Act No. 9710, otherwise known as "The Magna Carta of Women" for this purpose. In addition, LGUs may also use their mandatory twenty percent (20%) allocation of their annual internal revenue allotments for local development projects as provided under Section 287 of Republic Act No. 7160, otherwise known as the "Local Government Code of 1991".

SECTION 36. Prescriptive Period.— Any action arising from the violation of any of the provisions of this Act shall prescribe as follows:

- (a) Offenses committed under Section 11(a) of this Act shall prescribe in one (1) year;
- (b) Offenses committed under Section 11(b) of this Act shall prescribe in three (3) years;
- (c) Offenses committed under Section 11(c) of this Act shall prescribe in ten (10) years;
- (d) Offenses committed under Section 12 of this Act shall be imprescriptible; and
- (e) Offenses committed under Sections 16 and 21 of this Act shall prescribe in five (5) years.

SECTION 37. Joint Congressional Oversight Committee.— There is hereby created a Joint Congressional Oversight Committee to monitor the implementation of this Act and to review the implementing rules and regulations promulgated. The Committee shall be composed of five (5) Senators and five (5) Representatives to be appointed by the Senate President and the Speaker of the House of Representatives, respectively. The Oversight Committee shall be co-chaired by the Chairpersons of the Senate Committee on Women, Children, Family Relations and Gender Equality and the House Committee on Women and Gender Equality.

SECTION 38. Implementing Rules and Regulations (IRR).— Within ninety (90) days from the effectivity of this Act, the PCW as the lead agency, in coordination with the DILG, the DSWD, the PNP, the Commission on Human Rights (CHR), the DOH, the DOLE, the DepEd, the CHED, the DICT, the TESDA, the MMDA, the LTO, and at least three (3) women's organizations active on the issues of gender-based violence, shall formulate the implementing rules and regulations (IRR) of this Act.

SECTION 39. Separability Clause.— If any provision or part hereof is held invalid or unconstitutional, the remaining provisions not affected thereby shall remain valid and subsisting.

SECTION 40. 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.

SECTION 41. Effectivity.— This Act shall take effect fifteen (15) days after its publication in the Official Gazette or in any two (2) newspapers of general circulation in the Philippines.

Approved,

(Sgd)

GLORIA MACAPAGAL-ARROYO

Speaker of the House of Representatives (Sgd) VICENTE C. SOTTO III President of the Senate

This Act which is a consolidation of Senate Bill No. 1558 and House Bill No. 8794 was passed by the Senate of the Philippines and the House of Representatives on February 6, 2019.

(Sgd)

DANTE ROBERTO P. MALING

Acting Secretary General

House of Representatives (Sgd) MYRA MARIE D. VILLARICA Secretary of the Senate

(Sgd) RODRIGO ROA DUTERTE President of the Philippines

Approved: April 17, 2019.

APPENDIX W

REPUBLIC ACT NO. 11479

This Act shall henceforth be known as “The Anti-Terrorism Act of 2020”.

**W. AN ACT TO PREVENT, PROHIBIT AND PENALIZE TERRORISM,
THEREBY REPEALING REPUBLIC ACT NO. 9372, OTHERWISE KNOWN AS
THE “HUMAN SECURITY ACT OF 2007.”**

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

SECTION 1. Short Title. This Act shall henceforth be known as “The Anti-Terrorism Act of 2020”.

SEC. 2. Declaration of Policy. It is declared a policy of the State to protect life, liberty, and property from terrorism, to condemn terrorism as inimical and dangerous to the national security of the country and to the welfare of the people, and to make terrorism a crime against the Filipino people, against humanity, and against The Law of Nations.

In the implementation of the policy stated above, the State shall uphold the basic rights and fundamental liberties of the people as enshrined in the Constitution.

The State recognizes that the fight against terrorism requires a comprehensive approach, comprising political, economic, diplomatic, military, and legal means duly taking into account the root causes of terrorism without acknowledging these as justifications for terrorist and/or criminal activities. Such measures shall include conflict management and post-conflict peacebuilding, addressing the roots of conflict by building state capacity and promoting equitable economic development.

Nothing in this Act shall be interpreted as a curtailment, restriction or diminution of constitutionally recognized powers of the executive branch of the government. It is to be understood, however, that the exercise of the constitutionally recognized powers of the executive department of the government shall not prejudice respect for human rights which shall be absolute and protected at all times.

SEC. 3. Definition of Terms. – as used in this Act:

(a) Critical Infrastructure shall refer to an asset or system, whether physical or virtual, so essential to the maintenance of vital societal functions or to the delivery of essential public services that the incapacity or destruction of such systems and assets would have a debilitating impact on national defense and security, national economy, public health or safety, the administration of justice, and other functions analogous thereto. It may include, but is not limited to, an asset or system affecting telecommunications, water and energy supply, emergency services, food security, fuel supply, banking and finance, transportation, radio and television, information systems and technology, chemical and nuclear sectors;

(b) Designated Person shall refer to: Any individual, group of persons, organizations, or associations designated and/or identified by the United Nations Security Council, or another jurisdiction, or supranational jurisdiction as a terrorist, one who finances terrorism, or a terrorist organization or group; or

Any person, organization, association, or group of persons designated under paragraph 3 of Section 25 of this Act.

For purposes of this Act, the above definition shall be in addition to the definition of designated persons under Section 3(e) of Republic Act No. 10168, otherwise known as the “Terrorism Financing Prevention and Suppression Act of 2012”.

(c) Extraordinary Rendition shall refer to the transfer of a person, suspected of being a terrorist or supporter of a terrorist organization, association, or group of persons to a foreign nation for imprisonment and interrogation on behalf of the transferring nation. The extraordinary rendition may be done without framing any formal charges, trial, or approval of the court.

(d) International Organization shall refer to an organization established by a treaty or other instrument governed by international law and possessing its own international legal personality;

(e) Material Support shall refer to any property, tangible or intangible, or service, including currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel (one or more individuals who may be or include oneself), and transportation;

(i) Proliferation of Weapons of Mass Destruction shall refer to the transfer and export of chemical, biological, radiological, or nuclear weapons, their means of delivery and related materials;

(g) Proposal to Commit Terrorism is committed when a person who has decided to commit any of the crimes defined and penalized under the provisions of this Act proposes its execution to some other person or persons;

(h) Recruit shall refer to any act to encourage other people to join a terrorist individual or organization, association or group of persons proscribed under Section 26 of this Act, or designated by the United Nations Security Council as a terrorist organization, or organized for the purpose of engaging in terrorism;

(i) Surveillance Activities shall refer to the act of tracking down, following, or investigating individuals or organizations; or the tapping, listening, intercepting, and recording of messages conversations, discussions, spoken or written words, including computer and network surveillance, and other communications of individuals engaged in terrorism as defined hereunder;

(j) Supranational Jurisdiction shall refer to an international organization or union in which the power and influence of member states transcend national boundaries or interests to share in decision-making and vote on issues concerning the collective body, i.e. the European Union;

(k) Training shall refer to the giving of instruction or teaching designed to impart a specific skill in relation to terrorism as defined hereunder, as opposed to general knowledge;

(1) Terrorist Individual shall refer to any natural person who commits any of the acts defined and penalized under Sections 4, 5, 6, 7, 8, 9, 10, 11 and 12 of this Act;

(m) Terrorist Organization, Association or Group of Persons shall refer to any entity organized for the purpose of engaging in terrorism, or those proscribed under Section 26 hereof or the United Nations Security Council-designated terrorist organization; and

(n) Weapons of Mass Destruction (WMD) shall refer to chemical, biological, radiological, or nuclear weapons which are capable of a high order of destruction or causing mass casualties. It excludes the means of transporting or propelling the weapon where such means is a separable and divisible part from the weapon.

SEC. 4. Terrorism. – Subject to Section 49 of this Act, terrorism is committed by any person who, within or outside the Philippines, regardless of the stage of execution:

(a) Engages in acts intended to cause death or serious bodily injury to any person, or endangers a person's life;

(b) Engages in acts intended to cause extensive damage or destruction to a government or public facility, public place or private property;

(c) Engages in acts intended to cause extensive interference with, damage or destruction to critical infrastructure;

(d) Develops, manufactures, possesses, acquires, transports, supplies or uses weapons, explosives or of biological, nuclear, radiological or chemical weapons; and

(e) Release of dangerous substances, or causing fire, floods or explosions

when the purpose of such act, by its nature and context, is to intimidate the general public or a segment thereof, create an atmosphere or spread a message of fear, to provoke or influence by intimidation the government or any international

organization, or seriously destabilize or destroy the fundamental political, economic, or social structures of the country, or create a public emergency or seriously undermine public safety, shall be guilty of committing terrorism and shall suffer the penalty of life imprisonment without the benefit of parole and the benefits of Republic Act No. 10592, otherwise known as "An Act Amending Articles 29, 94, 97, 98 and 99 of Act No. 3815, as amended, otherwise known as the Revised Penal Code": Provided, That, terrorism as defined in this section shall not include advocacy, protest, dissent, stoppage of work, industrial or mass action, and other similar exercises of civil and political rights, which are not intended to cause death or serious physical harm to a person, to endanger a person's life, or to create a serious risk to public safety.

SEC. 5. Threat to Commit Terrorism. – Any person who shall threaten to commit any of the acts mentioned in Section 4 hereof shall suffer the penalty of imprisonment of twelve (12) years.

SEC. 6. Planning, Training, Preparing, and Facilitating the Commission of Terrorism. – It shall be unlawful for any person to participate in the planning, training, preparation and facilitation in the commission of terrorism, possessing objects connected with the preparation for the commission of terrorism, or collecting or making documents connected with the preparation of terrorism. Any person found guilty of the provisions of this Act shall suffer the penalty of life imprisonment without the benefit of parole and the benefits of Republic Act No. 10592.

SEC. 7. Conspiracy to Commit Terrorism. – Any conspiracy to commit terrorism as defined and penalized under Section 4 of this Act shall suffer the penalty of life imprisonment without the benefit of parole and the benefits of Republic Act No. 10592.

There is conspiracy when two (2) or more persons come to an agreement concerning the commission of terrorism as defined in Section 4 hereof and decide to commit the same.

SEC. 8. Proposal to Commit Terrorism. – Any person who proposes to commit terrorism as defined in Section 4 hereof shall suffer the penalty of imprisonment of twelve (12) years.

SEC. 9. Inciting to Commit Terrorism. – Any person who, without taking any direct part in the commission of terrorism, shall incite others to the execution of any of the acts specified in Section 4 hereof by means of speeches, proclamations, writings, emblems, banners or other representations tending to the same end, shall suffer the penalty of imprisonment of twelve (12) years.

SEC. 10. Recruitment to and Membership in a Terrorist Organization. – Any person who shall recruit another to participate in, join, commit or support terrorism or a terrorist individual or any terrorist organization, association or group of persons proscribed under Section 26 of this Act, or designated by the United Nations Security Council as a terrorist organization, or organized for the purpose of engaging in terrorism, shall suffer the penalty of life imprisonment without the benefit of parole and the benefits of Republic Act No. 10592.

The same penalty shall be imposed on any person who organizes or facilitates the travel of individuals to a state other than their state of residence or nationality for the purpose of recruitment which may be committed through any of the following means:

- (a) Recruiting another person to serve in any capacity in or with an armed force in a foreign state, whether the armed force forms part of the armed forces of the government of that foreign state or otherwise;
- (b) Publishing an advertisement or propaganda for the purpose of recruiting persons to serve in any capacity in or with such an armed force;
- (c) Publishing an advertisement or propaganda containing any information relating to the place at which or the manner in which persons may make applications to serve or obtain information relating to service in

any capacity in or with such armed force or relating to the manner in which persons may travel to a foreign state for the purpose of serving in any capacity in or with such armed force; or

(d) Performing any other act with the intention of facilitating or promoting the recruitment of persons to serve in any capacity in or with such armed force.

Any person who shall voluntarily and knowingly join any organization, association or group of persons knowing that such organization, association or group of persons is proscribed under Section 26 of this Act, or designated by the United Nations Security Council as a terrorist organization, or organized for the purpose of engaging in terrorism, shall suffer the penalty of imprisonment of twelve (12) years.

SEC. 11. Foreign Terrorist. – The following acts are unlawful and shall suffer the penalty of life imprisonment without the benefit of parole and the benefits of Republic Act No. 10592:

(a) For any person to travel or attempt to travel to a state other than his/her state of residence or nationality, for the purpose of perpetrating, planning, or preparing for, or participating in terrorism, or providing or receiving terrorist training;

(b) For any person to organize or facilitate the travel of individuals who travel to a state other than their states of residence or nationality knowing that such travel is for the purpose of perpetrating, planning, training, or preparing for, or participating in terrorism or providing or receiving terrorist training; or

(c) For any person residing abroad who comes to the Philippines to participate in perpetrating, planning, training, or preparing for, or participating in terrorism or provide support for or facilitate or receive terrorist training here or abroad.

SEC. 12. Providing Material Support to Terrorists. – Any person who provides material support to any terrorist individual or terrorist organization, association or group of persons committing any of the acts punishable under Section 4 hereof, knowing that such individual or organization, association, or group of persons is committing or planning to commit such acts, shall be liable as principal to any and all terrorist activities committed by said individuals or organizations, in addition to other criminal liabilities he/she or they may have incurred in relation thereto.

SEC. 13. Humanitarian Exemption. – Humanitarian activities undertaken by the International Committee of the Red Cross (ICRC), the Philippine Red Cross (PRC), and other state-recognized impartial humanitarian partners or organizations in conformity with the International Humanitarian Law (IHL), do not fall within the scope of Section 12 of this Act.

SEC. 14. Accessory. – Any person who, having knowledge of the commission of any of the crimes defined and penalized under Section 4 of this Act, without having participated therein, takes part subsequent to its commission in any of the following manner: (a) by profiting himself/herself or assisting the offender to profit by the effects of the crime; (b) by concealing or destroying the body of the crime, or the effects, or instruments thereof, in order to prevent its discovery; or (c) by harboring, concealing, or assisting in the escape of the principal or conspirator of the crime, shall be liable as an accessory and shall suffer the penalty of imprisonment of twelve (12) years.

No person, regardless of relationship or affinity, shall be exempt from liability under this section.

SEC. 15. Penalty for Public Official. – If the offender found guilty of any of the acts defined and penalized under any of the provisions of this Act is a public official or employee, he/she shall be charged with the administrative offense of grave misconduct and/or disloyalty to the Republic of the Philippines and the Filipino people, and be meted with the penalty of dismissal from the service, with the accessory penalties of cancellation of civil service eligibility, forfeiture of retirement benefits and perpetual absolute disqualification from running for any elective office or holding any public office.

SEC. 16. Surveillance of Suspects and Interception and Recording of Communications. – The provisions of Republic Act No. 4200, otherwise known as the "Anti-Wire Tapping Law" to the contrary notwithstanding, a law enforcement agent or military personnel may, upon a written order of the Court of Appeals secretly wiretap, overhear and listen to, intercept, screen, read, surveil, record or collect, with the use of any mode, form, kind or type of electronic, mechanical or other equipment or device or technology now known or may hereafter be known to science or with the use of any other suitable ways and means for the above purposes, any private communications, conversation, discussion/s, data, information, messages in whatever form, kind or nature, spoken or written words (a) between members of a judicially declared and outlawed terrorist organization, as provided in Section 26 of this Act; (b) between members of a designated

person as defined in Section 3(e) of Republic Act No. 10168; or (c) any person charged with or suspected of committing any of the crimes defined and penalized under the provisions of this Act: Provided, That, surveillance, interception and recording of communications between lawyers and clients, doctors and patients, journalists and their sources and confidential business correspondence shall not be authorized.

The law enforcement agent or military personnel shall likewise be obligated to (1) file an ex-parte application with the Court of Appeals for the issuance of an order, to compel telecommunications service providers (TSP) and internet service providers (ISP) to produce all customer information and identification records as well as call and text data records, content and other cellular or internet metadata of any person suspected of any of the crimes defined and penalized under the provisions of this Act; and (2) furnish the National Telecommunications Commission (NTC) a copy of said application. The NTC shall likewise be notified upon the issuance of the order for the purpose of ensuring immediate compliance.

SEC. 17. Judicial Authorization, Requisites. – The authorizing division of the Court of Appeals shall issue a written order to conduct the acts mentioned in Section 16 of this Act upon:

(a) Filing of an ex parte written application by a law enforcement agent or military personnel, who has been duly authorized in writing by the Anti-Terrorism Council (ATC); and

(b) After examination under oath or affirmation of the applicant and the witnesses he/she may produce, the issuing court determines:

(1) that there is probable cause to believe based on facts or circumstances that the crimes defined and penalized under Sections 4, 5, 6, 7, 8, 9, 10, 11 and 12 of this Act has been committed, or is being committed, or is about to be committed; and

(2) that there is probable cause to believe based on personal knowledge of facts or circumstances that evidence, which is essential to the conviction of any charged or suspected person for, or to the solution or prevention of, any such crimes, will be obtained

SEC. 18. Classification and Contents of the Order of the Court. – The written order granted by the authorizing division of the Court of Appeals as well as the application for such order, shall be deemed and are hereby declared as classified information. Being classified information, access to the said documents and any information contained in the said documents shall be limited to the applicants, duly authorized personnel of the ATC, the hearing justices, the clerk of court and duly authorized personnel of the hearing or issuing court. The written order of the authorizing division of the Court of Appeals shall specify the following: (a) the identity, such as name and address, if known, of the person or persons whose communications, messages, conversations, discussions, or spoken or written words are to be tracked down, tapped, listened to, intercepted, and recorded; and, in the case of radio, electronic, or telephonic (whether wireless or otherwise) communications, messages, conversations, discussions, or spoken or written words, the electronic transmission systems or the telephone numbers to be tracked down, tapped, listened to, intercepted, and recorded and their locations or if the person or persons suspected of committing any of the crimes defined and penalized under the provisions of this Act are not fully known, such person or persons shall be the subject of continuous surveillance; (b) the identity of the law enforcement agent or military personnel, including the individual identity of the members of his team, judicially authorized to undertake surveillance activities; (c) the offense or offenses committed, or being committed, or sought to be prevented; and, (d) the length of time within which the authorization shall be used or carried out.

SEC. 19. Effective Period of Judicial Authorization. – Any authorization granted by the Court of Appeals, pursuant to Section 17 of this Act, shall only be effective for the length of time specified in the written order of the authorizing division of the Court of Appeals which shall not exceed a period of sixty (60) days from the date of receipt of the written order by the applicant law enforcement agent or military personnel.

The authorizing division of the Court of Appeals may extend or renew the said authorization to a non-extendible period, which shall not exceed thirty (30) days from the expiration of the original period: Provided, That the issuing court is satisfied that such extension or renewal is in the public interest: and Provided, further, That the ex parte application for extension or renewal, which must be filed by the original applicant, has been duly authorized in writing by the ATC.

In case of death of the original applicant or in case he/she is physically disabled to file the application for extension or renewal, the one next in rank to the original applicant among the members of the team named in the original written order shall file the application for extension or renewal: Provided, finally, That, the applicant law enforcement agent or military personnel shall have thirty (30) days after the termination of the period granted by the Court of Appeals as provided in the preceding paragraphs within which to file the appropriate case before the Public Prosecutor's Office for any violation of this Act.

For purposes of this provision, the issuing court shall require the applicant law enforcement or military official to inform the court, after the lapse of the thirty (30)-day period of the fact that an appropriate case for violation of this Act has been filed with the Public Prosecutor's Office.

SEC. 20. Custody of Intercepted and Recorded Communications. – All tapes, discs, other storage devices, recordings, notes, memoranda, summaries, excerpts and all copies thereof obtained under the judicial authorization granted by the Court of Appeals shall, within forty-eight (48) hours after the expiration of the period fixed in the written order or the extension or renewal granted thereafter, be deposited with the issuing court in a sealed envelope or sealed package, as the case may be, and shall be accompanied by a joint affidavit of the applicant law enforcement agent or military personnel and the members of his/her team.

In case of death of the applicant or in case he/she is physically disabled to execute the required affidavit, the one next in rank to the applicant among the members of the team named in the written order of the authorizing division of the Court of Appeals shall execute with the members of the team that required affidavit.

It shall be unlawful for any person, law enforcement agent or military personnel or any custodian of the tapes, discs, other storage devices recordings, notes, memoranda, summaries, excerpts and all copies thereof to remove, delete, expunge, incinerate, shred or destroy in any manner the items enumerated above in whole or in part under any pretext whatsoever.

Any person who removes, deletes, expunges, incinerates, shreds or destroys the items enumerated above shall suffer the penalty of imprisonment of ten (10) years.

