



UNIVERSITY *of* SAN CARLOS
SCIENTIA • VIRTUS • DEVOTIO



Manual *for* Undergraduate Students

2023 Edition

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Table of **Contents**

Article 1. GENERAL INFORMATION	5
Section 1: Description	5
Section 2: Catholic Identity, Vision Mission and Core Values	6
Section 3: The University Seal	9
Section 4. History.....	9
Section 5: University Saints	11
Section 6: USC Organizational Structure	17
Article 2. ACADEMIC POLICIES.....	22
Section 1: Admission	22
Section 2: Enrollment	24
Section 3: Fees and Fees Adjustments	32
Section 4: Curricular and Non-Curricular Requirements.....	33
Section 5: Academic Performance and Grading System.....	40
Section 6. Scholarships, Grants, and Loans (USC-SVE, StuFAP, and SGLs)	44
Section 7: Graduation.....	45
ARTICLE 3. DISCIPLINE AND POSITIVE SCHOOL CLIMATE	48
Section 1. Code of Conduct for Students	50
Section 2. Progressive and Positive Discipline Policy	56
Section 3. University-Wide Discipline and Persons in Authority	59
Section 4. Recommended Disciplinary Actions by Person in Authority.....	60
Section 5. Categories and Ranking of Offenses	63
Section 6. Table of Offenses	67
Section 7. Guidelines for Ensuring Discipline/Due Process	74
Section 8. Clearance and Hold Orders	76
Section 9. Policy for Pregnant Women	77
Section 10. Jurisdiction	77
Section 11. Sanctions	77

ARTICLE 4. STUDENT ORGANIZATIONS AND ACTIVITIES.....	79
Section 1: Registration and Supervision	80
Section 2. Educational Tours and Field Trips.....	80
ARTICLE 5. STUDENT SUPPORT AND SERVICES	81
Section 1. Quality Policy	81
Section 2. Directory of Student Support Services and Programs	82
LIST OF ANNEXES.....	102
CAROLINIAN PLEDGE	169
USC HYMN	170
ACKNOWLEDGMENT	171

GENERAL INFORMATION

Section 1: Description

University of San Carlos (USC) is a Catholic educational institution administered since 1935 by Society of the Divine Word (SVD) missionaries. A University since 1948, USC offers the complete educational package from kindergarten, including a Montessori academy, to graduate school. Learn more about Education with a Mission and how we become Witness to the Word. USC is also referred here as University.

Rapid growth in the '50s saturated the campus near the city center prompting expansion of the University to what was then called the Boys' High School in 1956 (now North Campus), and in 1964 to the Teacher Education Center and Girls' High School (now South Campus) and to Talamban Campus. In 2008, the erstwhile SVD Formation Center was transformed into the Montessori Campus. Currently, The University has five campuses.

The University is one of the most respected higher education institutions in the Philippines. Programs offered have received either Level II or Level III accreditation from the Federation of Accrediting Associations of the Philippines (FAAP), as evaluated by the Philippine Accrediting Association of Schools, Colleges, and Universities (PAASCU). Seven engineering programs are also accredited by the Philippine Technological Council-Accreditation and Certification Board for Engineering and Technology (PTC-ACBET). The Philippine Commission on Higher Education (CHED) also granted Autonomous Status to the University, and designated eight (8) Centers of Excellence (COEs) and twelve (12) Centers of Development (CODs) in USC. USC ranked between 451 to 500 in the QS University Rankings for Asia 2021 and number 7 among the 100 best universities in the Philippines in 2023 per EduRank. The latter ranking is based on research outputs, non-academic prominence, non-academic performance and alumni influence. In 2023, USC is among the five universities in the Philippines that have been included in the world ranking by the United Kingdom-based Quacquarelli Symonds (QS) under the 1201-1400 bracket.

Recognized as a research hub in the southern Philippines, USC has drawn in external grants amounting to PHP298M (~USD5.68M) between AY 2018-2021, including the two pandemic-affected years. Internal research grants of over PHP11M have also been awarded from internal funding within the same time period. Research efforts are supported by a print collection of over 200,000 titles and almost 10,000 non-print volumes housed in the University's Library System, along with subscriptions to Web of Science and Science Direct. USC also publishes three scholarly journals, The Philippine Scientist, the Philippine Quarterly of Culture and Society, and Devotio: Journal of Business and Economic Studies. Additional support for researchers are available through offices or committees providing ethics review, intellectual property and innovation and technology support, and animal care and use. Nineteen patents have been filed by the University since 2012, and one start-up company, Green Enviro Management Systems (GEMS), Inc., has been established.

Student support in the University includes an international students' office, online enrolment, dormitories, numerous cafes and canteens, and a transport system within Talamban Campus. USC has more than 600 undergraduate and graduate scholars at any given time. Since 2014, USC has been designated as a Donee Institution by the Philippine Council of Non-Governmental Organization Certification (PCNC).

Section 2: Catholic Identity, Vision Mission and Core Values

The University's Catholic identity is embodied in two statements, Education with a Mission and Witness to the Word. USC aims at the holistic formation of the individual that enlightens the mind, hones skills, and positively transforms character and behavior (from Dialogue with the Word, SVD Education Ministry as Mission of Dialogue, 2010, 103–104). Every Carolinian becomes a catalyst towardsthe realization of the kingdom of God, promoting truth, love, justice, freedom, peace, and grace. Carolinians in society have a sense of mission recognizable by their contribution as the "light," "salt," and "yeast" of the Gospel. Graduates of USC are professionally competent and skilled (Scientia), have noble character and are value-driven (Virtus), and are dedicated to social transformation (Devotio).

VISION

The University of San Carlos sees:

- a WORLD where the darkness of sin and the night of unbelief vanish before the light of the Word and the Spirit of grace
- a SOCIETY where citizens are competent, noble in character, and community-oriented
 - what they know, they apply justly and honestly;
 - what they do not know, they seek to learn;
 - what they do not have, they endeavor to acquire;
 - what they have, they share.

MISSION

The University of San Carlos is a Catholic institution of learning that embodies the principles of academic discipline of San Carlos Borromeo and the missionary charism of the Society of the Divine Word (SVD).

It aims to develop competent and socially responsible professionals and lifelong learners in an environment that fosters excellence in the academic core processes of teaching-learning, research, and community extension service.

Its mission is to provide timely, relevant, and transformative academic programs responsive to the needs of the local, national, and global communities in a rapidly changing world.

CORE VALUES

The University Core Values are: **Integrity**; **Excellence**; **Commitment**; **Social responsibility**; **Evangelization**; and **Leadership** (IExCSEL), defined as follows:

- **Integrity**

Carolinians shall reflect in their personal and professional life the ideals of the Catholic university as "an academic community, which, in a rigorous and critical fashion, assists in the protection and advancement of human dignity and of a cultural heritage through research, teaching and extension services to the local, national and international communities" (Apostolic Exhortation *Ex Conde Ecclesiae*, 1990).

- **Excellence**

Carolinians shall constantly strive to attain the highest standards in their respective fields.

- **Commitment**

Carolinians shall bear in mind that the ultimate goal of the University is the transformation of communities, especially in the Visayas and Mindanao, through the provision of quality basic and higher education.

- **Social Responsibility**

Carolinians shall strive to provide themselves and the students an understanding of and effective tools for addressing the prevailing social realities in the country. As far as possible, they shall volunteer their expertise and contribute to effective social and civic programs in the local community, through initiatives organized by themselves, their respective departments and relevant external organizations.

- **Evangelization**

Carolinians shall seek to understand the values and mores of local cultures and enrich them through gospel values and the teachings of the Church. In a privileged manner, they shall, in solidarity with the Philippines Southern Province of the Society of Divine Word, support the missionary apostolate in the Visayas and Mindanao.

- **Leadership**

Carolinians, not only in positions of authority but also in their own personal capacity, shall strive to set the conditions for reflection and learning on their respective educational tasks, both in their departments and in the local community, foster norms of behavior befitting a Witness to the Word and exhibit these norms in their own way of life.

Section 3: The University Seal



The University seal is the official insignia of the University of San Carlos. It depicts a shield on either side by seven laurel leaves. The laurel leaves stand for excellence, and each one symbolizes a gift of the Holy Spirit: wisdom, understanding, counsel, fortitude, knowledge, piety, and fear of the Lord.

The shield is divided into three parts. On the upper left of the shield is a globe encircled and topped by a cross. This is the symbol of the SVD in the world.

On the upper right part of the shield is Magellan's Cross, which symbolizes Cebu City, where USC is located.

On the bottom half of the shield is an open book, which symbolizes knowledge, education, and the Word of God. Above the book are three stars that represent the three major island groups of the Philippines: Luzon, Visayas, and Mindanao.

Section 4. History

The University of San Carlos, administered by the Divine Word Missionaries of the SVD, is a university with a very long history that parallels the growth and development of Cebu in central Philippines.

The University of San Carlos is historically linked to a small *colegio* established in honor of San Ildefonso by the Jesuit priests Antonio Sedeño, Alonso de Humanes, Mateo Sanchez, and a lay brother Gaspar Garay on 21 August 1595.

The *Colegio de San Ildefonso* was closed in 1769 because of the papal expulsion of the Jesuits from Spain and all Spanish possessions in 1767.

Ten years later, in 1779, the ownership of the *colegio* and its properties was transferred to the Bishop of Cebu, Msgr. Rubio de Arevalo. He paved the way for its re-establishment as the *Real Seminario de San Carlos*, manned by secular priests. Following the decision of the Bishop of Cebu, Msgr. Romualdo Jimeno, the Dominicans took over as regents. In 1852, the Dominican priests renamed the school *Seminario Conciliar de San Carlos*.

When the Vincentians took over in 1867, the school offered classes to interns (seminarians) and externs (non-seminarians) to accommodate the local residents' petition. Thus, it became *Seminario-Colegio de San Carlos*. In 1894, the *Seminario-Colegio de San Carlos* conferred the Bachelor's degree to its first graduates; among them was Sergio Osmeña, later the fourth president of the Philippines from 1944-1946.

At the outbreak of the Filipino Revolution against Spain in 1898, the school closed and later re-opened when American rule began. In 1911, the school was incorporated as *Colegio de San Carlos* under rector Jacinto Villalain. By 1922, the school was separated from the seminary although it operated on the same campus along Calle Martires (now M. J. Cuenco Avenue). In 1930, the *Colegio de San Carlos* transferred to its present site along P. del Rosario Street.

In 1935, the *Colegio de San Carlos* was placed under the German religious order *Societas Verbi Divini* (SVD). Between 1935 and 1940, the SVD priests and brothers changed *Colegio de San Carlos* into a truly secular college with the addition of two new colleges aside from the existing College of Liberal Arts: Law and Commerce. The College of Education followed in 1938 and the College of Engineering in 1939.

The *Colegio* would have been a university, were it not for World War II. Instead, the war brought the *Colegio* to its knees, leaving its building in ruins with many of its priests and lay killed in the run-up to Liberation. Undaunted, the *Colegio* was re-opened in June 1945 by Father Josef Jaschik and Father Ernest Hoerdemann. Father Arthur Dingman, the first SVD rector, returned and appointed Father Hoerdemann to oversee a ten-year reconstruction plan, 1947-1957. In 1947, the College of Pharmacy was added.

On 1 July 1948, the *Colegio* was granted university status by the government. The new University of San Carlos became a university in the real sense of the word with a steady trickle of priest-scholars who left Fu Jen Catholic University of Beijing, China due to the communist take-over. Their research activities in the fields of biology, chemistry, physics, mathematics, anthropology, and archaeology raised the status of the University to a research institution.

In 1956, a new campus for boys was opened along Gen. Maxilom Avenue (presently, the North Campus). In 1962, another campus for grade school boys and girls, for high school girls, and for teachers-to-be was also inaugurated on J. Alcantara Street (now called South Campus).

In 1957, the University became one of the 11 (eleven) charter members of the Philippine Accrediting Association of Schools, Colleges, and Universities (PAASCU) after being judged worthy of accreditation by a separate committee formed by the Catholic Educational Association of the Philippines (CEAP).

With foresight, the University administrators opened yet another campus in Talamban in 1963 with the construction of the first and only Coconut Chemical Plant in the country, a joint project of the German and Philippine governments. The Talamban campus, home of the College of Engineering and Architecture, became known as the Technological Center by 1965.

The Talamban venture proved fortuitous as the congestion in downtown Cebu prodded the University to develop the nearly 80 hectares of open space into a modern campus. These edifices rose and their curricular programs and service support grew dynamically:

- Arnoldus Science Building and Talamban Campus Dormitories (1981)
- Retreat and Seminar House (1982)
- Anselmo Bustos Multi-Purpose Hall (1983)
- Church of Talamban (1985) later dedicated as the Church of St. Arnold and St. Joseph
- Science and Mathematics Education Building which is an annex edifice to the Arnoldus Science Building (1997)
- Maintenance and Calibration Workshop (1998)
- Arts and Sciences Building (1999) later named as Philip van Engelen Building
- Health Sciences Building for the College of Nursing and the College of Pharmacy (2004)
- General Services Building and the College of Architecture and Fine Arts Building (2005)
- Engineering Conference Center later named as the Michael Richartz Building (2008)
- Executive House (2008)
- covered courts (2012)
- new dormitories (2012)
- Josef Baumgartner Learning Resource Center (2012)

Currently, the campus is undergoing massive landscaping and face-lifting to enhance the academic environment.

The Downtown Campus has also been going through massive infrastructure development. The Arts Division of the College of Arts and Sciences transferred to Talamban Campus in 2009. Since then, the following structures have been constructed: Law and Graduate Business Building (2009), Wrocklage Yard (2010), Carolinian Inn (2011), Kolk's Nook (2011), and Language Academy (2013).

In more than 75 years of administration by the *Societas Verbi Divini* (SVD), the University has become a nationally-recognized institution of higher education. The University's science and technology programs and administrative apparatus were boosted with the Netherlands' royal government award of a nine-year joint co-financing program under NUFFIC from 1995 to 2004. Since 2001, the Commission on Higher Education (CHED) has awarded full autonomy status to the University in apt recognition of its more than 100 academic and curricular programs.

Likewise, PAASCU has conferred a Level III accreditation status on several programs. In the national board and bar examinations, the University is consistent in producing topnotchers. The number of topnotchers in government licensure examinations in Accountancy, Architecture, Chemistry, Education, Engineering, Interior Design, Law, Library Science, and Pharmacy continues to grow each year.

In research, aside from its in-house fund, the University is consistently the recipient of major research grants from local and international external agencies. The Commission on Higher Education, the Department of Science and Technology, and to a minor extent, the private industry, have funded some research projects. Two University-generated inventions have patent applications filed in 2011 in the IPOPhl. For research performance in culture and literature, the University's Cebuano Studies Center was awarded the Region VII Winner for CHED Best Higher Education Research Program in 2009.

The University of San Carlos has taken the lead in central Philippines in embracing the Philippine Educational Reform Agenda: the institution of the K to 12 basic education system, the possible differentiation of higher educational institutions into five types, and the divergence of accreditation programs into those that are national and international.

Section 5: University Saints

SAN CARLOS BORROMEO (1538-1584)

Although USC is owned and managed by the Society of Divine Word (SVD), its name is carved after a saint who was not a member of this religious congregation. St. Charles Borromeo, whose feast falls on November 4, was born to a noble family which had produced, among others, such persons as Pope Pius IV, during whose leadership Charles became the first Cardinal of Romagna and then, at twenty-two, the Archbishop of Milan.

He was an influential churchman in his time, facilitating the final deliberations of the Council of Trent and taking a large share in the drafting of the Tridentine Catechism. He bravely attended to the sick and the dead victims of the plague, sparing no expense and avoiding no danger in an effort to assist the poor. He played a major role against the reformation movement. Most relevant for this biographical sketch is his series of activities toward reform of the collegiate churches, seminaries, colleges, and communities for the education, especially of candidates for holy orders.

At present, many Catholic schools and parishes all over the world are named after him, including the *Seminario Mayor de San Carlos* in Cebu, Philippines. This makes him a Patron of Seminaries, the reason why his name was adopted when the diocese took over the school for clerical candidates in 1783. The *Colegio* used to be attached to the *Seminario*, but legal considerations necessitated that it became an autonomous entity, a secular school from which evolved the University of San Carlos. St. Charles Borromeo is rightly venerated as a saint of learning and the arts, a reformist whose opinion was sought by both sovereign and pope.

ST. ARNOLD JANSSEN (1837-1909)

St. Arnold Janssen (1837-1909) is the founder of the Society which now owns and manages the University of San Carlos, the Society of Divine Word (SVD), a missionary congregation of more than 6,000 brothers and priests spread all over the world, which is now the fastest growing religious male congregation in the Catholic Church. Unlike San Carlos Borromeo, St. Arnold Janssen came from a simple family of eleven children in the village of Goch in the Rhineland, Germany, not far from the Dutch border. Intellectually-endowed and keen on science and theology, he went through the usual formation of a priest.

As a young priest, he became a school teacher of the natural sciences and mathematics in Bocholt and, as a devotee to the Sacred Heart of Jesus, he was named Diocesan Director for the Apostleship of Prayer. This devotion likewise inspired him to engage in media work as a form of missionary activity, especially through the circulation of a devotional magazine, *The Little Messenger of the Sacred Heart*. St. Arnold Janssen is what one might call an accidental religious founder, imbued with a vision and forced by circumstances to undertake the foundation of a missionary congregation out of obedience to his Bishop, during the difficult days of the *Kulturkampf* in 1875. He knew that the whole project would collapse without God's blessings. From zero, the congregation grew to its present size like the proverbial mustard seed.

Today, the SVD missionary world is divided into 4 zones: Asia-Pacific (ASPAC), Africa-Madagascar (AFRAM), America (PANAM) and Europe (EUROPA). In his lifetime, too, St. Arnold became providentially the founder of two congregations of missionary sisters: the Sisters of the Holy Spirit (SSPs), fondly called the *Blue Sisters*, and the contemplative Sisters of the Holy Spirit of Perpetual Adoration (SSpSAP), better known as the *Pink Sisters*. The first missionaries were sent by the Founder to China and the last missionaries, he commissioned to the Philippines, setting foot in Abra in 1909, just before he breathed his last. St. Arnold Janssen is a model not only of a missionary but also of a leader or what is now called a manager or corporate executive officer. Definitely, he was ahead of his time in his use of communication and media; he was truly a holy and dialogical founder, leader, and father.

ST. JOSEPH FREINADEMETZ (1852-1908)

St. Joseph Freinademetz (1852-1908) was one of the first two missionaries sent outside of Germany. In fact, it was his desire to do a mission in China that attracted the young priest to go to Steyl. Fr. Joseph was born in Oies, a small hamlet in the Dolomite Alps of northern Italy, in the region known as South Tyrol, which was then part of the Austro-Hungarian empire. While studying Theology at the diocesan seminary of Brixen, he began to think seriously of foreign missions as a way of life.

As a young priest of only three years, who had already won the hearts of his parishioners, he asked permission from his Bishop to join the missionary community in Steyl, Holland. After some years of rigorous formation, on 2 March 1879, he received the mission Cross and, together with Fr. Anzer departed Europe for China. Fr. Joseph Freinademetz was a missionary *par excellence*. The years in South Shantung were hard years, marked by long,

arduous journeys, assaults by bandits, and the difficult work of forming the first Christian communities. He learned the lesson of enculturation the hard way and became a true model of a Witness to the Word.

A missionary with a traditional outlook, when he first set foot on China, he thought of himself as imbued with a call to convert people to his religion; he soon discovered that mission was actually a humbling experience of self-conversion. His whole life became an effort to become a Chinese among Chinese, so much so that his words are still heard today: "I love China and the Chinese. I want to die among them and be laid to rest among them." He is reputed to have expressed the desire "to be a Chinese even in heaven." Together with the Founder, Fr. Arnold Janssen, he was beatified by Pope Paul VI on 19 October 1975 and canonized by Pope John Paul II on 5 October 2003.

Section 6: USC Organizational Structure

The UNIVERSITY OF SAN CARLOS (USC) is a non-stock, non-profit Catholic educational institution. It is governed by a ten-member Board of Trustees which is vested with the corporate powers by law. The Board elects the President, who as the chief executive officer, appoints the Vice Presidents, Chaplain, Deans, Registrar, Principals, and other officers.

In the exercise of his duties and powers, the President is assisted by three vice presidents: the Vice President for Academic Affairs, the Vice President for Administration, the Vice President for Finance. The President is also assisted by Assistant Vice Presidents, when needed. They constitute the President's Cabinet.

Attached to the Office of the President is the Cabinet and the following offices: the University Chaplain, the Legal Counsel, the Institutional Planning and Quality Assurance (IPQA), the Knowledge, Technology and Transfer Office (KTTO), the Corporate Communications Office, the Office of the Presidential Assistant for Mission and Spirituality (PAMS), and Internal Audit Office.

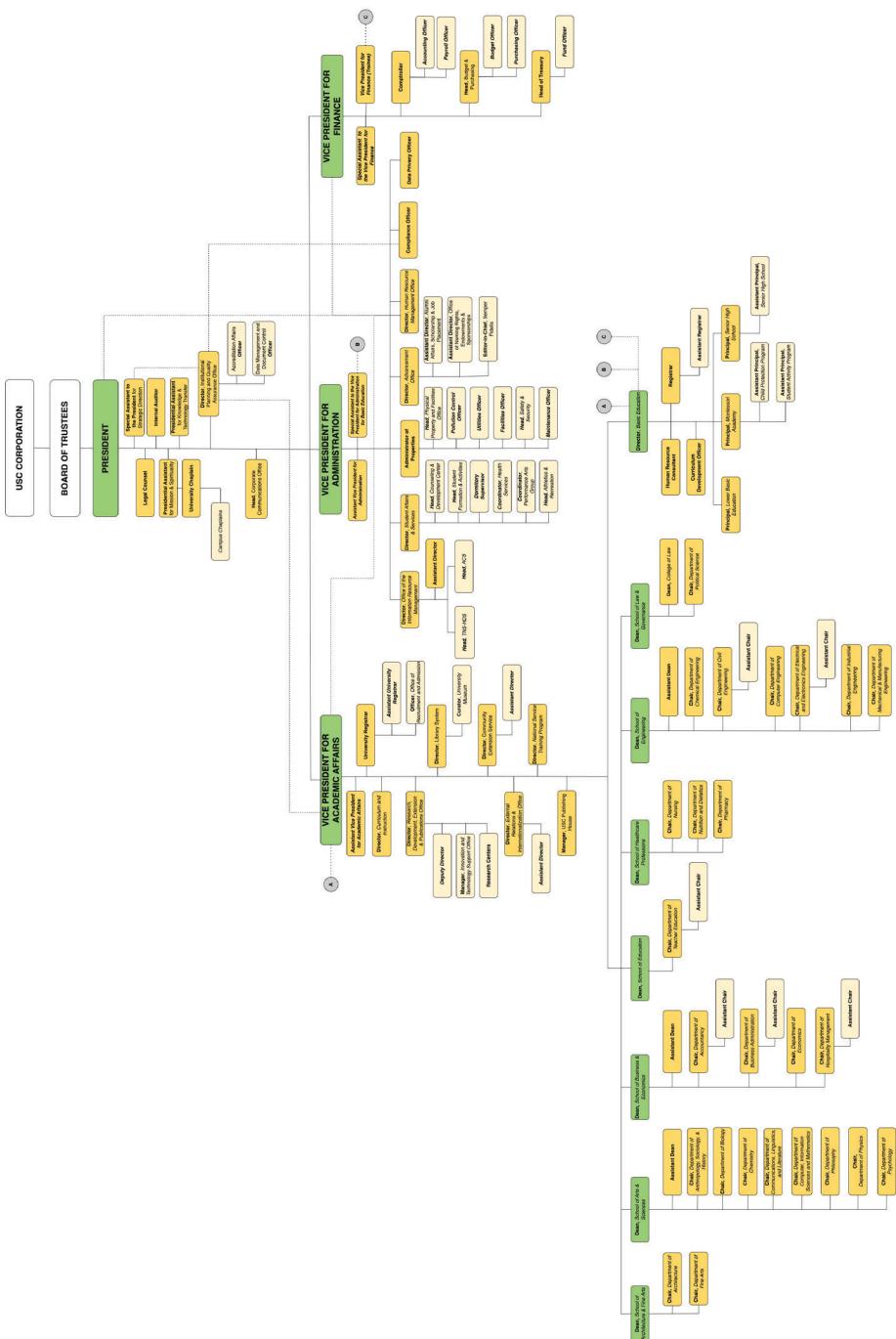
The Office of the Vice President for Academic Affairs (OVPA), headed by the Vice President for Academic Affairs, exercises jurisdiction over the University Academic Council and its Committees, Deans and Chairs, Office of the University Registrar, Research, Development, Extension and Publications Office (RDEPO), External Relations and Internationalization Office (ERIO), Community Extension Services (CES), Library System, National Service Training Program (NSTP), and USC Publishing House. The OVPA closely coordinates with the Human Resources Management Office for concerns regarding academic ranking, classification, and promotions, and the Instructional Development Unit for faculty in-service programs.