SEC. 21. Contents of Joint Affidavit. – The joint affidavit of the law enforcement agent or military personnel shall state: (a) the number of tapes, discs, and recordings that have been made; (b) the dates and times covered by each of such tapes, discs, and recordings; and (c) the chain of custody or the list of persons who had possession or custody over the tapes, discs and recordings.

The joint affidavit shall also certify under oath that no duplicates or copies of the whole or any part of any of such tapes, discs, other storage devices, recordings, notes, memoranda, summaries, or excerpts have been made, or, if made, that all such duplicates and copies are included in the sealed envelope or sealed package, as the case may be, deposited with the authorizing division of the Court of Appeals.

It shall be unlawful for any person, law enforcement agent or military personnel to omit or exclude from the joint affidavit any item or portion thereof mentioned in this section.

Any person, law enforcement agent or military officer who violates any of the acts proscribed in the preceding paragraph shall suffer the penalty of imprisonment of ten (10) years.

SEC. 22. Disposition of Deposited Materials. – The sealed envelope or sealed package and the contents thereof, referred to in Section 20 of this Act, shall be deemed and are hereby declared classified information. The sealed envelope or sealed package shall not be opened, disclosed, or used as evidence unless authorized by a written order of the authorizing division of the Court of Appeals which written order shall be granted only upon a written application of the Department of Justice (DOJ) duly authorized in writing by the ATC to file the application with proper written notice to the person whose conversation, communication, message, discussion or spoken or written words have been the subject of surveillance, monitoring, recording and interception to open, reveal, divulge, and use the contents of the sealed envelope or sealed package as evidence.

The written application, with notice to the party concerned, for the opening, replaying, disclosing, or using as evidence of the sealed package or the contents thereof, shall clearly state the purpose or reason for its opening, replaying, disclosing, or its being used as evidence.

Violation of this section shall be penalized by imprisonment of ten (10) years.

SEC. 23. Evidentiary Value of Deposited Materials. – Any listened to, intercepted, and recorded communications, messages, conversations, discussions, or spoken or written words, or any part or parts thereof, or any information or fact contained therein, including their existence, content, substance, purport, effect, or meaning, which have been secured in violation of the pertinent provisions of this Act, shall be inadmissible and cannot be used as evidence against anybody in any judicial, quasi-judicial, legislative, or administrative investigation, inquiry, proceeding, or hearing.

SEC. 24. Unauthorized or Malicious Interceptions and/or Recordings. – Any law enforcement agent or military personnel who conducts surveillance activities without a valid judicial authorization pursuant to Section 17 of this Act shall be guilty of this offense and shall suffer the penalty of imprisonment of ten (10) years. All information that have been maliciously procured should be made available to the aggrieved party.

SEC. 25. Designation of Terrorist Individual, Groups of Persons, Organizations or Associations. – Pursuant to our obligations under United Nations Security Council Resolution (UNSCR) No. 1373, the ATC shall automatically adopt the United Nations Security Council Consolidated List of designated individuals, group of persons, organizations, or associations designated and/or identified as a terrorist, one who finances terrorism, or a terrorist organization or group.

Request for designations by other jurisdictions or supranational jurisdictions may be adopted by the ATC after determination that the proposed designee meets the criteria for designation of UNSCR No.1373.

The ATC may designate an individual, groups of persons, organization, or association, whether domestic or foreign, upon a finding of probable cause that the individual, groups of persons, organization, or association commit, or attempt to commit, or conspire in the commission of the acts defined and penalized under Sections 4, 5, 6, 7, 8, 9, 10, 11 and 12 of this Act.

The assets of the designated individual, groups of persons, organization or association above-mentioned shall be subject to the authority of the Anti-Money Laundering Council (AMLC) to freeze pursuant to Section 11 of Republic Act No. 10168.

The designation shall be without prejudice to the prescription of terrorist organizations, associations, or groups of persons under Section 26 of this Act.

SEC. 26. Proscription of Terrorist Organizations, Association, or Group of Persons. – Any group of persons, organization, or association, which commits any of the acts defined and penalized under Sections 4, 5, 6, 7, 8, 9, 10, 11 and 12 of this Act, or organized for the purpose of engaging in terrorism shall, upon

application of the DOJ before the authorizing division of the Court of Appeals with due notice and opportunity to be heard given to the group of persons, organization or association, be declared as a terrorist and outlawed group of persons, organization or association, by the said Court.

The application shall be filed with an urgent prayer for the issuance of a preliminary order of prescription. No application for prescription shall be filed without the authority of the ATC upon the recommendation of the National Intelligence Coordinating Agency (NICA).

SEC. 27. Preliminary Order of Prescription. – Where the Court has determined that probable cause exists on the basis of the verified application which is sufficient in form and substance, that the issuance of an order of prescription is necessary to prevent the commission of terrorism, he/she shall, within seventy-two (72) hours from the filing of the application, issue a preliminary order of prescription declaring that the respondent is a terrorist and an outlawed organization or association within the meaning of Section 26 of this Act.

The court shall immediately commence and conduct continuous hearings, which should be completed within six (6) months from the time the application has been filed, to determine whether:

- (a) The preliminary order of prescription should be made permanent;
- (b) A permanent order of prescription should be issued in case no preliminary order was issued; or
- (c) A preliminary order of prescription should be lifted. It shall be the burden of the applicant to prove that the respondent is a terrorist and an outlawed organization or association within the meaning of Section 26 of this Act before the court issues an order of prescription whether preliminary or permanent.

The permanent order of prescription herein granted shall be published in a newspaper of general circulation. It shall be valid for a period of three (3) years after which, a review of such order shall be made and if circumstances warrant, the same shall be lifted.

SEC. 28. Request to Proscribe from Foreign Jurisdictions and Supranational Jurisdictions. – Consistent with the national interest, all requests for proscription made by another jurisdiction or supranational jurisdiction shall be referred by the Department of Foreign Affairs (DFA) to the ATC to determine, with the assistance of the NICA, if prescription under Section 26 of this Act is warranted. If the request for proscription is granted, the ATC shall correspondingly commence proscription proceedings through the DOJ.

SEC. 29. Detention Without Judicial Warrant of Arrest. – The provisions of Article 125 of the Revised Penal Code to the contrary notwithstanding, any law enforcement agent or military personnel, who, having been duly authorized in writing by the ATC has taken custody of a person suspected of committing any of the acts defined and penalized under Sections 4, 5, 6, 7, 8, 9, 10, 11 and 12 of this Act, shall, without incurring any criminal liability for delay in the delivery of detained persons to the proper judicial authorities, deliver said suspected person to the proper judicial authority within a period of fourteen (14) calendar days counted from the moment the said suspected person has been apprehended or arrested, detained, and taken into custody by the law enforcement agent or military personnel. The period of detention may be extended to a maximum period of ten (10) calendar days if it is established that (1) further detention of the person/s is necessary to preserve evidence related to terrorism or complete the investigation; (2) further detention of the person/s is necessary to prevent the commission of another terrorism; and (3) the investigation is being conducted properly and without delay.

Immediately after taking custody of a person suspected of committing terrorism or any member of a group of persons, organization or association proscribed under Section 26 hereof, the law enforcement agent or military personnel shall notify in writing the judge of the court nearest the place of apprehension or arrest of the following facts: (a) the time, date, and manner of arrest; (b) the location or locations of the detained suspect/s and (c) the physical and mental condition of the detained suspect/s. The law enforcement agent

or military personnel shall likewise furnish the ATC and the Commission on Human Rights (CHR) of the written notice given to the judge.

The head of the detaining facility shall ensure that the detained suspect is informed of his/her rights as a detainee and shall ensure access to the detainee by his/her counsel or agencies and entities authorized by law to exercise visitatorial powers over detention facilities.

The penalty of imprisonment of ten (10) years shall be imposed upon the police or law enforcement agent or military personnel who fails to notify any judge as provided in the preceding paragraph.

SEC. 30. Rights of a Person under Custodial Detention. – The moment a person charged with or suspected of committing any of the acts defined and penalized under Sections 4, 5, 6, 7, 8, 9, 10, 11 and 12 of this Act is apprehended or arrested and detained, he/she shall forthwith be informed, by the arresting law enforcement agent or military personnel to whose custody the person concerned is brought, of his/her right: (a) to be informed of the nature and cause of his/her arrest, to remain silent and to have competent and independent counsel preferably of his/her choice. If the person cannot afford

the services of counsel of his/her choice, the law enforcement agent or military personnel concerned shall immediately contact the free legal assistance unit of the Integrated Bar of the Philippines (IBP) or the Public Attorney's Office (PAO). It shall be the duty of the free legal assistance unit of the IBP or the PAO thus contacted to immediately visit the person/s detained and provide him/her with legal assistance. These rights cannot be waived except in writing and in the presence of his/her counsel of choice; (b) informed of the cause or causes of his/her detention in the presence of his legal counsel; (c) allowed to communicate freely with his/her legal counsel and to confer with them at any time without restriction; (d) allowed to communicate freely and privately without restrictions with the members of his/her family or with his/her nearest relatives and to be visited by them; and, (e) allowed freely to avail of the service of a physician or physicians of choice.

SEC. 31. Violation of the Rights of a Detainee. – The penalty of imprisonment of ten (10) years shall be imposed upon any law enforcement agent or military personnel who has violated the rights of persons under their custody, as provided for in Sections 29 and 30 of this Act.

Unless the law enforcement agent or military personnel who violated the rights of a detainee or detainees as stated above is duly identified, the same penalty shall be imposed on the head of the law enforcement unit or military unit having custody of the detainee at the time the violation was done.

SEC. 32. Official Custodial Logbook and Its Contents. – The law enforcement custodial unit in whose care and control the person suspected of committing any of the acts defined and penalized under Sections 4, 5, 6, 7, 8, 9, 10, 11 and 12 of this Act has been placed under custodial arrest and detention shall keep a securely and orderly maintained official logbook, which is hereby declared as a public document and opened to and made available for the inspection and scrutiny of the lawyer of the person under custody or any member of his/her family or relative by consanguinity or affinity within the fourth civil degree or his/her physician at any time of the day or night subject to reasonable restrictions by the custodial facility. The logbook shall contain a clear and concise record of: (a) the name, description, and address of the detained person; (b) the date and exact time of his/her initial admission for custodial arrest and detention; (c) the name and address of the physician or physicians who examined him/her physically and medically; (d) the state of his/her health and physical condition at the time of his/her initial admission for custodial detention; (e) the date and time of each removal of the detained person from his/her cell for interrogation or for any purpose; (f) the date and time of his/her return to his/her cell; (g) the name and address of the physician or physicians who physically and medically examined him/her after each interrogation; (h) a summary of the physical and medical findings on the detained person after each of such interrogation; (i) the names and addresses of his/her family members and nearest relatives, if any and if available; (j) the names and addresses of persons, who visit the detained person; (k) the date and time of each of such visit; (l) the date and time of each request of the detained person to communicate and confer with his/her legal counsel or counsels; (m) the date and time of each visit, and date and time of each departure of his/her legal counsel or counsels; and (n)

all other important events bearing on and all relevant details regarding the treatment of the detained person while under custodial arrest and detention.

The said law enforcement custodial unit shall, upon demand of the aforementioned lawyer or members of the family or relatives within the fourth civil degree of consanguinity or affinity of the person under custody or his/her physician, issue a certified true copy of the entries of the logbook relative to the concerned detained person subject to reasonable restrictions by the custodial facility. This certified true copy may be attested by the person who has custody of the logbook or who allowed the party concerned to scrutinize it at the time the demand for the certified true copy is made.

The law enforcement custodial unit who fails to comply with the preceding paragraphs to keep an official logbook shall suffer the penalty of imprisonment of ten (10) years.

SEC. 33. No Torture or Coercion in Investigation and Interrogation. – The use of torture and other cruel, inhumane and degrading treatment or punishment, as defined in Sections 4 and 5 of Republic Act No. 9745 otherwise known as the "Anti-Torture Act of 2009," at any time during the investigation or interrogation of a detained suspected terrorist is absolutely prohibited and shall be penalized under said law. Any evidence obtained from said detained person resulting from such treatment shall be, in its entirety, inadmissible and cannot be used as evidence in any judicial, quasi-judicial, legislative, or administrative investigation, inquiry, proceeding, or hearing.

SEC. 34. Restriction on the Right to Travel. – Prior to the filing of an information for any violation of Sections 4, 5, 6, 7, 8, 9, 10, 11 and 12 of this Act, the investigating prosecutor shall apply for the issuance of a precautionary hold departure order (PHDO) against the respondent upon a preliminary determination of probable cause in the proper Regional Trial Court.

Upon the filing of the information regarding the commission of any acts defined and penalized under the provisions of this Act, the prosecutor shall apply with the court having jurisdiction for the issuance of a hold departure order (HDO) against the accused. The said application shall be accompanied by the complaint-affidavit and its attachments, personal details, passport number, and a photograph of the accused, if available.

In cases where evidence of guilt is not strong, and the person charged is entitled to bail and is granted the same, the court, upon application by the prosecutor, shall limit the right of travel of the accused to within the municipality or city where he/she resides or where the case is pending, in the interest of national security and public safety, consistent with Article III, Section 6 of the Constitution. The court shall immediately furnish the DOJ and the Bureau of Immigration (BI) with the copy of said order. Travel outside of said municipality or city, without the authorization of the court, shall be deemed a violation of the terms and conditions of his/her bail, which shall be forfeited as provided under the Rules of Court.

He/she may also be placed under house arrest by order of the court at his/her usual place of residence.

While under house arrest, he/she may not use telephones, cellphones, e-mails, computers, the internet, or other means of communications with people outside the residence until otherwise ordered by the court.

If the evidence of guilt is strong, the court shall immediately issue an HBO and direct the DFA to initiate the procedure for the cancellation of the passport of the accused.

The restrictions above-mentioned shall be terminated upon the acquittal of the accused or of the dismissal of the case filed against him/her or earlier upon the discretion of the court on motion of the prosecutor or of the accused.

SEC. 35. Anti-Money Laundering Council Authority to Investigate, Inquire into and Examine Bank Deposits. – Upon the issuance by the court of a preliminary order of prescription or in case of designation

under Section 25 of this Act, the AMLC, either upon its own initiative or at the request of the ATO, is hereby authorized to investigate: (a) any property or funds that are in any way related to financing of terrorism as defined and penalized under Republic Act No. 10168, or violation of Sections 4, 6, 7, 10, 11 or 12 of this Act; and (b) property or funds of any person or persons in relation to whom there is probable cause to believe that such person or persons are committing or attempting or conspiring to commit, or participating in or facilitating the financing of the aforementioned sections of this Act.

The AMLC may also enlist the assistance of any branch, department, bureau, office, agency or instrumentality of the government, including government-owned and -controlled corporations in undertaking measures to counter the financing of terrorism, which may include the use of its personnel, facilities and resources.

For purposes of this section and notwithstanding the provisions of Republic Act No. 1405, otherwise known as the "Law on Secrecy of Bank Deposits", as amended; Republic Act No. 6426, otherwise known as the "Foreign Currency Deposit Act of the Philippines", as amended; Republic Act No. 8791, otherwise known as "The General Banking Law of 2000" and other laws, the AMLC is hereby authorized to inquire into or examine deposits and investments with any banking institution or non-bank financial institution and their subsidiaries and affiliates without a court order.

SEC. 36. Authority to Freeze. – Upon the issuance by the court of a preliminary order of proscription or in case of designation under Section 25 of this Act, the AMLC, either upon its own initiative or request of the ATC, is hereby authorized to issue an ex parte order to freeze without delay: (a) any property or funds that are in any way related to financing of terrorism as defined and penalized under Republic Act No. 10168, or any violation of Sections 4, 5, 6, 7, 8, 9, 10, 11 or 12 of this Act; and (b) property or funds of any person or persons in relation to whom there is probable cause

to believe that such person or persons are committing or attempting or conspiring to commit, or participating in or facilitating the financing of the aforementioned sections of this Act.

The freeze order shall be effective for a period not exceeding twenty (20) days. Upon a petition filed by the AMLC before the expiration of the period, the effectivity of the freeze order may be extended up to a period not exceeding six (6) months upon order of the Court of Appeals: Provided, That, the twenty-day period shall be tolled upon filing of a petition to extend the effectivity of the freeze order.

Notwithstanding the preceding paragraphs, the AMLC, consistent with the Philippines' international obligations, shall be authorized to issue a freeze order with respect to property or funds of a designated organization, association, group or any individual to comply with binding terrorism-related resolutions, including UNSCR No. 1373 pursuant to Article 41 of the charter of the UN. Said freeze order shall be effective until the basis for the issuance thereof shall have been lifted. During the effectivity of the freeze order, an aggrieved party may, within twenty (20) days from issuance, file with the Court of Appeals a petition to determine the basis of the freeze order according to the principle of effective judicial protection: Provided, That the person whose property or funds have been frozen may withdraw such sums as the AMLC determines to be reasonably needed for monthly family needs and sustenance including the services of counsel and the family medical needs of such person.

However, if the property or funds subject of the freeze order under the immediately preceding paragraph are found to be in any way related to financing of terrorism as defined and penalized under Republic Act No. 10168, or any violation of Sections 4, 5, 6, 7, 8, 9, 10, 11 or 12 of this Act committed within the jurisdiction of the Philippines, said property or funds shall be the subject of civil forfeiture proceedings as provided under Republic Act No. 10168.

SEC. 37. Malicious Examination of a Bank or a Financial Institution. Any person who maliciously, or without authorization, examines deposits, placements, trust accounts, assets, or records in a bank or financial institution in relation to Section 36 hereof, shall suffer the penalty of four (4) years of imprisonment.

SEC. 38. Safe Harbor. – No administrative, criminal or civil proceedings shall lie against any person acting in good faith when implementing the targeted financial sanctions as provided under pertinent United Nations Security Resolutions.

SEC. 39. Bank Officials and Employees Defying a Court Authorization. – An employee, official, or a member of the board of directors of a bank or financial institution, who after being duly served with the written order of authorization from the Court of Appeals, refuses to allow the examination of the deposits, placements, trust accounts, assets, and records of a terrorist or an outlawed group of persons, organization or association, in accordance with Sections 25 and 26 hereof, shall suffer the penalty of imprisonment of four (4) years.

SEC. 40. Immunity and Protection of Government Witnesses. – The immunity and protection of government witnesses shall be governed by the provisions of Republic Act No. 6981, otherwise known as "The Witness Protection, Security and Benefits Act".

SEC. 41. Penalty for Unauthorized Revelation of Classified Materials. – The penalty of imprisonment of ten (10) years shall be imposed upon any person, law enforcement agent or military personnel, judicial officer or civil servant who, not being authorized by the Court of Appeals to do so, reveals in any manner or form any classified information under this Act. The penalty imposed herein is without prejudice and in addition to any corresponding administrative liability the offender may have incurred for such acts.

SEC. 42. Infidelity in the Custody of Detained Persons. – Any public officer who has direct custody of a detained person under the provisions of this Act and, who, by his deliberate act, misconduct or inexcusable negligence, causes or allows the escape of such detained person shall be guilty of an offense and shall suffer the penalty of ten (10) years of imprisonment.

SEC. 43. Penalty for Furnishing False Evidence, Forged Document, or Spurious Evidence. – The penalty of imprisonment of six (6) years shall be imposed upon any person who knowingly furnishes false testimony, forged document or spurious evidence in any investigation or hearing conducted in relation to any violations under this Act

SEC. 44. Continuous Trial. – In cases involving crimes defined and penalized under the provisions of this Act, the judge concerned shall set the case for continuous trial on a daily basis from Monday to Thursday or other short-term trial calendar to ensure compliance with the accused's right to speedy trial.

SEC. 45. Anti-Terrorism Council. – An Anti-Terrorism Council (ATC) is hereby created. The members of the ATC are: (1) the Executive Secretary, who shall be its Chairperson; (2) the National Security Adviser who shall be its Vice Chairperson; and (3) the Secretary of Foreign Affairs; (4) the Secretary of National Defense; (5) the Secretary of the Interior and Local Government; (6) the Secretary of Finance; (7) the Secretary of Justice; (8) the Secretary of Information and Communications Technology; and (9) the Executive Director of the Anti Money Laundering Council (AMLC) Secretariat as its other members.

The ATC shall implement this Act and assume the responsibility for the proper and effective implementation of the policies of the country against terrorism. The ATC shall keep records of its proceedings and decisions. All records of the ATC shall be subject to such security classifications as the ATC may, in its judgment and discretion, decide to adopt to safeguard the safety of the people, the security of the Republic, and the welfare of the nation.

The NICA shall be the Secretariat of the ATC. The ATC shall define the powers, duties, and functions of the NICA as Secretariat of the ATC, The Anti-Terrorism Council-Program Management Center (ATC-PMC) is hereby institutionalized as the main coordinating and program management arm of the ATC. The ATC shall define the powers, duties, and functions of the ATC-PMC. The Department of Science and Technology (DOST), the Department of Transportation (DOTr), the Department of Labor and Employment (DOLE), the Department of Education (DepEd), the Department of Social Welfare and Development (DSWD), the Presidential Adviser for Peace, Reunification and Unity (PAPRU, formerly PAPP), the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM), the National Bureau of Investigation (NBI), the BI, the Office of Civil Defense (OCD), the Intelligence Service of the Armed Forces of the Philippines (ISAFP), the Philippine Center on Transnational Crimes (PCTC), the Philippine National Police (PNP) intelligence and investigative elements, the Commission on Higher Education (CHED), and the National Commission on Muslim Filipinos (NCMF) shall serve as support agencies of the ATC.

The ATC shall formulate and adopt comprehensive, adequate, efficient, and effective plans, programs, or measures to prevent, counter, suppress, or eradicate the commission of terrorism in the country and to protect the people from such acts. In pursuit of said mandate, the ATC shall create such focus programs to prevent and counter terrorism as necessary, to ensure the counter-terrorism operational awareness of concerned agencies, to conduct legal action and to pursue legal and legislative initiatives to counter terrorism, prevent and stem terrorist financing, and to ensure compliance with international commitments to counterterrorism-related protocols and bilateral and/or multilateral agreements, and identify the lead agency for each program, such as:

(a) Preventing and countering violent extremism program – The program shall address the conditions conducive to the spread of terrorism which include, among others: ethnic, national, and religious discrimination; socio-economic disgruntlement; political exclusion; dehumanization of victims of terrorism; lack of good governance; and prolonged unresolved conflicts by winning the hearts and minds of the people to prevent them from engaging in violent extremism. It shall identify, integrate, and synchronize all government and non-government initiatives and resources to prevent radicalization and violent extremism, thus reinforce and expand an after- care program;

(b) Preventing and combating terrorism program – The program shall focus on denying terrorist groups access to the means to carry out attacks to their targets and formulate response to its desired impact through decisive engagements. The program shall focus on operational activities to disrupt and combat terrorism activities and attacks such as curtailing, recruitment, propaganda, finance and logistics, the protection of potential targets, the exchange of intelligence with foreign countries, and the arrest of suspected terrorists;

(c) International affairs and capacity building program –

The program shall endeavor to build the State's capacity to prevent and combat terrorism by strengthening the collaborative mechanisms between and among ATC members and support agencies and facilitate cooperation among relevant stakeholders, both local and international, in the battle against terrorism; and

(d) Legal affairs program – The program shall ensure respect for human rights and adherence to the rule of law as the fundamental bases of the fight against terrorism. It shall guarantee compliance with the same as well as with international commitments to counterterrorism-related protocols and bilateral and/or multilateral agreements.

Nothing herein shall be interpreted to empower the ATC to exercise any judicial or quasi-judicial power or authority.

SEC. 46. Functions of the Council. – In pursuit of its mandate in the previous Section, the ATC shall have the following functions with due regard for the rights of the people as mandated by the Constitution and pertinent laws:

(a) Formulate and adopt plans, programs, and preventive and counter-measures against terrorists and terrorism in the country;

(b) Coordinate all national efforts to suppress and eradicate terrorism in the country and mobilize the entire nation against terrorism prescribed in this Act;

(c) Direct the speedy investigation and prosecution of all persons detained or accused for any crime defined and penalized under this Act;

(d) Monitor the progress of the investigation and prosecution of all persons accused and/or detained for any crime defined and penalized under the provisions of this Act;

(e) Establish and maintain comprehensive database information systems on terrorism, terrorist activities, and counterterrorism operations;

(f) Enlist the assistance of and file the appropriate action with the AMLC to freeze and forfeit the funds, bank deposits, placements, trust accounts, assets and property of whatever kind and nature belonging (i) to a person suspected of or charged with alleged violation of any of the acts defined and penalized under Sections 4, 5, 6, 7, 8, 9, 10, 11 and 12 of this Act, (ii) between members of a judicially declared and outlawed terrorist organization or association as provided in Section 26 of this Act; (iii) to designated persons defined under Section 3(e) of R. A. No. 10168; (iv) to an individual member of such designated persons; or (v) any individual, organization, association or group of persons proscribed under Section 26 hereof;

(g) Grant monetary rewards and other incentives to informers who give vital information leading to the apprehension, arrest, detention, prosecution, and conviction of person or persons found guilty for violation of any of the acts defined and penalized under Sections 4, 5, 6, 7, 8, 9, 10, 11 and 12 of this Act: Provided, That, no monetary reward shall be granted to informants unless the accused's demurrer to evidence has been denied or the prosecution has rested its case without such demurrer having been filed;

(h) Establish and maintain coordination with and the cooperation and assistance of other states, jurisdictions, international entities and organizations in preventing and combating international terrorism;

(i) Take action on relevant resolutions issued by the UN Security Council acting under Chapter VII of the UN Charter; and consistent with the national interest, take action on foreign requests to designate terrorist individuals, associations, organizations or group of persons;

(j) Take measures to prevent the acquisition and proliferation by terrorists of weapons of mass destruction;

(k) Lead in the formulation and implementation of a national strategic plan to prevent and combat terrorism;

(l) Request the Supreme Court to designate specific divisions of the Court of Appeals or Regional Trial Courts to handle all cases involving the crimes defined and penalized under this Act;

(m) Require other government agencies, offices and entities and officers and employees and non-government organizations, private entities and individuals to render assistance to the ATC in the performance of its mandate; and

(n) Investigate *motu proprio* or upon complaint any report of abuse, malicious application or improper implementation by any person of the provisions of this Act.

SEC. 47. Commission on Human Rights (CHR). – The CHR shall give the highest priority to the investigation and prosecution of violations of civil and political rights of persons in relation to the implementation of this Act.

SEC. 48. Ban on Extraordinary Rendition. – No person suspected or convicted of any of the crimes defined and penalized under the provisions of Sections 4, 5, 6, 7, 8, 9, 10, 11 or 12 of this Act shall be subjected to extraordinary rendition to any country.

SEC. 49. Extraterritorial Application. – Subject to the provision of any treaty of which the Philippines is a signatory and to any contrary provision of any law of preferential application, the provisions of this Act shall apply:

- (a) To a Filipino citizen or national who commits any of the acts defined and penalized under Sections 4, 5, 6, 7, 8, 9, 10, 11 and 12 of this Act outside the territorial jurisdiction of the Philippines;
- (b) To individual persons who, although physically outside the territorial limits of the Philippines, commit any of the crimes mentioned in Paragraph (a) hereof inside the territorial limits of the Philippines;
- (c) To individual persons who, although physically outside the territorial limits of the Philippines, commit any of the said crimes mentioned in Paragraph (a) hereof on board Philippine ship or Philippine airship;
- (d) To individual persons who commit any of said crimes mentioned in Paragraph (a) hereof within any embassy, consulate, or diplomatic premises belonging to or occupied by the Philippine government in an official capacity;
- (e) To individual persons who, although physically outside the territorial limits of the Philippines, commit said crimes mentioned in Paragraph (a) hereof against Philippine citizens or persons of Philippine descent, where their citizenship or ethnicity was a factor in the commission of the crime; and
- (i) To individual persons who, although physically outside the territorial limits of the Philippines, commit said crimes directly against the Philippine government.

In case of an individual who is neither a citizen or a national of the Philippines who commits any of the crimes mentioned in Paragraph (a) hereof outside the territorial limits of the Philippines, the Philippines shall exercise jurisdiction only when such individual enters or is inside the territory of the Philippines: Provided, That, in the absence of any request for extradition from the state where the crime was committed or the state where the individual is a citizen or national, or the denial thereof, the ATC shall refer the case to the BI for deportation or to the DOJ for prosecution in the same manner as if the act constituting the offense had been committed in the Philippines.

SEC. 50. Joint Oversight Committee. – Upon the effectivity of this Act, a Joint Congressional Oversight Committee is hereby constituted. The Committee shall be composed of twelve (12) members with the chairperson of the Committee on Public Order of the Senate and the House of Representatives as members and five (5) additional members from each House to be designated by the Senate President and the Speaker of the House of Representatives, respectively. The minority shall be entitled to a pro-rata representation but shall have at least two (2) representatives in the Committee.

In the exercise of its oversight functions, the Joint Congressional Oversight Committee shall have the authority to summon law enforcement or military officers and the members of the ATC to appear before it, and require them to answer questions and submit written reports of the acts they have done in the implementation of this Act and render an annual report to both Houses of Congress as to its status and implementation.

SEC. 51. Protection of Most Vulnerable Groups. – There shall be due regard for the welfare of any suspects who are elderly, pregnant, persons with disability, women and children while they are under investigation, interrogation or detention.

SEC. 52. Management of Persons Charged Under this Act. – The Bureau of Jail Management and Penology (BJMP) and the Bureau of Corrections (BuCoR) shall establish a system of assessment and classification for persons charged for committing terrorism and preparatory acts punishable under this Act. Said system shall cover the proper management, handling, and interventions for said persons detained.

Persons charged under this Act shall be detained in existing facilities of the BJMP and the BuCoR.

SEC. 53. Trial of Persons Charged Under this Act. – Any person charged for violations of Sections 4, 5, 6, 7, 8, 9, 10, 11 or 12 of this Act shall be tried in special courts created for this purpose. In this regard, the Supreme Court shall designate certain branches of the Regional Trial Courts as anti-terror courts whose jurisdiction is exclusively limited to try violations of the abovementioned provisions of this Act.

Persons charged under the provisions of this Act and witnesses shall be allowed to remotely appear and provide testimonies through the use of video-conferencing and such other technology now known or may hereafter be known to science as approved by the Supreme Court.

SEC. 54. Implementing Rules and Regulations. – The ATC and the DOJ, with the active participation of police and military institutions, shall promulgate the rules and regulations for the effective implementation of this Act within ninety (90) days after its effectivity. They shall also ensure the full dissemination of such rules and regulations to both Houses of Congress, and all officers and members of various law enforcement agencies.

SEC. 55. Separability Clause. – If for any reason any part or provision of this Act is declared unconstitutional or invalid, the other parts or provisions hereof which are not affected thereby shall remain and continue to be in full force and effect.

SEC. 56. Repealing Clause. – Republic Act No. 9372, otherwise known as the "Human Security Act of 2007", is hereby repealed. All laws, decrees, executive orders, rules or regulations or parts thereof, inconsistent with the provisions of this Act are hereby repealed, amended, or modified accordingly.

SEC. 57. Saving Clause. – All judicial decisions and orders issued, as well as pending actions relative to the implementation of Republic Act No. 9372, otherwise known as the "Human Security Act of 2007", prior to its repeal shall remain valid and effective.

SEC. 58. Effectivity. – This Act shall take effect fifteen (15) days after its complete publication in the Official Gazette or in at least two (2) newspapers of general circulation.

Approved,

(Sgd.) ALAN PETER S. CAYETANO Speaker of the House of Representatives (Sgd.) VICENTE C. SOTTO III President of the Senate

This Act was passed by the Senate of the Philippines as Senate Bill No. 1083 on February 26, 2020, and adopted by the House of Representatives as an amendment to House Bill No. 6875 on June 5, 2020, respectively.

(Sgd.) JOSE LUIS G. MONTALES Secretary General House of Representatives (Sgd.) MARIE D. VILLARICA Secretary of the Senate

Approved: JULY 03, 2020

(Sgd.) RODRIGO ROA DUTERTE President of the Philippines

APPENDIX X

X. CHED Memorandum Order No 15 Series of 2019 Subject: Policies, Standards, and Guidelines for Graduate Programs



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



CHED MEMORANDUM ORDER

No. 15

Series of 2019

SUBJECT: POLICIES, STANDARDS, AND GUIDELINES FOR GRADUATE PROGRAMS

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994," in pursuance of an outcomes-based quality assurance system, in alignment with the Philippine Qualifications Framework (PQF), and by virtue of Referendum No. R070-2019 dated December 19, 2019, the Commission on Higher Education (CHED) hereby adopts and promulgates the following general policies, standards and guidelines (PSGs) for graduate programs.

ARTICLE I. INTRODUCTION

Section 1. Rationale for Upgrading Graduate Programs

The landscape and perspectives in offering graduate programs have dramatically changed in the past decades. These changes demand new or enhanced competencies among students to meet the requirements set by globalization, regional integration, internationalization of higher education, and the Fourth Industrial Revolution. Thus, students must be able to optimally use 21st century skills in their daily work and professions thereby strengthening the nation's innovation, research, and development.

The Philippine education system has been undergoing reforms such as the introduction of the K to 12 program in basic education, the implementation of a new General Education curriculum and adoption of outcomes-based education (OBE) as a teaching-learning framework in higher education, and the enactment of RA 10931 (Universal Access to Quality Tertiary Education Act). The signing of RA 10931 expanded access and equity to higher education as more students apply for, and will complete their degrees through government subsidy for tuition and miscellaneous fees and other education concerns.

Because of these government initiatives, it is therefore imperative that policies, standards, and guidelines (PSGs) for academic degree programs in higher education, including graduate programs, should therefore be made consistent or aligned with the reforms being instituted in the entire Philippine education system.

In 2013, the Commission on Higher Education (CHED) created the Task Force on Graduate Education Reform (TFGER) to review the state of graduate programs in the country. The TFGER proposed policy options and action agenda to rationalize graduate programs. A revised set of PSGs governing graduate program is then necessary to pursue the needed reforms which include the cultivation of a culture of research and innovation in graduate programs.

Among the major concerns in graduate programs is the wide gap in the availability of and access to quality graduate programs in various disciplines deemed critical in achieving national development in a globalized world. Some graduate programs, especially in the fields of teacher education, public administration, and business administration, are

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oversubscribed while there remains many underdeveloped areas of specialization across disciplines leading to the limited growth of said programs and consequently, constraining the potential for development of their respective sectors.

Existing PSGs governing graduate programs in the Philippines, specifically, CHED Memorandum Order (CMO) No. 36, series of 1998 and CMO No. 9, series of 2003 need to be updated or revised to adequately address and meet the requirements of the above-mentioned conditions.

Section 2. Definition and Philosophical Underpinnings of Graduate Programs

Graduate programs constitute a level or stage of academic work that is considered an advanced program of study. It focuses on a particular or interdisciplinary academic discipline or profession and involves certain objective-options such as:

1. rigorous evaluation of work and interaction with professors and peers;
2. professional experience via internships, teaching, and research; and
3. production of original research or creative work.

Across all orientations and levels of graduate work, the ultimate goal is to contribute to the process of knowledge acquisition, generation, sharing, and exchange that is distinct from the baccalaureate level.

The general outcomes of graduate programs are the mastery of a specialized field of study, the development of original and critical thinking, and the demonstration of problem-solving skills that prepare the degree holder for advanced instruction and leadership positions in the areas of research, creative work, as well as the practice of his or her profession.

Section 3. Role of Graduate Programs

To better contribute to the attainment of sustainable development, graduate programs are expected to:

1. Achieve a clear progression beyond basic education and baccalaureate/ undergraduate education by stressing:
 - a. Cutting-edge, integrative and interrogative teaching and learning contents and methods; and
 - b. Higher competencies in knowledge production (research), knowledge sharing and exchange (teaching), and knowledge application and utilization.
2. Produce advanced competencies that can spur and sustain:
 - a. Leadership and innovation;
 - b. Scientific and technological growth;
 - c. Creative and effective learning and teaching;
 - d. Agro-industrial productivity;
 - e. Entrepreneurship;
 - f. Good governance;
 - g. Inclusive economic development and environmental security;
 - h. National sovereignty and independent international relations;
 - i. Articulation of Filipino culture and arts;
 - j. Cultural and religious diversity; and
 - k. Nationalism.



ARTICLE II. AUTHORITY TO OPERATE

Section 4. Government Authority

All private higher education institutions (HEIs), state universities and colleges (SUCs), and local universities and colleges (LUCs) intending to offer graduate program/s in-campus and/or off-campus through any delivery mode must first secure proper authority from the Commission.

The Commission shall ensure careful scrutiny and intensive monitoring of all the curricular graduate programs, regardless of the mode of delivery, in order to do away with the remedial function currently observed in many graduate programs, and to rationalize research toward global standards and best practices.

Any HEI offering graduate programs in any more prescribed under this CMO shall first secure government authorization/recognition before they are allowed to offer graduate programs. Failure of the HEI to comply with the requirements stated therein within the prescribed period shall be deemed as abandonment of its application.

Section 5. Eligibility Criteria

Private HEIs, SUCs, and LUCs with CHED Institutional Recognition are eligible to apply for the appropriate government authority to offer graduate programs if they meet any of the following conditions:

1. With Center of Excellence (COE) or Center of Development (COD) status in the discipline being applied for; or
2. With international accreditation (such as AUN or ABET) in the corresponding undergraduate degree program; or
3. With at least Level III program accreditation or equivalent from CHED recognized accrediting agency in the corresponding undergraduate degree program.

ARTICLE III. GRADUATE PROGRAM LEVELS, OUTCOMES, AND TYPES

Section 6. Program Levels and Outcomes

1. Master's Level

Programs under the Master's Level are designed to provide students with advanced academic and/or professional knowledge, skills and competencies, leading to a second degree higher than the bachelor's degree. They contain a substantial research component. These programs are theoretically-based, but may also include practical components and are informed by state-of-the-art research and/or best professional practice.¹

By level of outcome or competency, Master's programs are aligned with Level 7 of the Philippine Qualifications Framework (PQF). PQF Level 7 descriptors demand the following from graduates of master's degree programs:

- a. Advanced knowledge and skills in a specialized, interdisciplinary, or multidisciplinary field of study for professional practice;

¹ Philippine Statistics Authority (June 2018), Philippine Standard Classification of Education (2017 PSCED)



- b. Self-directed research;
- c. Lifelong learning with a highly substantial degree of independence that involves individual work or teams of interdisciplinary or multidisciplinary experts; and
- d. Application of the above-mentioned skills in research, professional, or creative work.

Entry into the Master's level that prepares a student for a higher degree normally requires the successful completion of a Bachelor's degree.

2. Doctoral Level

The doctoral level is the highest level of academic degree in any field of knowledge or discipline, thus making it a terminal degree.² Programs at this level lead to an advanced research qualification and devoted to advanced study and original research.³

Doctoral programs are aligned with Level 8 of the PQF. The outcomes with reference to PQF Level 8 descriptors would demand the following from the graduates of doctoral degree programs:

- a. Demonstration of highly advanced systematic knowledge and skills in highly specialized and/or complex interdisciplinary or multidisciplinary field of learning;
- b. Utilization of complex research/creative work and/or professional practice and/or the advancement of learning with full independence in individual work and/or in teams of interdisciplinary or multidisciplinary setting;
- c. Application of more complex setting that demands leadership in research and creative work with strategic value added; and
- d. Application of significant level of expertise-based autonomy and accountability to professional leadership for innovation, research and/or development management in highly specialized or interdisciplinary or multi-disciplinary field.

Entry into Level 8 programs requires the successful completion of specific Level 7 programs. Level 8 programs or doctoral programs usually concludes with the submission and defense of a dissertation or equivalent written work of publishable quality, representing a significant contribution to knowledge in the respective field of study. Therefore, these programs are typically based on research and not only on course work.⁴ For a professional doctoral degree, prior work experience in the discipline being applied for is also required.

Furthermore, a doctoral degree is not determined solely by the number of units completed or the number of years in graduate school. As already mentioned in the preceding paragraphs, a doctoral program entails the creation of new knowledge in a field of specialization through a dissertation, which needs to be publicly presented and defended before a panel of doctoral holders in a specific field of study. It usually involves the publication of one's research in peer-reviewed academic journals to demonstrate contribution to advanced scholarship.

CHED determines the equivalency of any doctoral program subject to existing policies, standards and guidelines (PSGs), mutual recognition agreements, and other applicable international laws and policies.

² <https://www.collinsdictionary.com/dictionary/english/doctorate>; <https://www.bestvalueschools.com/faq/what-is-a-terminal-degree/>

³ Philippine Statistics Authority (June 2018), Philippine Standard Classification of Education (2017 PSCED)

⁴ Philippine Statistics Authority (June 2018), Philippine Standard Classification of Education (2017 PSCED)



Section 7. Types of Graduate Programs

I. Master's Programs in the Sciences and in the Arts

Graduate Programs in the Sciences - Master of Science programs focus on specialized professional fields and are commonly applied in programs related to the natural sciences, engineering and mathematics sciences, and information technology. These programs have more units in the sciences and technology and have laboratory classes. Thesis is a requirement for graduation.

Graduate Programs in the Arts - Advanced degrees in the arts (Master of Arts) offer broader education or liberal arts education. These degrees are common in programs related to the social sciences, humanities, and communication. Graduation requirement may either be a thesis or creative work, which passed rigorous academic or jury review.