The Vice President for Administration (VPAd) is the chief administrative officer of the University. The VPAd exercises jurisdiction over the Advancement Office, Information Resources Management Office (IRMO), Student Affairs and Services Office (SASO), Office of Administrator of Properties (OAP), Data Privacy Office (DPO), Office of Security and Safety, and Human Resource Management Office (HRMO).

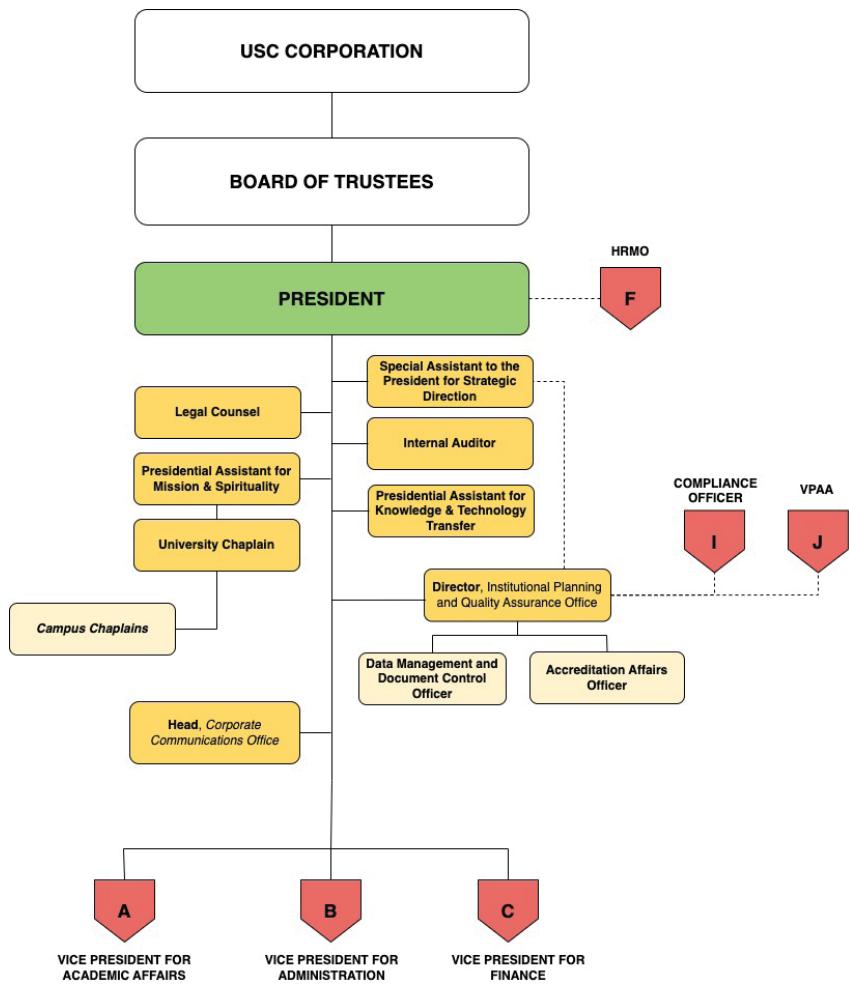
The Advancement Office is composed of the Office of Alumni Affairs, Scholarship and Job Placement Office (OAASJ), Office of Naming Rights, Endowments and Scholarships (ONES), and Semper Fidelis. IRMO is composed of Administrative Computing Services and Technical Networking Services and Help Desk Offices. SASO is composed of the following: Counselling and Development Center (CDC), Office of Student Formation and Activities (OSFA), Health Services Office (HSO), Performing Arts Group (PAG), Dormitory; and Athletics and Recreation Center (ARC). OAP is composed of Physical Plant and Facilities Office (PPFO), Facilities Office, Maintenance Office, and Utilities Office.

The Vice President for Finance (VPF) is the chief financial officer of the University. He exercises jurisdiction over the Comptroller, Treasurer, and Head of the Budget and Purchasing Department. The Comptroller supervises the Accounting and Payroll Offices, while the Treasurer supervises the cash and fund officers.

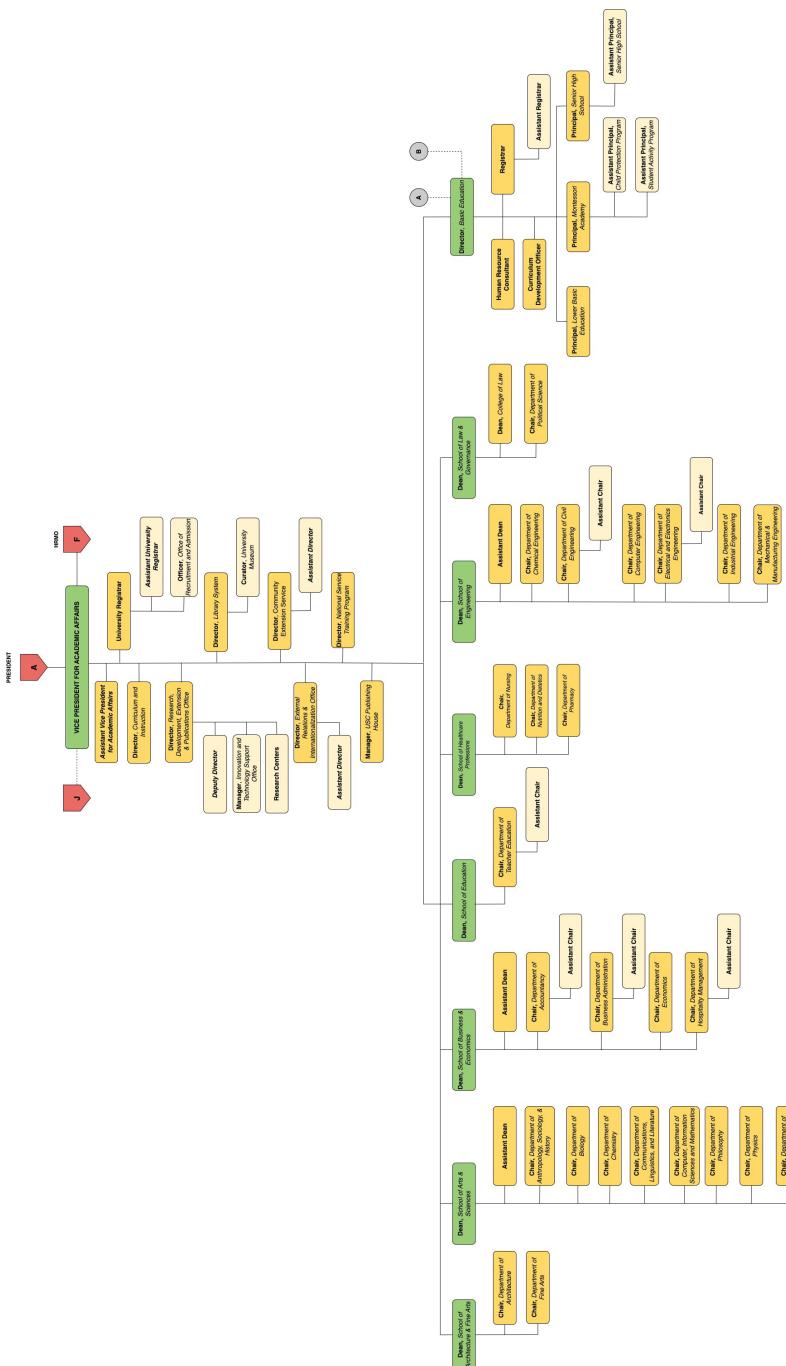
Organizational Chart September 2023



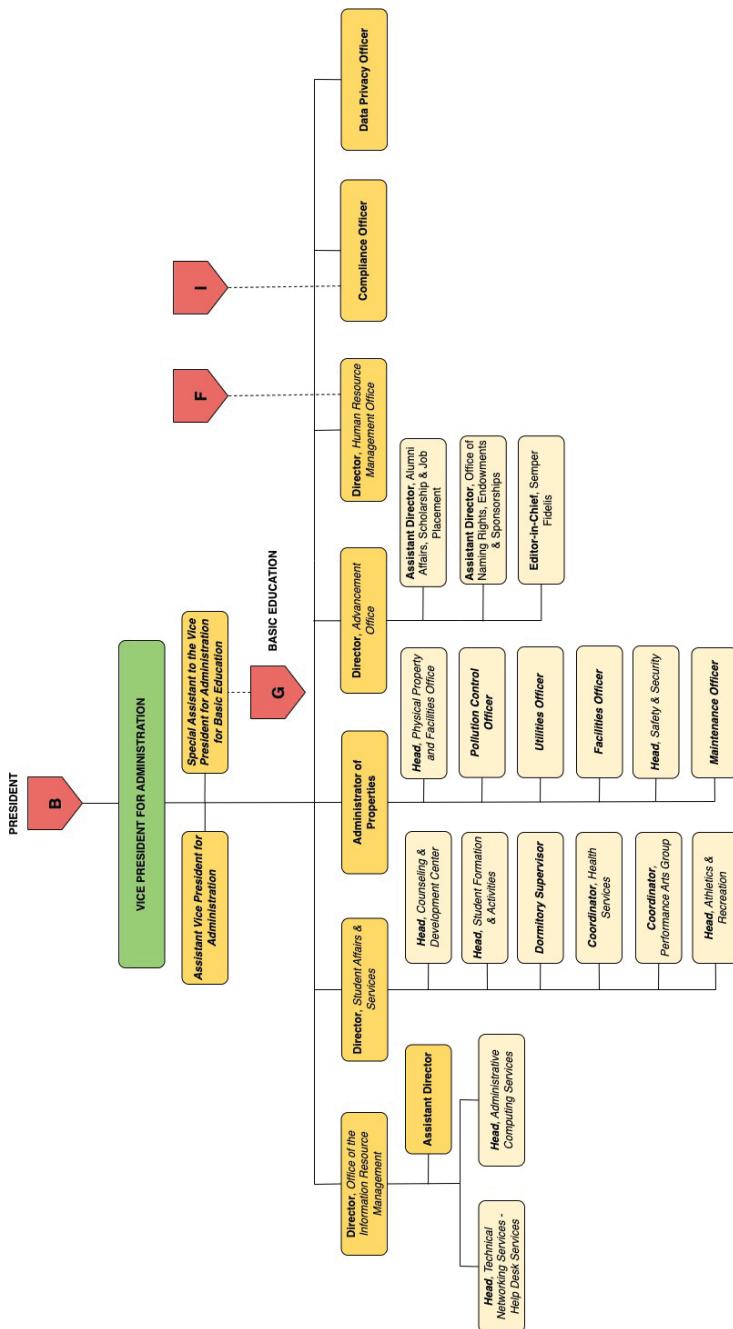
President's Division



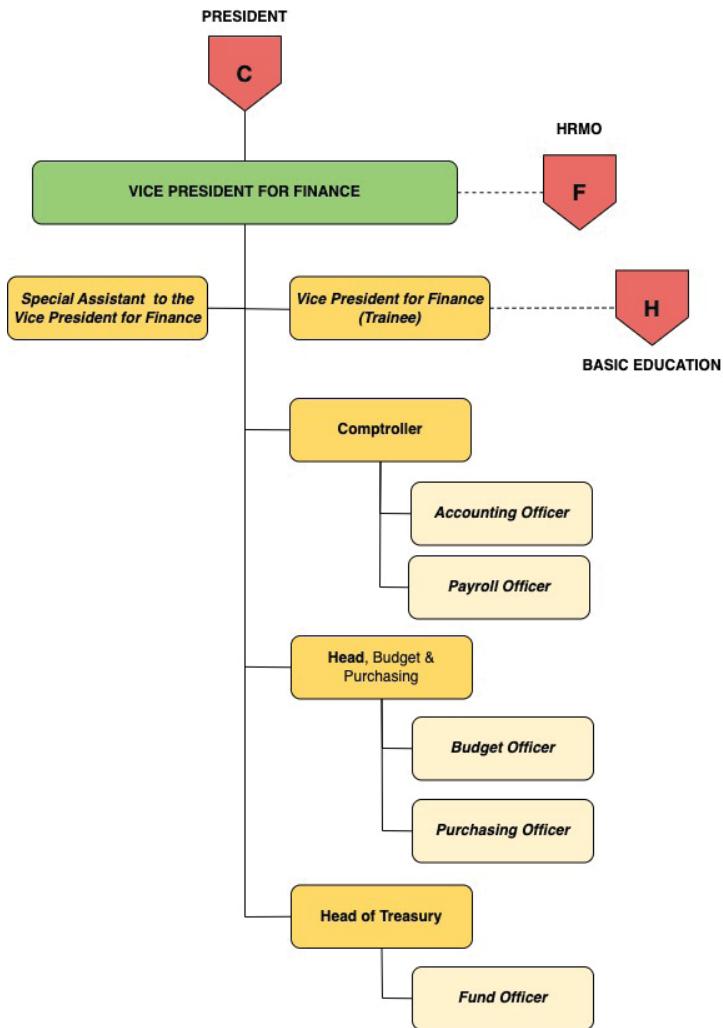
Academic Division



Administrative Division



Finance Division



ACADEMIC POLICIES

Section 1: Admission

The academic admission requirements are dependent on the status of the applicant student, the program he/she wishes to enroll in, *and* the requirements set by the different schools/departments. Program-specific requirements may be obtained from the respective school/department or the University *Office of Recruitment and Admissions* (ORA). The University reserves the right to refuse the admission of any applicant whose qualifications do not meet the standards and requirements of the program and/or of the School/Department. Likewise, the University may refuse the admission of an applicant who has made an intentional misrepresentation/misdeclaration or falsification of submitted documents.

Students graduating from senior high school who want to enroll in the University as well as tertiary students who want to transfer to the University must take the College Admission Examinations (CAE).

1.1 Policy of Inclusion

The University adopts, as a matter of policy, inclusive education. In accordance with the UNESCO Policy Guidelines, it supports and welcomes diversity amongst all learners from ethnic and linguistic minorities, rural populations, those affected by HIV and AIDS, and those with disabilities and difficulties in learning by providing equitable access to learning and opportunities to harness their potential as Lifelong Learners. The University commits to eliminating exclusion that is a consequence of negative attitudes and a lack of appropriate University response to diversity in gender, sexual orientation, race, economic status, social class, ethnicity, language, religion, and ability.

1.2 Requirements

1.2.1. To take the qualifying examinations, the following are required:

- three (3) copies of 2" x 2" ID pictures (colored with white background)
- pencil
- testing fee (may vary depending on the program)

Note: Transferees must first secure a CLEARANCE from the Office of Student Formation and Activities (OSFA) before proceeding with the admissions process. They must present a Certificate of Good Moral Character from the school they last attended during the interview at the OSFA.

1.2.2. To qualify for Admission to a particular Curricular Program, the following are the requirements:

SENIOR HIGH SCHOOL GRADUATES (New First Years)

- Passing FINAL GRADE in all senior high school subjects (certain programs require specific cut-off grades)
- Passing mark in the qualifying examinations
- Compliance to supplemental requirements which may be prescribed by authorized offices/academic units, where applicable
- Interview with the Department Chair

SENIOR HIGH SCHOOL ACADEMIC STRANDS

- Applicant students may be allowed to enroll in an academic program outside of his/her academic strands subject to the school/department policy on the taking of bridging courses.

TRANSFEREES: Transferees are undergraduate students who wish to enroll in a bachelor's program at the University of San Carlos after having been enrolled in a college course from another institution. They must start their enrollment at the University no later than the third year of a four-year curriculum or fourth year of a five-year curriculum.

- Certificate of Transfer Credentials
- Evaluative Copy of the Transcript of Records
- Passing mark in the qualifying examinations
- Compliance to supplemental requirements which may be

prescribed by authorized offices/academic units, where applicable

- Interview with the Department Chair.

For the complete admission process, the student is directed to the University website and/or the official social media page.

Section 2: Enrollment

- 2.1. Every applicant student must enroll during the prescribed registration period. Detailed instructions on online enrollment procedures are in ISMIS and the official USC website. Enrollment by proxy is not allowed

Integrated School Management Information System (ISMIS) refers to the portal for USC students, faculty, and staff. It is a repository of pertinent school information. Officially enrolled students can view grades, class schedules, application for student requests (withdrawal, program shift, overload, etc.), assessment and enrollment.

- 2.2. When a student registers in USC, it is understood that he/she is enrolling for the entire term.
- 2.3. A student is officially enrolled after he/she has submitted the required documentation requirements as indicated in Section 2.5 of this Manual at the Office of the University Registrar, has made an initial payment of school fees, and has been issued or has downloaded a validated Study Load that authorizes him/her to attend classes. Upon receipt of the required documents, a clearance form for the USC ID card will be given.
- 2.4. A student must be officially enrolled in a course to participate in class activities, take quizzes and major exams, and to receive a grade at the end of the semester. His/her name must be reflected on the class list.

Course refers to a subject offered in a tertiary institution. It is identified by the course title, course code, and course description.

Class List is a list of students officially enrolled in a particular course and schedule.

2.5 Documentation Requirements for Enrollment:

2.5.1. SENIOR HIGH SCHOOL GRADUATES (New First Years)

- Original Form 138 (Senior High School Card - Grade 12) duly signed/certified by the Principal/School Registrar as eligible for college, or the ALS A&E Certificate of Rating and other eligibility documents recognized by DepEd and CHED.
- Original Copy of Birth Certificate from National Statistics Office (NSO)/ Philippine Statistics Authority (PSA)
- Accomplished Student's Personal Data Sheet (online through ISMIS)
- Other requirements where applicable

2.5.2. TRANSFEREES

- Certificate of Transfer Credentials (Honorable Dismissal)
- Informative Copy of Transcript of Records (TOR)
- Original Copy of Birth Certificate from National Statistics Office (NSO)/Philippine Statistics Authority (PSA)
- Accomplished Course Accreditation Form (through ISMIS)
- Clearance from the Office of Student Formation and Activities (OSFA)
- Accomplished Student's Personal Data Sheet (through ISMIS)
- Other requirements where applicable

Note: General Education (basic) Courses taken and passed prior to Academic Year 2018-2019 are ineligible for accreditation except for Rizal and NSTP.

2.5.3. INTERNATIONAL STUDENTS

The international students from countries that are members of The Hague Conference on Private International Law (HCCH) shall submit in English Form authenticated documents through the Apostille issued by the Secretary of State of the country of origin. For students from countries not members of HCCH, what applies is an authentication with a red ribbon by the Philippine Embassy in the country of origin.

2.5.3.1. For Graduates from Schools Abroad:

- Transcript of Records (1st and 2nd semesters of Grade 11 and Grade 12) for Bachelor's Program (IGCSE/GCSE with A-Levels may also be considered) *

- Diploma/Certificate of graduation Grade 12
- Photocopy of Passport bio-page showing date and place of birth
- English Proficiency Requirement with a rating in either IELTS with a score of 6.0 or TOEFL with a score of at least 60 or as prescribed by the program.
 - » Applicants, who graduated from schools that used English as a medium of instruction, are required to submit a certificate issued by the head of the institution or its legal representative.
- Birth Certificate/ Family Register / Household Register
- Police Clearance (No Criminal Record) issued by the national police authorities in the student's country of origin or legal residence.
- Original copy of notarized Affidavit of Support and proof of adequate financial support or bank statement to cover expenses for student's accommodation and subsistence, school fees, and other incidental expenses.
- Five (5) copies of the Student's Personal History Statement (PHS) duly signed in English and in his/her national language accompanied by his/her personal seal, if any. The PHS should contain his/her left and right thumb-prints, and a 2X2 inch photograph on plain white background taken not more than six (6) months before submission.

Once officially enrolled, the International Student must comply with the Bureau of Immigration requirements of the following:

- Student Visa Conversion (from tourist visa category to student visa)
- Student Visa Extension or Special Study Permit (SSP)

- 2.5.3.2. For Graduates from Senior High Schools in the Philippines:
- Report Card (Form 138) (1st and 2nd semester of Grade 12) duly certified/signed by the School Registrar/Principal as eligible for college

- Photocopy of Diploma
- Birth Certificate / Household Register / Family Register duly authenticated
- Photocopy of Passport bio-page showing date and place of birth
- Copy of Special Study Permit (SSP) issued by the Bureau of Immigration or copy of other visas e.g. SSRV, SIRV, 9G etc.
- Original copy of notarized Affidavit of Support and proof of adequate financial support or bank statement to cover expenses for student's accommodation and subsistence, school fees, and other incidental expenses.
- Five (5) copies of the Student's Personal History Statement (PHS) duly signed both in English and in his/her national language accompanied by his/her personal seal, if any. The PHS should contain his/her left and right thumb-prints, and a 2X2 inch photograph on plain white background taken not more than six (6) months before submission.

Once officially enrolled the International Student must comply with the Bureau of Immigration requirements of the following:

- Student Visa Conversion (from tourist visa category to student visa)
- Student Visa Extension or Special Study Permit (SSP)

2.5.3.3. For Transferees from Philippine Schools:

- Original copy of the Certificate of Transfer Credential (Honorable Dismissal)
- Transcript of Records (Informative Copy)
- Certificate of Good Moral Character / Clearance from OSA
- Photocopy of Passport bio-page
- Copy of 9F valid Student Visa Stamp
- Copy of Alien Certificate of Registration of Identification Card (ACR-ICard)
- Birth Certificate / Family Register / Household Register duly authenticated

- NBI clearance
- Original copy of notarized Affidavit of Support and proof of adequate financial support or bank statement to cover expenses for student's accommodation and subsistence, school fees, and other incidental expenses.

2.5.3.4. For Transferees from Schools Abroad

- Transcript of Records
- Certificate of Graduation/Diploma
- Police clearance (No Criminal Record) issued by the national police authorities in the student's country of origin or legal residence
- Photocopy of Passport bio-page
- English Proficiency Requirement with a rating in either IELTS with a score of 6.0 or TOEFL with a score of at least 60 or as prescribed by the program.
 - » Applicants, who graduated from schools that used English as a medium of instruction, are required to submit a certificate issued by the head of the institution or its legal representative.
- Birth Certificate/ Family Register/ Household Register
- Original copy of notarized Affidavit of Support and proof of adequate financial support or bank statement to cover expenses for student's accommodation and subsistence, school fees, and other incidental expenses.
- Five (5) copies of the Student's Personal History Statement (PHS) duly signed both in English and in his/her national alphabet accompanied by his/her personal seal if any, containing among others, his/her left and right thumb-prints and a 2X2 inch photograph on plain white background taken not more than six (6) months prior to submission.

Once officially enrolled the International Student must comply with the Bureau of Immigration requirements of the following:

- Student Visa Conversion (from tourist visa category to student visa)
- Student Visa Extension or Special Study Permit (SSP)

2.5.3.5. Those with Dual Citizenship and Graduated Abroad:

- Transcript of Records
- Certificate of Graduation/Diploma
- Police Clearance (No Criminal Record)/ Certificate of Good Moral Character
- Photocopy of Passport bio-page/Philippine Passport
- Original Authenticated PSA (NSO) Birth Certificate
- Clear photocopy of Birth Certificate
- A valid Philippine Passport: Identification Certificate (IC) or Certificate of Reacquisition/Retention of Philippine Citizenship

The complete enrollment documentation shall be submitted to the EXTERNAL RELATIONS AND INTERNATIONALIZATION OFFICE (ERIO), Downtown Campus personally or through a courier service addressed to:

*EXTERNAL RELATIONS AND INTERNATIONALIZATION OFFICE
University of San Carlos
P. Del Rosario St.
Cebu City 6000, Philippines*

The University may invalidate the enrollment of a student who has been found to have submitted an intentional misrepresentation/misdeclaration or falsification of submitted documents.

2.6. Other Enrollees and Admission Requirements

The University admits other enrollees such as:

2.6.1. CROSS-ENROLLEES and CONSORTIUM STUDENTS

- They are non-USC students who intend to enroll in the University for a semester subject to the approval of the Department Chair and School Dean.
- They should submit a Permit to Study / Cross-enrollment Permit issued by the Registrar of the home institution during the enrollment period.