II. Master's Programs by Tracks

The Master's programs have two (2) major tracks. These are the thesis track and the non-thesis track. The thesis track is research intensive while the non-thesis track is often referred to as a professional or course-based master's program.⁵

A. Thesis Track (Master of Science/Master of Arts)

Under the thesis track is the **Master of Science/Master of Arts (MSc/MA) degree program**. The MSc/MA is a graduate academic degree program consisting of advanced studies in an academic discipline with the primary purpose of contributing to the generation, production and advancement of knowledge rather than specific applications to professional practice. Programs of this type are research-focused and serve as preparation for a doctoral research program. There are two (2) sub-tracks under this, namely the Academic Track and the Research Track:

1. Master of Science/Master of Arts (MSc/MA) Academic Track

This program has at least twenty-four (24) units of coursework and at least six (6) units of thesis. It requires students to pass a comprehensive examination and requires a thesis. As a final output, the students must have at least one (1) publication in refereed journal or juried creative work. Creative work is a tangible evidence of creative effort in a specific field of specialization, such as artwork, literature, music, paintings, dance, drama, productions, architecture, and games and apps. Due to the arbitrariness of creative work, it is impossible that two people would create the same work independently.⁶

2. Master of Science/Master of Arts (MSc/MA) by Research

This program has at least a total number of thirty-six (36) units wherein there is less coursework and more research activities. All units to be taken is by

⁵ "How to choose between a thesis and a non-thesis master's degree?" <http://alghurairfoundation.org/en/content/how-choose-between-thesis-and-non0000-thesis-master%E2%80%99s-degree>

⁶ CHED 2019 Application Guidelines for the Granting of Autonomous and Deregulated Status to Private Higher Education Institutions, p. 9



research (no coursework). It requires students to pass a comprehensive examination. As a final output, students have at least one (1) publication, specifically, evidence of acceptance to a refereed journal or have a juried creative work outlet.

B. Non-Thesis Track (Master's Degree – Professional Track)

Under the non-thesis track is the **Master's degree (Professional Track)**. It is a professional track at the master's level with the primary purpose of applying knowledge in professional practice. A Master's degree of this type is either terminal or geared towards preparation for a doctoral degree program with a professional track.

The professional master's degree program has at least thirty (30) units of coursework consisting of advanced studies in professional or vocational fields wherein at least three (3) units of which shall be labeled as a capstone course or practiced-based project.

This program requires students to pass a comprehensive examination and complete a capstone project.

A capstone project culminates the student's academic or learning experience. It provides the student an opportunity to exhibit the knowledge and skills obtained during the course of graduate study. It can be featured through a long-term investigative project that concludes in a final output, presentation, or performance. A typical form is when a student may be required to choose a topic or a problem that interests them, perform a research on these topics and generate a final output (for example, in the form of essay, case study, research paper, or a short film or multimedia presentation) indicative of the student's acquisition of learning. The student presents the capstone project to a panel or committee of experts for grading and evaluation.

Other Types of Master's Programs

Because the current employment environment has become more competitive locally and globally, having a master's degree or multiple expertise in a shorter time period may be needed by Filipino graduates thus may accelerate success in their chosen careers. The Commission therefore encourages qualified HEIs to offer the following combination programs, if taken individually might take a longer time period:

1. Straight Bachelor's-Master's (SBM) Program⁷

In the Straight Bachelor's-Master's (SBM) program, both the Bachelor's degree and Master's degree (thesis track) can be earned together.

The SBM program allows students to take specific graduate courses even before they finish their bachelor's degrees. The graduate courses taken can be counted towards both the bachelor's and master's degree thus giving students the opportunity to earn both degrees simultaneously in a shorter time span, however, only up to 20% of the required coursework may be common for both degrees.

⁷ Benchmarked with the University of the Philippines



The SBM program shall be designed as an honors program and thus, the HEI must have strict admission and retention policies. Students must be enrolled full-time and dropping of courses/subjects is not allowed. Students who fail at least one (1) course/subject shall automatically be disqualified from the program and can only pursue the regular Bachelor's program.

The maximum number of years to complete the program is five (5) years. If students are not able to complete the program within the five-year period, the students automatically enter the regular Bachelor's degree program.

The students shall be required to do a Master's level thesis. Prior to doing the Master's thesis, they need to pass a comprehensive examination. The final output for graduation is at least one (1) publishable journal article, which means evidence of submission to a refereed journal or juried creative work outlet.

2. Dual Doctor of Medicine-Master's Degree (MDMD) Program

In the Dual Doctor of Medicine-Master's Degree (MDMD) program, students may be awarded both the Doctor of Medicine and a Master's degree. Only up to 20% of the required coursework may be common for both degrees.

Similar to the SBM program, the MDMD program shall also be designed as an honors program and thus, the HEI must have strict admission and retention policies.

The maximum number of years to complete the program shall be determined by the HEI subject to approval of the Commission. If students are not able to complete the program within the prescribed period, they can pursue the regular program of only one of the two degrees.

Besides meeting the requirements for the Doctor of Medicine, the students are expected to pass a comprehensive examination for the Master's program. If the Master's program is under the thesis track, the student has to complete a thesis and has at least one (1) publishable journal article, which means evidence or submission to refereed journal or juried creative work outlet/or presentation to a conference. If the Master's program is a professional degree, the student has to complete a capstone project.

3. Dual Master's Degrees (DMD) Program⁹

The Dual Master's Degrees (DMD) program provides the opportunity for students to pursue graduate work in two fields of study and comply with the requirements of the two degrees simultaneously.

A common course work may be applied for the two master's degrees, but only up to 20% of the required coursework for both degrees may be credited. This overlapping or common course work reduces the time to complete both degrees if taken as regular programs.

Students must be enrolled full-time and dropping of courses/subjects is not allowed. Students who fail at least one (1) course/subject shall automatically

⁹ Benchmarked with The University of Texas at Austin Graduate School, Florida State University, The University of Arizona, University at Albany-State University of New York, and Wright State University



be disqualified from the program, but they may enter the regular program of one of the Master's degrees being pursued.

The maximum number of years to complete the program shall be determined by the HEI subject to approval of the Commission. If students are not able to complete the program within the prescribed period, they can only continue with the regular program of one of the two Master's degrees.

For two (2) Master's degrees under the thesis track, the students shall be required to pass a comprehensive examination and complete a thesis covering both degree programs. The final output for graduation is at least one (1) publishable journal article, which means evidence of submission to a refereed journal or juried creative work outlet or presentation to a conference.

For one (1) Master's degree under the thesis track and one (1) Professional Master's degree, the students shall be required to pass the comprehensive examination covering both degree programs. They shall also complete a thesis covering both fields of study and have at least (1) publishable journal article, which means evidence of submission to a refereed journal or juried work outlet or presentation to a conference.

For two (2) Professional Master's degrees, the students shall be required to pass the comprehensive examination covering both degrees and complete a capstone project interconnecting the two programs.

III. Doctoral Programs

The doctoral programs have two (2) types, the Doctor of Philosophy and the Doctoral Degree (Professional Track).

A. Doctor of Philosophy

The **Doctor of Philosophy (PhD)** is a graduate program leading to a doctoral degree that focuses on research and prepares students for a life of scholarship in an academic discipline. A PhD student must show the capacity to make an original contribution in pushing the frontier of knowledge in a chosen field through dissertation, and to demonstrate ability to work independently as a student. Examples of this type of doctoral program are PhD in Education or PhD in Public Administration.

The PhD program has two (2) sub-tracks, namely the Academic Track and the Research Track.

1. Doctor of Philosophy (PhD) Academic Track

This program has at least twenty-four (24) units of coursework and at least twelve (12) units of dissertation.

There shall be a public defense of the dissertation. The HEI announces the schedule of the defense through posting in its HEI website/social media or sending email to its academic community.



Furthermore, students are required to pass a comprehensive examination. As a final output, the students must also have a publication, specifically evidence of acceptance to an internationally or nationally refereed and indexed journal or have a juried creative work outlet.

2. Doctor of Philosophy (PhD) By Research

This program has at least seventy-five per cent (75%) of the total units focused on research-dissertation work. The remaining units shall be allocated for courses on various research methods and advance courses that will contribute to the development and writing of the dissertation.

There shall be a public defense of the dissertation. The HEI announces the schedule of the defense through posting in its HEI website/social media or sending email to its academic community.

The total units shall be determined by the HEI. The HEI has to ensure that a student has a minimum residency of three (3) years on a full-time basis.

Furthermore, students are required to pass a comprehensive examination. As a final output, the students must also have a publication, specifically evidence of acceptance to an internationally or nationally indexed journal or juried creative work outlet.

B. Doctoral Degree – Professional Track

The **Doctoral Degree (Professional Track)** represents a mastery of the subject matter and techniques of a professional field to a stage of competence parallel to that required for the PhD. Although the work for the professional doctoral degree may extend the boundaries of knowledge in the field, it is directed primarily towards distinguished-practical performance. Examples of this type of doctoral program are Doctor of Education and Doctor of Public Administration.

Students admitted to the program will be prepared to train or supervise others in the field or to discover new knowledge that has practical applications as demonstrated in one's profession.

Admission to the program requires prospective students to have the relevant professional experience. Applicants must therefore demonstrate a substantial actual professional work experience. The CHED Technical Panels may specify the minimum number of years of professional experience needed for their respective disciplines otherwise HEIs may impose the minimum number.

The professional doctoral degree program has at least twenty-four (24) units of coursework and twelve (12) units of practiced-based dissertation.

The students are required to pass a comprehensive examination. As a final output, the students must also have completed a practice-based research. There shall be a public defense of the dissertation. The HEI announces the schedule of the defense through posting in its HEI website/social media or sending email to its academic community.

A practice-based research is an original investigation to gain new knowledge partly by means of practice and the outcomes of that practice. For a doctoral dissertation, claims of originality and contribution to gaining new knowledge



may be demonstrated through creative outcomes such as designs, music, digital media, performances and exhibitions.⁹

C. Other Types of Doctoral Degrees

1. Straight Master's-Doctoral (SMD) Program

In the Straight Master's-Doctoral (SMD) program, both the Master's and Doctoral degrees can be earned together. Only up to 20% of coursework may be common for both programs.

The HEI must have strict admission and retention policies. Students must be enrolled full-time and dropping of courses is not allowed. Students who fail at least one (1) course/subject shall automatically be disqualified from the program. If students are not able to complete the program within the maximum time period determined by the HEI subject to the approval of the Commission, the students shall also be disqualified from the program. The HEI shall determine the appropriate exit plan for disqualified students.

The students shall be required to pass a comprehensive examination corresponding to both programs. For programs leading to a PhD, the students have to complete a dissertation that has been publicly defended and have at least one (1) publication, specifically, evidence of acceptance to an internationally or nationally refereed and indexed journal or have a juried creative work outlet. For programs leading to a professional doctoral degree, the students have to complete a practice-based research and dissertation that has been publicly defended.

2. Dual Doctoral Degrees (DDD) Program

The Dual Doctoral Degrees (DDD) program provides the opportunity for students to pursue doctoral degrees in two fields of study and comply with the requirements of the two degrees simultaneously.

A common course work may be applied for the two doctoral degrees, but only up to 20% of the required coursework for both degrees may be credited.

The HEI must have strict admission and retention policies. Students must be enrolled full-time and dropping of courses/subjects is not allowed. Students who fail at least one (1) course/subject shall automatically be disqualified from the program, but they may enter the regular program of one of the doctoral degrees being pursued. The HEI shall determine the appropriate exit plan for disqualified students.

The maximum number of years to complete the program shall be determined by the HEI subject to the approval of the Commission. If students are not able to complete the program within the prescribed period, they can only continue with the regular program of one of the two doctoral degrees.

For two (2) PhDs, the students shall be required to pass a comprehensive examination and complete a dissertation covering both programs. The dissertation should be publicly defended. The final output shall be at least

⁹ Candy, Linda, "Practice Based Research: A Guide,"
(https://www.researchgate.net/publication/257944497_Practice_Based_Research_A_Guide)



one (1) publication, specifically evidence of acceptance to an internationally or nationally refereed and indexed journal or juried creative work outlet.

For two (2) professional doctoral degrees, the students shall be required to pass a comprehensive examination and complete a practice-based research and dissertation integrating topics under each program.

Section 8. Summary Matrix of Graduate Programs

The succeeding table summarizes the types of graduate programs and their corresponding admission requirement, required minimum number of units, major requirement and student outputs.

Types of Graduate Programs	Minimum Admission Requirement	Number of Units	Major Requirement and Student Output
A. MASTER'S PROGRAMS			
1. Master of Arts Academic Track	Bachelor's Degree	With at least 24 units of coursework at least 6 units of Thesis	- Passing the Comprehensive Examination - Thesis - At least one (1) publication in refereed journal or juried creative work
2. Master of Arts By Research	Bachelor's Degree	- With at least thirty-six (36) coursework-units wherein there is less coursework and more research activities. - All units to be taken is by research (no coursework)	- Passing the Comprehensive Examination - At least one (1) publication in refereed journal or juried creative work outlet
3. Master of Science (MSc) Academic Track	Bachelor's Degree	With at least 24 units of coursework and at least 6 units of Thesis	- Passing the Comprehensive Examination - Thesis - At least one (1) publication, in refereed journal or juried creative work outlet
4. Master of Science (MSc) By Research	Bachelor's Degree	With at least thirty-six (36) coursework-units wherein there is less coursework and more research activities.	- Passing the Comprehensive Examination - At least one (1) publication in refereed journal or juried creative work outlet



Types of Graduate Programs	Minimum Admission Requirement	Number of Units	Major Requirement and Student Output
		All units to be taken is by research (no coursework)	
5. Master's Degree (Professional Track)	Bachelor's Degree	With at least 30 units of coursework, at least 3 units of Capstone or practice-based project	- Capstone project - Passing the Comprehensive Examination
6. Straight Bachelor's-Master's (SBM) Program	Exceptional performance in secondary education	- Maximum of five (5) years of study period. - Maximum of 20% of common coursework	- Comprehensive examination - Master's thesis - At least one (1) publishable journal article, which means evidence of submission to refereed journal or juried creative work outlet/or presentation to a conference
7. Dual Doctor of Medicine-Master's Degree (MDMD) Program	Bachelor's Degree	- Maximum number of units/years to be determined by HEI. - Maximum of 20% of common coursework	- Comprehensive examination - For Master's thesis track – thesis and at least one (1) publishable journal article, which means evidence of submission to refereed journal or juried creative work outlet/or presentation to a conference - For Professional Master's – capstone project
8. Dual Master's Degrees (DMD) Program	Bachelor's Degree	- Maximum number of units/years to be determined by HEI. - Maximum of 20% of common coursework.	- Comprehensive examination - For two Master's Thesis – one thesis and at least one (1) publishable journal article, which means evidence of submission to a refereed journal or juried creative work outlet or presentation to a conference - For Master's thesis and Professional Master's – one thesis and at least one (1) publishable journal article, which means evidence of submission to a refereed journal or juried creative work outlet /or presentation to a conference - For two Professional Master's – one capstone project



Types of Graduate Programs	Minimum Admission Requirement	Number of Units	Major Requirement and Student Output
B. DOCTORAL PROGRAMS			
1. Doctor of Philosophy (PhD) Academic Track	Master's Degree	With at least 24 units of coursework and at least 12 units of dissertation	- Passing of Comprehensive Examination - Publicly defended dissertation (Theory-building) - Publication in an internationally/ nationally indexed journal or juried creative work outlet.
2. Doctor of Philosophy (PhD) By Research	- Master's Degree - Demonstrated research aptitude, research experience and skills, and a body of past and/or ongoing research work and publications and/or capsule research proposal	- With at least seventy-five per cent (75%) of the total units focused on research-dissertation work - All units to be taken is by research (no course work) - The total units shall be determined by the HEI. - Students are required to have a minimum residency of 3 years on a full-time basis	- Comprehensive Examination - Publicly defended dissertation (Theory-building) - Publication in an internationally/ nationally indexed journal or juried creative work outlet.
3. Doctoral Degree (Professional Track)	- Master's Degree 5 years of professional work experience related to the degree being applied for	With at least 24 units of coursework and at least 12 units of practice-based dissertation	- Passing of Comprehensive examination - Publicly-defended practice-based dissertation - Practice-based research
4. Straight Master's-Doctoral (SMD) Program	As determined by the HEI	- Maximum number of units/years to be determined by HEI. - Maximum of 20% of common coursework.	- Comprehensive examination - Leading to PhD – publicly-defended dissertation and a publication, specifically, evidence of acceptance to an internationally/nationally refereed and indexed journal or juried creative work outlet. - Leading to a Professional Doctoral degree – practice-based research; and publicly-defended practice-based dissertation



Types of Graduate Programs	Minimum Admission Requirement	Number of Units	Major Requirement and Student Output
5. Double Doctoral Degrees (DDD) Program	As determined by the HEI	- Maximum number of units/years to be determined by HEI. - Maximum of 20% of common coursework.	- Comprehensive examination - For two PhDs – a publicly-defended dissertation and a publication, specifically evidence of acceptance to an internationally/nationally refereed and indexed journal or juried creative work outlet. - For one PhD and one Professional Doctoral Degree – a publicly-defended dissertation and a publication, specifically, evidence of acceptance to an internationally/nationally refereed and indexed journal or juried creative work outlet. - For two Professional Doctoral Degrees - practice-based research and publicly defended practice-based dissertation

Notes:

Outlet refers to a journal or juried creative work outlet (e.g. Palanca award-winning articles, reviewed/critically-acclaimed theater productions or musical recitals, investigative journalism reports, etc.)

Indexed Outlet refers to journals selected to give citation index, e.g., Scopus, ISI, Web of Science.

Section 9. Publication Requirements for Graduate Students

Students in the Master of Science/Master of Arts (MSc/MA) Academic Track and by Research are required to have a publication in a refereed journal or juried creative work.

Doctor of Philosophy (PhD) Academic Track and PhD by Research are required to have publication/s in internationally/nationally indexed journals or juried creative work.

While indexed and high-impact publication outlets are desired in the graduate programs, the Commission, based on the recommendation of the CHED Technical Panel for each discipline, may specify or determine additional national publication outlets appropriate for their respective fields with some of the leading scholars in the field as members of the editorial boards and may also exclude outlets inconsistent with ethical research standards. The Technical Panels shall be directed to develop a roadmap for the creation of publication outlets cognizant of their respective fields while ensuring that both seasoned and developing HEIs have viable options for publication.



Section 10. Research and Creative Work Degrees

To promote the culture of Research and Creative Work (RCW) and increase RCW productivity, eligible HEIs shall be encouraged to offer RCW degrees.

The RCW degrees shall be for candidates with demonstrated RCW aptitudes, experience and skills, and a body of research and/or creative work and publications. Such programs of study shall require:

1. statement or outline of RCW purpose;
2. supervision by a senior adviser and designated RCW panels;
3. monitoring of progress of work;
4. record of progression of RCW skills and experiences;
5. rigorous internal and external reviews of work and results;
6. thesis/dissertation defense; and
7. publication in a refereed journal or juried creative work.

Research degree-based program aims to produce graduates who shall contribute to the body of knowledge in specific field of study or to have provided innovative, theory-based, systematic, and practical solutions to significant concerns of specific industries.

For this purpose, the Commission shall prescribe the guidelines for the selection and operation of HEIs to be authorized or deputized to offer research and creative work degree programs within the framework of academic freedom.

ARTICLE IV. CURRICULUM

Section 11. Curricular and Developmental Initiatives

Curricular content of graduate programs shall be strengthened by the offering higher education institutions (HEIs) to include strategic learning and teaching competencies that are key and relevant to contemporary global, regional, and national economic, political, and social development. In the exercise of academic freedom, the HEIs shall have the flexibility to innovate and enhance their curricular offerings, but must comply with the prescribed minimum curricular requirements, aligned with learning standards or outcomes-based education (OBE).

Furthermore, integrative and interrogative methods shall be stressed. Given the significant role of ICT in education, and the rationale of OBE in conjunction with the PQF based on RA 10968, the validity of conventional and non-conventional teaching-learning delivery and management systems are hereby recognized and shall form part of the total delivery system of graduate programs.

The CHED Technical Panels shall be directed to formulate a **sample curriculum** for their respective disciplines that leads to the attainment of specified outcomes. This sample curriculum shall show a set of courses sequenced based on flow of content, with each course having a specified title, description and credit unit. For this purpose, the CHED Technical Panels shall employ and show as part of the PSGs of their disciplines, a **sample curriculum map**, which is a matrix of all courses and the minimum set of program outcomes showing which outcome(s) each course touches upon and in what way.¹⁰

¹⁰ CHED Administrative Order No. 01, Series of 2014, "Revised Guidelines in the Formulation of CHED Policies, Standards and Guidelines (PSGs) of Baccalaureate Level Academic Programs"



ARTICLE V. DELIVERY MODES IN GRADUATE PROGRAMS

Section 12. In-Campus or Off-Campus Graduate Programs

Graduate programs are usually offered in-campus or as residential programs. They can also be offered off-campus as extension programs.