2.6.2. SPECIAL STUDENTS

- They are students admitted to the University but are not entitled to receive official credit for a course because they do not satisfy the requirements for admission. Furthermore, they are not eligible for any honors or privileges.
- During enrollment they should:
 - a. get written approval from the School Dean and/or Department Chair concerned;
 - b. go to the Office of the University Registrar to execute the contract in which they waive the right to receive and demand credit for the work done;
 - c. pay in full the required fees at the time of enrollment; and
 - d. have a Special Study Permit (for foreign students).
- Foreign nationals who intend to enroll as Special Students should get clearance from the External Relations and Internationalization Office.

2.6.3. ALIENS, NATURALIZED FILIPINOS, AND STUDENTS WITH FOREIGN NAMES

- Philippine-born alien students (children of foreign nationals in the Philippines) are required to submit a photocopy of their Alien Certificate of Registration I-Card (ACR I-Card) and Native-Born Certificate of Registration (NBCR) which are certified by the Commission on Higher Education (CHED). During the application for graduation, the student shall submit a receipt of payment for the Alien Registration Fee for the current year.
 - » Foreign-born alien students are required to submit a photocopy of their Alien Certificate of Registration (ACR) that is certified by CHED.
 - » Students whose parents are naturalized Filipinos are required to submit a photocopy of the Identification Certificate issued by the Bureau of Immigration, which is certified against the original copy by CHED.

2.7. The name and other personal data and circumstances of each student as indicated in his/her birth certificate or Alien Certificate of Registration, where applicable, shall prevail.

- 2.8. During the enrollment period, a student may change a program upon the endorsement of the Department Chair and School Dean and approval by the Registrar. Changes are not permitted after the close of the enrollment period.
- 2.9. In general, CROSS-ENROLLMENT is discouraged. However, for valid reasons, as determined by the Department Chair and the approval of the School Dean, cross-enrollment in another institution may be permitted to graduating students (with a Deficiency Form) of not more than six (6) units during the semester and three (3) units during the summer term, inclusive of the total units enrolled in that particular term. Furthermore, cross-enrollment is not allowed if it is the only remaining course so as not to prejudice the student's residency in the University. The last course must be taken at the University.
- 2.10 A PERMIT TO STUDY in another school with accredited programs may be granted upon the recommendation of the Department Chair and the approval of the School Dean but only for general education courses. Major, professional, or technical courses required for the degree program pursued have to be taken at the University.
- 2.11. WITHDRAWAL OF COURSE(S) is allowed even after the close of the enrollment period with the endorsement of the Department Chair and School Dean. The Application for withdrawal of course(s) is online in ISMIS under Student Task. Withdrawal of course(s) is not allowed after mid-term examinations or after the incurrence of unexcused absences (20% of the total number of required school days). Corresponding charges for withdrawal are stipulated in Section 3.6.
- 2.12. TRANSFER OF STUDENTS AND TRANSFER CREDENTIALS. A student who intends to transfer to another school should apply for a Certificate of Transfer Credentials (CTC) online in ISMIS. Such a certificate with the informative copy of the Transcript of Records and other documents will be issued only after the applicant has been cleared of all financial and property liabilities.

Section 3: Fees and Fees Adjustments

- 3.1. Once a student is enrolled, he/she is expected to settle the full tuition and other school fees within the term.

Term refers to a semester or summer a student is enrolled in.

- 3.2 Tuition and other school fees may be paid in full at the time of enrollment or by installment (amount set by the Office of Finance).
- 3.3 Full tuition and other school fees during enrollment may be paid without prejudice to any additional assessment that may be applied during the term. Information related to rate increases in tuition and other school fees may not have been available/disseminated at the time of enrollment.
- 3.4. Discounts are granted on full payment of school fees within the specified period set by the Office of Finance. Discounts vary depending on the form of payment, whether in cash, credit card, or others.

Students who wish to avail of the discount are advised to apply at the Accounting Office within a specified time during the enrollment period; otherwise, the privilege will be forfeited.

- 3.5. Students who cannot pay their tuition and other fees in full during enrollment may settle their account on an installment basis, provided that:
- 3.5.1 the downpayment is made at enrollment according to the amount fixed by the University. Information relative to this shall be duly posted.
- 3.5.2. the balance must be paid monthly or on scheduled examination dates.

The payment status of students can be viewed by teachers on the class lists in ISMIS.

3.6. A student who withdraws his/her enrollment shall be charged as follows:

REGULAR SEMESTER	SUMMER	CHARGE
Within the enrollment period (<i>excluding the adjustment period</i>)	Within the enrollment period (<i>excluding the adjustment period</i>)	P500.00 non-refundable
Within the 1 st week of classes	Within the 1 st – 3 rd day of classes	Matriculation fee plus 10% of the remaining total school fees
Within the 2 nd week of classes	Within the 4 th – 6 th day of classes	Matriculation fee plus 20% of the remaining total school fees
After the 2 nd week of classes	7 th day onwards	100% of total school fees

A refund of the amount paid (less processing charges and less non-refundable matriculation fees) shall be made if the student withdraws during the enrollment period, but prior to the opening of classes.

3.7. Members of the same family, that is, brothers and sisters, enrolled during the regular academic year/semester in any of the basic education departments and/or undergraduate colleges of the University (except Montessori, Law, and Graduate programs) are granted a five (5%) percent discount each on tuition fees only or as prescribed by the Office of Finance. This shall be limited to just four (4) students.

3.8. Application forms for fee adjustment for children of University employees and members of the same family are available at the Office of the Vice President for Finance.

Section 4: Curricular and Non-Curricular Requirements

4.1. Course Load and Load Sequence

4.1.1 A student enrolled in a bachelor's or associate program is considered full-time if he/she carries a regular load prescribed in his/her curriculum for a given time.

- 4.1.2 The curricular year of a student is determined by the number of units earned in the curriculum of his/her program.
- 4.1.3. The course load and sequence of courses shall be in accordance with the approved curriculum. Reasonable exceptions may be permitted in individual cases taking into account the best interest of the students and the objectives of the curriculum as determined by the School Dean or Department Chair.
- 4.1.4 No course(s) can be taken ahead of its/their pre-requisite(s); otherwise, it/they shall be nullified and taken again even if the student is graduating.
- 4.1.5 Laboratory courses should be taken with the corresponding lecture courses in the same semester even though separate grades are earned.
- 4.1.6. In case of withdrawal of co-requisites, both courses should be withdrawn together. A failed co-requisite course can be re-enrolled without re-enrolling the other course the student has passed.
- 4.1.6 Transferees must take a minimum of 50% of the curricular program requirements for graduation at the University. Moreover, major, professional, and technical courses should be taken and passed at the University.
- 4.1.7. All curricular policies, including the sequence of courses, apply to transferees and shiftees. They should not be given preference for override of prerequisites and not opening of off-semester courses.

Upon admission, the Chair should inform the students of the number of courses that they can enroll in, especially if some courses need prerequisites. The option for tutorial or petition may be provided for an off-semester course but in no case shall the regular students be allowed to join in and take the course in advance.

4.2. Course Adjustments

Application for the following course adjustments is in ISMIS:

4.2.1. OVERLOAD. A student may have an overload of not more than six (6) units in excess of the regular load under the following conditions:

- graduating at the end of the year; has not incurred more than five (5) failures (a grade of 5.0) in those terms that he/she was enrolled at the university
- grade point average (GPA) is at least 2.8. In computing the GPA, grades of 5.0 and NC are included.
- the excess course(s) is/are not prerequisites.

Repeated courses due to failures may be taken as overload if recommended by the Department Chair and the School Dean, and approved by the Vice President for Academic Affairs (VPAA). The overload may be spread in the last two terms.

4.2.2 SIMULTANEOUS ENROLLMENT. A student may be allowed to enroll in the pre-requisite course and the advanced course simultaneously in order to graduate during his/her final term. This privilege is restricted to only a particular two-subject load. Simultaneous enrollment involving three or more advanced courses taken together with corresponding prerequisites are not allowed. If the student fails in the prerequisite(s), he/she would have to retake all the advanced courses affected and the enrollment for the advanced courses automatically becomes null and void.

Failure in the prerequisite course invalidates the advanced course enrolled simultaneously.

4.2.2.1 Simultaneous enrollment of an advanced major course with a failed prerequisite course may be allowed starting on the third year of a four-year program and on the fourth year of a five-year program.

4.2.3 PETITIONED/TUTORIAL COURSES. Students may request for the opening of a course as a petitioned or tutorial class (lecture) subject to the following conditions:

- it is an off-semester course

- it is a prerequisite course for the next semester offering
- it is the only course left for the students to graduate at the end of the term
- there should be at least six (6) students for the petitioned course and five (5) students or less for the tutorial course
- a laboratory course can only be requested as a petitioned course.

4.2.4. OVERRIDE COURSES. The override rule due to an INC grade of a prerequisite course in favor of an advanced course may be allowed in the last academic year prior to graduation. It may also be allowed for a subsequent course that requires Internship/Practicum as a requisite in case the student is still completing the said Internship/Practicum (i.e., number of hours required).

4.3. **Accreditation of Courses.** Accreditation should be on the basis of equivalence in course content and level of instruction. Units earned in non-degree programs may be considered for accreditation to a degree program and limited to general education subjects, and if necessary, the student should be subjected to validating examinations. Necessary precautions should be taken in the case of foreign students in accrediting units earned abroad.

Furthermore, accreditation of courses shall be based on the curriculum of the programs, in particular, the topic coverage, and the number of units earned or contact hours. It should be accomplished within the enrollment period upon admission to the University through ISMIS, supported by a copy of the official or informative transcript of records signed by the School Registrar or by an official authority, not the grade slips.

Accreditation is subject to the following terms and conditions:

4.3.1. EARNED UNITS / CREDITS TAKEN FROM HIGHER EDUCATION INSTITUTIONS

- Earned units to be accredited shall not exceed fifty percent (50%) of the total required academic units of the degree program for graduation.
- Only professional courses taken from PAASCU Level III accredited degree programs may be requested for accreditation.

- General Education Courses with a final grade of 2.5 (B- = 80%) or higher can be accredited if taken from PAASCU-accredited degree programs and a final grade of 2.0 (B+ = 85%) or higher if taken from non-PAASCU accredited degree programs. General Education courses taken prior to 2018-2019 are not credited except for Rizal and NSTP.
- Validating Examinations shall be administered by the Course Chair to students who do not meet the required final grade.
- Course description and official copy of the transcript of records (TOR) duly signed by the school registrar shall be the bases for accreditation and not grade slips or print-out of grades. For enrollment purposes, the informative copy of the transcript of records would suffice.
- The approved accreditation of courses is subject to revocation if the records upon which the approval is based are later found to be incorrect.

4.3.2 EARNED UNITS / CREDITS TAKEN ABROAD

- Earned units to be accredited shall not exceed fifty percent (50%) of the total required academic units of the degree program for graduation.
- Only collegiate courses with a final grade of 2.0 (B = 85%) or higher can be accredited.
- Validating Examinations shall be administered by the Course Chair to students who do not meet the required final grade and/ or the required units of the course. The approved accreditation of courses is subject to revocation if the records upon which the approval is based are later found to be incorrect.

4.3.3. EARNED UNITS / CREDITS IN NON-DEGREE PROGRAMS

- Only General education Courses taken in AY 2018-2019 onwards with a final grade of 2.5 (B- = 80%) or higher can be accredited if taken from PAASCU accredited degree programs and a final grade of 2.0 (B = 85%) or higher if taken from non-PAASCU accredited degree programs.
- Validating Examinations shall be administered by the Subject Chairman to students who do not meet the required final grade.

The approved accreditation of courses is subject to revocation if the records upon which the approval is based are later found to be incorrect.

- 4.4. **Residency.** The student is expected to complete the program within the period specified in the program. The student may avail of the Maximum Allowable Residency (MAR) that is equal to the required number of years to complete the course multiplied by 1.5. This covers the conduct of research/thesis as part of the program requirement. The admission of students who go beyond MAR is subject to deliberation by the Department/School. It may be a cause for non-readmission.
- 4.5. **Leave of Absence.** A student who does not intend to enroll during the following semester is required to file a leave of absence for a maximum of one (1) year prior to its effectivity. He/she writes a letter to the Vice President for Academic Affairs, duly endorsed by the Department Chair and School Dean, with a declaration that he/she shall not enroll in any other school for the duration of the leave. Documents such as doctor's advice for medical reasons may be attached to justify the leave. The approved Leave of Absence copy shall be part of the student's permanent record in the Office of the University Registrar.

An official Leave of Absence is not counted in the Maximum Allowable Residency (MAR) and does not affect the residency of the student who is vying for graduation honors.

Failure to file a leave of absence shall have the following effects:

- 4.5.1. The period covered by the student's absence shall continue to be counted towards his/her Maximum Allowable Residency (MAR).
- 4.5.2. If a new curriculum is implemented during theabsence, he/she shall be required to follow the new curriculum on his/her return.
- 4.5.3. The student's readmission shall be subject to terms and conditions as may be imposed by the Department/School.
- 4.5.4. A student shall be disqualified to graduate with honors since a continuous enrollment is a requirement.
- 4.6. **Examinations.** Besides regular class quizzes, tests, and other requirements, four (4) official general examinations are required to be given every term: pre-midterm, mid-term, pre-final, and final examinations. Dates for these examinations are posted on USC's official website. Faculty members are provided with the examination schedule for their information and guidance.

Students are advised to check their grades through their ISMIS account, print the grades, and keep a copy in a folder together with other important documents ready for reference on occasions such as advising, enrollment, graduation, and other activities when evidence of academic performance is needed. The University is authorized to withhold access to grades of students who may have an academic deficiency, are undergoing disciplinary sanction, or have unsettled financial obligations.

- 4.7. **General Education.** As expressly provided in the CHED CMO No. 20, series of 2013, this is the portion of the curriculum common to all undergraduate students regardless of their major. It exposes them to various domains of knowledge and ways of comprehending social and natural realities, developing in the process their intellectual and civic competencies. Students are then required to take interdisciplinary general education courses consisting of 24 units of core courses, 9 units of elective courses, and 3 units on the life and works of Rizal.
- 4.8. **Education with a Mission.** In addition to the regular curriculum requirements, all students, regardless of nationality, race, religion, culture, beliefs, must take six (6) units of Education with a Mission (EdM) courses. This facilitates understanding and prepares them to assume their role: *Witness to the Word*.
- 4.9. **Physical Education.** Students are required to complete eight (8) units of Physical Education (TPE) during their first two (2) years. Simultaneous enrollment in two (2) or more TPE courses in a particular term is not permitted. TPE units are included in the summation of the total study load for the term and in the computation of the grade point average (GPA). Students with particular medical conditions or disabilities may take adapted TPE classes in consultation with the Department of Physical Education.
- 4.10. **National Service Training Program.** The Implementing Rules and Regulations of National Service Training Program (NSTP) Act of 2001 states that "all incoming freshmen students, male and female, starting school year 2002-2003, enrolled in any baccalaureate program and in at least 2-year technical and vocational or associate course, are required to complete one NSTP component of their choice, as a graduation requirement." It has the following components which the students can choose from: Reserve Officers Training Corps (ROTC), Literacy Training Service (LTS), and Civic

Welfare Training Service (CWTS). Each of these components shall be undertaken for an academic period of two (2) semesters; and shall be credited for three (3) units with 54 to 90 training hours each semester. International students, however, are not required to enroll in the NSTP.

International students are exempted from taking NSTP.

Section 5: Academic Performance and Grading System

- 5.1. **Attendance.** A student who incurs unexcused absences of more than 20% of the prescribed number of class hours or laboratory periods during the term should be given NC or 5.0.
- 5.2. **Probation and Retention.** If in any term, a student fails in one-third of the units in which he/she is enrolled, he/she should not re-enroll in the same program without approval from the School Dean and the endorsement of the Department Chair. If the student fails the second time, he/she may enroll in another program if accepted by the Department Chair concerned. A student is disqualified from the University if he/she fails the third time.

As a general rule, disqualification from the program no longer applies to the third-year level of a four-year program and to the fourth-year level of a five-year program. However, each department may have its own retention policy with the approval of the Vice President for Academic Affairs.

5.3. Grading System

The grading system adopted by the University is as follows:

Grade		Equivalent	
1.0	A+	100-95%	Excellent
1.1	A	94%	
1.2	A	93%	
1.3	A	92%	Very Good
1.4	A-	91%	
1.5	A-	90%	
1.6	A-	89%	
1.7	B+	88%	
1.8	B+	87%	
1.9	B+	86%	

2.0	B	85%	Good
2.1	B	84%	
2.2	B	83%	
2.3	B-	82%	
2.4	B-	81%	
2.5	B-	80%	
2.6	C+	79%	
2.7	C+	78%	
2.8	C+	77%	Fair
2.9	C	76%	
3.0	C	75%	
5.0	C-	Below 75%	Failure

Unsatisfactory performance or unexcused absences of more than 20% of the prescribed number of class hours or laboratory periods during the term

INC Incomplete

A grade which indicates that the student has an initial passing grade but has not complied with all the academic requirements or failed to take the final examination for the course as follows:

- Failure to take Final Exam due to:
 - » sickness
 - » emergency cases, or
 - » accident
- Failure to submit a major course requirement

It must be completed within the reasonable period set by the faculty member but not to exceed six (6) months following the semester or summer in which the course was taken; otherwise, the grade automatically becomes "NC" (No Credit).

NC No Credit

Final grade which does not earn credit nor indicate failure given in those cases where the student did not take

the final examination in the course and did not inform the teacher of the reason for failing to take the final examination before the deadline for submission of grades in ISMIS, and his/her performance was not satisfactory to merit a passing grade.

Such a grade is permanent and cannot be changed subsequently.

W Withdrawal of enrollment from course/s with official notice

IP In Progress

A grade given to students who are still working on their thesis for a maximum of one (1) year.

It cannot be used for courses other than thesis. Once they complete their thesis, students will earn a numerical grade.

5.4. Computation of Grade Point Average (GPA). The GPA is computed in all curricula by multiplying the number of units assigned to a course by the final grade earned and then by dividing the summation of the products by the total number of units enrolled for the term. Grades of 5.0 and NC of credit courses are, however, included in the GPA calculation. Grade in NSTP is excluded from the computation. Practicum/Internship/OJT will be included in the computation of the GPA provided that the department considers it as an academic course and that the department has obtained prior approval from the VPAA.

5.5 Dean's Honors List. The University recognizes superior scholastic achievement through the Dean's Honors List per semester of each School/Department.

5.5.1. Qualifications

- A regular load for the semester according to the curriculum enrolled
- A Grade Point Average (GPA) of at least 1.70
- Of good moral character and has not been found guilty of any offenses.

- 5.5.2. Students in the Dean's Honors List qualify for the Carolinian Honors List, with *Scientia* representing 70% of the computation. These are the students with a Grade Point Average (GPA) of 1.0 to 1.7.
- 5.6. **Carolinian Honors List.** In view of the Mission and Vision of the University of San Carlos, which aims to develop competent and socially responsible professionals and life-long learners in an environment that fosters excellence in the academic core processes of teaching-learning, research, and community extension service, the Carolinian Honors List (CHL) recognizes the holistic achievements of the student in the University.

The CHL aims to identify students who embody the Carolinian identity, that of being a *Witness to the Word*. This identity is gauged by the three (3) criteria of *Scientia, Virtus, and Devotio*. The CHL also aims to recognize students in the University who follow the Carolinian path, and possess life skills and values. *Scientia* refers to academic excellence, where one demonstrates competence and skills in one's chosen discipline. *Virtus* is good moral conduct, including active participation in school activities and student organizations. *Devotio* is involvement in community extension activities outside of the University.

Thus, students are encouraged to exercise citizenship in the University by participating in and getting involved in mandatory/required activities, and volunteering in community extension activities inside and outside of the campus. These activities are in the *Carolinian Lifestyle Guide (CLG)* and are subject to periodic changes.

The Carolinian Honors are awarded every semester. Students who obtain a CHL average of at least 1.7 will be included in the Carolinian Honors List. A Certificate of Recognition will be awarded in a formal ceremony to be conducted by the School concerned.

The top three (3) ranks of each Cluster will be given a scholarship in the form of a tuition fee discount. If the first in rank of each cluster is already enjoying a full scholarship either by government/private/University sponsorship, the next in line will be given the CHL scholarship. If the student has an existing University scholarship, the one with the higher privilege will be availed. If the student is enjoying a government or private partial scholarship, the CHL privilege will serve as a supplement to cover the difference in tuition fees.

For complete details regarding the Carolinian Honors List, hereto please see Annex A.

Section 6. Scholarships, Grants, and Loans (USC-SVE, StuFAP, and SGLs)

General Guidelines of the Scientia, Virtus, and Devotio Student Financial Assistance Program:

The University provides scholarship grants to students characterized by either of the following: scholastic excellence, membership in the USC varsity teams and the USC performing arts groups, and financial status as supported by pertinent documents. Scholarships are likewise afforded to deserving students who meet the requirements of alumni associations, government, and private scholarship benefactors. The scholarship program at USC consists of those sponsored by the University, Alumni, Government, and Private Entities.

Thus, consistent with the National Government's thrust (per Uni-FAST Act) and the University Administration's directions, according to the type of Student Financial Assistance, the nomenclatures of student financial assistance privileges are now being rationalized to reflect advocacy of the University's identity principle "Education with a Mission" and practice of the Carolinians' motto of "Scientia, Virtus & Devotio as provided in the following categories."

- According to Type of Student Financial Assistance Program (StuFAP)
 - » Scholarship (Merit/Scientia) – emphasizes excellent academic performance, athletic skills (for Varsity Players), and artistic talents (for the Performing Arts Group, i.e., USC Choristers, USC Dance Troupe & Theater Guild).
 - » Grant-in-Aid (Non-Merit/Devotio) – the emphasis is on the long-term difficult financial status and needs of the student beneficiary's family.
 - » Loan (Devotio) – considers the financial need at the moment, regardless of the financial status of the student beneficiary's family.
- According to Sponsor
 - » University: USC and other Schools or Universities
 - » SVD-Individuals
 - » Alumni
 - » Faculty Members
 - » Students / USC SSC

- » Government
 - » Industry / Private Entities
- According to Levels of Education
 - » Graduate
 - » Tertiary
 - » Basic Education / Senior High School

As a general rule, scholarship grantees are not allowed multiple scholarships at any given time. But, if there are those qualifying for two are entitled only to the scholarship with the higher financial grant upon the endorsement of the Alumni Affairs, Scholarship and Job Placement Office. However, those who are beneficiaries of a scholarship grant funded by other agencies or by private individuals are entitled to a USC tuition fee discount privilege due to them because of scholastic excellence, i.e., Carolinian Honors List and membership in varsity teams and performing arts groups recognized by the University.

Applicants may inquire about available scholarships and secure forms from the Alumni Affairs, Scholarship and Job Placement Office or Coordinators/Advisers. Scholarship applicants must properly complete forms and specific requirements for submission within the official registration period.

Section 7: Graduation

7.1. Graduation Requirements

- 7.1.1 Candidates for graduation are required to apply online in ISMIS for evaluation of their academic records a semester/term before graduation sothat any deficiency can be evaluated. Dates and deadlines for academic evaluation are announced each semester.
- 7.1.2 After evaluating academic records, candidates for graduation should apply online for graduation in ISMIS. Dates and deadlines for the application for graduation are announced each semester.
- 7.1.3 Candidates for graduation are required to accomplish online in ISMIS the clearance for graduation before the final examinations. Their official transcript of records and diplomas will be released when cleared of any financial and property obligations.

- 7.1.4 After the final examinations, application for graduation will no longer be accommodated.
- 7.1.5 The School of Law requires that a candidate's application for graduation be approved by the Law Faculty and Board of Candidates for Graduation, who shall, among other things, take into consideration the ability of the candidates to pass the Bar Examination.
- 7.1.6 Fines are imposed for late application.

7.2. **Graduation Honors**

- 7.2.1 During the Commencement Rites, both the Latin Honors and Carolinian Honors will be awarded to qualified graduates:

Honors	Grade Point Average	Meaning
Standard Latin Honors		
<i>Summa Cum Laude</i>	1.00 - 1.20	With Highest Praise
<i>Magna Cum Laude</i>	1.21 - 1.45	With Great Praise
<i>Cum Laude</i>	1.46 - 1.70	With Praise
Carolinian Honors		
<i>Summa Cum Laude Caroli Sancti</i>	1.00 - 1.20	With Highest Praise of San Carlos
<i>Magna Cum Laude Caroli Sancti</i>	1.21. - 1.45	With Great Praise of San Carlos
<i>Cum Laude Caroli Sancti</i>	1.46 - 1.70	With Praise of San Carlos

- 7.2.2. The GPA for the Standard Latin Honors is computed based on the final grades of all courses taken, except NSTP.
- 7.2.3. The following are the qualifications for students to be considered for the Latin Honors and the CHL:
- have not committed any infraction; and
 - have a Grade Point Average (GPA) of at least 1.70.

7.2.4. All other criteria per approved CHL Guidelines in Annex A must be complied with.

7.2.5. To graduate with honors, a student must:

- carry the required load per term continuously and without interruption as prescribed in the curriculum pursued, unless the student obtains an approved leave of absence for a maximum of one academic year as stipulated in Section 4.4;
- have completed in USC at least 75% of the total number of academic units and have been in residence for at least three consecutive years immediately prior to graduation;
- carry a minimum study load of 12 units and a workload of at least six (6) hours per day if he/she is a working student for gainful employment, provided that he/she can submit on the date of application for graduation these pieces of evidence of his/her gainful employment: (a) certification of employment by his/her employer, and (b) SSS membership documents or any other pertinent document acceptable to the Awards and Graduation Committee (AGC)
- possess good moral character; and
- not have incurred a failing grade (including NSTP and Physical Education TPE courses).

Transferees with unsatisfactory grade/s in the previous school may be considered for Latin honors, provided that he/she is enrolled in a different program in USC. However, shiftees with unsatisfactory grades in the previous program/s are disqualified from graduating with honors.

A student may qualify for honors even if he/she has been underloaded for 3 units in a semester for a maximum of two semesters. The underload may also be justified if he/she is a working scholar or a varsity player or a member of the Performing Arts Group of the university.

7.2.6. A subsequent reduction of one rank shall be imposed for any deviation from the policies regarding an honor, including the underload incurred as cited in Section 7.2.5.

DISCIPLINE AND POSITIVE SCHOOL CLIMATE

The University of San Carlos promotes a positive school climate by making the school safe and accepting of a learning environment. A positive school climate means everyone – students, teachers, staff, parents, and community members – feels safe, welcome, and respected. Making the University safe and accepting involves the whole school and focuses on:

1. collaboratively promoting positive student behavior through a code of ethics and conduct
2. building healthy and respectful relationships throughout the whole school community
3. preventing inappropriate behavior through initiatives like counseling and other prevention, formation, and intervention programs.
4. addressing inappropriate behavior through progressive and positive discipline.

The University of San Carlos is moving towards the use of positive discipline although for a long time, it has used progressive discipline and has continued to do so. Such actions as conversing with student offenders, giving them a written warning, meting out a suspension penalty from classes, and expelling them in extreme cases, are the core of progressive discipline in four steps. On the other hand, positive discipline reinforces the good behavior of students and helps them handle negative behavior in an appropriate and mature manner.

Through progressive and positive discipline, the school acknowledges that whenever students do things beneath their expected duties and responsibilities and/or behave inappropriately, it is its duty to teach, guide, mentor, and support them in the intrapersonal or interpersonal trait that they lack. It makes the students realize what behaviors are acceptable and which are not. It shows them that their choices have consequences. Thus, teaching them discipline needs earning trust, building relations, and supporting the improvement in their behavior.

The school fosters holistic character development and wellness by encouraging the students to do the right thing willfully next time due to personal enlightenment (instinct motivation) and not because of fear of sanctions (extrinsic motivation). In its application of progressive and positive discipline, it increases the students' self-esteem and self-efficacy, developing the *Virtus* aspect in its motto. *Virtus* means being true to one's self and to God in the practice of one's profession and as a member of society. It also denotes responding to conscience, building up character and acting in prudence. Mirroring the evangelical attitudes, *Virtus* requires listening and imbibing the beatitudes of Jesus, when developed in the students, they make as their own the Carolinian identity.

Thus, as students and graduates from their respective schools of discipline, they are expected to possess the following attributes and identity:

- As Carolinian businessmen and economists, they are lifelong learners who continuously strive to become leading economic researchers, global leaders, entrepreneurs, and ethical professionals pushing for inclusive growth grounded on the context of Cebu, Philippines. They are socially conscious and culturally sensitive, ethical business persons who create wealth with a responsibility to share with the less fortunate and the excluded.
- As Carolinian designers, they possess values and professional ethics in the fair engagement with clients, colleagues, allied professionals, and the public. They are advocates for social responsibility for a just and sustainable development of the natural and built environment.
- As Carolinian educators, they are noble professionals who seek to uphold the integrity of the teaching profession as missionary educators witnessing to the Word. They seek to contribute to the development of educational theories and practices through functional and meaningful research.
- As Carolinian lawyers or political scientists, they pursue the common good under the rule of law by being able to identify and articulate legal issues, engaging in critical analysis, deciding on a reasoned alternative among several options and thinking deeply in dealing with legal issues for the first time, and getting the right responses.

- As Carolinian professional engineers, they are noble leaders and innovators guided by the Gospel truths as they assist society to find sustainable and appropriate solutions to local and global problems.
- As Carolinian scientists and artists, they are analytical, critical, open minded and innovative professionals imbued with values anchored on the common good. As advocates of the common good, they become agents of change who provide holistic perspective and integral understanding of realities.

Section 1. Code of Conduct for Students

The Code of Conduct for Students is a set of moral standards aiding Carolinians to embody the University's Catholic identity principles: *Education with a Mission* and *Witness to the Word*. USC aims at the holistic formation of the individual that enlightens the mind, hones skills, and positively transforms character and behavior (Society of the Divine Word. (2010). *SVD education ministry as mission of dialogue: Our educators' perspective.*) Every Carolinian becomes a catalyst toward the realization of the kingdom of God, promoting truth, love, justice, freedom, peace, and grace. Carolinians in society have a sense of mission recognizable by their contribution as the "light," "salt," and "yeast" of the Gospel. Thus, graduates of USC are professionally competent and skilled (*Scientia*), are value-driven and noble in character (*Virtus*), and are dedicated to social transformation (*Devotio*).

The Code of Conduct aims to develop the sensitivity of students to moral issues in contemporary life, to strengthen their courage and ability to speak out and act on these issues, and thus, to hone their sense of personal identity as *Witness to the Word*. The groundwork of this *Code* is that students would achieve and maintain a level of maturity required of responsible and effective citizens of the country and the Church by the observance of this *Code*.

Thus, each student of the University is expected to act as a mature Christian, to conduct himself/herself with dignity and deportment, and to uphold the moral standards inside and outside of the Catholic University. A code of conduct is intended to promote a wholesome atmosphere conducive to the full development of the human person in the light of Christian philosophy aligned with the USC Vision-Mission.

1.1. Academic Conduct. Students share with their teachers and academic heads the responsibility of maintaining a suitable environment that is conducive to their learning as well as classroom management by their

teachers. Students perform their part in this shared responsibility by:

- 1) Faithfully adhering to the rules and regulations given in the *Student Manual*;
- 2) Assuming full accountability and responsibility for their own learning and actively taking part in the learning of other students;
- 3) Exerting every effort to relate what they learn in the classroom to the real world outside;
- 4) Observing proper academic conduct at all times, specifically abstaining from committing plagiarism, cheating in tests or examinations, falsifying academic documents, and abetting students to do all these immoral acts;
- 5) Demonstrating sensitivity to and appreciation of the facilities provided for their learning by the University by refraining from defacing, damaging, or committing wastage and theft of institutional resources.

1.2. Student - Student Relationship Conduct. As a major part of the University community, students are responsible for promoting genuine collegiality among their peers through mutual respect as well as by the example of their moral behavior. This collegiality is manifested in the following actions:

- 1) Respecting the rights of fellow students to learn and affording them courtesy and respect at all times;
- 2) Valuing and respecting the diverse qualities and gifts of their peers, especially those of other cultures, religions, sexual orientation, gender identity and gender expressions, nationalities, and social classes;
- 3) Respecting each other as individuals. Under no circumstance shall they physically or psychologically harm or threaten to harm others by bullying, hazing, stalking, harassing or discriminating students in any form;
- 4) Accepting constructive criticism from fellow students.

1.3. Student - Teacher Relationship Conduct. The maturity of society's culture is assessed by the level of respect for and appreciation of its members to those who pass on to each generation the knowledge and wisdom that is its heritage. Students demonstrate this respect in the following manner:

- 1) Treating their teachers with the respect for the experience, knowledge, and concern they have for their welfare and learning; appropriately asking permission to use communication and

- information technology equipment in the classroom as a sign of respect to the teacher.
- 2) Actively participating and engaging in sound interaction and dialogue with their teachers and their peers without fear of intimidation or ridicule;
 - 3) Appreciating feedback or constructive criticisms from their teachers as part of the normal process of formative education;
 - 4) Refraining from giving personal favors or gifts, whether in cash or in kind, in return for any special consideration such as a passing grade, the granting of honors, consideration, or other concessions;
 - 5) Being truthful in their reasons for not completing academic assignments, attending class, or taking an examination;
 - 6) Properly elevating their concern to the proper authorities like the department chairperson, dean, Vice Presidents for Academic Affairs, and/ or the President should they feel they are not given a fair and reasonable hearing on an academic matter.

1.4. Student - Administrative Relationship Conduct. Administrative employees of the University fulfill unassuming but indispensable functions in rendering support to the programs of school. Students show recognition of this important contribution by:

- 1) Treating administrative employees with respect and courtesy regardless of their administrative status or position;
- 2) Being sensitive to the administrative employees' schedules and workload in dealing with them;
- 3) Properly elevating their concern to the administrative employee's immediate superior should they feel they are not given a reasonable response on a particular request, query, or dispute.

1.5. Student - University Relationship Conduct. The university environment serves and supports the mission of the institution. It must be treated with proper care and respect to ensure the health, safety, and security of members of the community. Thus, students show themselves to be socially responsible by practicing abiding by the rules and regulations:

- 1.5.1 They should wear their Identification (ID) Cards on campus and present the same whenever requested by University personnel. The student ID is a vital component of the University's security system as it identifies the student as a bona fide member of the

University. This constitutes a basic act of social responsibility given that campus safety and security are the responsibility of all members of the USC community. Thus, the ID is considered an official document to be treated with care and respect. It is NOT to be defaced, altered, or misused in any way, shape, or form. It is non-transferable, not lent or copied, nor discarded indiscriminately.

- 1.5.2. Students are required to wear the proper school uniform and/or dress code according to the specifications and standards set by the University. Students are expected to be reasonably neat in appearance and maintain dignity in their manner of dressing, avoiding attire and decorum deemed inappropriate in a school environment.

Students who intend to wear a school uniform of their preferred gender orientation must manifest their intent with the Gender and Development Section of OSFA and accomplish the Declaration Form prior to the start of the term. (See Annex B).

- 1.5.3 The following may apply for uniform exemption at OSFA prior to the start of the term:
 - Persons with Disabilities (PWDs)
 - Students with Special Medical Needs
 - Different Sexual Orientation as indicated in the declaration of orientation (*Declaration Form - Annex B*)
 - Cultural Considerations
 - Working students for gainful employment
 - Married students
 - Pregnant Women
 - Cross-Enrollees
 - Second Courters
 - On-the-Job Training (Internship)

- 1.5.4. Students are held responsible for the behavior of persons or outsiders who come into the campus on their behalf. Bodyguards or chaperones of students are not allowed inside the campus without the proper identification (ID) card

issued by the OSFA and approved by the Office of Security and Safety. Even with their proper identification, bodyguards or chaperones (including drivers) are not allowed to loiter on campus. It is the student who is charged with an offense when such persons violate the Code of Conduct.

- 1.5.5. It is the responsibility of students to take care of school property and to help keep the university clean. Students who use or access the property of the school or of others without proper authorization, shall be subjected to disciplinary measures. In case of damage to property, the student/s concerned must bear the cost of repair or replacement.
- 1.5.6. Students who bring vehicles into the campus should observe all campus traffic and parking regulations. This includes displaying the sticker and ensuring that their vehicles do not contribute to environmental and noise pollution.
- 1.5.7. Smoking is prohibited in the University premises.
- 1.5.8. All students share responsibility for the creation and maintenance of a healthy, safe, and drug-free campus. This includes compliance with policies and measures against bringing dangerous weapons and the use of dangerous drugs.

1.6. Student and Community Relationship Conduct. In immersing themselves in community-related activities, the students should bear in mind that they represent the institution's interest and involvement in establishing rapport with and support of community members. For these purposes, the students are expected to:

- 1) participate in community services and extracurricular activities by making active use of the knowledge and skills they have gained at the university;
- 2) support the activities of other sectors, such as civil society, government, and parochial and religious organizations;
- 3) behave responsibly in the use of communication and information technology, especially when engaging in any action that may impact the privacy, dignity, and/or rights of institutions, groups or individuals, including themselves.

- 4) conduct themselves properly and use the name of the University during off-campus activities, especially those that are cultural and educational in nature. Students should bear in mind that any of their off-campus activities should not directly or indirectly tarnish the name of the school, especially the values and principles it stands for. Students officially representing the University or any of its recognized or official sectors or units in activities involving external groups must obtain official approval from a person of authority or from the concerned department or office.
- 5) refrain from involving the University in their own personal financial dealings; conduct themselves at all times in such a way as not to cast aspersion or bring dishonor and discredit to the University or tarnish its good name and reputation. In this regard, the students should understand that the University has the right and authority to regulate their conduct and activities on or off campus when these conduct and activities affect the good order and welfare of the University or have a direct and immediate effect on the discipline or general welfare of the school. Creating fictitious account that does not carry the real name of the student but can be identified as a Carolinian is prohibited.

1.7. Netiquette for Carolinians. While social media platforms are avenue for communication and expression of learning, responsible Carolinians should be mindful of the proper conduct and use of these resources. Learners are expected to observe proper ethical values, be culturally sensitive and conscious of the risks associated with plagiarism, cyberbullying, use of abusive language and other related actions that are against the ethical and moral standards that will have a negative impact on their holistic formation and university reputation. (*Refer to RA 7079 on Campus Journalism Act of 2021*)

1.7.1. Appropriate Behavior during Online Classes, Webinar, Fora, Meeting and other engagements:

- 1) Attend an online activity properly groomed.
 - Wear decent attire. It may be true that one is in the comforts of one's home but dressing in any sleepwear does not give an impression of professionalism and seriousness expected of a participant. Dressing decently prepares the mind and body that what is about to transpire is important and not just an ordinary chat with friends.

- 2) Be on time. It is highly suggested to come 10 minutes before the time to check if the equipment/gadgets work.
- 2) Be respectful. When typing messages, avoid using all caps, exclamation points or enlarging fonts for emphasis. These are all equivalent to shouting.
- 3) Be mindful of the grammar and spelling.
 - 1) Be polite. Address people properly. Wait until it is one's turn to speak. Do not interrupt when another person is talking. Respect the opinions/answers of others.
 - 2) Be considerate when making remarks. Use appropriate language.
 - 3) Choose a place where there is no distraction.
 - 4) Once the activity has started, be attentive to the speaker for the entire period and be participative.
 - 5) Turn on the camera for the whole duration of the activity. If the bandwidth is limited, ask the host to be excused from turning the camera on.
 - 6) Keep the mic muted unless it is one's turn to speak.
 - 7) Use the chatbox only when necessary.

Section 2. Progressive and Positive Discipline Policy

Discipline in schools is specifically mandated by the Constitution, which says "*that all educational institutions shall teach the rights and duties of citizenship, strengthen ethical and spiritual values, develop moral character and personal discipline.*"

The Constitution requires all schools to be responsible in shaping the behavior of young people under their care. The framing of rules governing university-student relations, particularly on student discipline, is vital, not merely to the smooth and efficient operation of the institution, but to its very survival.

USC adapts a progressive and positive discipline policy. Through progressive and positive discipline, it acknowledges that whenever the student does things below his/her expected duties and responsibilities and/or behaves inappropriately, it is the duty of the whole school to discipline the student(s) by teaching, guiding, mentoring, and supporting an intrapersonal/interpersonal skill that a particular student lacks. It also lets them realize what behaviors are acceptable and/or appropriate and what behaviors are not. It is also showing them that their choices have consequences. Thus, teaching discipline needs trust, building relations, supporting students to improve their behavior and,

hopefully, preventing inappropriate student behavior from happening again.

Punishment is only one technique of discipline and expulsion is reserved as a measure of last resort. On the other hand, employing alternative programs and practices that support student needs and hold students accountable, yet keep them engaged in the classroom, is highly encouraged because this leads to higher achievement and improved graduation rates.

More importantly, a progressive and positive discipline policy must adhere to the core values of the university. School policies and discipline recommendations must encourage academic learning and not hamper or impede academic engagement (*Scientia*); promote holistic character development and wellness by encouraging the student to do the right thing next time willfully due to personal enlightenment (intrinsic motivation) and not because of fear of sanction (extrinsic motivation) and by increasing then decreasing a student's self-esteem and self-efficacy (*Virtus*); and contribute to developing a student's altruistic and prosocial attitude/behavior, and/or cultural sensitivity through service orientation (*Devotio*).

Thus, in using a progressive and positive discipline, the following should be taken into consideration and amidst careful deliberation:

- 1) The students' stage of growth and development.
- 2) The nature, severity, and frequency of the offense/inappropriate behavior.
- 3) The history and circumstances surrounding it.
- 4) The impact of the behavior on the school climate.

Within this context, more serious consequences may be considered for inappropriate behavior that escalates or is repeated. Providing students with the opportunity to reflect on their own actions and the impact of these actions is essential to student learning. A student's behavior occurs in a broader context and can be changed over time. Thus, each decision on discipline is unique for each student. It will depend on the strengths and challenges of that student.

Therefore, a **range of options** to determine the most appropriate way to respond to each situation and help the student learn from his or her choices is considered. Depending on the case, the support or consequences will be given by the different persons of authority as follows but not limited to the student development mentors, teachers, Department Chairs, Deans, OSFA Officers, Vice Presidents, and/or the President.

The discipline recommendations will include different supports and consequences. Supports could include:

- 1) A discipline conversation with the student by either one or more of the following persons but not limited to the Student Development Mentors, Teachers, Guidance Counselors, Campus Priests and Ministers, Department Chairs, Deans, OSFA Officers, Vice Presidents, and/or President;
- 2) A parent - teacher/staff feedback and conferences by either one or more of the following persons but not limited to the student development mentors, teachers, guidance counselors, campus priests and ministers, Department Chairs, Dean, OSFA Officers, Vice Presidents, and/or the President;
- 3) A review of expectations for the student's behavior conducted by either one or more of the following persons but not limited to the Student Development Mentors, Teachers, Guidance Counselors, Campus Priests and Ministers, Department Chairs, Deans, OSFA Officers, Vice Presidents, and/or President.
- 4) Formation sessions like counseling, moral and/or spiritual guidance, coaching, anger management, etc.;
- 5) Attending prevention and/or intervention programs.

Consequences could include the following, depending on the gravity of the offense:

- 1) Writing a personal apology to the aggrieved/offended party;
- 2) Doing an academic assignment or writing a paper;
- 3) Mandatory work in the form of community service;
- 4) Suspension, disqualification, or withdrawal of privileges (e.g., uniform exemptions, grant of car sticker, discounts, scholarships, etc.);
- 5) Payment of the value of the property destroyed/damaged /lost or its replacement;
- 6) Detention or suspension hours/programs with alternative academic requirements;
- 7) Disciplinary probation with automatic suspension for the rest of the semester in case of any violation of the conditions imposed;
- 8) Exclusion for a semester/s;
- 9) Disqualification from receiving honors/awards at graduation; In the event that an awardee is found guilty of an offense or crime after the award has been given, the University shall withdraw the award.
- 10) Conditional or non-issuance of certificate of good moral character;
- 11) Payment of fines;
- 12) Mandatory drug testing at the student's expense (especially in

- cases related to dangerous drugs, substance abuse, or endangering behavior);
- 13) Mandatory psychological/clinical assessment and compliance with the recommendations of an accredited specialist;
 - 14) Restriction against participation in school activities/further contact with aggrieved parties;
 - 15) Outright dismissal;
 - 16) Expulsion;
 - 17) Other penalties which may be set forth by the University.

Section 3. University-Wide Discipline and Persons in Authority

- 1. **All teachers, school officials, and other employees** and persons in authority are bound to help enforce school policies.
- 2. Minor to less serious offenses are handled by the **student development mentors (SDMs)**. SDM(s) is a (are) faculty member(s) assigned in each department who is (are) in-charge in mentoring their students' development and discipline. SDMs can only recommend certain support, sanctions, and penalties and needs approval by their respective **academic chairperson**.
- 3. There are some minor to less serious offenses that will be handled by the **Student Development Committee (SDEVCOM) members** when it involves cases between departments of the same college. SDEVCOM can only recommend certain support, sanctions, and penalties and needs approval by their respective **academic dean**.
- 4. Serious to very serious offenses are reported to the **campus Student Discipline Officer (SDO)**. After an initial assessment and evaluation, the campus SDO may recommend for the SDMs and/or SDEVCOM to handle the case or endorse it, and then convene the Student Discipline Committee.
- 5. The **Student Discipline Committee (SDC) is a body** tasked to discuss and deliberate on the discipline recommendation of a case. It is composed of the head of the OSFA, a university lawyer, and a member of the student development board. The SDC can only recommend support, sanctions, and penalties. The recommendation will be acted upon by the **Director of Student Services** and approved by the Vice President concerned. In the conduct of its investigation, SDC will not adopt a trial-type proceeding. Cross-examination may be disallowed at its discretion.
- 6. The **Vice President concerned** (dependent on whether the case is academic, property and safety, and/or financial in nature) decides and

approves the recommendations endorsed by the Director of Student Affairs and Services Office regarding disciplinary matters. The VP's decision on a student disciplinary case is final and can be executed through the Student Discipline Office.

Section 4. Recommended Disciplinary Actions by Person in Authority

The imposition of the sanction shall be done by the authority concerned based on the gravity of the offense as presented below:

-  - Indicates that the concerned Office/Committee which will **approve** the recommended interventions or sanctions which is based on the degree/severity of the offense committed, based on the minor to less serious offenses committed.
- indicates that the concerned Office/Committee which will implement/carry out the interventions or sanctions which are based on the degree/severity of the offense committed, based on the serious offense committed.
- indicates that the concerned Office/Committee which will endorse and approve the interventions or sanctions which are based on the degree/severity of the offense committed, based on the very serious offense committed.

Below is the template of the roles of the committees and the persons in authority in implementing interventions and sanctions to students found to have violated the policies.

	SDMs	SDEVCOMs	SDC
	Approval: Chair	Approval: Dean	Endorsed by Director of SASO, Approved by VPAA/VPA/ VPF
SUPPORT & INTERVENTION			
1. A discipline conversation with the student	 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	SDMs	SDEVCOMs	SDC
	Approval: Chair	Approval: Dean	Endorsed by Director of SASO, Approved by VPA/VPA/ VPF
2. Parent - teacher/staff feedback and conferences	(:()) <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. A review of expectations for the student's behavior	(:()) <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Formation sessions like counseling, moral guidance, coaching, anger management, etc.	recommends	recommends	recommends
5. Attending prevention and/or intervention programs	recommends	recommends	recommends
SANCTIONS & PENALTIES			
1. Writing a personal apology to the aggrieved/offended party.	(:()) <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Doing an academic assignment or writing a paper.	(:()) <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Mandatory work in the form of community service		<input type="checkbox"/>	<input type="checkbox"/>
4. Suspension, disqualification, or withdrawal of privileges (e.g., uniform, driving, discounts, scholarships, etc.)		<input type="checkbox"/>	<input type="checkbox"/>
5. Payment of the value of the property destroyed/damaged/lost or its replacement		<input type="checkbox"/>	<input type="checkbox"/>
6. Detention or suspension hours/programs with alternative academic requirements	up to 2 days	up to 5 days	more than 5 days

	SDMs	SDEVCOMs	SDC
	Approval: Chair	Approval: Dean	Endorsed by Director of SASO, Approved by VPA/VPA/ VPF
7. Disciplinary probation with automatic suspension for the rest of the term in case of any violation of the conditions imposed			<input type="checkbox"/>
8. Exclusion for a semester/s			<input type="checkbox"/>
9. Disqualification from receiving honors at graduation			<input type="checkbox"/>
10. Conditional or non-issuance of certificate of good moral character			<input type="checkbox"/>
11. Payment of fines		<input type="checkbox"/>	<input type="checkbox"/>
12. Mandatory drug testing at the student's expense (especially in cases related to dangerous drugs, substance abuse, or endangering behavior)			<input type="checkbox"/>
13. Mandatory psychological/clinical assessment and compliance with the recommendations of an accredited specialist			<input type="checkbox"/>
14. Restriction against participation in school activities/further contact with aggrieved parties		<input type="checkbox"/>	<input type="checkbox"/>

	SDMs	SDEVCOMS	SDC
	Approval: Chair	Approval: Dean	Endorsed by Director of SASO, Approved by VPA/VPA/ VPF
15. Outright dismissal			<input type="checkbox"/>
16. Expulsion			<input type="checkbox"/>
16. Other penalties which may be set forth by the University		<input type="checkbox"/>	<input type="checkbox"/>

Section 5. Categories and Ranking of Offenses

A. Minor Offense

Minor violations do not involve serious injury or harm, lack evidence of malice or premeditation, behaviors can be attributed to development or circumstances, and have little or no serious negative implications for the University or its members. Minor offenses are recorded in a student's name, but do not prevent him/her from receiving a clean Certificate of Good Moral Character. Although still recorded, the frequency of offense is refreshed every semester. Repeated minor violations in a semester, however, may constitute a basis for the filing of a higher rank offense.