A. In-Campus or Residential Graduate Programs

Some HEIs have multiple campuses and the Commission classifies these campuses as follows:

1. Main Campus

A **main campus** is the primary location of an HEI. It has the educational facilities required to offer degree programs and to provide student services. The main campus is also where the institution's top administrators are based.

2. Branch Campus

A **branch campus** is a school facility where: (1) a separate site and attendant educational facilities such as building and classrooms specifically for the institution have been established; (2) it is offering higher education programs which may also be offered at the main campus; and (3) it offers degree programs that are not restricted to a special clientele, but are open to the general public. A branch is located in a separate city or municipality from the main campus. All public and private HEIs shall secure approval from the Commission through the concerned CHED Regional Office/s in the establishment of a branch. The HEI may choose to apply as a separate HEI rather than a branch. If this is the case, the HEI must comply with the requirements pertaining to the establishment of a new school.¹¹

3. Annex Campus

An **annex campus** is similar to a branch campus except that all of the degree programs offered at the annex campus are not being offered at the main campus. The annex campus is found within the region where the main campus is located.

Graduate programs offered or to be offered at any of these campuses shall be referred to as **in-campus or residential graduate programs**.

B. Off-Campus or Extension Graduate Programs

Off-campus graduate programs are graduate programs offered at a site not identified as the main, branch, or annex campus. The Commission allows such arrangement to make quality graduate programs more accessible to Filipino professionals who are based in areas without or with limited number of HEIs offering graduate programs, and that could address their continuing education needs such as upgrading their knowledge, skills and competencies relative to their professional practice.

¹¹ CMO No. 40, Series of 2008, Manual of Regulations for Private Higher Education of 2008



An off-campus graduate program is offered as an extension graduate program. It is offered to a specific group of special clientele and it is not available to the general public. It is held in a learning center or site that possesses the characteristics of a campus except that administrative and support facilities are not available at the learning center, but merely classrooms or instructional facilities. The off-campus or extension graduate program is temporary in nature¹² and as such, it ends when the cohort of students finished the program within the time frame agreed between the HEI and the requesting organization or party.

Since an extension graduate program targets a specific group of professionals, only the professional graduate degrees may be offered as extension graduate programs.

Section 13. Non-Conventional Graduate Programs

1. Distance Education

Distance Education (DE) is a mode of educational delivery whereby teacher and learner are geographically separated and instruction is delivered through materials and methods using communication technologies, and supported by organizational and administrative structures and arrangements. The delivery medium is typically online but can be by print-based modules or by mobile phone.¹³

2. Transnational Education¹⁴

Transnational Education (TNE) is a higher education delivered in a country other than the one where an awarding institution is based. Graduate programs may be classified as inbound TNE or outbound TNE. An inbound TNE program refers to a higher education program being offered in the Philippines by a foreign higher education provider while an outbound TNE program refers to a higher education program being offered by a Philippine HEI outside of the Philippines.

Categories of TNE programs include academic franchising; articulation; branch campus; international branch campus; international extension program; joint and double degrees; online, blended, and distance learning; TNE Offshore Institution; twinning arrangements; and validation. Description of each category can be found in CMO No. 62, series of 2016, "Policies, Standards and Guidelines (PSGs) for Transnational Education."

3. Consortium-delivered Graduate Program¹⁵

A Consortium-Delivered Graduate Program refers to a graduate program delivered by an organization of two (2) or more HEIs with expertise in a particular discipline delivering a common program by sharing physical and human resources for program delivery, allowing learners to cross-enroll among consortium member HEIs, and to take courses that are considered the expertise of the respective consortium school.

Consortium member HEIs may be situated in different regions. In such cases, the strength of the proposed design or implementation of program delivery shall be assessed by the Commission.

¹² CMO No. 40, Series of 2008, Manual of Regulations for Private Higher Education of 2008

¹³ CMO No. 62, Series of 2016, Policies, Standards and Guidelines (PSGs) for Transnational Education (TNE) Programs

¹⁴ CMO No. 62, Series of 2016, Policies, Standards and Guidelines (PSGs) for Transnational Education (TNE) Programs

¹⁵ Based on CMO No. 04, Series of 2016, "Guidelines for Graduate Education Delivery for Faculty and Staff Development in the K to 12 Transition Period"



ARTICLE VI. MINIMUM REQUIREMENTS

All eligible private HEIs, SUCs, and LUCs have to comply with the following minimum standards or requirements to operate a graduate degree program:

Section 14. Institutional Arrangements

All private and public HEIs offering or planning to offer graduate programs are required to maintain a solid research and/or creative work program in the chosen specific area or field of study. The HEI is expected to have these institutional arrangements:

1. Research and Creative Work (RCW) Office

The HEI has an Office that develops and implements a working mechanism that facilitates the planning, management, conduct, and monitoring and evaluation of research and creative work across the different programs.

2. RCW Policies

The HEI has policies and guidelines on benefits and incentives for faculty undertaking research or creative work, such as de-loading, research awards, and support for publications and other scholarly or creative works, among others. These policies should be reflected in the Graduate Program Manual of Operations (GPMO).

3. RCW Agenda

The HEI has a clearly-stated research and creative work agenda that includes the discipline being applied for. The agenda has to be:

- anchored on the institution's philosophy and framework;
- responsive to identified goals and prioritized niches in the arts and sciences;
- aligned with the research and development thrusts and agenda of the country as articulated by national government institutions such as the National Economic and Development Authority (NEDA), Department of Science and Technology (DOST), Department of Health (DOH), Bureau of Agricultural Research-Department of Agriculture (BAR-DA), and CHED through its National Higher Education Research Agenda (NHERA); and
- responsive to the development needs of industry and society.

4. Ethical Standards

The HEI maintains ethical standards to be observed by faculty and students when they conduct research/thesis/dissertation involving human participation or using animal subjects. The HEI may adopt ethical standards developed by the appropriate government agencies such as the Department of Science and Technology (DOST).

Furthermore, the HEI has its own research ethics review mechanism or may partner with a recognized ethics review board, provided that the cost of ethics review should not be charged to students.

5. RCW Funding

In order to ensure continuous operation and for a more dynamic and proactive research and creative work initiatives, the HEI shall allocate a regular budget for RCW and the capacity to mobilize other sources of funding to support its similar



undertakings. The Commission shall define the threshold for the RCW budget for each discipline as recommended by CHED Technical Panels.

6. RCW Collaboration, Partnerships or Networks

The HEI collaborates and/or partners with other research institutions and networks that demonstrate leadership in RCW, innovation, and extension.

The HEI may link up with other faculty and graduate institutions and with research organizations and creative groups within and outside the country.

7. Graduate Program Manual of Operations

The HEI has a system of rationalizing offerings of graduate programs in matters of curriculum, research and creative work, supervision and resource optimization to be included in a Graduate Program Manual of Operations (GPMO). The GPMO shall also include policies on plagiarism, anti-sexual harassment, and research and teaching assistantship program, among others.

Section 15. Program Requirements

All private and public HEIs offering or intending to offer graduate programs should adhere to the following minimum program requirements:

1. Structure of Graduate Programs

A graduate program shall be organized and managed by discipline or field of specialization. In cases of HEIs which have been originally constituted only as a graduate school, the requirement on vertical articulation shall not be mandatory, provided these institutions offer interdisciplinary graduate programs of high standard as determined by CHED.

2. OBE Graduate Program Design

The HEI follows the outcomes-based education (OBE) framework in its graduate program design. The HEI has to submit the following documents:

- a. The Complete set of program and learning outcomes, including its proposed additional program outcomes.
- b. Proposed curriculum and its justification including a curriculum map.
- c. Proposed performance indicators for each outcome.
- d. Proposed measurement system for the level of attainment of each indicator.
- e. Proposed outcomes-based syllabus for each course.
- f. Proposed system of program assessment and evaluation
- g. Proposed system of program Continuous Quality Improvement (CQI).

3. Administration

The qualifications of the administrators of the graduate programs are as follows:

- a. The Dean or Head of the academic unit shall be a holder of a doctoral degree in the discipline or allied fields and has published works in refereed journals in one of the disciplines under the academic unit.



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- a. The Dean or Head of the academic unit shall be a holder of a doctoral degree in the discipline or allied fields and has published works in refereed journals in one of the disciplines under the academic unit.



- b. The designated Department Chair/Program Coordinator/Head shall be a holder of a doctoral degree in the discipline or allied fields.
- c. For a Professional Master's Program, the Dean or the designated graduate program head shall hold a doctoral degree in the discipline or allied fields or at least a master's degree in the discipline or allied fields and relevant professional experience outside the academe.

4. Faculty Requirements

Generally, faculty teaching in graduate programs, specially the doctoral level, shall be holders of doctoral degrees who have track record of scholarly work (research or creative work) and with publications in refereed journals and/or books published in reputable academic publishing companies.

Industry-oriented Master's programs may require at least one (1) faculty with a doctoral degree, depending whether there is a dearth in doctoral degree holders in the discipline. However, those with only Master's programs shall be required to have equivalent extensive industry experience, as determined by the various CHED Technical Panels, but they cannot serve as a thesis adviser.

For scholarly work, faculty members are expected to show proof of publications in refereed academic journals, internationally/nationally indexed journals (e.g., Scopus and Web-of-Science), or in industry/professional-based journals (e.g., journals in medical science field).

For recognition of creative work by reputable bodies, the faculty members are expected to show proof of award or recognition from reputable bodies for their exemplary creative works.

For faculty members who have graduated from foreign HEIs, there should be certification from CHED that the foreign HEI is a duly recognized HEI by the country where it is based.

5. Number of Qualified Faculty

The number of qualified faculty for the graduate programs are as follows:

- a. **For Master's Programs**, there shall be at least four (4) faculty members per program at all times.
 - *For the Thesis Track:*
 - o Four (4) full time faculty who have doctoral degrees in the discipline and with published works in refereed journal/s and/or have produced publicly recognized creative and/or technology outputs; or
 - o If there is a dearth in doctoral degree holders in the discipline, at least one (1) full-time faculty who has a doctoral degree in the discipline and with published works in refereed journal/s and/or have produced publicly recognized creative and/or technology outputs; and at least three (3) full-time faculty who are master's degree holders, but with doctoral units in the discipline and have at least one (1) publication in a refereed journal. The faculty with master's degrees plus doctoral units can only teach in the Master's program, but cannot serve as thesis advisers.



- **For the Non-Thesis Track:**
 - Four (4) full time faculty who have doctoral degrees in the discipline and with published works in refereed journal/s and/or have produced publicly-recognized creative and/or technology outputs; or
 - If there is a dearth in doctoral degree holders in the discipline, at least one (1) full-time faculty who has a doctoral degree in the discipline and with published works in refereed journal/s and/or have produced publicly-recognized creative and/or technology outputs; and at least:
 - three (3) full-time faculty who are master's degree holders, but with doctoral units in the discipline and have at least one (1) publication in a refereed journal. However, they can only teach courses, they cannot serve as thesis advisers; or
 - for industry-oriented programs, three (3) full-time faculty who are master's degree holders, but with extensive industry experience. However, they can only teach courses, they cannot serve as thesis/capstone advisers.
- b. **For Doctoral Programs**, there shall be at least four (4) full time faculty members per doctoral program at all times. They are all doctoral degree holders in the discipline and with published works in internationally/nationally indexed journal/s and/or have produced publicly recognized creative and/or technology outputs.

6. Adviser to Student Ratio

Academic advising is a fundamental dimension of any graduate degree program, students must be assigned an adviser at the time of admission and must be provided with the regular opportunity to communicate with their advisers to discuss not only choice of course enrollment and satisfaction of degree requirements, but other intellectual and professional concerns as well. Therefore, at all times, the adviser to student ratio is one (1) full-time faculty per maximum of five (5) students, inclusive of both in and off-campus students.

In the case of thesis/dissertation adviser to student ratio, it shall not be more than 1:5 as well, inclusive of both in and off-campus students.

7. Thesis/Dissertation Panel

The thesis or dissertation panel shall have among its members content and method specialists. The thesis/dissertation adviser shall be selected from the content specialists, but he/she must be a doctoral degree holder with completed and ongoing research/creative work.

The method specialist shall provide technical advice on the appropriate research methodology to be used including the specific research design and appropriate technique to analyze either quantitative or qualitative data.

The Thesis defense panel shall have at least three (3) members, while the dissertation panel shall have at least five (5), the membership of which include content and method specialist.



8. Library

The library requirements for undergraduate programs in the discipline shall be coupled with:

- a. subscription to at least two (2) peer-reviewed professional journals or internationally-refereed journals;
- b. at least five (5) titles of graduate reference books (print and non-print) on specialized discipline for every subject offered under the program, published within the last five (5) years. At least one (1) of the five (5) titles is a foreign reference published by a reputable academic press; and
- c. Subscription or have access (through a consortium/interlibrary basis) to electronic databases of international and reputable journals indexed in internationally recognized indexes of scholarly journals. Examples of these databases are ProQuest, EBSCOHost, ScienceDirect, Sage, Taylor and Francis, Oxford, Cambridge, and Philippine eLib.

The use of the internet, materials in electronic format, open educational resources and other education technologies is encouraged. These library requirements shall be accessible to students.

9. RCW, Laboratory and Other Facilities

The HEI provides adequate and relevant research and creative work (RCW) facilities and equipment to support research and creative work in the specified discipline or access to the same, which may be available or sourced through linkages and partnerships with industry, communities, and pertinent social organizations.

The requirements for laboratory and other facilities for graduate programs shall be coupled with:

- a. provision for research equipment and facilities in the basic sciences, if applicable (detailed requirements can be determined in the specific CMOs by discipline);
- b. instructional laboratories for Professional Master's Programs;
- c. extensive information technology facilities that will allow for internet access;
- d. subscription to various software programs to detect plagiarism and to analyze quantitative and qualitative data that are accessible to faculty and students; and
- e. occupational safety and health policies/standards for laboratories handling nanomaterials, radioactive materials and other hazardous chemicals.

10. Admission Requirements

There shall be a system for assessing the ability of students who will be admitted in the graduate program taking into consideration their aptitude, motivation and capacity to pursue and complete further studies, conduct research, or apply advanced knowledge in professional practice.

11. HEI-Industry Partnership

The HEI offering professional graduate programs has formally engaged professional associations, business, and industry to participate in curriculum planning and development, instruction, research and development, production, research immersion or internship, and other related activities.



ARTICLE VII. ADDITIONAL MINIMUM REQUIREMENTS

Section 16. For Extension Graduate Programs

To ensure that quality extension graduate programs are provided, these programs must go through an extensive approval process set by the Commission.

A. Coverage of the Extension Graduate Programs

1. Only graduate programs under the professional track can be offered as extension graduate programs.
2. Professional graduate programs to be offered as extension should be CHED recognized graduate programs already being offered at the main, branch, or annex campus, that is, the professional extension graduate programs should be residential graduate programs first at any of these campuses.
3. The extension graduate programs may only be offered within the region where the main, branch, or annex campus is located. In other words, the HEI must first establish its institutional presence in the region where it intends to offer the extension graduate programs.
4. In no instance shall a graduate program declared to be under moratorium by the CHED be offered as extension graduate program.

B. HEI Eligibility Criteria

The HEI with established institutional presence in the region is eligible to apply to offer extension graduate program in the same region if any one (1) of the following conditions is met:

1. With Center of Excellence (COE) or Center of Development (COD) status in the discipline being applied for; or
2. With international accreditation (such as AUN or ABET) in the professional graduate program to be extended; or
3. At least Level III accreditation or equivalent from CHED recognized accrediting agency in the professional graduate program to be extended.

C. Other Requirements¹⁶

Besides complying with the minimum standards or requirements specified in Article VII of this CMO, the HEI must also comply with the following general requirements:

1. Institutional Presence

As mentioned in preceding sections, the HEI has an established campus (main, branch, or annex) recognized by the Commission in the region where the extension graduate program shall be offered.

2. Program Administration

The extension graduate program shall be under the direct supervision of a campus-based academic unit handling the professional graduate program

¹⁶ Benchmarked from the University of Illinois-Graduate College, "Chapter 5: Policy for the Off-Campus/Online Delivery of Graduate Degree or Certificate Programs," as revised in May 2016



being applied for. There shall be an administrator of the extension graduate program who will oversee its implementation. The program administrator shall be a qualified faculty teaching in the concerned professional graduate program.

1. Learning Center

The extension classes shall be held in a learning center that has a semblance of an HEI. It shall have the necessary infrastructure to host the graduate program. For instance, it has classrooms and areas with internet connections for the students to meet, study and do research. It is also compliant with the safety and sanitary requirements of the concerned local government unit.

Furthermore, the learning center should be able to provide the adequate academic support. This includes access to computer technologies and software, or classrooms or laboratories which are well-equipped and up to the standards required for graduate study. Library resources should contain the necessary books and periodicals and be accessible at times convenient for the off-campus students. The library resources available off-campus shall be supplemented by e-learning resources of the HEI.

2. Memorandum of Agreement

The HEI enters into a partnership with another HEI, agency or any entity on the offering of the extension professional graduate education program. The partnership is supported with a Memorandum of Agreement (MOA) showing the specific responsibilities of each party, duration of the program, and the specific clientele who will be enrolled in the program.

The MOA should indicate the cohort of students that will complete the program within the specified period. Within this period, the HEI shall not accept new students who are not included in the specified cohort. If a new cohort shall be identified, the HEI shall seek a new government authority from the Commission to offer another extension graduate program, as supported by a new MOA. However, this new authority shall only be secured only after the previous extension graduate program has ended.

For partnership with another HEI, the specific clientele shall be limited to the academic and/or non-academic personnel of the requesting HEI. The extension program shall not be offered to the general public. Furthermore, the requesting HEI shall provide a dedicated learning site within its campus for this purpose.

3. Student Enrollment and Student Advising

The student enrollment should be commensurate with the resources (human, infrastructure, and other learning resources) of the HEI.

Since academic advising is a fundamental dimension of any graduate degree program, students must be assigned an adviser at the time of admission and must be provided with the regular opportunity to communicate with their advisers to discuss not only choice of course enrollment and satisfaction of degree requirements, but other intellectual and professional concerns as well.

It is reiterated here that at all times, the student to adviser ratio is not more than 1:5. Advisees include both the residential and off-campus students.

6. Faculty

The faculty members who will handle the extension classes are in the faculty roster of the HEI with the corresponding qualifications for the discipline. Adjunct faculty members may be hired by the HEI for the reason of their ability to make unique contributions to the program because they possess professional skills, experiences, or perspectives that are not represented or not available within the HEI's own graduate faculty.

7. Learning Management System (LMS)

The HEI shall have a learning management system (LMS), which is a software-based platform, that will facilitate student access to the e-learning resources of the HEI and facilitate student enrollment and advising/consultation, among others and support online learning if necessary.

8. Delivery Mode

The extension graduate program is primarily delivered through face-to-face or classroom-based instruction, but can be supplemented with distance learning. If the extension graduate program shall be delivered through blended learning (combination of the face-to-face mode and distance education), other requirements specified in the CMO governing open and distance learning shall also be complied with by the HEI.

9. Other Components

Other components of extension graduate programs specific to a discipline as determined by the Commission through the concerned Technical Panel.

Section 17. For Graduate Programs by Distance Education

1. Qualification of Higher Education Institutions to Offer Graduate Programs through Distance Education

Only HEIs with the following status are qualified to offer a graduate program by distance education:

- With Center of Excellence (COE) or Center of Development (COD) status in the discipline being applied for; or
- With international accreditation (such as AUN or ABET) in the corresponding graduate program; or
- With at least Level III program accreditation or equivalent from CHED recognized accrediting agency in the corresponding graduate degree program.

2. Guiding Principles¹⁷

All subjects/courses offered in distance education shall adhere to the following guiding principles:

¹⁷ CMO No. 27, Series of 2005, Policies and Guidelines on Distance Education



a. Learner-Centered

Distance education program shall focus on the needs of the students and the goal of facilitating independent learning. Such program shall not be driven merely by available technologies, but rather by the need to enable demonstrable learning in an accessible environment.

b. Rigorous and Sound Instructional Design

Distance education program shall be equivalent in challenge and depth to conventional programs. Academically qualified individuals must make instructional design decisions in the analysis, design, development, implementation and evaluation of distance education courses.

c. Transparency and Peer Review to Guide Informed Choice

Distance education program implementers shall make information about their programs particularly on the curriculum and delivery system, instructional materials development, delivery mode/strategies, student support services, and other relevant information available to accrediting bodies, academic peers, regulators, and students. Updates/information shall be made accessible through such media as the World Wide Web.

d. Public Responsibility and Accountability

Implementers shall take heed of the public impact of distance education programs and shall always exercise due diligence in avoiding harm to program stakeholders, especially students. Consumer protection, in particular, shall be a priority because of the high value that Filipinos put on education.

e. Quality and Continuous Improvement

Implementers shall embed in their program framework the proactive identification of student and stakeholder needs and the monitoring of student and stakeholder satisfaction in order to continuously improve all aspects of development and delivery. Because of the realities of global education, it is also imperative that distance education programs meet internationally acceptable quality standards.

3. Institutional Management and Commitment

- a. The name "Open University" shall be used by an HEI only if it is a separate, autonomous, degree granting academic entity qualified to operate as a University.
- b. The HEI's mission, budget and policy statement shall reflect its commitment to its distance education program.
- c. The HEI shall have the organizational structure and clear institutional procedures for managing and ensuring academic oversight over its distance education system.
- d. The HEI shall designate a competent key person who will manage and be responsible for its distance education.
- e. The HEI shall have an internal quality assurance management system appropriate to distance education programs.
- f. The HEI shall show evidence of a program of continuous self-evaluation directed toward program improvement targeting more effective pedagogy, advances in the assessment of student achievement of intended outcomes, improved retention rates and effective use of resources.



4. Components of Distance Education¹⁸

Components of distance education pertaining to curriculum and delivery system, instructional materials development, delivery mode/strategies, and student support services and other requirements stipulated in CMO No. 27, series of 2005, "Policies and Guidelines on Distance Education," shall be complied with by HEIs offering or intending to offer graduate programs by Distance Education.

Section 18. For Graduate Programs by Transnational Education

The minimum requirements stipulated in CMO No. 62, series of 2016, "Policies, Standards and Guidelines (PSGs) for Transnational Education (TNE) Programs," shall be complied with by HEIs offering or intending to offer graduate programs by TNE.

Section 19. For Consortium-Delivered Graduate Programs

The consortium of HEIs should together meet the specific requirements for the graduate program being applied for. In addition, the following should also be met by the consortium:

1. HEI Eligibility

At least two (2) consortium member HEIs must hold a Level III accreditation in the corresponding undergraduate program or Center of Excellence/Center of Development (COE/COD) status in the discipline. Other member HEIs without Level III accreditation or COE/COD status, cannot be the degree granting institutions.

2. Memorandum of Agreement

There is a Memorandum of Agreement (MOA) to establish the consortium, as agreed upon by all consortium member HEIs. The MOA should specify the resource sharing and responsibilities of each member HEI as well as identify the coordinating member HEI that shall communicate with the Commission and ensure compliance of the consortium with the minimum requirements set for graduate programs. The MOA shall also indicate the degree granting institution/s. The MOA shall be approved by the Commission.

3. Implementation Plan

The consortium has a detailed implementation plan that shows how the graduate program shall be delivered. This includes how the consortium shall monitor and evaluate the graduate program.

The Commission through the recommendations of the CHED Technical Panel may determine other requirements to ensure delivery of a quality consortium-delivered graduate program.

4. Other Components

Other components of consortium-delivered graduate programs specific to a discipline as determined by the Commission through the concerned Technical Panel.

¹⁸ CMO No. 27, Series of 2005, Policies and Guidelines on Distance Education



ARTICLE VIII. OTHER RESOURCES

Section 20. Research and Teaching Assistantships

HEIs offering or intending to offer graduate programs are encouraged to provide opportunities for graduate students to avail of research and teaching assistantships. Research and teaching assistants doing related work may be hired for graduate education faculty conducting funded research.

The HEI shall have a transparent and equitable policy on the research and teaching assistantship program including terms of reference, rates and benefits. This policy shall be included in the Graduate Program Manual of Operations.

Section 21. Electronic Database of Research Work

In order for students to have a comprehensive review of related literature especially in the context of the Philippine setting, all private and public HEIs are encouraged to develop a searchable electronic database of the theses/dissertations/publications of their graduates and of their faculty. This database shall be made accessible to the academic community.

Furthermore, electronic copies of research publications of students and faculty shall be submitted to the Commission through the Office of Planning, Research, and Knowledge Management (OPRKM).

Section 22. Transcript of Records

The Transcript of Records (TOR) of students after successful completion of the program shall include:

- Title of thesis/dissertation/research project and date when it was successfully defended; and
- Complete citation of the journal article/s published using any standard format (e.g. APA) as preferred by the HEI.

ARTICLE IX. MONITORING AND EVALUATION OF GRADUATE PROGRAMS

Section 23. Registry of Recognized Graduate Programs

The Office of Programs and Standards Development (OPSD) in coordination with the CHED Regional Offices (CHEDROs) shall be tasked to monitor and evaluate the compliance of all HEIs offering or intending to offer graduate programs with the requirements provided in this CMO.

Only those HEIs with graduate programs authorized or recognized by the Commission shall be included in the Registry of Recognized Graduate Programs. This Registry shall be published in the CHED website for the information of the general public and the international community. The OPSD shall be the data owner of this Registry and it shall



ensure that it is consistent or aligned with the data to be included in the Philippine Qualifications Register (PhQuar).

ARTICLE X. TRANSITORY AND OTHER PROVISIONS

Section 24. Transitory Provision

All private HEIs, SUCs, and LUCs currently offering graduate programs at any campus/site and through conventional/non-conventional mode are mandated to fully comply with all the minimum requirements in this CMO within a period of three (3) years after the date of its effectivity.

For disciplines which currently have their own PSGs, the minimum requirements provided for in this CMO shall prevail. The Technical Panels for these disciplines shall be tasked to revise the PSGs in accordance with this CMO as well as in consideration of the needs of their respective disciplines.

Graduate programs found to be non-compliant after the transitory period shall be phased-out by the Commission.

Section 25. Optional Application

The following institutions by virtue of special laws may opt to adopt the provisions of this CMO, namely:

- University of the Philippines — by virtue of its status as the national university of the Philippines and its mandate, per RA 9500, to "(a) lead in setting academic standards and initiating innovations in teaching, research and faculty development in philosophy, the arts and humanities, the social sciences, professions and engineering, natural sciences, mathematics, and technology; and maintain centers of excellence in such disciplines and professions;" and
- Institutions created or recognized by law as graduate educational institutions:
 - Asian Institute of Management — per Presidential Decree (P.D.) No. 639, January 21, 1975
 - National Defense College of the Philippines — per P.D. No. 190, May 11, 1973
 - Philippine Public Safety College — per Republic Act 6975

Section 26. Repealing Clause

CMO No. 36, series of 1998 and CMO No. 9, series of 2003, as well as other CHED issuances, rules, and regulations or parts thereof, which are inconsistent with the provisions of this CMO, are hereby repealed. This CMO also repeals the benefit of autonomous HEIs to offer graduate programs without prior government authority until otherwise decided by the Commission to bring this benefit back based on the quality of graduate programs currently being offered by such HEIs.



Section 27. Effectivity Clause

This CMO shall take effect fifteen (15) days after its publication in the Official Gazette, or in two (2) newspapers of national circulation.

Quezon City, Philippines, Dec. 19, 2019.

For the Commission:



J. PROSPERO E. DE VERA III, DPA
Chairman



APPENDIX Y

Y. GUIDELINES ON GENDER-BASED SEXUAL HARASSMENT IN HIGHER EDUCATION INSTITUTIONS



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

**CHED MEMORANDUM ORDER****No. 03****Series of 2022**

Subject: GUIDELINES ON GENDER-BASED SEXUAL HARASSMENT IN HIGHER EDUCATION INSTITUTIONS

Pursuant to Section 8 (n) in relation to Section 2 of Republic Act No. 7722 the 20th Higher Education Act of 1994, and in accordance with Sections 25 and 33 of Republic Act No. 11313, otherwise known as the "Safe Spaces Act," its Implementing Rules and Regulations, as well as the Commission *en Banc* Resolution No. 061-2022 dated 8 February 2022, the following "*Guidelines on Gender-Based Sexual Harassment in Higher Education Institutions*" are hereby issued.

RULE I
GENDER-BASED SEXUAL HARASSMENT CASES IN
HIGHER EDUCATION INSTITUTIONS AND
OTHER RELATED SEXUAL OFFENSES

SECTION 1. COVERAGE

These Guidelines shall govern all higher education institutions (HEIs), both public and private, in:

- Ensuring that the necessary policies and mechanisms are in place to prevent and punish sexual harassment and other related sexual offenses in its jurisdiction including, but not limited to, school-related activities such as in-and-off-campus student activities (local or foreign), on the job trainings (local or foreign), and faculty capacity-building activities (local or foreign);
- Creating the Committee on Decorum and Investigation (CODI), as well as the procedures to be followed in the investigation and punishment of sexual harassment and other related sexual offenses in HEIs;
- Safeguarding the rights of all stakeholders against Gender-Based Sexual Harassment (GBSH) that may be committed by any persons within the premises of the HEI.



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SECTION 2. RATIONALE AND OBJECTIVES

For decades, Filipinos suffered from gender-based violence due to lack of information and support from the community. A "culture of silence" that pervades the domain of violence against women and children (VAWC) inhibits or prevents victims from coming forward and reporting their experience of gender abuse or assault. The passage of various legislations on the protection of women and children, however, has proved to deter gender-based violence. The country's passage of various legislations on the protection of women and children has served to encourage victims to seek protection and redress, leading to an increase in complaints filed with law enforcement. According to an official publication of the Philippine National Police, within a relatively short gap since the passage of landmark legislation that criminalized VAW in the Philippines – that is, from 1995 when Republic Act No. 7877 or the Anti-Sexual Harassment Act was enacted, to 2004 when Republic Act No. 9262 or the Anti-Violence Against Women and Their Children Act was enacted, there was a sevenfold rise in reports of sexual violence and sexual assault. (From 1,100 in 1996, the number of cases rose to 7,383 in 2004, with the year 2001 registering the highest number of reports at 10,343).

In 2019, Republic Act No. 11313 or the Safe Spaces Act was passed to combat sexual harassment as a form of gender-based violence. This latest enactment steps up the campaign to eliminate gender-based violence in the country.

Philippine HEIs, as a facility of learning, nurture the consciousness of Filipinos. They are the catalyst for change and justice in the country. The Safe Spaces Act mandates the HEIs to fulfill their duty of shaping the future of the country to become free of gender-based violence in the form of sexual harassment. The law directs the Commission on Higher Education (CHED) to form policies that will protect the rights and welfare of all stakeholders of Higher Education in the country against gender-based sexual harassment.

As a response to the call of various sectors in the country to end gender-based violence and to fulfill its mandate and the direction of the Safe Spaces Act and the Anti-Sexual Harassment Act of 1995, the Commission hereby promulgates these **Guidelines on Gender-Based Sexual Harassment in Higher Education Institutions** to assist HEIs in dealing with gender-based sexual harassment and putting an end to the cycle of violence against the dignity of persons.

SECTION 3. DEFINITION OF TERMS

For purposes of these Guidelines, the following terms are defined as follows:

- a. **Higher Education Institutions (HEIs)** are educational institutions, private or public, established in accordance with law and offering CHED-recognized higher education programs.
- b. **Gender-Based Sexual Harassment (GBSH)** refers to an act, or a series of acts, involving any unwelcome sexual advances, requests or demands for



sexual favors, or other verbal or physical behaviors of a sexual nature, committed by any individual.

- c. **Rape**, as defined by the Anti-Rape Law of 1997, is an act of sexual assault committed by the insertion of one's sex organ or any foreign instrument or object into another person's orifice, without the victim's consent or capability to give consent. This offense includes the rape of both males and females.
- d. **Students/Trainees** refer to those enrolled full-time or part-time in regular courses, or short-term or special training offered by the educational or training institutions. For purposes of these Guidelines, applicants shall be deemed as students/trainees as well.

SECTION 4. HOW GENDER-BASED SEXUAL HARASSMENT IS COMMITTED

Gender-based sexual harassment in HEIs, other education and training institutions and partner host establishments and/or organizations may be committed as follows:

- a. In a higher education institution, other education and training institutions and partner host establishments and/or organizations, as a place of work and as a place of learning, when any unwelcome act or series of acts of a sexual nature is employed in the following:
 - 1. As basis for any employment decision (including, but not limited to, hiring, promotion, raise in salary, job security, benefits and any other personnel action) affecting the complainant;
 - 2. As requirement for a grade rating, the granting of honors or a scholarship, the payment of a stipend or allowance, or the giving of any benefit, privilege or consideration to the complainant;
 - 3. As interference with the complainant's performance, which creates an intimidating, hostile or offensive work or academic environment; or
 - 4. As instrument that might reasonably be expected to cause discrimination, insecurity, discomfort, offense or humiliation to the complainant.
- b. In a higher education institution, as a public space, when any unwelcome act or series of acts of a sexual nature constitutive of street-level and public-spaces sexual harassment are committed.

The different forms of Street-Level and Public-Space GBSH include but are not limited to:

- 1. catcalling and/or wolf-whistling;
- 2. unwanted invitations;
- 3. misogynistic, transphobic, homophobic and sexist slurs;
- 4. persistent uninvited comments or gestures on a person's appearance;
- 5. statements, comments and suggestions with sexual innuendoes;
- 6. persistent telling of sexual jokes; use of sexual names;
- 7. public masturbation or flashing of private parts;



8. groping, or any advances, whether verbal or physical, that are unwanted and threaten one's sense of personal space and physical safety, and committed in public spaces; or
 9. stalking.
- c. In the digital world, online gender-based sexual harassment includes:
1. acts of a sexual nature that use information and communications technology in terrorizing and intimidating victims through physical, psychological, and/or emotional threats;
 2. unwanted sexual misogynistic, transphobic, homophobic and sexist remarks and/or comments online, whether publicly or through direct and private messages;
 3. invasion of victim's privacy through cyberstalking and/or incessant messaging;
 4. uploading and/or sharing without the consent of the victim any form of media that contains photos, audio, or video with sexual content;
 5. any unauthorized recording and/or sharing of any of the victim's photos, videos, or any information online;
 6. impersonating identities of victims online or posting lies about victims to harm their reputation; or
 7. filing false abuse reports to online platforms to silence victims.

SECTION 5. PLACES WHERE GBSH IS COMMITTED

Gender-based sexual harassment may be committed in the following:

- a. Within the territory of the HEIs where they have direct administration or jurisdiction;
- b. Within or outside the host training institutions, local or foreign, during or beyond the conduct school-related activities so long as the complainant or the respondent in the GBSH case is under their supervision, instruction or custody;
- c. In public spaces and/or online platforms which are used by stakeholders of the education and training institutions for their school-related activities; and/or
- d. Within any of the above areas where the gender-based sexual harassment is committed by a faculty, employee or student of the HEI even if the activity is not school-related and/or sanctioned by the institution.

SECTION 6. PERSONS LIABLE FOR GENDER-BASED SEXUAL HARASSMENT

Gender-based sexual harassment may be committed by the following:

- a. Persons of the same or opposite sex who have authority, influence or moral ascendancy over the offended party in any aspect of academic or administrative work, such as an officer, faculty member, employee, coach or trainer (e.g.,



faculty to students, administrator to faculty/employees, administrator to students, and coach/trainer to students);

- b. Persons in a peer relationship with the offended party (e.g., faculty to faculty, students to students, administrator to administrator, coach/trainer to coach/trainer);
- c. Students/student interns, faculty, administrators or employees of the HEI committing acts that constitute sexual harassment against faculty members, administrators, employees, third-party service providers or visitors of its institution;
- d. Third-party service providers engaged by HEIs such as sanitation, security and maintenance personnel;
- e. Personnel of other partner institutions which the HEIs have contracted to undertake school-related activities; or
- f. Visitors or third-parties who are within the premises, or around the vicinity of the institution.

RULE II ROLES AND RESPONSIBILITIES OF HIGHER EDUCATION INSTITUTIONS

SECTION 7. DEVELOPMENT OF A CODE OF CONDUCT

HEIs, both public and private, shall develop a Code of Conduct in consultation with the stakeholders (students, faculty, partner industries, etc.) that shall define GBSH, its coverage, forms, classifications, appropriate penalties, when and where it may be committed, and persons liable to commit such acts.

For the guidance of all stakeholders, especially students, this Code of Conduct shall unequivocally define GBSH, describing what constitutes GBSH. The Code of Conduct shall state the procedures on the filing and handling of complaints, resolution thereof, and the penalties that correspond to specific offenses enumerated in the matrix above.

Furthermore, the Code of Conduct should be included in the Student Handbook and Code of Discipline in the HEI and Information, Education and Communication (IEC) Materials should be posted within the premises of the HEI, its website and official social media accounts.



SECTION 8: SUPPORT TO A VICTIM OF GBSH

The HEI shall adopt mechanisms to protect the welfare of a complainant of sexual harassment or other related sexual offense, as may be appropriate, which may include the following:

- a. Psychosocial counseling;
- b. Referral to an agency offering professional help;
- c. Support from the Institution's GAD Focal Point System;
- d. Coordination with women's organizations and advocacy groups;
- e. Transfer to another class, office or partner institution, if needed; and
- f. Available legal support such as assistance in the filing of criminal cases in appropriate courts of justice.

SECTION 9. DUTY TO REPORT AND DOCUMENT

Any or all persons who have knowledge of acts of education- or training-related sexual harassment or other related sexual offenses committed within the purview of these Guidelines shall report the same to the Head of Institution and to the CHED Regional Offices with jurisdiction over the HEI pursuant to Section 11 of CHED Memorandum Order (CMO) No. 1, s. 2015 and other relevant CHED issuances as may hereinafter be promulgated.

SECTION 10. DUTIES AND RESPONSIBILITIES OF THE HEADS OF HEIS

The CMO No. 1, s. 2015, as well as the Higher Education GAD [Gender and Development] Accord of 2011 mandate the Heads of HEIs to prevent gender-based violence and address reports of these resolutely.

First and foremost, the Head of Institution shall ensure that the Guidance and Counseling Office shall have appropriate facilities and registered guidance counselors to provide adequate intervention services in cases of sexual harassment cases and related behavioral problems.

In addition, the Head of Institution shall:

- a. Disseminate or post a copy of the relevant laws and policies on sexual harassment, e.g., the Anti-Sexual Harassment Act (RA 7877) and Safe Spaces Act (RA 11313), its code of conduct, as well as these Guidelines, in a conspicuous place in the institution. This shall be done through, among others:
 1. Sending copies of the said mandates through official notices or means of communications among heads of different departments, bureaus,

offices, units or such subdivisions in an HEI for cascading to their members;

2. Posting a copy of the said mandates in the official website of the HEI; and
3. Conducting orientation on the said mandates, and providing copies of these in print or electronically, as well as preparing information materials such as primers, frequently asked questions, and the like.

Copies of the mandates should always be posted in areas within the HEI that are easily visible to students, especially in areas where they usually congregate.

The said mandates and the Implementing Rules and Regulations may be translated into a language easily understandable to the students/trainees.

- b. Provide measures that prevent GBSH in HEIs, including information campaigns, express inclusion in the student handbook, orientation of student organizations, and training of teaching and non-teaching staff, students, security officers, and other members of the school community.

Heads of HEIs shall ensure that all students will receive age-appropriate training on gender sensitivity and gender-based violence including sexual harassment and other GAD-related topics.

- c. Create an independent internal mechanism or CODI to investigate and address complaints of GBSH and carry out such functions as stated in Section 24(b) of the Anti-Sexual Harassment Act and Section 22(c) of the Safe Spaces Act.
- d. Cause the development and publication, in consultation with all stakeholders, of the Code of Conduct or school policy that shall:
 1. Expressly reiterate the prohibition on GBSH;
 2. Prescribe the procedures of the internal mechanism created under the law; and
 3. Set administrative penalties.
- e. Ensure that a program to capacitate the officials and staff of student services unit and the human resource department on the efficient and professional handling of sexual harassment cases or other related sexual offenses is institutionalized.
- f. Endeavor to raise the consciousness of its stakeholders on gender-based and sexual harassment towards their full elimination through the integration of such



efforts into the trilogical functions of higher education: (i) curriculum development and pedagogy; (ii) research; and (iii) extension. HEIs shall ensure that their GAD programs, activities and projects integrate the concepts, policies and provisions of the other laws on gender-based violence including the Anti-Rape Law of 1997 (Republic Act No. 8353), the Rape Victim Assistance Law of 1998 (Republic Act No. 8505), the Anti-Violence Against Women and Their Children Act of 2004 (Republic Act. No. 9262) and other such legislation to contribute in raising awareness of and support to the Anti-Violence-Against-Women efforts and similar initiatives of the PCW, CHED and other government organizations, non-government organizations, and Gender Resource Centers.