Minor offenses are given three (3) warnings:

- **First** warning constitutes a Discipline Consultative Session (in accordance with our "*Sultihi ako, maminaw ako*" Program-Consultative Session/s).
- **Second** warning, the Student is now required to submit an apology letter before his/her school ID is returned. A strong warning is given to the student during the Discipline Consultative Session.
- **Third** warning serves as the Final Warning. The student is now informed of the consequences of his/her actions with varied sanctions according to the gravity of the offense committed.

All teachers, school officials, and other university employees and persons in authority may call the attention of the student who committed a minor offense. Depending on the frequency and the school of the student(s) involved, minor offenses are handled by the Student Development Mentors (SDMs) and by the Student Development Committee (SDEVCOM) members.

Frequency

- | | |
|----------------|---|
| First offense | – Discipline Conversation (Oral Warning) |
| Second offense | – Discipline Conversation (Written Warning is given after which the student is required to make a written reply.) |
| Third offense | – Discipline Conversation. See other disciplinary support & consequences. (Written Reply). |

B. Less Serious Offense.

Less serious offenses are acts that disrupt the order and are a threat to the security and safety of the school. A less serious offense does minimal physical injury and minimal harm to the honor and dignity of others but has no serious negative implication for the University or its members. Less serious offenses are recorded in a student's name but do not prevent them from receiving a clean Certificate of Good Moral Character. Although still recorded, the frequency of offense is refreshed every academic year. Repeated less serious offenses in an academic year, however, may constitute a basis for the filing of a higher rank offense.

All teachers, school officials, and other university employees and persons in authority may call the attention of the student who committed a less serious offense. Depending on the frequency and the school of the student(s) involved, less serious offenses are handled by the Student Development Mentors (SDMs) and by the Student Development Committee (SDEVCOM) members.

- | | |
|----------------|--|
| First offense | – Discipline Conversation. Written Warning is given to the student and required to submit a written reply. |
| Second offense | – Written Warning is given to the student and required to submit a written reply. |

- | | | |
|---------------|---|---|
| Third offense | - | Written Warning is given to the student and required to submit a written reply. |
|---------------|---|---|

C. Serious Offense.

Serious offenses are acts that do a greater threat or damage to the safety, property, honor, and dignity of another person and the school. Serious offenses are recorded in a student's name during his/her stay in the University and may prevent him/her from receiving a clean Certificate of Good Moral Character. Repeated serious offenses, however, may constitute a basis for the filing of a higher rank offense.

All teachers, school officials, and other university employees and persons in authority may call the attention of the student who committed a serious offense. Serious offenses are handled by the campus student discipline office (SDO). After an initial assessment and evaluation, the campus SDO may recommend for the SDMs and/or SDEVCOM to handle the case or endorse it, and then convene the Student Discipline Committee.

Frequency

- | | | |
|----------------|---|---|
| First offense | - | Discipline Conversation (Written Reply). The chair, the dean, and the Parents/Guardians are informed. The Student Discipline Committee convened. See other disciplinary support & consequences. |
| Second offense | - | Discipline Conversation (Written Reply). The chair, the dean, and the Parents/Guardians are informed. The Student Discipline Committee convened. See other disciplinary support & consequences. |
| Third offense | - | Discipline Conversation (Written Reply). The chair, the dean, and the Parents/Guardians are informed. The Student Discipline Committee convened. See other disciplinary support & consequences. |

Written Warning is given to the student and required to submit a written reply.

D. Very Serious Offense.

Very serious offenses are acts that do the greatest threat or damage to the safety, property, honor, and dignity of another person and the school. Very Serious offenses are recorded in a student's name during his/her stay in the University and may prevent him/her from receiving a Certificate of Good Moral Character.

- Step 1: The Chair of the Student Discipline Board (SDB) receives the case documents from the SDMC.
- Step 2: The Chair of the SDB furnishes copies of the case documents within 5 working days upon receipt thereof to all members of the committee for them to review, assess and study.
- Step 3: The SDB Chair convenes the members not more than 5 working days after furnishing copies of the case documents to the members of the SDB.
- Step 4: The SDB evaluates, assesses and reviews the findings of the case.
- Step 5: The SDB makes the final decision/judgement of the case.
- Step 6: The decision of the SDB shall become final and executory after 5 working days after the SDB has been convened.
- Step 7: The Student Discipline Officer facilitates the enforcement of the final decision.

The enumeration of the offenses and their corresponding penalties in the table of offenses and penalties does not curtail the right of the University to pursue cases not listed in order to enforce discipline.

Any misconduct committed outside the University premises does not deprive the Student Discipline Office of its jurisdiction for as long as the misconduct involving a student can affect the good name or reputation of the University.

Composition of the Student Discipline Board (SDB) is as follows:

- Director of Student Services - Chair
- Student Discipline Officer - Secretariat
- Student Discipline Mentor of the Complainant
- Student Discipline Mentor of the Respondent
- Legal Consultant, if needed

In cases where the complainant/s is not satisfied with the decision, he/she may file a written appeal to the Vice President for Academic Affairs. The decision of the VPAA is no longer appealable.

The Chair, Dean, and Parents/Guardians are informed. The Student Discipline Committee is convened, after which a written document with all the attachments are kept in the SDO for proper filing with the utmost confidentiality. Any criminal offense will be forwarded to the legal authorities for further handling.

Section 6. Table of Offenses

The University's right to act on the condemnable act or omission of a student is not limited to what is listed or mentioned in this table of offenses. Whatever is actionable in a court or quasi-judicial body is also actionable in the administrative tribunal of the University. If there is no written complaint, the Administration, on its initiative, will be the complainant and start the investigative proceedings.

	Offenses	Rank of Offense
A.	Offenses related to uniform and grooming	
	1. failure to wear the prescribed school uniform or dress code according to the specification and standards set by the University (see Annex B)	A
	2. untidy appearance and/or inappropriate attire for a school environment	A
	3. wearing attire/school uniform according to their gender preference without approval/clearance from the Gender Development Officer at OSFA	B/C
	4. coming to school in a civilian attire, when allowed, that does not promote a dignified, decent and formal appearance, and decorum (<i>See Annex C: Civilian Attire and Grooming</i>)	B/C
	5. failure to present a uniform exemption	A/B
	6. taking off the school uniform on campus except during class activities that require decent and formal attire	A/B
	7. wearing/moving around the campus in a PE uniform but outside of PE classes	A/B

	Offenses		Rank of Offense
	8.	coming to school with unkept or untidy haircut/hairstyle	A/B
	9.	exposure of body tattoos with offensive and obscene designs	A/B
B.	Offenses against security, safety, and order		
	1.	entering the University campus without a valid school identification card (I.D.) (example: tailgating, etc.)	AB
	2.	non-wearing of school identification card on campus	A
	3.	use of two or more school identification cards (I.D.) or gate pass by whatever means or manner	AB
	4.	representing, wearing or using any uniform, insignia or other identifying marks of the University or any department or college without authorization for personal gain	BC
	5.	unauthorized access of computer files like hacking and other IT-related violations	BCD
	6.	unauthorized collection of money, checks, or any other instrumentality of monetary value and/or embezzlement of funds	BCD
	7.	entering the campus or off-campus sites under the influence of alcohol and prohibited substances	CD
	8.	bringing of intoxicated beverage in whatever quantity on campus	CD
	9.	engaging in an unrestrained drinking of alcoholic beverages with schoolmates or friends in school uniform outside the campus.	CD
	10.	possession of firearm/air gun and similar gun replicas, sharp-bladed weapons, tear gas, firecrackers, pyrotechnics, explosive or miniature bombs inside the campus	D
	11.	threatening to use these weapons to harm anybody inside the campus.	CD

	Offenses	Rank of Offense
	12. hazing as defined in <u>RA No. 11053</u> or the Anti-Hazing Law (<i>Annex E</i>) as an initiation rite or practice as 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/her to do menial, foolish tasks or activities or otherwise subjecting him/her to physical or psychological suffering or injury regardless where the hazing occurs.	D
	13. violation of parking regulations <i>(Refer to Motor Vehicle Pass Sticker Policy for repeated offenses)</i>	A
	14. engaging in endangering behavior, defined as any action that might lead to loss of life or serious injury, whether intentionally or because of recklessness or gross negligence (as with removing fire alarms, tampering with fire extinguishers, sitting on ledges, dropping objects from buildings, refusing to conform to safety protocols, etc.)	ABCD
	15. indiscriminate throwing of waste paper, candy wrappers, chewing gums, plastic cups, etc. on campus or spitting on floors or walls	A
	16. loitering or making excessive noise in corridors, stairways or immediate vicinities during classes	A
	17. loud and disturbing arguments, shouting/heckling that are offensive to the sensibilities of the school community, unrestrained laughter/loud talking inside or outside the classroom or in the corridors/stairways and immediate vicinities that disrupt classes or academic activities.	AB
	18. unauthorized use of cellular phones, iPods, or other communication gadgets inside the classroom while classes, examinations or other academic activities are going on.	ABCD
	19. bringing in or playing with any gambling paraphernalia and engaging in gambling activities inside the campus.	AB
	20. smoking/vaping inside the campus and its immediate vicinity	B

	Offenses	Rank of Offense
	21. deliberate disruption of classes, academic functions, or activities within University premises	ABC
	22. brawls, riots, hooliganism on or off campus	BCD
	23. instigating or participating in group activities, gatherings, rallies, and the like that result in stoppage or disruption of classes and/or other academic activities.	CD
	24. causing panic or confusion that leads to the disruption of classes and other academic activities	CD
	25. unauthorized rallies, barricading, picketing, preventing, or threatening any student from entering the school campus or attending classes, and/or school personnel from discharging their duties	CD
	26. initiating or participating in activities contrary to law or public order	D
	27. subverting or defying policies and guidelines of any college department, office of the University, and CHED	CD
	28. any act or omission punishable under the rules and regulations of the University or laws of the land even if the act was committed outside the school campus such as but not limited to: <ul style="list-style-type: none"> • possession of marijuana or drugs (RA 9165: Comprehensive Dangerous Drugs Act of 2002) • smoking marijuana or using drugs • seriously assaulting another person • trespassing a private property and refusing to leave when requested to do so • conviction for contempt of court for disobeying a restraining order • being drunk and disorderly in the streets in violation of an ordinance • unauthorized use of the name of teacher/s, school official/s as co-author of an article to assure its publication • posting of lewd, defamatory, indecent or libelous remarks or comments on any platform or any medium of expression • commission of violations of existing laws and/or ordinances 	CD

	Offenses		Rank of Offense
C.	Offenses against persons		
	1.	extortions, unauthorized solicitations, and other similar acts committed against other students, members of the faculty, and other members of the University	CD
	2.	oral defamation or slander in any platform or any medium of expression	BCD
	3.	grave threats, intimidation, coercion against any member of the school community: administrators, faculty, non-teaching staff, students or visitors	CD
	4.	assault resulting in physical injury or damage to property	CD
	5.	sexual harassment (<i>Refer to IRR on the Anti- Sexual Harassment Bill of 1995, and RA 9262</i>)	D
	6.	disrespecting or courtesy of any member of the USC Community and its guests resulting in ridicule, embarrassment or humiliation or besmirched reputation, by and through any means and medium, such as but not limited to Facebook, social networking sites, or other sites on the internet or in any other platform	BCD
	7.	acts of lasciviousness or other acts of misconduct of a sexual nature	CD
	8.	engaging in a pattern of conduct that vexes or compromises the physical and/or psychological well-being of a person, such as acts of harassment, stalking, coercion	BCD
	9.	instigating and/or engaging in activities resulting in injury and/or moral damage to persons	CD
	10.	cyberbullying or any other act by word or deed that degrades or debases the dignity of a person (<i>Refer to RA 10175: Cybercrime Prevention Act of 2012</i>)	CD
D.	Offenses against property		
	1.	unauthorized use of school facilities or equipment	BC
	2.	irresponsible use of school properties	BC

	Offenses		Rank of Offense
	3.	vandalism or destruction of properties of the University, or those belonging to any member of the administration, faculty, non-teaching staff, fellow students, or visitors while on campus	BC
	4.	tampering official announcements on bulletin boards, posting of notices or posters in non-designated areas or removing thereof without proper authorization	BC
	5.	posting and displaying on campus and its immediate vicinity, posters, pictures, banners or streamers with materials that are libelous, obscene, indecent, offensive to the feeling and moral sensitivity of persons, injurious to the good name of individuals or of the university, subversive or seditious.	BCD
	6.	attempt to steal	C
	7.	stealing	CD
E.	Offenses involving dishonesty		
	1.	borrowing or lending of USC ID card, gate pass, library card, official receipt or other relevant and official school documents for whatever purpose or intention; tampering one's own or another student's ID card and using it to gain entry to USC premises, whether damage was inflicted on any member of the USC academic community	BCD
	2.	communicating with others during examination without permission from the teacher or proctor	ABC
	3.	submitting another person's work as one's own	CD
	4.	cheating during any examination, quiz, or long test (including take home examination or written reports, assigned reports, reaction papers, and other similar materials required for submission) or any other academic requirements, including possession of leaked examination materials.	CD
	7.	letting somebody else take the examination in his/her own behalf (in which case both shall be liable hereunder)	CD

	Offenses		Rank of Offense
	8.	plagiarism, forgery, falsification, tampering, alteration or misuse of official school records, documents or credentials, or any other acts indicating fraud or misrepresentation (refer to RA 10173: Data Privacy Act of 2012)	CD
	9.	authorship, publication or circulation of false information about the University, its officials, members of the faculty, non-teaching personnel, or students	CD
	10.	lying, misrepresenting, and other acts of perjury committed during a formal disciplinary proceeding or other investigative proceedings.	CD
F.	Offenses against public and religious morals		
	1.	proselytizing, defined as attempting to convert others to one's faith by attacking or denigrating the practices and beliefs of another, or by offering special inducements	BCD
	2.	disrespect to national symbols (e.g., making a mockery of the national anthem) and any other similar infraction	BCD
	3.	any act or omission punishable under the laws of the land	CD
	4.	adultery, concubinage, bigamy, and other immoral relationships which are against the laws of the land and/or teachings of the Catholic Church.	CD
	6.	manifesting vulgar or perverted behavior (verbal/physical/social media) between students whether of the same or opposite sexes	CD
	7.	bringing, viewing, displaying or distributing pornographic materials on campus (either acting as a model/subject, agent, sponsor, or technical crew) or sending foul messages to anybody (student, faculty, employee)	CD
	8.	desecrating religious images and practices	CD
	9.	irreverent conduct in the chapel or during Angelus, Holy Mass, prayer or any other similar religious practice	BCD
	10.	displaying publicly intimacy/affection that tends to offend the sensibilities of the school community	BCD

	Offenses	Rank of Offense
G.	Offenses against the University	
	1. posting derogatory remarks/unfounded comments that are detrimental to the name and prestige of the University in social media and other platforms	CD
	2. unauthorized use of the name of the University for personal and financial gains, scamming, and other means to defraud other entities or individuals	CD
	3. alteration/falsification of University documents	CD
	4. unauthorized use of University seal for business and other commercial use	CD

Section 7. Guidelines for Ensuring Discipline/Due Process

Level 1: MINOR TO LESS SERIOUS OFFENSES

- Step 1: The complainant submits a letter of complaint/ incident report addressed to his/her Student Discipline Mentor (SDM)
- Step 2: The student respondent, upon the summons by his/her SDM, answers within 3 days upon receipt of the complaint filed against him/her.
- Step 3: The SDMs of the complainant and respondent assess the gravity of the offense and call the student respondent for a discipline conversation. Some witnesses may be invited if needed.
- Step 4: The two SDMs after having determined the gravity of the offense committed may recommend the interventions and sanctions to be endorsed by the campus Student Discipline Officer (SDO) and approved by the Head of the Office Student Formation and Activities.
- Step 5: If the case is resolved within the level of the SDMs, the student respondent signs an agreement wherein it is stated that he/she promises not to commit any infraction again.

Step 6: In instances when the case cannot be resolved at the level of the SDMs, it is elevated to the Student Discipline Mentors Committee (SDMC). The case documents are forwarded to the SDMC not more than 5 days after the whole proceeding.

Level 2: LESS SERIOUS TO SERIOUS OFFENSES

Step 1: (a) For cases elevated to the Student Discipline Mentors Committee (SDMC), the complainant's SDM submits the documents of the case not more than 5 days after the whole proceeding to the SDMC. (Proceed to Step 3.)

(b) For cases identified outright as serious or very serious, the complainant submits a letter of complaint/ incident report addressed to the campus Student Discipline Officer (SDO), who is the Chair of the SDMC.

Step 2: The student respondent, upon the summons by the SDO, answers within 3 days upon receipt of the complaint filed against him/her.

Step 3: The SDO informs the members of the SDMC of the date set for the case conference. The case conference is scheduled not more than 10 working days after receipt of the case documents/complaint filed.

Step 4: The SDMC calls the student complaint and respondent for a case conference. Some witnesses may be invited if needed.

The case conference before SDMC shall be a summary in nature and cross examination is not essential. However, the SDMC should ensure that the following standards required by due process in disciplinary cases are satisfied.

- the respondent should have been informed in writing of the nature and cause of the accusation/s
- the respondent should have been granted the right to answer the charged against her/him
- the respondent should be informed of the evidences against him/her
- the respondent is given the right to adduce evidence on his/her own behalf, and

- the evidence should be considered by the SDMC.
- Step 5: The SDMC after having determined the gravity of the offense committed may recommend the intervention and sanctions to be endorsed by the Head of the Office of Student Formation and Activities.
- Step 6: Once the intervention and sanctions have been approved, these will be enforced by the SDO. Both the complainant and respondent will be given copies of the approved intervention and sanctions.
- Step 7: In instances when the case cannot be resolved at the level of the SDMC, it is elevated to the Student Discipline Board (SDB). The case documents are forwarded to the SDB not more than 5 days after the conclusion of the whole proceeding.

The composition of the Student Discipline Mentors Committee (SDMC) includes the following:

- Student Discipline Officer – Chair
- Student Discipline Mentor of the Complaint
- Student Discipline Mentor of the Respondent
- Student Representative of the Collegiate Council of the Complainant
- Student Representative of the Collegiate Council of the Respondent
- Head, Office of Student Formation and Activities

Section 8. Clearance and Hold Orders

Clearance to enroll every semester or to leave the University at any time, requires satisfaction of pending academic and non-academic obligations. Students who have not resolved their disciplinary cases or have inadequately did not follow the recommendation of support and sanctions will not be allowed to proceed with enrollment, transfer, or graduation. (The signature of the Student Development Mentor and the campus Student Discipline Officer are part of the requirement for clearance.)

Section 9. Policy for Pregnant Women

Pregnant students will be permitted to continue with their studies on the condition that their enrollment in the university will not pose health and safety risks given their health condition. In this regard, the school may require the student concerned to present medical clearance and such other documents as may be rendered necessary for the purpose.

Section 10. Jurisdiction

The USC Administration, through the Office of Student Formation and Activities – Student Discipline Section, has jurisdiction over all cases involving the discipline of students.

A student who is charged with an offense, and refuses to heed the summons to appear before the investigating body set up by the administration is deemed to have waived his/her right to present evidence/s. The case shall then be decided based on the complaint and the evidence/is presented. Misconduct committed outside the University, consequently affecting his/her status as a student, is covered with the policy on discipline.

In case of subsequent enrollment of such a student, he/she will have to answer the charges filed and lodged against him/her.

Section 11. Sanctions

Pursuant to the Manual of Regulations for Private Higher Education, the following disciplinary sanctions for Serious Offenses or violations of school regulations may be applied to an erring student:

- 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 term.

The decision of the school in every case involving the penalty of suspension which exceeds 20% of the prescribed school days for a term shall be forwarded to the CHED Regional Office within 10 days from the termination of the investigation of each case.

- Preventive Suspension of the student under investigation may be imposed even before the hearing of his/her case has commenced. The respondent is not permitted inside the school premises if there

is strong evidence of guilt and the moral conviction of the Discipline Committee that the continued stay or presence is a risk or an imminent danger to life and property in school. The preventive suspension shall not exceed 10% of the prescribed school days.

STUDENT ORGANIZATIONS AND ACTIVITIES

A student organization is an organized group of students sharing common interests, objectives, philosophy, and operational activities not contrary to laws, morals and University rules and regulations. Furthermore, a student organization must be non-partisan, non-political in all political exercises (within and outside the university).

Such formation of student organizations is regarded by the University as a healthy sign of growing social awareness and concern and as an exercise of students' freedom of association. This freedom, however, entails the responsibility to respect the freedom of others and to uphold the dignity of the student body as a whole.

The University therefore, recognizes the student organizations as among the venues for:

- 1) the development of students' talents, potentials and capabilities;
- 2) students' greater awareness of their rights, duties and responsibilities;
- 3) wholesome social and recreational activities; and
- 4) the realization of the university's mission statement and academic aims.

The student organizations are broadly categorized into two, namely:

- 1) Co-curricular – which are school/department-based and whose membership is automatic upon enrollment in a particular course or college.
- 2) Extra-curricular - which are initiated and organized by students to accommodate specific interests, concerns or visions, e.g. socio-civic, cultural, religious, athletic, professional service clubs, etc. and whose membership is voluntary.

To complement and enhance the learning process, students are allowed to initiate and organize activities which may be co-curricular or extra-curricular in nature. Schools, departments, and student organizations, in coordination with

the Office of Student Formation and Activities (OSFA), manage these activities. The activities must be held within the academic calendar, and should not be scheduled a week before and during major examinations and institutional celebrations unless the activities are intrinsically related therewith.

Section 1: Registration and Supervision

The Student Activities Officer shall have general supervision of all activities of registered student organizations as well as the student body.

All student organizations, including the Supreme and School Student Councils, shall register or renew their registration at OSFA at the beginning of the school year, per CMO 9, series of 2013 (Article VIII, Section 21) and CMO 8, series of 2021. They shall accomplish the requirements asstated in the Student Organization Manual. Among others, the said requirements are the Constitution and/or By-laws or its equivalent, Program of Activities Form, Officers' and Faculty Adviser's Data Sheet, list of members and endorsements of authorized university officers or mother clubs for affiliated organizations. Upon compliance with the aforementioned requirements, student organizations shall then be entitled to official recognition by the University through OSFA.

For details, refer to the Student Organization Manual.

Section 2. Educational Tours and Field Trips

In the context of learning, students are provided with the opportunity to augment classroom learning through out-of-classroom activities. These activities are governed by CMO 63, series of 2017 (Policies and Guidelines of Local Off-Campus Activities), and CMO 01, series of 2023 (Amendment of Article IV.E of the earlier mentioned CMO) to ensure security and safety of students during the conduct of the activities; thus, they shall file an application at the Office of the Vice President for Academic Affairs. Student organizations shall apply at the Office of Student Formation and Activities.

In some cases, international trips may be allowed and CMO 26, series of 2015 shall govern and apply.

The above-mentioned guidelines are subject to updates that may be provided by CHED.

STUDENT SUPPORT AND SERVICES

The University of San Carlos has an ISO 9001:2015 that established and certified a quality management system for the provision of student support services for student welfare, student development, and institutional student programs.

The interactive and popularized version of such a system is "Caloy". Students can access these Caloy kiosks for further information regarding the services and programs outlined in the directory. These are strategically located in different buildings in the University.

Section 1. Quality Policy

In support of academic instruction, the Student Support and Services System of the University of San Carlos is committed to delivering quality services and programs essential in the formation of Carolinian graduates to become productive citizens of the country and the world.