HEIs shall be conscious at all times that in their institutional undertakings, they are compliant with the provisions of all the laws governing Violence Against Women and Children, and endeavor to carry out advocacy campaigns to include the provision of support services to both alleged victims and alleged offenders.

SECTION 11. LIABILITY OF SCHOOL HEADS

In addition to liability for committing acts of GBSH, the Head of Institutions (principals, school heads, teachers, instructors, professors, coaches, trainers, or any other person who has authority, influence or moral ascendancy over another in an HEI) may also be held responsible for:

- a. Non-implementation of their duties under Section 24(b) of the Anti-Sexual Harassment Act of 1995 and Section 22 of the Safe Spaces Act, as provided in the penal provisions; or
- b. Failure to act on reported acts of GBSH committed in the educational institution.

Any person who, intentionally or through inaction, violates any of the above subsections may be found administratively liable for Gross Misconduct or Gross Negligence, notwithstanding any criminal liability under RA 11313.

SECTION 12. ROUTINE INSPECTION

CHED shall conduct regular spontaneous inspections to ensure compliance of school heads with their obligations under the law. CHED shall include consultations with the student councils or the student body in the conduct of their inspection.



RULE III COMMITTEE ON DECORUM AND INVESTIGATION (CODI)

SECTION 13. COMPOSITION

A Committee on Decorum and Investigation (CODI) shall be created by the Heads of HEIs. This shall serve as an independent internal grievance mechanism and shall act as the main body in the investigation and resolution of cases involving Gender-Based Sexual Harassment in the HEIs.

- a. **Sectoral Representation.** The CODI of HEIs and training institutions shall be composed of at least one representative each from the following:
 1. School Administration / Management
 2. Instructors / Professors or Trainers / Coaches, as the case may be and duly selected by the level concerned;
 3. Students or Trainees, as the case may be and duly selected by the level concerned;
 4. Employee from the Supervisory Rank;
 5. Rank-and-File Employee; and
 6. GAD Focal Point System of the institution.
- b. **Equitable Representation.** Every CODI shall be headed by a woman, and membership shall be divided equally between men and women, provided not less than half are women. The School Head or the Head of Institution may include representatives from equal representation from persons of diverse sexual orientation, gender identity and/or expression, as far as practicable. The Head of Institution may also invite representatives from other groups, as may be applicable.
- c. **Permanent Alternates.** Aside from the regular members of the CODI, the Head of Institution shall also designate their respective permanent alternates who shall act on behalf of the regular members in their absence, temporary incapacity or voluntary or involuntary inhibition. The permanent alternates shall have the authority to render decisions so as not to delay the proceedings being undertaken and to ensure continuity of deliberation.
- d. **Impartiality.** Members of the CODI should have no prior record of involvement as a respondent or defendant in any case of whatever nature of sexual harassment, including those which are still pending.
 1. When the complainant or the person complained of is a member of the Committee, he/she shall be disqualified from being a member thereof or the complaint may be filed directly with the School Head or Head of Institution.
 2. The complainant or the person complained of may request a member of the CODI to inhibit, or the CODI member may, on his/her initiative, cause the inhibition based on conflict of interest, manifest impartiality, relation with the



respondent within the fourth degree of consanguinity or affinity, and other reasonable grounds. Upon such a grant of inhibition, the member shall immediately be replaced so as not to cause delay in the proceedings.

- e. **Terms of Office.** The HEI may formulate its own rules on the term of office of CODI members, which should not be more than two (2) years, and on other matters pertaining to the functions of the committee as contemplated in RA 7877 and RA 11313 not otherwise provided in the succeeding provisions.

The HEI may include in its rules provision on the extension and hold-over of the CODI members until such time the HEI has designated the new members of the CODI.

SECTION 14. RESPONSIBILITIES AND FUNCTIONS OF THE CODI

The CODI shall have and perform the following functions:

- a. Receive complaints for offenses covered by these Guidelines;
- b. Investigate complaints for offenses covered by these Guidelines including preliminary investigation in accordance with the prescribed procedure;
- c. Observe, at all times, due process in the conduct of investigation;
- d. Within ten (10) days from the receipt of the written complaint, investigate and decide on the case and, submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;
- e. Ensure the protection of a complainant from retaliation without causing her/him any disadvantage, diminution of benefits or displacement, and without compromising his/her security of tenure;
- f. Guarantee gender-sensitive handling of cases, and confidentiality of the identity of the parties and the proceedings to the greatest extent possible;
- g. Undergo continuing training on gender sensitivity, gender-based violence, sexual orientation, gender identity and expression, and other GAD topics as needed;
- h. Lead in the conduct of discussions about sexual harassment and other related sexual offenses within the institution to increase the community's understanding of, and prevent incidents of, sexual harassment and other related forms of sexual offenses; and
- i. Conduct such other activities that would engender a safe environment for all genders, especially women, in school campuses and training-related programs in HEIs.



In case of non-performance or inadequate performance of functions, the members of the CODI shall be replaced by the Head of HEIs upon receipt of documentation that will substantiate such allegations.

RULE IV STANDARD PROCEDURAL REQUIREMENTS AND COMPLIANCE WITH DUE PROCESS

HEIs shall formulate their own rules and standard procedural requirements on the CODI. The HEIs shall adopt the following minimum requirements:

SECTION 15. PRE-FILING STAGE

The HEI shall adopt mechanisms to provide assistance to an alleged victim of acts punishable by these guidelines which may include counseling, referral to an agency offering professional help, and advice on options available before the filing of the complaint.

SECTION 16. COMPLAINT

- a. The complaint may be filed at any time with the Head of the HEI, the Office of the Immediate Supervisor of the Complainant or the alleged perpetrator, the Guidance Office, Discipline Office, Security Office, the CODI or the CHED Regional Office having jurisdiction over the HEI. Upon receipt of the complaint by any of the above offices, the same shall be transmitted to the CODI, if there is any. In the absence of a CODI, the Head of the HEI shall immediately cause the creation of a CODI in accordance with the law and rules, and transmit the complaint to the Committee.
- b. The complaint may be in any form, provided that the following information are indicated in the complaint:
 1. FULL NAME and CONTACT DETAILS of the Complainant. However, the filing of an anonymous complaint is not prohibited.
 2. FULL NAME, CONTACT DETAILS and/or POSITION of the Respondent, if known to the Complainant.
 3. STATEMENT OF RELEVANT FACTS.
 4. EVIDENCE TO SUPPORT THE ALLEGATION, provided that non-submission of evidence will not cause the dismissal of the complaint; and
 5. CERTIFICATION OR STATEMENT OF NON-FORUM SHOPPING.

If the complaint is not under oath, the Complainant shall be summoned by the CODI to swear to the truth of the allegations in the complaint or require



the Complainant to submit a sworn Complaint within 24 hours from receipt of notice of compliance.

- c. The withdrawal of the complaint at any stage of the proceedings shall be without prejudice for the CODI to continue its investigation and make a report of its findings and recommendation to the disciplining authority when the evidence warrants.

SECTION 17. ACTION ON THE COMPLAINT

After evaluating the complaint, the CODI shall:

- a. *For complaints against an employee, faculty or student of the HEI:* Proceed with the investigation if the complaint is sufficient in form and substance. A complaint is sufficient in form and substance if all the elements provided in the immediately preceding provision are present.
- b. *For complaints against personnel of third-party service providers or partner institutions or guests or visitors of the HEI:* Recommend the referral of the complaint to the service provider, partner institution or to the proper government authorities for proper investigation and action.

The CODI shall likewise recommend to the School Head or Head of Institution to provisionally disallow the personnel of third-party service provider or of partner institutions complained of, or guests or visitors from entering the premises of the HEI or from transacting with the HEI while investigation is pending before the service provider, partner institution or to the proper government authorities.

SECTION 18. INVESTIGATION OF CASES BEFORE THE CODI

The CODI shall, at all times, observe due process and investigate and decide on said complaint within ten (10) working days or less upon receipt thereof, following the procedures, to wit:

- a. Within 24 hours of receipt of the written complaint, the CODI shall commence the investigation by notifying the Respondent of the Complaint filed against him / her with a directive to submit his / her Counter-Affidavit/Comment under oath and submit evidence in his/her defense within 72 hours from receipt of the notice and furnish a copy thereof to the Complainant. Otherwise, the Counter-Affidavit/Comment shall be considered as not filed.
- b. Upon receipt of the Counter-Affidavit/Comment under oath and evidence submitted by the Respondent, the CODI shall conduct an *ex-parte* examination of the documents submitted by the parties, including available records of the case.



SECTION 19. PREVENTIVE SUSPENSION

Upon petition of the Complainant or *motu proprio* upon the recommendation of the CODI, the disciplining authority may order the preventive suspension of the Respondent during the conduct of investigation before the CODI and the period of deliberation of the recommendation of the CODI pursuant to Section 20 hereof, if there are reasons to believe that he / she is probably guilty of the charges which would warrant his / her removal from the HEI.

An order of preventive suspension may be issued to temporarily remove the Respondent from the scene of his / her misfeasance or malfeasance and to preclude the possibility of his / her exerting undue influence or pressure on the witnesses against him / her or tampering of any evidence.

SECTION 20. WHEN CASE IS DECIDED

The disciplining authority shall decide the case within thirty (30) days of receipt of the CODI Investigation Report and Recommendation.

SECTION 21. FINALITY OF DECISIONS

A decision rendered by the disciplining authority where the penalty of reprimand, serious reprimand, suspension for not more than thirty (30) days, or a fine in the amount not exceeding thirty (30) days' salary is imposed, shall be final and executory and not appealable, unless a motion for reconsideration is seasonably filed. However, the Respondent may file an appeal within fifteen (15) days before the disciplining authority when the issue raised is a violation of due process.

If the penalty imposed is exclusion, dismissal, suspension exceeding thirty (30) days, or a fine in an amount exceeding thirty (30) days' salary, the same shall be final and executory after the lapse of the reglementary period for filing a motion for reconsideration or an appeal, and no such pleading has been filed. A motion for reconsideration may be filed before the disciplining authority by the Respondent within fifteen (15) days of receipt of the decision of the disciplining authority. The disciplining authority shall act or decide on the motion for reconsideration within thirty (30) days of receipt thereof.

SECTION 22. MOTION FOR RECONSIDERATION OR APPEAL, AND SUBSEQUENT PROCEEDINGS, AND OTHER MATTERS NOT COVERED BY THESE GUIDELINES

The filing of a motion for reconsideration and appeal, and subsequent proceedings and other matters not covered by these Guidelines shall be governed by:

For Public HEIs:

- a. existing Civil Service Rules for those employed by the HEI; or
- b. the Manual of Regulations for Private Higher Education (MORPHE), applied suppletorily, for students of the institution.



For Private HEIs:

- a. the MORPHE, for students of the institution;
- b. labor laws and regulations, for those employed by the HEI. He or she may file an original action before the National Labor Relations Commission questioning the decision of the disciplining authority.

SECTION 23. PARALLEL AND COMPLEMENTARY ACTIONS

Nothing in these Guidelines shall be construed to limit the rights of the victims of GBSH from pursuing civil, criminal and other legal actions as may be provided by law.

**RULE V
OFFENSES AND PENALTIES**

SECTION 24. TYPES OF OFFENSES AND CORRESPONDING ADMINISTRATIVE PENALTIES

The following matrix of offenses and the corresponding penalties may be adopted by HEIs in crafting their own code of conduct and other policies in relation to GBSH; provided, that in case where the offense and/or the penalty for acts of GBSH is not found in any policy of the HEI, this section shall apply suppletorily to the policies of the institution.

GRAVE OFFENSES	
A. By persons who have authority, influence or moral ascendancy over the offended party in any aspect of academic or administrative work	
B. Person in a peer relationship with the offended party, e.g., student vs. student, employee vs. employee	
C. Students/student interns harassing (with sexual undertone) faculty members, administrators or employees	
• unwanted touching of private parts of the body (genitalia, buttocks and breast) • rape or sexual assault • malicious touching • requests for sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing or higher grade, the granting of honors or scholarship, or the grant of benefits or payment of a stipend or allowance • public masturbation or flashing of private parts • groping, or any advances, whether verbal or physical, that are unwanted and threaten one's sense of personal space and physical safety, and committed in public spaces • uploading and/or sharing without the consent of the victim, any form of media that contains photos, audio, or video with sexual content	Dismissal from service; For students, expulsion



- any unauthorized recording and/or sharing of any of the victim's photos, videos, or any information online - impersonating identities of victims online or posting lies of a sexual nature about the victims to harm their reputation - filing false abuse reports to online platforms to silence victims of sexual harassment - stalking - other analogous cases	
D. Third-party service providers such as sanitation and maintenance personnel	
E. Personnel of Partner Institutions where school-related activities are conducted	
same as above	Permanent ban in the HEI; Termination of contract *For international partners, permanent ban from entering into contract with any PHEI
F. Guests / Visitors	
same as above	Permanent ban in the HEI

LESS GRAVE OFFENSES

A. By persons who have authority, influence or moral ascendancy over the offended party in any aspect of academic or administrative work		
	1st offense	2nd offense
- unwanted touching or brushing against a victim's body - pinching not falling under major offenses - derogatory or degrading remarks or innuendoes directed toward the members of one sex, or one's sexual orientation or used to describe a person - verbal abuse with sexual overtones - unwanted invitations with sexual undertone - misogynistic, transphobic, homophobic and sexist slurs - persistent uninvited comments or gestures on a person's appearance - relentless requests for personal details - incessant messaging - making statements, comments and suggestions with sexual innuendoes	Suspension of one month and one day to six months	Dismissal from service; For students, exclusion or dismissal



- the use of information and communications technology in terrorizing and intimidating victims through physical, psychological, and/or emotional threats with sexual overtones - other analogous cases		
B. Person in a peer relationship with the offended party, e.g., student vs. student, employee vs. employee		
C. Students/student interns harassing (with sexual undertone) faculty members, administrators or employees		
	1st offense	2nd offense
same as above	Suspension of one month and one day to three months; Probation for the entire semester	Dismissal from service; For students, exclusion or dismissal
D. Third-party service providers such as sanitation and maintenance personnel		
E. Personnel of Partner Institutions where school-related activities are conducted		
	1st offense	2nd offense
same as above	Serious reprimand by the HEI	Permanent ban in the HEI *For international partners, permanent ban from entering into a contract with any PHEI
	1st offense	2nd offense
F. Guests / Visitors	Serious reprimand	Permanent ban in the HEI

LIGHT OFFENSES

A. By persons who have authority, influence or moral ascendancy over the offended party in any aspect of academic or administrative work			
	1st offense	2nd offense	3rd offense
- surreptitiously looking or staring at a person's private part or worn undergarments - making sexist statements and smutty jokes or sending these through text, electronic mail or other similar means, causing embarrassment or offense and carried out after the respondent has been advised that they are offensive or embarrassing or even without such advice, when they are by their nature clearly embarrassing, offensive or vulgar	Reprimand	Suspension of one day to thirty days	Dismissal from service; For students, exclusion or dismissal



- malicious leering or ogling - the display of sexually offensive pictures, materials or graffiti - unwelcome inquiries or comments about a person's sex life or sexual orientation connoting one's sex life (ex. LGBTQ's sexual relations). - unwelcome sexual flirtation, advances, propositions - making offensive hand or body gestures at the person - persistent unwanted attention with sexual overtones - unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense or insult to the receiver - catcalling and/or wolf-whistling - unwanted sexual misogynistic, transphobic and homophobic remarks and comments online, whether publicly or through direct and private messages - invasion of the victim's privacy through cyberstalking and incessant messaging with sexual overtones - other analogous cases			
B. Person in a peer relationship with the offended party, e.g., student vs. student, employee vs. employee			
C. Students/student interns harassing (with sexual undertone) faculty members, administrators or employees			
	1 st offense	2 nd offense	3 rd offense
same as above	Written warning	Written reprimand and community service	Suspension
D. Third-party service providers such as sanitation and maintenance personnel			
E. Personnel of Partner Institutions where school-related activities are conducted			
	1 st offense	2 nd offense	3 rd offense
same as above	reprimand by the HEI	severe reprimand by the HEI	permanent ban in the HEI *For international partners, permanent ban from entering into contract with any PHEI



	1 st offense	2 nd offense	3 rd offense
F. Guests / Visitors	Reprimand by the HEI	Severe reprimand by the HEI	Permanent ban in the HEI
Note: • If the perpetrator committed the offense twice against the same victim, the corresponding gravest penalty shall apply. • HEIs may provide gender sensitivity training and counseling to offenders. • The fine penalties provided for in the Implementing Rules and Regulations of RA 11313 may be applied under the conditionalities set forth in the Revised Rules on Administrative Cases in the Civil Service (RRACCS) issued by the Civil Service Commission.			

SECTION 25. IMPOSITION OF PENALTIES

Minor students who, at the time of the commission of the act of GBSH, are found guilty under these Guidelines by the disciplining authority, shall likewise undergo gender-sensitivity training and psychosocial counseling sanctioned by the Institution's Guidance Office.

If the penalty of expulsion or exclusion is imposed upon a student, the same shall be subject to the confirmatory authority of CHED pursuant to Section 21 of the Implementing Rules and Regulations of the Safe Spaces Act and Section 106 of the MORPHE.

If the penalty of dismissal is imposed upon an employee of the HEI, the same shall be in accordance with the Civil Service Commission (CSC) or Department of Labor and Employment (DOLE) issuances, as the case may be.

If the penalty imposed is other than those provided above, e.g., termination of contract or permanent ban from the HEI, the same shall be final and immediately executory, and notice shall be furnished the Respondent or notice shall be posted around the premises of the institution as the case may be.

For termination of contract with a partner training organization, the institution shall report the same with the CHED Regional Office having jurisdiction over it.

SECTION 26. ACCESSORY PENALTY

A student shall not be allowed to graduate if he or she has a pending case of GBSH. The HEI reserves the right to revoke a student's diploma if it was inadvertently issued while a case for GBSH is pending against the student at the time of its conferment.

Any fees to be charged in the course of a victim's availment of psychosocial counseling and similar services shall be borne by the respondent proven guilty of the offense/s charges.



**RULE VI
APPLICABILITY OF CIVIL SERVICE LAWS
AND OTHER RULES, REGULATIONS AND POLICIES**

SECTION 27. OTHER APPLICABLE LAW PROVISIONS

The pertinent rules, circulars and issuances of the CSC and the DOLE are hereby adopted as integral parts of these Guidelines, particularly in the operation of public HEIs, i.e., State Universities and Colleges and Local Universities and Colleges, other specialized colleges and HEIs with charters.

All educational and training institutions that have an existing Code of Conduct of Policy on Sexual Harassment, including a CODI established under the Anti Sexual Harassment Act of 1995 (RA 7877), should amend these to conform to the Safe Spaces Act (RA 11313) and these Guidelines.

In addition, private HEIs should develop their policies and guidelines, including pertinent mechanisms, in accordance with DOLE Administrative Order No. 250 on sexual harassment. HEIs in the public sector shall comply with the standards set by the CSC.

All HEIs shall comply with the standards set by the Commission, accordingly. The Commission is committed in ensuring that HEIs are safe working and learning spaces free of any form of harassment including power-based harassment, as well as discrimination and persecution on the basis of class, religion, ethnicity, sexual orientation and gender identity, and shall endeavor to institutionalize an environment of higher education in the Philippines that respects the dignity of all.

**RULE VII
MISCELLANEOUS PROVISIONS**

SECTION 28. REPEALING CLAUSE

All CHED issuances inconsistent with these Guidelines are deemed repealed accordingly upon the effectivity of this CMO.

SECTION 29. SEPARABILITY CLAUSE

If for any reason, any portion or provision of these Guidelines is declared invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.



SECTION 30. EFFECTIVITY

This CMO shall take effect fifteen (15) days after its publication in the Official Gazette or newspaper of general circulation and copies thereof are registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines (UP) Law Center, UP Diliman, Quezon City.

Immediate dissemination of and strict compliance with this CMO are hereby ordered.



J. PROSPERO E. DE VERA, III, DPA
Chairman



APPENDIX Z

Z. POLICIES AND GUIDELINES ON LOCAL OFF-CAMPUS ACTIVITIES



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 Blg. 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
a.1.1 Curriculum	
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
a.1.2 Destination	
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
a.1.3 Handbook or Manual	
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
a.1.4 Consent of the Parents or Student's Guardian	Duly notarized/subscribed consent
a.1.5 Medical Clearance of the Students	Medical clearance of the students, if appropriate duly signed by the HEI or government Physician
a.1.6 Personnel-In-Charge	
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.	- Designation or order from the Administration indicating personnel-in-charge's role and responsibilities before, during and after the off-campus activities - Relevant certificate on first-aid training
a.1.7 First Aid Kit	
The HEI should provide a complete first-aid kit.	First-aid kit
a.1.8 Fees/Fund Source	
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
a.1.9 Insurance	
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
a.1.10 Mobility of Students	
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	- Certification from LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up-to-date), if applicable. - Special Permit from LTFRB if transportation is out-of-line - Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.