The support units are committed to continuously improving their services, processes, and our Quality Management System for the enhancement of the student experience in the University, which may require the participation of the suppliers and other external providers of processes and services. These commitments are founded on the following priorities:

- Achievement of outcomes defined in KRA 4 of CHED CMO 46 relating to student quality, diversity of the population, rate of completion, employment rate, quality of formation and; level of competency, leadership qualities, level of empowerment of graduates
- Operation of processes in accordance with the administrative and financial policies of the university
- Enhancement of support to academic units in the preparations for program accreditation
- Sustained compliance of our Quality Management System to International Standards

- Managed organizational knowledge, recognition of external factors and production of creative solutions using the knowledge and skills of all within the organization

Section 2. Directory of Student Support Services and Programs

Name of Office	Counseling and Development Center
Description	<p>The Counseling and Development Center or CDC shares in the realization of the USC vision-mission by providing programs that address the student's psycho-emotional needs and help develop essential skills needed to realize their potential and help them become the persons they are meant to be. A Center that provides a safe space for everyone.</p> <p>The Counseling and Development Center Services and Programs adapt the life-career development perspective. It views development as a lifelong process in which individuals identify and refine life and work values, roles and directions and ensure sound mental health. This entails awareness of individual interests, values, attitudes, coping skills, talents, and abilities, especially as they change and develop during their educational experience in USC.</p>
Services	<p>FACILITATIVE: Counseling, Information, Appraisal, Follow-up, Consultation, Referral, Research</p> <p>TRANSFORMATIVE: Mental Health Program, Career Development Program, Peer Facilitator Program</p>

Location and Contact Numbers	<p>Downtown Campus</p> <p>CDC Main Office: Main Hallway, Ground Floor, Fr. Arthur Dingman Building <i>Immediately next to the Information Office near the Main Lobby</i></p> <p>Telephone Numbers: 401 2300 / 230 0100 local 554 – Front Desk 401 2300 / 230 0100 local 595 - Head</p> <p>Psychological Testing Services Main Hallway, Ground Floor - Fr. Arthur Dingman Building, <i>Next to the Budget and Purchasing Office from the Main Lobby</i> Telephone Number: 401230 0100 local 594</p> <p>Satellite CDC Offices: Talamban Campus Basement - Fr. Lawrence Bunzel (Engineering) Building Telephone Number: 401 2300 / 230 0100 100 local 105 Lobby Area -School of Architecture, Fine Arts and Design (SAFAD) Building (<i>At the Right Side of the Main (Center) Stairs</i>) Telephone number: 401 2300 / 230 0100 local 215</p> <p>Second Floor - Fr. Philip van Engelen (SAS) Building Telephone Number: 401 2300 / 230 0100 local 142</p> <p>Second Floor - Fr. Robert Hoeppner (Nursing) Building Telephone Number: 401 2300 / 230 0100 local 134</p> <p>Psychological Testing Services Basement - Fr. Lawrence Bunzel (Engineering) Building Telephone Number: 401 2300 /230 0100 local 106</p>
Email Address	cdchead@usc.edu.ph

Name of Office	Office of Security and Safety
Description	<p>The Office of Security and Safety is an outsourced hired agency of security guard personnel with high quality skills and trainings purposely geared towards shepherding the university campus, its facilities and the Carolinian community. We dedicate to promptly respond to any kind of security issues and concerns in order to provide an unhampered learning environment for USC and beyond. Our motto is Service beyond its name.</p>
Services	<ul style="list-style-type: none"> • Information Services and assistance(office location & schedule of offices) • Establishes a help desk center if needed • Traffic manning • Safety and Security Services • Motor vehicle pass sticker issuance • Campus Entry requests monitoring • Classroom and facility utilization monitoring • Security augmentation <p>We also include proper reporting and writing of narrative reports/ incident reports and security cctv footages monitoring.</p>
Location	Talamban Campus: Bunzel Building Downtown Campus: Arthur Dingman Building
Contact Numbers	Talamban Campus: 2300100 local 169 Downtown Campus: 2300100 local 584
Email Address	Talamban Campus: securitytc@usc.edu.ph Downtown Campus: securitydc@usc.edu.ph

Name of Office	Performing Arts Group
Description	The cultural arm of the University, the group has 3 units namely: Choristers, Dance Troupe, and Theatre Guild. PAG aims to tap and hone the talents of the students, giving them the opportunity to showcase these abilities during events in the University.
Services	Trainings in Singing, Dancing and Acting
Location	Anselmo Bustos Complex (USC Gym - Downtown Campus)

Contact Numbers	Trunkline: 4012300 Local Numbers: Choristers - 524 Dance Troupe - 572 Theatre Guild - 572/ 593
Email Address	<p>Golda Lisi B. Villahermosa PAG Coordinator - 0908 880 2991 glbwillahermosa@usc.edu.ph</p> <p>Roberto G. del Rosario Choristers Music Director rgdelrosario@usc.edu.ph</p> <p>Jose Miguel T. Cabasagan Dance Troupe Choreographer jmtcabasagan@usc.edu.ph</p> <p>Mary Ann B. Lumacang Theatre Guild Coordinator/Director mablumacang@usc.edu.ph</p>

Name of Office	Office of Recruitment and Admissions
Description	The Office of Recruitment and Admissions or (ORA) is responsible for admitting and filtering student applications to the University. The ORA's ultimate goal is to attract more enrollees by visiting different schools and by promoting the University in different social media platform. We need to make sure that the applicants will have a seamless application experience within the University.
Services	<p>Validation of Admission Requirements</p> <p>Provides Information on the current Program Offerings</p> <p>Assists applicants with online or offline application</p> <p>Provides Information on the admission requirements for Incoming Freshmen, Transferees, Graduate Program, Juris Doctor and International Student Applicants</p>

Name of Office	ISMIS - IRMO
Description	Provides and manages the infrastructure, operation and administration of ICT facilities in the University. Provides ICT technical, network and systems support services to the USC Community.
Services	<p>ACS (<i>Administrative Computing Services</i>)</p> <ul style="list-style-type: none"> ● Systems applications development and support ● Software provision and support ● Database management, support and maintenance <p>TNS (<i>Technical and Network Services</i>)</p> <ul style="list-style-type: none"> ● Data, Voip, WIFI, CCTV network infrastructure provision, management, network security and support. ● Wide area network and local area network provision, management and maintenance ● ICT Technical support
Location	<p>IRMO Office Arthur Dingman Bldg. Basement Floor</p> <p>IRMO Office LB302TC - LB303TC 3rd Floor Fr. Lawrence Bunzel Building</p>
Contact Numbers	<p>Trunk +63 32 2300100 /+63 32 4012300</p> <p>IRMO-ACS Local 107, 506, 212, 213 Cell No. +63961 618 4681; +63995 671 9328</p> <p>IRMO-TNS Local 108-109, 501-502</p>
Email Address	<p>IRMO-ACS Email irmoacs@usc.edu.ph</p> <p>IRMO-TNS Email irmotns@usc.edu.ph</p>

Name of Office	Tellering Section
Description	Accepting Payments of school fees and other fees
Services	<p>Accepting Payments via:</p> <ol style="list-style-type: none"> 1. Onsite Tellers - TC & DC 2. Offsite: Bank Bills Payment 3. Online via https://ismis.usc.edu.ph/Paymaya <p>Payment Verification Issuance of Official Receipt</p>
Location	Talamban and Downtown Campus
Contact Numbers	TC - 2300100 Local 126, 173 & 121 DC - 2300100 Local 616
Email Address	offsitecol@usc.edu.ph

Name of Office	Comptroller's Office - Assessment Section
Description	The assessment office provides answers to questions and addresses concerns regarding the tuition and other related charges reflected in the students' Assessment report
Services	Posts tuition fee rates in ISMIS based on the approved CHED rates
	Endorses same family privilege discount and CAE/CNAE online applications
	Posts student privileges e.g. Varsities, Performing arts group, Children of Academic and Non-Academic employees, employee staff schooling priv, sibling discount, and full payment discount
	Posts credit memos provided by the Scholarship Office for tuition fee subsidy e.g. DOST scholarship, CHED, etc.
	Posts dormitory charges
	Endorses online document application for students/ alumni requesting for school records

Services	Issues accounting clearance for returnees and post graduate students taking up comprehensive exam, proposal hearing and oral defense
	Signs graduation clearance for postgraduate programs
	Endorses online graduation clearance for students in the Undergraduate programs.
	Processes the student refund
	Issues certificate of full payment
Location	2nd Floor Bunzel Bldg., USC Talamban Campus; and Ground Floor AD Bldg., USC Downtown Campus, Cebu City
Contact Numbers	(032) 401-2300 locals 162 (Talamban) and 522 (Downtown Campus)
Email Address	assessmenttertiary@usc.edu.ph
Name of Office	Athletics and Recreation Center
Description	<p>The Athletics and Recreational Center is responsible for organizing sports and recreational activities that will enhance the athletic abilities and physical fitness of students of the different colleges. It collaborates with P.E. Department and different accredited student organizations in order to generate interest in sports and healthy recreational activities that would build a sound mind and sound body. The Center is also tasked to implement the annual intramural games as well as recruitment, training and supervision of various varsity teams of the University.</p> <p>The responsibility of the Center is more of the wider scope of training the youth in all aspects of his character development and making good in local, regional and national competitions.</p>

Services	<ul style="list-style-type: none"> - Supervises the proper booking and maximum utilization of the gym, swimming pool, tennis, pelota, volleyball and basketball courts of the university. - Implements policies, rules and regulations, conditions of the contract and other directives from the VP Administration, governing the use of sports and recreational activities. - Accepts reservations and regulates the schedule of users, seeking to avoid conflict and overlapping of such. - Coordinates with the PE Chairman, Coaches, Deans and other Department Heads in the use of rooms and spaces in relation to classes and approved activities sponsored or undertaken by recognized student organizations; - regularly updates rental rates of the gym, swimming pool, tennis court and other sports facilities in collaboration with the Audit Office and recommends approval by the VP Administration - Ensures the prompt and accurate collection of rental fees/charges by its users in coordination with the Finance Office; - Sees to proper maintenance of the edifice, surroundings, sound system sports equipment and other facilities and sports paraphernalia under his care; - Supervises the janitors and sees to the proper scheduling and equitable distribution of their work assignments controls the requisition and use of supplies needed by the janitors inspects installations, minor improvements, and minor repair jobs done to the gym, swimming pool, etc. and ensure that this adhere to quality standards;
Location	University of San Carlos P. del Rosario Street, Cebu City, Philippines 6000
Contact Numbers	Trunkline connecting all departments +63 32 401 2300, +63 32 230 0100 avaya-523
Email Address	acocariza@usc.edu.ph mnavergonzado@usc.edu.ph

Name of Office	Campus Ministry Office
Description	<ul style="list-style-type: none"> - Responsible for the Spiritual well-being of the students, employees and faculty; - facilitates each member of the USC Community to a personal and communitarian experience of God; - enhances the growth process of each person in faith and be truly a disciple of Christ; - shares and bears witness to their personal experience of God in the community where they belong.
Services	<p>Campus Ministry offers transformative programs (Core) and other services such as Sacramental, Mission Animation, JPIC and Bible.</p> <p>It organizes the following activities: Affinity, Youth Day, Arnold Janssen Prayer services, Sacramental services and some voluntary work - like hospital visit and Mission day.</p>
Location	<p>Talamban Campus: Under St. Arnold Janssen and St. Joseph Freinademetz Chapel (Nasipit, Talamban, Cebu City)</p> <p>Downtown Campus: 3rd Floor Dingman Building, P. del Rosario St., Cebu City</p> <p>Campus Ministry Offices are also located in three other campuses:</p> <ul style="list-style-type: none"> - North Campus along General Maxilom Avenue, - Montessori Academy along F. Sotto St., - South Campus along J. Alcantara St.
Contact Numbers	2300100 loc. 251 (TOUCH Office); CM-TC loc 135; CM-DC loc 540 & 541
Email Address	univchaplain@usc.edu.ph (University Chaplain)

Name of Office	Community Extension Services
Description	<p>The Community Extension Service (CES) is one of the three core functions of the University of San Carlos as a Higher Education Institution along with Teaching-Learning and Research.</p> <p>All CES programs, projects, and activities are undertaken by students, faculty, and staff with a three-fold mandate: first, to voluntarily extend one's professional and academic expertise; second, to engage into prophetic dialogue with the world guided by the Missionary charisma of SVD Spirituality; and third, to empower people and communities for social change through transformative approach.</p>
Services	<p>Transformative Programs:</p> <p>1. <i>Mission Exposure Program</i> This program helps the students to:</p> <ul style="list-style-type: none"> • Understand the importance of context in pursuing development. • Demonstrate devotion to work for the poor and those in the margins. • Define the contexts of varied communities where mission exposure is done. • Describe the challenges confronting the members of the community. <p>2. <i>Research and Development Program</i> This program helps the students to:</p> <ul style="list-style-type: none"> • Understand the RDEPO framework and intended outcomes of the university. • Understand the ethical practices in research. • Conduct studies the results of which may serve as bases for developing extension programs and projects. <p>3. <i>CES Carolinian Volunteers Program</i> This program helps the students to:</p> <ul style="list-style-type: none"> • Show the talents and skills he/she can share in serving as Carolinian volunteer. • Share one's leadership skills in collaboration with other volunteers. • Perform the essential skills to work with and in teams. • Undergo actual volunteering work.

Location	2nd floor USC Mission Center, Fr. Ludwig Lehmeier Building University of San Carlos - Downtown Campus Pelaez St., Cebu City 6000, Philippines
Contact Numbers	4012300 / 2300 100 local 549/6
Email Address	ces@usc.edu.ph

Name of Office	Disaster Preparedness Committee
Description	The Disaster Preparedness Program is a required transformative program offered by the Disaster Preparedness Committee. In this program, students will be able to understand the importance of safety precautions inside the university by giving basic training and demonstrations about the necessary safety measures and skills in responding to an emergency or disaster.
Services	Earthquake Drill & Fire Drill
Location	Talamban Campus- NSTP/NSRC/DRRM Office St. Arnold Janssen & St. Joseph Freinademetz Church
Contact Numbers	2300 100 local: 159
Email Address	eeselma@usc.edu.ph

Name of Office	Dormitory
Description	The Dormitory has two big buildings. Building 1 is exclusive for female dormers and building 2 for male dormers. St. Mary Hall is another structure that houses female dormers.
Services	Provides accommodation to students that is conducive place to study that is called "home away from home."
Location	USC Talamban Campus
Contact Numbers	4012300 or 2300100 local 271 or 09998855572
Email Address	trlibodlibod@usc.edu.ph

Name of Office	Semper Fidelis
Description	<i>Semper Fidelis</i> , meaning “Always Faithful”, is the official graduate yearbook of the University of San Carlos. The annual publication is a testament of the hard-work and determination of Carolinians for successfully hurdling their academic journeys and of their readiness to conquer the professional world ahead of them.
Services	The Semper Fidelis Editorial Board, through the various School Representatives, coordinates and collects the lists and photos of the graduating students in a given year-book cycle. The Board prepares the yearbook and releases it within a year from the date of graduation.
Location	USC Talamban Campus
Contact Numbers	4012300 or 2300-100 local
Email Address	semperfidelis@usc.edu.ph

Name of Office	External Relations and Internationalization Office (ERIO)
Description	<p>The Office contributes to the overall commitment of the university towards a more community-engaged, industry-responsive, and future-facing ecosystem by ensuring appropriate, mutually beneficial, and sustainable partnerships and collaborations with international, regional, national, and local universities, organizations, and institutions.</p> <p>For its internationalization agenda, it leads in designing USC’s internationalization framework that envisions integrating an international, intercultural, or global dimension into the very purpose and functions of Carolinian education. It takes both an inward and outward - looking perspective where program offerings are calibrated to meet the diverse and lifelong learning dimensions of most international clients while at the same time being aggressive in seeking potential or even in creating possible international markets. The office coordinates the delivery of student support and services to international students thereby, giving them the best university life as Carolinians.</p>
Services	
Location	Downtown Campus

Contact Numbers	+63 32 2300100 local 552 +63 32 2537183
Email Address	ext_relations@usc.edu.ph

Name of Office	Office of the University Registrar
Description	The Office of the University Registrar coordinates and controls activities involving a student's admission, enrollment, evaluation and retention, and graduation. The office is primarily responsible for the updating and safekeeping of student records. Moreover, the office enforces the regulations of the Commission on Higher Education (CHED) regarding student admission, student load, school records and transfer of students, grading system, and graduation.
Services	<ul style="list-style-type: none"> ● assistance in students' admission, enrollment, evaluation and retention, and graduation ● safekeeping of student records and school records in strict confidentiality ● serves as liaison of the University with the Commission on Higher Education
Location	Talamban Campus
Contact Numbers	+63 32 230-0100 loc 115
Email Address	registrar@usc.edu.ph

Name of Office	Libraries and Audio-Visual Centers
Description	<p>As an information resource center, the library and audio-visual centers provide information resources and services responsive to the curricular and research needs of all sectors. It supports the goal - directed thrusts of the University of San Carlos.</p> <p>In the system are 16 libraries (basic education and tertiary libraries), 5 AV Centers (with 9 AV Halls), central acquisitions, cataloging, and Computer Applications Library Management (CALM) units. The Library System operates on the concept of participative and values-based management reflective of the University's Mission and Vision, guided by its slogan: Customer First and Always.</p>
Services	Provision of information resources, including online resources

Location	Josef Baumgartner - Learning Resource Center University of San Carlos Talamban Campus
Contact Numbers	(032) 2300100 local 194
Email Address	libdirector@usc.edu.ph
Name of Office	HRMO - WSP (Working Scholarship Program)
Description	The Working Scholarship Program (WSP), attached to the Office of the Vice President for Administration and administered by the Human Resource Management Office (HRMO), assists deserving students who are financially unable to obtain a college education.
Services	Recruitment and deployment of working students
Location	Downtown campus
Contact Numbers	2300100 loc 563;561
Email Address	wsp@usc.edu.ph
Name of Office	Health Services Office
Description	The Health Services Department provides both medical and dental services. It promotes, develops, and maintains the health and general well-being of students in the university. It conducts physical and dental examinations of students upon enrollment. It offers different facilitative services and disseminates vital health information through its Transformative Program.

Services	<p>1. Medical Services</p> <ul style="list-style-type: none"> • Physical Examination for freshmen and transferees • Consultations and Treatment • First aid for emergency cases • Referrals (for certain cases which need the services of a specialist and certain procedures or facilities which are not available in the clinic) • Starter doses for common illnesses (over-the-counter medications) • Issuance of medical certificates for school - related activities • Issuance of Letter of Authorization (LOA) for students who sustained accident injuries <p>2. Dental Services</p> <ul style="list-style-type: none"> • Dental Examination for freshmen and transferees • Consultation and Referrals • Emergency dental treatment/procedure • Dental procedures are performed only during emergency cases upon the recommendation of the University dentist • Starter doses for pain and hemostatic (over-the-counter medications) <p>TRANSFORMATIVE</p> <p>1. Healthy Student Lifestyle Program</p> <ul style="list-style-type: none"> • It provides different health educational activities that engage students in healthy lifestyle practices which promote health and prevent illnesses
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Location and Contact Numbers	<p>Downtown Campus</p> <p>Clinic beside BA Department Telephone Number: 230 0100 / 401 2300 loc. 546</p> <p>Talamban Campus</p> <p>Basement - Fr. Lawrence Bunzel (Engineering) Building Telephone Number: 230 0100 / 401 2300 loc. 103</p>
Email Address	healthservices@usc.edu.ph

Name of Office	OFFICE OF STUDENT FORMATION AND ACTIVITIES
Description	The Office of Student Formation and Activities complements and supports the academic training of students through various student-related programs, activities, and services which aim to develop their leadership skills, social responsibility and "soft skills" and promote a positive school climate where everyone feels welcome, safe, and respected.
Services	<p>A. Facilitative</p> <ul style="list-style-type: none"> • Student Activities Section <ul style="list-style-type: none"> Accredits Student Organizations Approves and monitors Student Organization activities Screens, approves and regulates announcements and streamers/posters posting Recommends and endorses student leaders' participation in conferences, trainings etc. • Gender and Development Section <ul style="list-style-type: none"> Issues Uniform Exemptions/special permits for students: <ul style="list-style-type: none"> - Married Students - Working Students - Cross-enrollees - Second coursers Facilitates participation of female students in relevant activities on and off-campus Oversees the implementation of rules regarding school uniform and school attire.

Services	<p>* Student Discipline Section</p> <ul style="list-style-type: none"> - Evaluates of Certificate of Good Moral Character of Transferee Students - Releases clearance to transferee students - Releases Certificate of Good Moral Character - Processes ID replacement - Investigates reported cases - Conducts preliminary questions - Implements sanctions - Gives referrals to Counseling and Development Center
Services	<p>B. Transformative Programs</p> <ul style="list-style-type: none"> • Carolinian Gender Equity Program The Carolinian Gender Equity Program is a required to organize transformative programs for all students. Students are expected to show acceptance and demonstrate a deep understanding of the different genders by showing interest in programs and activities about gender issues and other related topics. • Agak-Amuma Program The Agak Amuma Program is a specific program addressing student behaviors that physically or verbally inhibit the learning process. In this program, students enabled to talk about their issues, actions, plans, and boundaries. • Carolinian Leadership Program The Carolinian Leadership Program is elective. In this program, students will not only be able to practice and improve their leadership skills but also define Scientia, Virtus, and Devotio in activities and demonstrate an understanding of the metrics of being a Witness to the Word.
Location and Contact Numbers	Downtown Campus - Lobby facing Accountancy Department Talamban Campus - basement Bunzel Building accross the University Clinic
Contact Numbers	4012300 or 2300100 local 592 – Downtown Campus 4012300 or 2300100 local 102 – Talamban Campus

Email Address	osadcsec@usc.edu.ph osahead@usc.edu.ph
Name of Office	Office of Alumni Affairs, Scholarships and Job Placement (ASJ)
Description	<p>The Office of Alumni Affairs, Scholarships and Job Placement or ASJ is part of the Administrative Division that provides support and services in three interrelated key areas, namely: Alumni Affairs, Scholarships and Job Placement. Thus, it serves and/or works with students, alumni, sponsors or benefactors, and partner-private companies or public institutions, as the case may be.</p> <p>It is also part of the University's Quality Management System – Student Support and Services (USC QMS-SSS).</p> <p>It collaborates with the offices of the Administrative, Finance, and President's Divisions, Schools and/or departments of the Academic Division, and the Basic Education.</p>
Services	<p>A. Scholarships/Student Financial Assistance Unit</p> <ol style="list-style-type: none"> 1. Information dissemination about Scholarships as to the availability, application procedure, documentary requirements, and qualifications 2. Scholarship application management 3. Recommendation of applicants for selection by benefactors 4. MOA preparation, orientation, and signing 5. Preparation and sending of Statement of Account or Billing to benefactors 6. Submission to and processing of Credit-Memo with the Finance Division 7. Helping monitor the scholars or grantees 8. Preparation and submission of Grade Reports to benefactors 9. Helping maintain University-wide documentation of all Scholarships/student financial assistance programs 10. Helping increase the number of externally-funded scholars <i>#ASJStudentCare #QualityEducationasaCarolinianSV-DScholar</i>

Services	<p>B. Job or Career Placement Unit</p> <ol style="list-style-type: none"> 1. Helping provide choices of career paths to students through Career Talks by representatives from partner companies and alumni 2. Connecting partner companies with academic departments concerned with the Internship or OJT needs of graduating students 3. Facilitating employment opportunities for graduating students and alumni through University Job Fairs and other opportunities 4. Providing the list of graduates with their contact details to partner companies, when appropriate <i>#Government-Industry-Alumni-AcademeLinkageforStuFA-OJTPacements&DecentJobs</i> <p>C. Alumni Affairs Unit</p> <ol style="list-style-type: none"> 1. Issuance and renewal of alumni ID 2. Attending to the USC-related needs or concerns of alumni such as, but not limited to – life-long learning, Masses, class/batch/chapter reunions, etc. 3. Helping maintain the alumni database/directory in BED and tertiary 4. Helping establish more internal and external alumni chapters and energizing existing ones when needed 5. Tapping the assistance of alumni in businesses in the conduct of Graduate Tracer Studies (GTS) 6. Information dissemination to alumni of developments in the University and opportunities for engagements through the Carolinian Alumni Support Program 7. Engaging the alumni in the Research, Scholarships and other development needs of the University 8. Tapping the collaboration of alumni in the Community Extension and Entrepreneurial advocacies of the University 9. Recognition of top placers in Bar and Board Examinations 10. Granting of awards to alumni in terms of Scientia, Virtus, and Devotio <i>#CarolinianAlumniChampions#ToUSCWeSupport #ToUSCWeShare</i>
Location	Alumni and Visitors' Center (adjacent to Gate 3) – Talamban Campus

Contact Numbers	TC Office tel. nos.: (direct-line) 401 0406; (trunk-line) 401 2300 local 276 DC Office tel. no. (Job Placement and DOST Scholarships only): 401 2300 local 576
Email Address	scholarship@usc.edu.ph; jobplacement@usc.edu.ph; alumni@usc.edu.ph cc.: fsboncayao@usc.edu.ph

LIST OF ANNEXES

- Annex A: Carolinian Honors List Policy Guidelines
- Annex B: School Uniform Design
- Annex C: Prescribed Civilian Attire
- Annex D: Template on the Declaration of Orientation and Request for Uniform Exemption
- Annex E: RA 11053: An Act Prohibiting Hazing and Regulating Other Forms of Initiation Rites of Fraternities, Sororities, and Other Organizations, and Providing Penalties for Violations Thereof.
- Annex F: CEBU CITY ORDINANCE NO. 2339: An Ordinance Prohibiting Discrimination on the Basis of Disability, Age, Health Status, Sexual Orientation and Gender Identity, Ethnicity and Religion
- Annex G: CHED Memo 63, Series of 2017: Guidelines on Local Off-Campus Activities

OTHER RELATED REFERENCES

- RA 9211: An Act Regulating the Packaging, Use, Sale Distribution and Advertisements of Tobacco Products and for Other Purposes
- RA 7877: Anti-Sexual Harassment Act of 1995
- RA 7079: Campus Journalism Act of 2021
- RA 10173: Data Privacy Act of 2012
- RA 9165: Comprehensive Dangerous Drugs Act 2002
- RA 10175: Cybercrime Prevention Act of 2012
- RA 9262: An Act Defining Violence Against Women and their Children, providing for protective measures for Victims, Prescribing Penalties therefore, and for Other Purposes
- CMO 01, series of 2023 (Amendment of Article IV.E of CMO 63, series of 2017 - Guidelines on Local Off-Campus Activities)
- CMO 26, series of 2015: Policies, Guidelines and Procedures of International Educational Trips

CITY ORDINANCE 2660: An Ordinance Recognizing LGBTIQ+ Sector and Creating the Cebu City SOGIESC Pride Empowerment Program Constituting the SOGIESC Pride Empowerment Council (SPEC) and Appropriating Funds Therefor"

Annex A: CAROLINIAN HONORS LIST POLICY/GUIDELINES

Section 1

RATIONALE

In view of the Mission and Vision of the University of San Carlos that aims to develop competent and socially responsible professionals and life-long learners in an environment that foster excellence in the academic core processes of teaching-learning, research, and community extension service, the Carolinian Honors List (CHL) replaces the traditional Dean's List.

Those students who qualify to the Carolinian Honors List exhibit the core values of integrity, excellence, commitment, social responsibility, evangelization and leadership. The students in the CHL are assessed, determined, and selected every semester.

Section 2

AIMS

The CHL aims the following:

- a) identify students who embody the Carolinian identity, that of being a *Witness to the Word*. This identity is gauged by the three (3) criteria of *Scientia, Virtus, and Devotio*.
- b) recognize students in the University who follow the Carolinian path, possess life skills and values

Scientia refers to academic excellence where one demonstrates competence and skills in one's chosen discipline. *Virtus* is good moral conduct, including active participation in school activities and student organizations. *Devotio* is involvement in the community extension activities outside of the University.

Thus, students are encouraged to exercise citizenship in the University by participating in and getting involved in mandatory/required activities, and volunteering in community extension activities in and outside of the campus.

These activities are found in the *Carolinian Lifestyle Guide (CLG)* and are subject to periodic changes.

Section 3

RECOGNITION AND PRIVILEGES

The Carolinian Honors is awarded every semester. Students who obtain a CHL average of at least 1.7 will be included in the Carolinian Honors List. A Certificate of Recognition will be awarded in a formal ceremony to be conducted by the School concerned.

The top three (3) rank of each Cluster will be given a scholarship in the form of a tuition fee discount and the clusters are shown in *Tables 1 and 2* below. If the 1st in rank of each cluster is already enjoying a full scholarship either by government/private/University sponsorship, the next in line will be given the CHL scholarship. If the student has an existing University scholarship, the one with the higher privilege will be availed. If the student is enjoying a government or private partial scholarship, the CHL privilege will serve as a supplement to cover the difference in tuition fees.

Table 1. Tuition Fee Discount per Rank

CHL Rank per Cluster	Tuition Fee Discount
1 st	100%
2 nd	75%
3 rd	50%

Table 2. List of Clusters per School

School	Clusters
Architecture, Fine Arts and Design	Architecture, Fine Arts and Design
Arts and Sciences	Arts (including Political Science) Sciences
Business and Economics	Accountancy and Economics Business Administration and Hospitality Management
Education	Education
Engineering	Engineering
Health Care Professions	Health Care Professions

During the Commencement Rites, both the Latin Honors and Carolinian Honors will be awarded to qualified graduates as presented in *Table 3*.

Table 3. Standard Latin Honors and Carolinian Honors

Standard Latin Honors	Grade Point Average	Meaning
<i>Summa Cum Laude</i>	1.00 – 1.20	With Highest Praise
<i>Magna Cum Laude</i>	1.21 – 1.45	With Great Praise
<i>Cum Laude</i>	1.46 – 1.70	With Praise
Carolinian Honors	Grade Point Average	Meaning
<i>Summa Cum Laude Caroli Sancti</i>	1.00 – 1.20	With Highest Praise of San Carlos
<i>Magna Cum Laude Caroli Sancti</i>	1.21 – 1.45	With Great Praise of San Carlos
<i>Cum Laude Caroli Sancti</i>	1.46 – 1.70	With Praise of San Carlos

Section 4

QUALIFICATION AND PERCENTAGE DISTRIBUTION

The following are the qualifications that the student must have in order to be considered for the CHL:

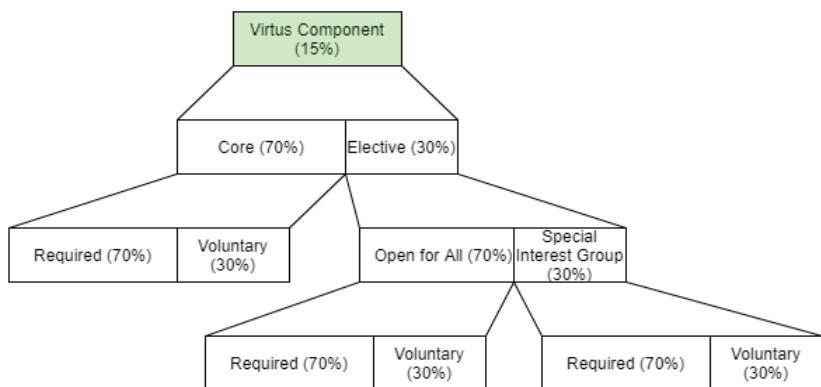
- a) not have committed any infraction within the semester (refer to *Article 3. Discipline and Positive School Climate, pages 34 – 54 of the Student Manual 2018 Edition*); and
- b) have a General Point Average of at least 1.7.

The distribution of percentage per component is presented below. *Table 4* presents the Types and Descriptions of Programs/Activities, Student's Involvement/Participation and Target Group.

- a) *Scientia* (70%)

Scientia Component
(70%)
GPA of 1.7 or higher

b) Virtus (15%)



c) Devotio (15%)

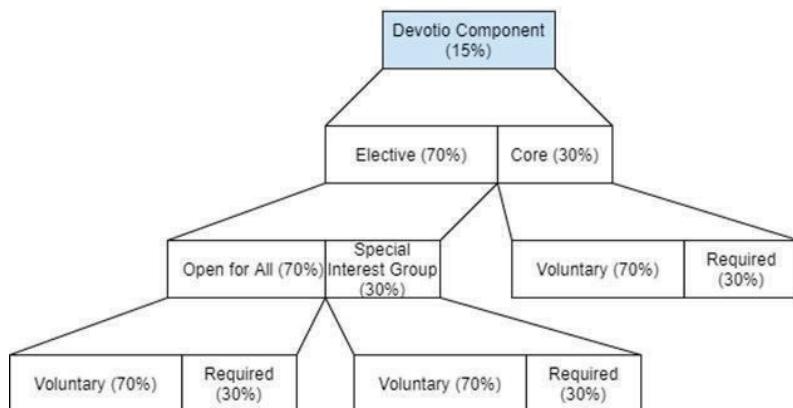


Table 4. Types and descriptions of Programs/Activities, Student's Involvement/Participation and Target Group

Types of Programs/Activities for the students	
Core	these are programs/activities that are essential in the formation of a Carolinian Witness to the Word
Elective/ Specialized	These are programs/activities that supplement and enrich the student's formation as a Carolinian Witness to the Word (e.g. Carolinian Leadership Program)

Types of Student's Involvement/Participation	
Required	a student MUST attend/participate in the program/activity
Voluntary	a student is highly encouraged to attend/participate in any program/activity on his/her free will or choice
Types of Target Group for the Program/Activities	
Open for all	refers to all students regardless of discipline or year level
Special interest group	refers to certain groups of students (e.g. Varsity Team, etc.)

The following are the classification of activities:

<i>Virtus Activities</i>	<i>Devotio Activities</i>
<ul style="list-style-type: none"> • <i>Virtus Core (Required)</i> • <i>Virtus Core (Voluntary)</i> • <i>Virtus Elective (Open for all / Required)</i> • <i>Virtus Elective (Open for all / Voluntary)</i> • <i>Virtus Elective (Special Interest Group / Required)</i> • <i>Virtus Elective (Special Interest Group / Voluntary)</i> 	<ul style="list-style-type: none"> • <i>Devotio Core (Required)</i> • <i>Devotio Core (Voluntary)</i> • <i>Devotio Elective (Open for all / Required)</i> • <i>Devotio Elective (Open for all / Voluntary)</i> • <i>Devotio Elective (Special Interest Group / Required)</i> • <i>Devotio Elective (Special Interest Group / Voluntary)</i>

There are programs where activities are designed for a specific/particular year level. If a student missed the previous activities and wants to be part of the CHL, he/she can join the activity. The points for this activity shall be credited in his/her current term.

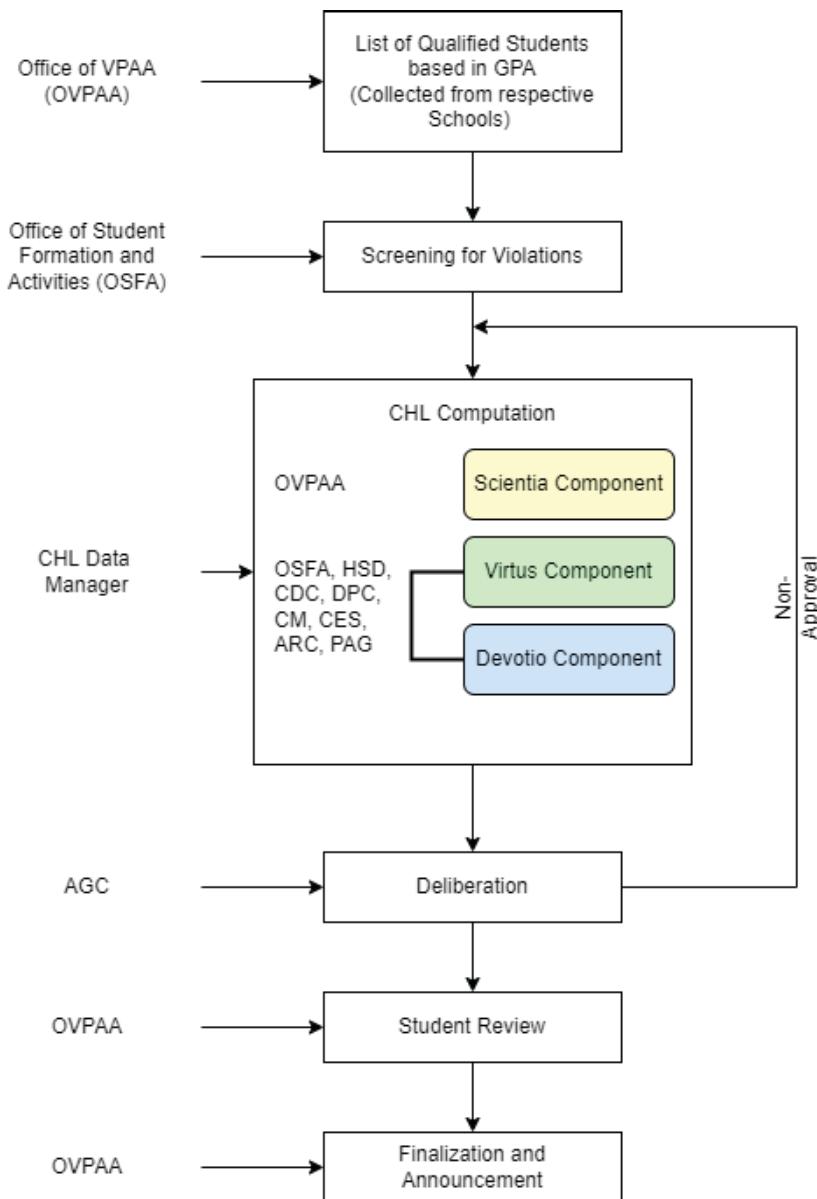
There are also programs/activities that are *stand-alone*, meaning these are run only once in a semester/academic year. If a student misses this, he/she can no longer join this kind of program or activity. The points for *stand-alone* programs/activities are credited on the current semester only.

The sample activities for the *Virtus* and *Devotio* components are listed in Annex 1. The activities listed are subject to periodic changes.

Section 5

PROCESS AND COMPUTATION

The following are the process in the generation of the Carolinian Honors List including the crediting to the accounts of the honor-students concerned. This was also presented in Figure 1.



- 1) The Office of the School Dean's will submit a list of students who basically qualify for the Carolinian Honors List to the Office of the Vice President for Academic Affairs (OVPAA). These are the students who have a Grade Point Average of 1.0 to 1.7.
- 2) The list will then be forwarded by the OVPAA to the Office of Student Formation and Activities (OSFA) to screen for infractions.
- 3) The list, duly reviewed by OSFA, will be forwarded to the assigned members of the CHL Committee who will factor in the points for *Virtus* and *Devotio*.
 - 3.1 The points for *Virtus* and *Devotio* are based on the student's involvement, and voluntary participation in activities inside and outside the university as categorized in the Carolinian Lifestyle Guide (CLG). Overall coordination is handled by the Presidential Assistant for Mission and Spirituality (PAMS) while the planning and implementation of the CLG activities are handled by the respective units.
 - 3.2 The data of the student's participation will be provided by the different units who offered the programs and conducted the activities. This must be submitted not more than ten (10) days after the activity. The data from these units will be forwarded to the CHL Committee for computation
 - 3.3 A student who was not able to participate in any *Virtus* or *Devotio* activity automatically be given a score of 0. However, a student may be given a maximum score of seventy-five (75) for an excused absence provided that necessary documents will be submitted (i.e. medical certificate).
 - 3.4 If any activity is not implemented, a student is given a bonus score of 100.
- 4) When all points are factored in, the result will be checked, verified, assessed and approved by the CHL Committee before the list is submitted to the OVPAA.
- 5) Once the Carolinian Honors List is done, it will be posted on the bulletin board and student learning platforms for a week for students to review and react before finalization and recognition. The student

can request for a clarification of the computation through the OVPAA.

- 6) The OVPAA will then release the final Carolinian Honors List.

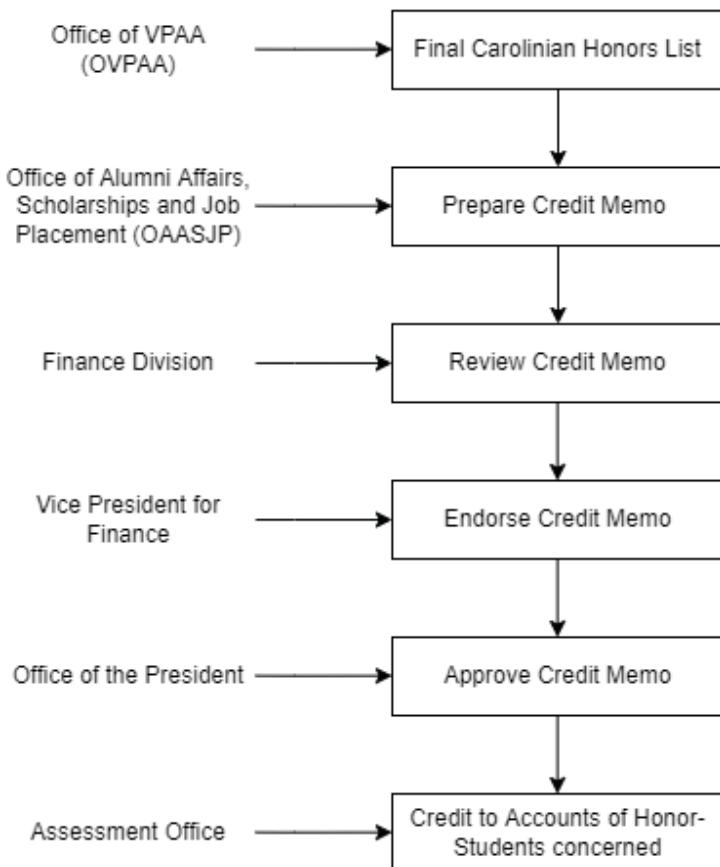


Figure SEQ Figure 1* ARABIC 2. Scholarship Crediting Process

- 7) The Office of Alumni Affairs, Scholarships and Job Placement (OAASJP) will be provided a copy for the processing of the corresponding discount-privileges of the honor students concerned.
- 8) The OAASJP will prepare the Credit Memo to be forwarded to the Finance Division for review.

- 9) After the endorsement by the Vice President for Finance, the Credit Memo will be submitted to the Office of the President for approval.
- 10) Once approved by the University President, the Assessment Office will be given a copy of the Credit Memo for crediting to the accounts of the honor-students concerned.

Section 6

CHL AWARD FOR COMMENCEMENT RITES

For a student to be given the CHL award during the commencement rites, the following should be strictly observed:

1. The student must have a GPA of at least 1.7 every semester, for his/her entire residency in a program.

N.B.

NSTP grade is excluded from the computation of the GPA. Practicum/ Internship/ OJT will be included in the computation of the GPA provided that the department considers it as an academic course and the department has obtained prior approval from the VPAA.

2. The distribution of percentage per component is 70% Scientia, 15% Virtus and 15% Devotio.
3. The final CHL computation for graduation honors is the average of the CHL grade of every semester.

Ca

4. Refer to the guidelines for Graduation Honors found in Section 7.2 of the Student Manual.

ANNEX 1

Activities per year level per semester

Legend:

Office

ARC	Athletics Office	DPP	Disaster Preparedness Program
CM	Campus Ministry	HSL	Healthy Student Lifestyle
CES	Community Extension Services	MHP	Mental Health Program
CDC	Counseling and Development Center	MEP	Mission Exposure Program
DPC	Disaster Preparedness Committee	NSV	NSRC Student Volunteer Program
HSD	Health Services Department	PFP	Peer Facilitators Program
PAG	Performing Arts Group	RDP	Research and Development Program
OSFA	Office of Student Formation and Activities	SDP	Sports and Development Program

Program Code

APP	Agbay-Pahimangno Program
AAP	Agak-Amuma Program
CCV	CES Carolinian Volunteer Program
CGE	Carolinian Gender Equity
CLP	Carolinian Leadership Program
CMP	Carolinian Mission Program

Office	Program	Activities (please write the activity name like the Gender Equity Program, refer to CLG provided)	1st Year		2nd Year		3rd Year		4th Year		Classification of Activity
			1st Sem	2nd Sem							
Carolinian Gender Equity Program											
OSFA	CGE 1	Gender Identity		✓							Virtus Core (Required)
	CGE 2	Gender Sensitivity		✓							Virtus Core (Required)
	CGE 3	Gender Capacity Building - Gender Equality 1				✓					Virtus Core (Voluntary)
	CGE 4	Gender Capacity Building - Gender Equality 2				✓					Virtus Core (Voluntary)
	CGE 5	Women Empowerment - Personality Development					✓				Virtus Core (Voluntary)
	CGE 6	Women Empowerment - Keeping the Positivity						✓			Virtus Core (Voluntary)
	CGE 7	Laws for Protecting Women - Magna Carta for Women RA 9710; Anti - Sexual Harrassment Act RA 7877							✓		Virtus Core (Voluntary)
	CGE 8	Laws for Protecting Women - RA 9262 Violence Against Women and Children, RA 11313. Safe Spaces Act								✓	Virtus Core (Voluntary)

Office	Program	Activities (please write the activity name like the Gender Equity Program, refer to CLG provided)	1st Year		2nd Year		3rd Year		4th Year		Classification of Activity
			1st Sem	2nd Sem							
Healthy Student Lifestyle Program											
HSD	HSL 1	Health Promotion and Physical Wellness		✓							Virtus Core (Required)
	HSL 2	Common Illnesses and Diseases of Young Adults			✓						Virtus Core (Required)
	HSL 3	Stress Related Illnesses and Diseases.					✓				Virtus Core (Required)
	HSL 4	Occupational Related Disease and Injuries								✓	Virtus Core (Required)
Mental Health Program											
CDC	MHP 1	Resiliency 1 - Self and Values	✓								Virtus Core (Required)
	MHP 2	Resiliency 2 - Practicing Mindfulness		✓							Virtus Core (Required)
	MHP 3	Resiliency 3 - Understanding & Managing Emotions			✓						Virtus Core (Required)
	MHP 4	Resiliency 4 - Cultivating Positive Relationships				✓					Virtus Core (Required)
Career Development Program											
CDC	CDP 1	Self-discovery/ SEW	✓								Virtus Core (Required)
	CDP 2	Work Ethics					✓	✓			Virtus Core (Voluntary)
Career Development Program											
CDC	CDP 3	Transitioning to Professional Life (Job Prep)							✓	✓	Virtus Core (Voluntary)

Office	Program	Activities (please write the activity name like the Gender Equity Program, refer to CLG provided)	1st Year		2nd Year		3rd Year		4th Year		Classification of Activity
			1st Sem	2nd Sem							
Disaster Preparedness Program											
DP/ NSTP	DPP 1	Actual Earthquake or Fire Drill in the Two Campuses: a. First Semester: Earthquake Drill - TC & DC	✓		✓		✓		✓		Virtus Core (Required)
	DPP 2	b. Second Semester: Fire Drill TC & DC		✓		✓		✓		✓	Virtus Core (Required)
	DPP 3	Appraisal (Evaluation of Students)	✓	✓	✓	✓	✓	✓	✓	✓	Virtus Core (Required)
The Carolinian Mission Program											
CM	CMP 1	Affinity	✓								Virtus Core (Required)
	CMP 2	WitnessING	✓								Virtus Elective (Open for All / Voluntary)
	CMP 3	Arnold Janssen Spirituality Prayer Service	✓	✓							Virtus Core (Required)
	CMP 4	Youth Day/ Youth Camp		✓							Virtus Elective (Open for All / Voluntary)
	CMP 5	Reinforcement Activities			✓	✓					Virtus Elective (Open for All / Voluntary)
	CMP 6	Voluntary Activities							✓	✓	Virtus Core (Required)
	CMP 7	Validation Activities							✓	✓	Virtus Core (Required)