REQUIREMENTS	PROOFS
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. If applicable, the HEI must engage an accredited tourist transport vehicle and/or tourist guide with the appropriate permits.	- o Copy of Travel and Tour Operator Accreditation Certificate by the DOT - o Duly approved Plan/ Itinerary of travel by the HEI - o Certification from the LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up- to-date), if applicable. - o Vehicles' updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.
a.1.11 LGUs/NGOs	
The HEI should duly coordinate with appropriate LGUs/NGOs. 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.	- o Copy of the letter sent to the LGUs - o Copy of acknowledgement letter from the LGUs
a.1.12 Activities	
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	- o Letters to parents, students and adult companion preferably faculty - o Appointment with conformer of Personnel-in-charge
a.1.12.4 Briefing to concerned faculty and students and provide the needed info materials before the trip	- o Itinerary - o Handy information materials for students
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.



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.

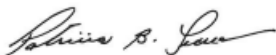


ARTICLE XIII EFFECTIVITY

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



Annex A



(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 _____;


Annex B

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
e.g. BS Travel Mgt.	PTour 1	Baguio Burnham Park Pinagbenga Festival	February 25 – 28, 2017	40	Engr. Liveta Mr. Ong

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 _____



Annex C

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>	<i>120</i>	<i>5</i>
<i>BS Civil Engineering</i>	<i>Bataan</i>	<i>50</i>	<i>2</i>

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



APPENDIX a

a. STUDY CENTER GUIDELINES AND CONTRACTS



NEW DORM

FORM NO:

DORMITORY APPLICATION FORM

NOTE TO THE APPLICANT:

Please complete this form as completely and as truthfully as possible. Show this form to your parents for verification and consent.

Date: _____

GENERAL INFORMATION

☐ Student	☐ Personnel	☐ New Applicant	☐ Renewal
☐ New Building	☐ Old Building		
☐ 1 st Year	☐ 5 th Year	☐ First Term	
☐ 2 nd Year	☐ 6 th year	☐ Second Term	
☐ 3 rd Year	☐ ____ year	☐ Third Term	
☐ 4 th year		School Year: _____	
ID No: _____	Course: _____	Sex: ☐ Male ☐ Female	
Name: _____	Nickname: _____	Age: _____	
Date Of Birth: _____	Place of Birth: _____	Religion: _____	
Mobile No.: _____	Landline: _____	E Mail: _____	

Provincial Address: _____
City/Home Address: _____
Father's Name: _____ Mobile/Landline No.: _____
Mother's Name: _____ Mobile/Landline No.: _____
Guardian or Nearest Relative in Metro Manila: _____
Relationship to the Applicant: _____
Mobile/Landline No.: _____

OFFICE USE ONLY O.R. No: _____ DATE: _____ DEPOSIT: _____ Scholar: ☐ YES ☐ NO	AIR – CONDITIONED ROOM ROOM NO: _____ ☐ Single – P15,300.00 ☐ 4 Persons in 1 Room – P4,800.00 per person ☐ 3 Persons in 1 Room – P6,100.00 per person ☐ 2 Persons in 1 Room – P 8,300.00 per person

CONTRACT DURATION: FROM _____ TO _____

STUDY CENTER ACCOMMODATION AGREEMENT
De La Salle Araneta University – Study Center

This Agreement is entered into by: **Name of Student:** _____ **Age:** _____.

Home Address: _____ In consideration of my application for accommodation at the **De La Salle Araneta University Study Center**, I hereby agree to the following terms and conditions:

1. Nature of Accommodation

Accommodation at the Study Center is a **privilege**, not a right. The University reserves the right to revoke this privilege at any time during the academic year for valid reasons, including but not limited to misconduct, violation of rules, or behavior that may negatively affect other residents. Re-admission in the following school year is subject to evaluation and availability.

2. Contract Duration

This Agreement is valid **From** _____ **To:** _____

3. Rental Fees and Payment

- **New Tenants** shall pay:
 - ☐ Two (2) months deposit
 - ☐ One (1) month advance rental fee.
- Monthly rental payments shall be made **directly to the University Cashier's Office**, separate from tuition fees.
- Payments are due on or before the _____ **day of each month, starting** _____.
- A **1% monthly surcharge** will apply to overdue payments.
- Deposits may only be applied to the last two (2) months of residency, provided notice is given after the contract term.
- If residency is discontinued before the end of the contract, the deposit shall be forfeited.

4. Responsibilities and Conduct

- I shall maintain cleanliness and orderliness in my assigned room.
- I shall not bring or use electrical appliances or devices without prior approval.
- I shall pay applicable fees for authorized appliances (e.g., laptop, fan, tablet).
- I shall be liable for any damage caused to Study Center property by myself or my guests.
- I shall return all issued property in good condition upon termination of this Agreement.
- Room assignments may be changed by management, as necessary.
- Rooms are subject to inspection by authorized personnel at any time.
- I shall vacate the premises and remove all personal belongings upon contract expiration.
- I shall not demand amenities beyond what the Study Center can reasonably provide.

5. Compliance with University Policies

As a student residing in the Study Center, I acknowledge that I am subject to the **Student Manual**, the policies of the **Student Affairs Office**, and all other applicable rules and regulations of **De La Salle Araneta University**. Violations may result in disciplinary action, including termination of this Agreement.

6. Termination

This Agreement may be terminated by the Study Center for reasons including, but not limited to:

- Dismissal from the University
- Misconduct or breach of contract.
- Habitual delinquent payment or default

I, _____, have read and understood the House Rules and Regulations of the DLSAU Study Center and hereby commit to follow them fully.

Student's Signature: _____ **Date:** _____

Parent/Guardian's Signature: _____ **Date:** _____

Approved by:

MS. MA. RUTH CENTENO-MALLARI
Director, Special Projects

HOUSE RULES

1. Visitors. Only parents of the resident can enter the room with due permission from the Lasallian Hotel & Residences Manager. All other visitors shall be accommodated at the Reception Area.
 - No visitor, even the resident's parents can stay overnight in any Study Center room.
2. Curfew. All residents must be at the Study Center premises by 9:00 PM and be in their respective room by 11:00PM. No issuances of gate pass beyond 8:00PM. The residential gates are closed from 10:00 PM to 5:00 AM.
3. Room Inspection. The Lasallian Hotel & Residences Manager has the right to check each unit every night to make sure that everything is in order.
4. Cleanliness inside the room and Study Center premises. All Study Center residents are responsible for keeping their rooms and surroundings clean at all times.
 - Beddings should be neatly arranged.
 - Clothes should be kept inside the cabinet. No clothes should be hung outside the room.
 - Food should be stored only in the refrigerator.
 - Eating is allowed only in the kitchen or in the dining room.
5. All study center residents are advised to observe tolerable level of noise in order not to disturb other residents.
6. Pets. Pets and animals of any kind are not permitted inside the room/Study Center.
7. Complaints. Concerns of any nature will be entertained on the following schedules:

• Monday to Friday	-	6:00 AM - 7:00 AM 7:00 PM - 8:00 PM
• Saturday	-	8:00 AM - 12:00 AM 1:00 PM - 8:00 PM
• Sunday	-	6:00 AM - 8:00 AM 6:00 PM - 9:00 PM

 - Emergency Cases – Only emergency cases/complaints will be accommodated ANYTIME.
8. Property Damages. Any damage to facilities and/or accessories inside the room must be reported immediately to Lasallian Hotel & Residences Manager for proper action.
9. Students who bring valuable personal property (such as laptop/notebook/i-phone etc.) onto the premises of the Study Center must register them with the Administrator.
10. Residents must have their own locked cabinet for safekeeping/security reasons. The Study Center is not liable for any losses or damages to your personal property.
11. **Postings. Notices may be put up on bulletin boards with permission of the Lasallian Hotel & Residences Manager. Only removable plastic adhesive should be used to attach decorations to the walls in your room.**
12. For proper monitoring, everyone is requested to submit his/her regular schedule of classes and inform the Lasallian Hotel & Residences Manager of his/her whereabouts when going out for long period of time.
13. All Study Center residents must keep his/her door locked for security purposes.
14. Dangerous Materials and Fire Hazards. The residents shall NOT bring into the Study Center premises any material, machinery or equipment that can expose the University, the Study Center and its occupants to danger or increase fire hazard.

- Bringing electrical appliances is allowed provided that such appliances are checked and registered at the Study center prior to use.
 - Keeping matches and lighters inside the rooms is strictly prohibited.
 - Cooking inside the rooms is NOT ALLOWED for safety reasons.
 - Any outdoor antennae cannot be used or installed by residents inside or outside the Study Center.
15. **Television Schedule.** Television is provided to give residents a chance to unwind during leisure time. However, viewing time shall be implemented to allow other residents to do school-related activities (e.g. study, review, make assignments):
- **Week Days**
 - 11:00 A.M. - 1:00 P.M.
 - 6:00 P.M. - 8:00 P.M.
 - **Weekends**
 - 11:00 A.M. - 1:00 P.M.
 - 6:00 P.M. - 8:00 P.M.
 - However, during examination week, viewing time will be cut off on the following time to allow students to have an environment conducive for studying:
 - Examination Week 6:00 P.M. - 7:00 P.M.
16. **Telephone.** Telephone shall be used for emergency/inquiry purposes. Excessive use is strictly prohibited to accommodate important and emergency calls.
17. Residents are bound by the University policies stated in the Student Handbook. Any violation, therefore, shall be dealt with accordingly.

Fair Usage of Policy. Some of Study Center rooms have electrical appliances such as electric/ceiling fans, lights and air - conditioning units; thus, these use a large amount of electricity if overused or used incorrectly. The University has calculated a very generous

APPENDIX b

b. Rules and Guidelines for BS Agriculture Students Residing at Salikneta Farm

Bachelor of Science in Agriculture AgriVet Sciences Institute Salikneta Farm

Section 1. Historical Background

A. Establishment of the Salikneta Farm and Founding of the Agrivet Sciences Institute

The Araneta Institute of Agriculture was established by Dr. Salvador Araneta in 1946 at the Salikneta Farm in Ciudad Real, San Jose del Monte, Bulacan. A year later, the institute was relocated to Malabon, and in 1978 it was renamed the Gregorio Araneta University Foundation. In 1987, the university integrated into the De La Salle System and officially became a system member in 2002. Since then, it has been known as De La Salle Araneta University (DLSAU).

The Agrivet Sciences Institute was established in June 2011, admitting 17 first-year students and three second-year transferees. To accelerate the goal of producing professionals with entry-level competencies in technical agriculture, the Bachelor of Science in Agriculture program was revised and implemented at the Salikneta Farm in SY 2012-2013, where all students reside. The establishment of the Institute at Salikneta Farm was envisioned to provide students with direct access to a practical farm laboratory, allowing for the immediate application of relevant concepts, theories, and agricultural practices. In SY 2015-2016, the school began offering courses leading to specialization in agriculture, aimed at further enhancing the competitiveness of its graduates and advancing agricultural practices.

A. Transformation of the Agriculture Program

The program aims to meet the goals of agriculture and uses the Salikneta Farm as its experimental laboratory. The first year of the program is based at the DLSAU main campus in Malabon. During the second to fourth years, students are required to live on the Salikneta Farm to experience the life of farmers and access the experimental areas with ease. The agriculture program endeavors to produce proficient and technically skilled graduates and entrepreneurs, accelerating societal transformation through its experimental programs and methodologies in Agriculture.

Section 2. General Stipulation

The BS Agriculture curriculum requires four (4) years to complete. Students are required to live on the farm during their second to fourth years in the program. They are covered by the collective regulations of the university and the Salikneta Farm. The new BS Agriculture curriculum stipulated by CHED intends to increase student enrollment in agriculture and its specialization areas and enhance their employability as competent and technically skilled agriculturists.

Section 3. General Guidelines

3.1 Social Norms

Students admitted to the agriculture program are considered grown-up individuals who contribute to promoting and nurturing the community academically, morally, and socially. In upholding the Lasallian values for the common well-being of all members within and outside of the university and the farm, the following conduct/behavior is prescribed while staying on the Salikneta farm.

3.1.1 Awareness of the stipulations in the DLSAU handbook for staying on the main campus during their first year and classes.

3.1.2 Practice the value of honesty and integrity in the conduct of instructional and academic farm-related activities and assignments and in the company of other members of the community.

3.1.3 Show respect and good manners/decorum to all members regardless of differences in social stature, gender and sexual orientation, and religious and political viewpoints.

3.1.4 Adherence to the policies on instruction and strict compliance with all other prescribed academic-related work assignments/projects on the farm.

3.1.5 Compulsory wearing of prescribed attire, including uniform and footwear, and wearing a school ID in school and outside when appropriate, except on days identified as wash days. Attire worn during academic-farm-related activities must be appropriate or fitting for the nature of the assigned work in the respective areas.

3.1.6 Compliance with the policy related to study and recreational activities, mealtimes/schedules, and curfew.

3.1.7 Prohibition of needless crisscrossing between male and female dormitories/living quarters. Students are prohibited from settling/staying in any of the staff houses at any time during any day of the week.

3.1.8 Prohibition against littering and loitering on the farm premises.

3.1.9 Prohibition against smoking, drinking alcohol, and using illegal drugs or substances on any of the school and farm premises and facilities, and within 20 meters outside the property.

3.1.10 Avoidance of unnecessary acts or gestures that may be construed as public displays of intimacy.

3.1.11 Practice good manners and behavior in class and on farm premises and facilities, including dormitories, libraries, computer laboratories, offices, among others.

3.1.12 Compliance with the policy on personal leaves and prescribed family visits to the farm, except in emergencies.

3.1.13 Requests for personal leaves and family visits to the farm should be filed every Thursday.

3.1.14 The program chair approves or disapproves requests for personal leaves due to academic concerns.

3.1.15 Prohibition of the assembly or congregation of students in any of the premises of the farm for purposes not duly approved by the school and the farm management.

3.1.16 Regular attendance at Sunday Mass and other religious-declared holidays is highly encouraged.

3.1.17 Students admitted to the program and staying on the farm should abide by the guidelines and policies written in the university handbook.

3.1.18 The policies and guidelines for the use of farm facilities are the same as those outlined in the university handbook for the use of any facilities

Section 4. Community Services

Students admitted to the program and staying on the farm shall participate in community services arranged by the faculty of the agriculture department. Each student should render 6 hours of community service per week.

Students are encouraged to participate in the "Plant a Tree" initiative to support the global mission of reducing carbon emissions. The program chair will schedule tree-planting activities on the second and fourth Saturdays of the month.

Students shall also participate in the extension services conducted by the department outside the farm.

APPENDIX c

c. Data Privacy Consent Form

(Aligned with RA 10173 – Data Privacy Act of 2012)

Schools in the Philippines are legally bound by the **Data Privacy Act of 2012 (Republic Act No. 10173)**, which requires institutions to protect personal information and obtain informed consent before collecting or sharing student data.

School Name:	
Student Name:	Grade/Section:
Parent/Guardian:	

Purpose of Consent

In compliance with the **Data Privacy Act of 2012 (RA 10173)** and guidelines of the **National Privacy Commission**, the school seeks permission to collect, use, and share student photos, videos, and personal information for legitimate educational purposes, including:

- Documentation of academic and extracurricular activities
- Publication in newsletters, yearbooks, and official school platforms
- Display on bulletin boards, websites, and social media
- Submission to competitions, conferences, or partner institutions

Information Covered

- Photos and videos taken during school activities
- Basic student information (name, grade, achievements)
- School work or projects submitted for exhibitions

Data Privacy Commitment

The school commits to:

- Using student data **only for educational purposes**
- Ensuring secure storage and limiting access to authorized personnel
- Not sharing data with third parties unless required by law or school activities

Consent Statement

I, the undersigned, consent to the collection, use, and sharing of my child's (or my own, if of legal age) photos, videos, and personal information for the purposes stated above. I understand that this consent is voluntary and may be withdrawn at any time by submitting a written request to the school administration.

Parent/Guardian/Student Signature: _____

Date: _____

(Tear/print this part and submit to Student Affairs Office)

TED Student Handbook 2025

Chair

Mr. Julius Cunanan
Student Affairs, Director

Members

Dr. Jennifer Reyes Rpm, Vice Chancellor for Academic and Research

Dr. Marlyn Rubrica, CAST Dean

Dr. Edwina Ala, CBMA Dean

Dr. Antonio Glinoga, CVMAS Dean

Dr. Irene Dalog, CoED Dean

Mr. Jerico John Dalangin, University Registrar

Mr. Johnrex Oseo, Prefect of Discipline

Dr. Camilo Santos, Medical and Dental, Head

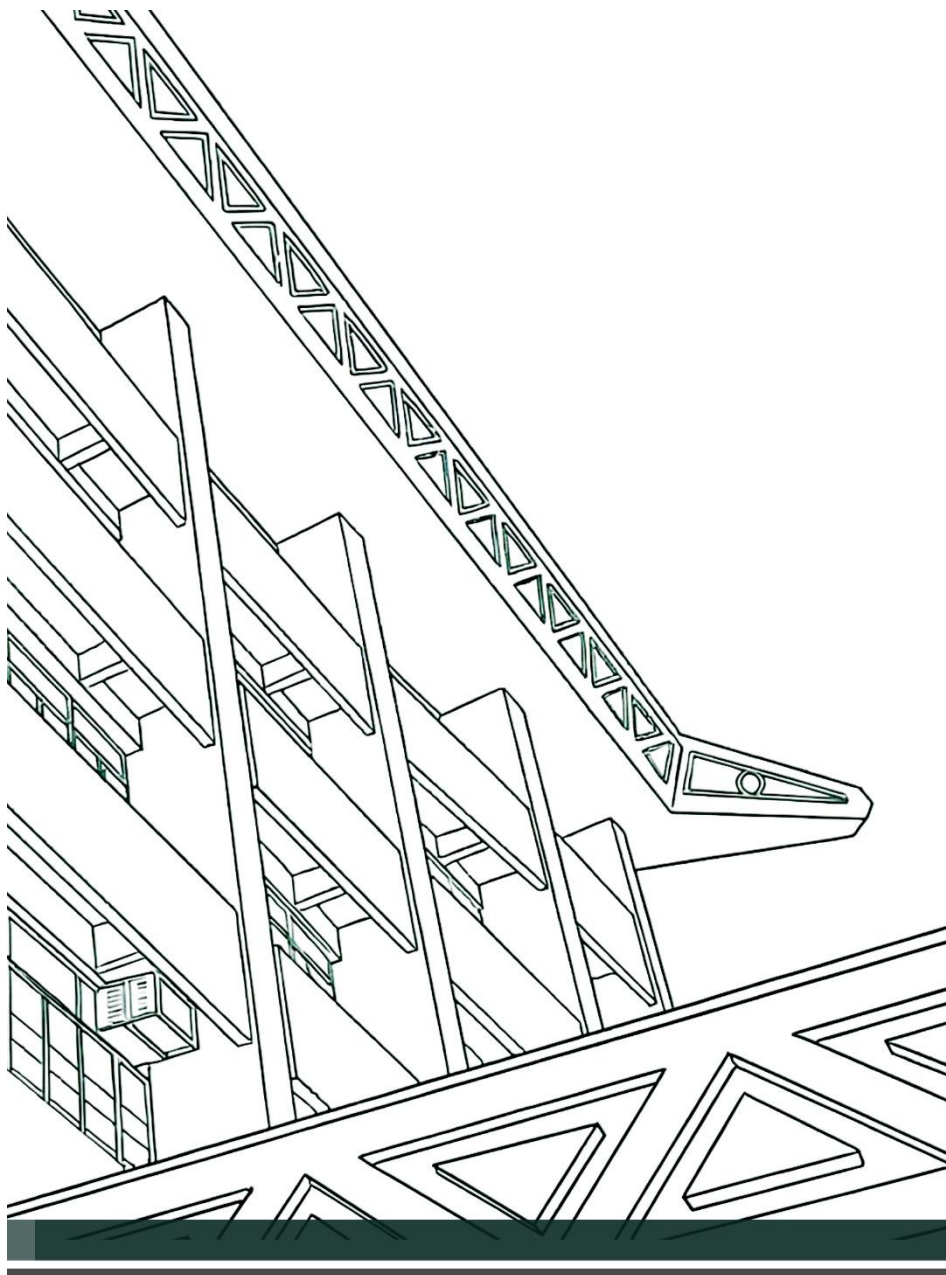
Mrs. Asuncion Ramos, TEPA President

Ms. Dianne Barrientes, USC President 2025-2026

Consultants

Dr. Marie Allison Parpan
University Chancellor

Dr. Bernard Oca FSC
University President



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