Office	Program	Activities (please write the activity name like the Gender Equity Program, refer to CLG provided)	1st Year		2nd Year		3rd Year		4th Year		Classification of Activity
			1st Sem	2nd Sem							
Mission Exposure Program											
CES	MEP 1	CES Orientation	✓								Virtus Core (Required)
	MEP 2	Feeding	✓	✓							Devotio Core (Required)
	MEP 3	Orphanages/Homes for the Elderly	✓	✓							Devotio Elective (Open for All / Voluntary)
	MEP 4	Mobile School 1	✓	✓							Devotio Elective (Open for All / Voluntary)
	MEP 5	Mobile School 2	✓	✓							Devotio Elective (Open for All / Voluntary)
Mission Exposure Program											
CES	MEP 6	Balay Samaritano	✓	✓							Devotio Elective (Open for All / Voluntary)
	MEP 7	Immersion	✓	✓							Devotio Core (Required)
Agbay-Pahimangno Program											
HSD	APP 1	AWARENESS	✓	✓	✓	✓	✓	✓	✓	✓	Virtus Core (Voluntary)
	APP 2	TESTING		✓		✓		✓		✓	Virtus Core (Voluntary)
	APP 3	REFERRALS		✓		✓		✓		✓	Virtus Core (Voluntary)
Agak-Amuma Program											
OSFA	AAP 1	Sutlithi Ako, Maminaw Ako	✓	✓	✓	✓	✓	✓	✓	✓	Virtus Core (Voluntary)
	AAP 2	We Are One Association	✓	✓	✓	✓	✓	✓	✓	✓	Virtus Core (Voluntary)
	AAP 3	Pagpakabana	✓	✓	✓	✓	✓	✓	✓	✓	Virtus Core (Voluntary)

Office	Program	Activities (please write the activity name like the Gender Equity Program, refer to CLG provided)	1st Year		2nd Year		3rd Year		4th Year		Classification of Activity
			1st Sem	2nd Sem							
Carolinian Leadership Program											
OSFA	CLP 1	Introduction : The Carolinian Leader as a Witness to the Word	✓	✓							Virtus Elective (Open for All / Voluntary)
	CLP 2	Application/ Immersion : The Carolinian Leader in the Community - in partnership with CES			✓	✓					Virtus Elective (Open for All / Voluntary)
	CLP 3	Volunteering : The Carolinian Leader as a Volunteer in Community Service - in partnership with CES					✓	✓			Devotio Elective (Open for All / Voluntary)
	CLP 4	Initiating and Pursuing: The Carolinian Leader as initiators for programs for Sustainable Community Development - in partnership with GO's and NGO's							✓	✓	Devotio Elective (Open for All / Voluntary)
Sports Development Program											
ARC	SDPv 1	Recruitment & Try out	✓		✓		✓		✓		Virtus Elective (Special Interest Group / Required)
	SDPv 2	Varsity Players (Continuing Student-Athlete)	✓	✓	✓	✓	✓	✓	✓	✓	Virtus Elective (Special Interest Group / Required)

Office	Program	Activities (please write the activity name like the Gender Equity Program, refer to CLG provided)	1st Year		2nd Year		3rd Year		4th Year		Classification of Activity
			1st Sem	2nd Sem							
Sports Development Program											
ARC	SDPv 3	Orientation	✓		✓		✓		✓		Virtus Elective (Special Interest Group / Required)
	SDPv 4	Scholarship Grant	✓	✓	✓	✓	✓	✓	✓	✓	Virtus Elective (Special Interest Group / Required)
	SDPv 5	Sports Competition	✓	✓	✓	✓	✓	✓	✓	✓	Devotio Elective (Special Interest Group / Required)
	SDPv 6	Monitoring Academic & Sports Performance	✓	✓	✓	✓	✓	✓	✓	✓	Virtus Elective (Special Interest Group / Required)
	SDPn 1	Intramurals	✓		✓		✓		✓		Virtus Elective (Special Interest Group / Required)
	SDPn 2	Inter-student Organization Sports Competition		✓		✓		✓		✓	Virtus Elective (Special Interest Group / Required)
Peer Facilitators Program											
CDC	PFP 1	PF Training		✓							Virtus Elective (Special Interest Group / Voluntary)
	PFP 2	PF Retooling*				✓		✓		✓	Devotio Elective (Special Interest Group / Voluntary)

Office	Program	Activities (please write the activity name like the Gender Equity Program, refer to CLG provided)	1st Year		2nd Year		3rd Year		4th Year		Classification of Activity
			1st Sem	2nd Sem							
Research Development Program											
CES	RDP 1	RDEPO Orientation		✓							Devotio Elective (Open for All / Required)
	RDP 2	Seminar On Ethical Practices on Research		✓							Devotio Elective (Open for All / Required)
	RDP 3	Needs Assessment			✓						Devotio Elective (Open for All / Required)
	RDP 4	Community Validation			✓						Devotio Elective (Open for All / Required)
	RDP 5	Actual Research			✓						Devotio Elective (Open for All / Required)
	RDP 6	Monitoring and Evaluation				✓					Devotio Elective (Open for All / Required)
	RDP 7	Presentation of Research Results				✓					Devotio Elective (Open for All / Required)
	RDP 8	Developing of Extension Programs and Projects					✓				Devotio Elective (Open for All / Required)

Office	Program	Activities (please write the activity name like the Gender Equity Program, refer to CLG provided)	1st Year		2nd Year		3rd Year		4th Year		Classification of Activity
			1st Sem	2nd Sem							
CES	RDP 9	Exit and Sustainability Plan						✓			Devotio Elective (Open for All / Required)
	RDP 10	RE Capstone Projects						✓			Devotio Elective (Open for All / Required)
Carolinian Performing Arts Program											
PAG	PAP 1	The Carolinian Performer as a Witness to the Word	✓								Virtus Elective (Special Interest Group / Required)
	PAP 2	Basic skills Training	✓	✓							Virtus Elective (Special Interest Group / Voluntary)
	PAP 3	Intermediate Skills Training			✓	✓					Virtus Elective (Special Interest Group / Voluntary)
	PAP 4	Advance Skills Training					✓	✓			Virtus Elective (Special Interest Group / Voluntary)

Office	Program	Activities (please write the activity name like the Gender Equity Program, refer to CLG provided)	1st Year		2nd Year		3rd Year		4th Year		Classification of Activity
			1st Sem	2nd Sem							
PAG	PAP 5	Minor Productions							✓	✓	Virtus Elective (Special Interest Group / Voluntary)
	PAP 6	Major Productions							✓	✓	Virtus Elective (Special Interest Group / Voluntary)
	PAP 7	Workshops in Adopted Communities							✓	✓	Virtus Elective (Special Interest Group / Voluntary)
CES Carolinian Volunteers Program											
CES	CVP 1	Call, Screening and Acceptance of CES Volunteers			✓						Devotio Elective (Open for All / Voluntary)
	CVP 2	Leadership Training Activities				✓					Devotio Elective (Open for All / Voluntary)
	CVP 3	Team Building Activities				✓					Devotio Elective (Open for All / Voluntary)
	CVP 4	Actual Volunteering Work					✓	✓	✓	✓	Devotio Elective (Open for All / Voluntary)

Office	Program	Activities (please write the activity name like the Gender Equity Program, refer to CLG provided)	1st Year		2nd Year		3rd Year		4th Year		Classification of Activity
			1st Sem	2nd Sem							
CES Carolinian Volunteers Program - Health Advocacy and Wellness Promotion Track											
CES	CVPa 1	Training of Advocates					✓				Devotio Elective (Open for All / Voluntary)
	CVPa 2	Awareness Sessions					✓	✓	✓	✓	Devotio Elective (Open for All / Voluntary)
	CVPa 3	Development of Advocacy Programs					✓	✓	✓	✓	Devotio Elective (Open for All / Voluntary)
CES Carolinian Volunteers Program - HIV / Aids Awareness Track											
CES	CVPb 1	Pastoral Training					✓		✓	✓	Devotio Elective (Open for All / Voluntary)
	CVPb 2	Awareness Caravan						✓	✓	✓	Devotio Elective (Open for All / Voluntary)
	CVPb 3	HIV Testing						✓	✓	✓	Devotio Elective (Open for All / Voluntary)
	CVPb 4	Hospital Visitation						✓	✓	✓	Devotio Elective (Open for All / Voluntary)
CES Carolinian Volunteers Program - Drug Prevention Track											

Office	Program	Activities (please write the activity name like the Gender Equity Program, refer to CLG provided)	1st Year		2nd Year		3rd Year		4th Year		Classification of Activity
			1st Sem	2nd Sem							
CES	CVPc 1	Training of Advocates					✓				Devotio Elective (Open for All / Voluntary)
	CVPc 2	Organizing of Anti-Drug Advocacy Activities						✓			Devotio Elective (Open for All / Voluntary)
	CVPc 3	Drug Education Caravan					✓	✓	✓		Devotio Elective (Open for All / Voluntary)
CES Carolinian Volunteers Program - Environmental Sustainability Track											
CES	CVPd 1	Tree Growing			✓	✓					Devotio Elective (Open for All / Voluntary)
	CVPd 2	Mangrove Planting					✓	✓			Devotio Elective (Open for All / Voluntary)
	CVPd 3	Monitoring and Evaluation							✓	✓	Devotio Elective (Open for All / Voluntary)

Office	Program	Activities (please write the activity name like the Gender Equity Program, refer to CLG provided)	1st Year		2nd Year		3rd Year		4th Year		Classification of Activity
			1st Sem	2nd Sem							
Enhancement Program for NSRC Student Volunteers											
DP/ NSTP	EPN 1	1. Series of Skills Training per building. Training on: =Basic Fire Fighting =Basic Search & Rescue =Basic Life Support			✓		✓		✓		Virtus Elective (Special Interest Group / Voluntary)
	EPN 2	2. CADRE course. Training on: =Fire Emergencies =Search and Rescue =Life Support =First Aid =Water Rescue =Incident Command System & TRIAGE =Dead Body Management =Common Hazards and Community Response Group			✓	✓	✓	✓	✓	✓	Virtus Elective (Special Interest Group / Voluntary)
	EPN 3	3. Regular Training in Upgrading Skills & Techniques For mastery purposes and upgrading of skills and techniques in responding to an emergency or disaster (manmade and natural).			✓	✓	✓	✓	✓	✓	Virtus Elective (Special Interest Group / Voluntary)
	EPN 4a	4. Actual Earthquake and Fire Drill in the two Campuses: a. First Semester: Earthquake Drill (TC & DC)			✓		✓		✓		Virtus Elective (Special Interest Group / Voluntary)

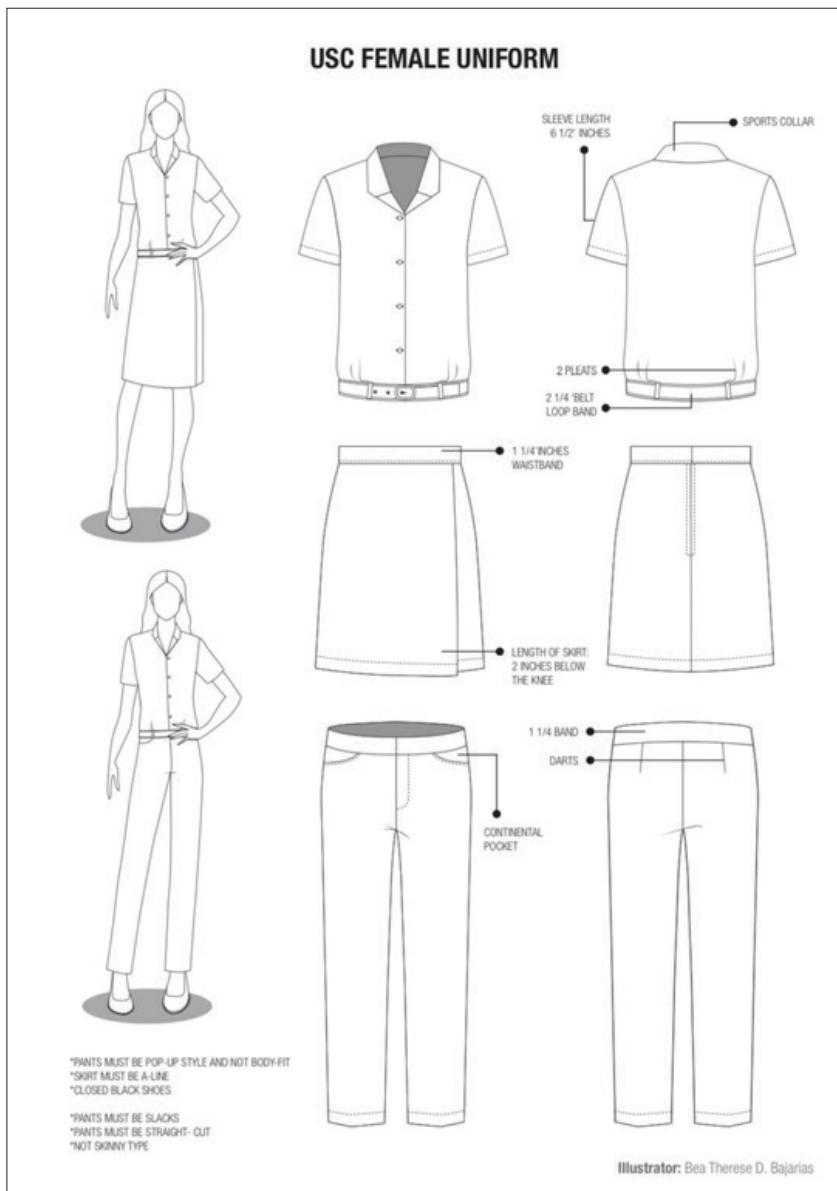
Office	Program	Activities (please write the activity name like the Gender Equity Program, refer to CLG provided)	1st Year		2nd Year		3rd Year		4th Year		Classification of Activity
			1st Sem	2nd Sem							
DP/ NSTP	EPN 4b	4. Actual Earthquake and Fire Drill in the two Campuses: b. Second Semester: Fire Drill (TC & DC)			✓		✓		✓		Virtus Elective (Special Interest Group / Voluntary)
Enhancement Program for NSRC Student Volunteers											
DP/ NSTP	EPN 5a	In-Campus Service Disaster Risk Reduction Management Training (NSTP 2)			✓		✓		✓		Virtus Elective (Special Interest Group / Voluntary)
	EPN 5b	In-Campus Service Environmental Activities during the celebration of the USC Days		✓		✓		✓			Virtus Elective (Special Interest Group / Voluntary)
	EPN 5c	In-Campus Service CADRE training of USC students from different schools/ colleges		✓	✓	✓	✓	✓	✓		Virtus Elective (Special Interest Group / Voluntary)
	EPN 5d	In-Campus Service Other Campus events that require their services to assist the CCFV's Mannin ghte USC Fire Truck & USC Ambulance		✓	✓	✓	✓	✓	✓		Virtus Elective (Special Interest Group / Voluntary)

Office	Program	Activities (please write the activity name like the Gender Equity Program, refer to CLG provided)	1st Year		2nd Year		3rd Year		4th Year		Classification of Activity
			1st Sem	2nd Sem							
DP/ NSTP	EPN 5e	In-Campus Service USCERT (University of San Carlos Emergency Response Team) Rescue Olympics			✓		✓		✓		Virtus Elective (Special Interest Group / Voluntary)
	EPN 6a	Outside Campus Activities Distribution of relief goods to disaster stricken communities			✓	✓	✓	✓	✓	✓	Devotio Elective (Special Interest Group / Voluntary)
	EPN 6b	Outside Campus Activities Community service such as Alay Lakad solemn procession during the feast of Sr. Sto. Niño, etc.			✓	✓	✓	✓	✓	✓	Devotio Elective (Special Interest Group / Voluntary)
	EPN 6c	Outside Campus Activities CADRE training for other schools, universities or institutions as requested.			✓	✓	✓	✓	✓	✓	Devotio Elective (Special Interest Group / Voluntary)
	EPN 6d	Outside Campus Activities Fire breakout within the city under the supervision of the CCFV's who are operating the USC fire truck and USC ambulance			✓	✓	✓	✓	✓	✓	Devotio Elective (Special Interest Group / Voluntary)
	EPN 7	7. Evaluation of NSRC program through the NSRC student volunteers			✓	✓	✓	✓	✓	✓	Virtus Core (Required)

Annex B

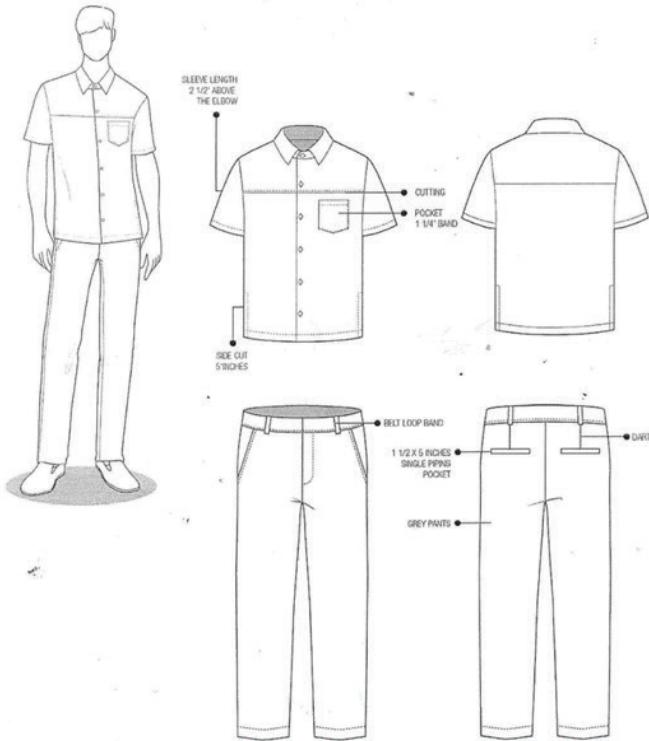
FEMALE AND MALE UNIFORMS DESIGNS

The materials are available at the University's Textbook Section. There are accredited seamstress and tailors, the list of which can be obtained from OSFA.



Illustrator: Bea Therese D. Bajarias

USC MALE UNIFORM



*BLACK SHOES
*BLACK SOCKS
*PANTS MUST BE SLACKS
*WHITE UNDERWEAR

Illustrator: Bea Therese D. Bajaras

Annex C

CIVILIAN ATTIRE AND GROOMING

Carolinians are allowed to wear civilian clothing on wash days (Wednesday and Saturdays), Summer term and on upon request. One must reflect modesty and decency along with appearing professional and consistent with the University's core values and identity. The following are considered inappropriate and are so not allowed.

Top wear

- 1) Revealing clothing such as crop tops, see-through, tube-top, spaghetti straps, backless or sleeveless
- 2) Shirts with lewd prints and designs contrary to the University's mission and nature
- 3) specifically, those that are sexually suggestive, instigate violence, or contain offensive
- 4) racial slurs, symbols, language, and comments.
- 5) Plunging necklines and off-shoulder blouses.
- 6) Mini and tight-fitting dresses

Bottom wear

- 1) Miniskirts, short skirts, and shorts of any style (culottes, city shorts, cycling shorts)
- 2) See-through bottoms showing the undergarments
- 3) Knee-length pedal pushers that exposed the knee when seated
- 4) Tattered/ripped jeans
- 5) Leggings and tight-fitting attire

Footwear

- 1) Clogs (crocs)
- 2) Flat sandals without sling back
- 3) Flip flops

Others

- 1) Wearing of hanging earrings on the cartilage area (non-lobe) and ear stretchers not worn in a cultural context.
- 2) Tattoos that contain violent designs and messages
- 3) Ungroomed mustache/beard/facial hair
- 4) Unnatural bright, fashioned, and fun hair colors
- 5) Unkept long hair and dreadlocks

Annex D

DECLARATION OF ORIENTATION AND REQUEST FOR UNIFORM EXEMPTION OR USE OF UNIFORM FOR PREFERRED ORIENTATION

I, _____, of legal age, _____, a bona fide student
[name] [nationality]

of _____, _____, and with address at _____
[program enrolled in] [year level]

do hereby manifest and declare this to be my sexual orientation/identity:

In this regard, I am making a corresponding request for:

- Uniform exemption; or
- Use of uniform for preferred orientation.

I commit to observe and comply with the requirement that I wear a decent, dignified and formal attire and appearance when in the campus or when carrying on a legitimate student objective, activity or conduct, within or outside the campus. I shall carry myself in a manner befitting of a Carolinian and of a Witness to the Word at all times, and in all circumstances.

Cebu City, _____.
(date)

SIGNATURE OVER PRINTED NAME

ID NUMBER

Annex E

[REPUBLIC ACT NO. 11053, June 29, 2018]

**AN ACT PROHIBITING HAZING AND REGULATING
OTHER FORMS OF INITIATION RITES OF FRATERNITIES,
SORORITIES, AND OTHER ORGANIZATIONS, AND PROVIDING
PENALTIES FOR VIOLATIONS THEREOF, AMENDING FOR THE PURPOSE
REPUBLIC ACT NO. 8049, ENTITLED "AN ACT REGULATING HAZING
AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES,
SORORITIES, AND ORGANIZATIONS
AND PROVIDING PENALTIES THEREFORE"**

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

SECTION 1. A new section to be denominated as Section 1 is hereby inserted in Republic Act No. 8049, to read as follows:

"SECTION 1. *Short Title.*- This Act shall be known as the "Anti-Hazing Act of 2018".

SEC. 2. Section 1 of the same Act is hereby amended to read as follows:

"SEC. 2. *Definition of terms.*- As used in this Act:

"(a) *Hazing* refers to 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 a requirement for continuing membership in a fraternity, sorority, or organization including, but 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 brutal treatment or forced physical activity which is likely to adversely affect the physical and psychological health of such recruit, neophyte, applicant, or member. This shall also include any activity, intentionally made or otherwise, by one person alone or acting with others, that tends to humiliate or embarrass, degrade, abuse, or endanger, by requiring a recruit, neophyte, applicant, or member to do mental, silly, or foolish tasks.

"(b) *Initiation or Initiation Rites* 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 fraternity, sorority, or organization as full-fledged member. It includes ceremonies, practices, rituals, and other acts in all stages of membership in a fraternity, sorority, or organization.

"(c) *Organization* refers to an organized body of people which includes, but is not limited to, any club, association, group, fraternity, and sorority. This term shall include the Armed Forces of the Philippines (AFP), the Philippine National Police (PNP), the Philippine Military Academy (PMA), the Philippine National Police Academy (PNPA), and other similar uniformed service learning institutions.

"(d) *Schools* refer to colleges, universities, and all other educational institutions."

SEC. 3. A new section to be denominated as Section 3 is hereby inserted in the same Act to read as follows:

"SEC. 3. *Prohibition on Hazing*. - All forms of hazing shall be prohibited in fraternities, sororities, and organizations in schools, including citizens' military training and citizens' army training. This prohibition shall likewise apply to all other fraternities, sororities, and organizations that are not school-based, such as community-based and other similar fraternities, sororities, and organizations: *Provided*, That the physical, mental, and psychological fitness of prospective regular members of the AFP and the PNP as approved by the Secretary of National Defense and the National Police Commission, duly recommended by the Chief of Staff of the AFP and the Director General of the PNP, shall not be considered as hazing for purpose of this Act: *Provided, further*, That the exception provided herein shall likewise apply to similar procedures and practices approved by the respective heads of other uniformed learning institutions as to their prospective members, nor shall this provisions apply to any customary athletic events or other similar contests or competitions or any activity or conduct that furthers as legal and legitimate objective, subject to prior submission of medical clearance or certificate.

"In no case shall hazing be made a requirement for employment in any business or corporation."

SEC. 4. Section 2 of the same Act is hereby amended to read as follows:

"SEC. 4. *Regulation of School-Based Initiation Rites*. - Only initiation rites or practices that do not constitute hazing shall be allowed: *Provided*, That:

"(a) A written application to conduct initiation rites shall be made to the proper authorities of the school not later than seven (7) days prior to the scheduled initiation date;

"(b) The written application shall indicate the place and date of the initiation rites and the names of the recruits, neophytes, or applicants to be initiated and the manner by which they will conduct the initiation rites;

"(c) Such written application shall further contain an undertaking that no harm of any kind shall be committed by anybody during the initiation rites;

"(d) The initiation rites shall not last more than three (3) days;

"(e) The application shall contain the names of the incumbent officers of the fraternity, sorority, or organization and any person or persons who will take charge in the conduct of the initiation rites;

"(f) The application shall be under oath with a declaration that it has been posted in the official school bulletin board, the bulletin board of the office of the fraternity, sorority or organization, and two (2) other conspicuous places in the school or in the premises of the organization; and

"(g) The application shall be posted from the time of submission of the written notice to the school authorities or head of organization and shall only be removed from its posting three (3) days after the conduct of the initiation rites.

"The school, fraternity, sorority, or organization shall provide for their respective bulletin boards for purposes of this section.

"Guidelines for the approval or denial of the application to conduct initiation rites by a registered fraternity, sorority, or organization shall be promulgated by the appropriate school officials not later than sixty (60) days after the approval of this Act. The appropriate school authorities shall have the obligation to disapprove the application to conduct initiation rites that do not conform with any of the requirements of this section, and the reasons thereof shall be stated clearly and in unequivocal terms in a formal advice to the fraternity, sorority, or organization concerned, taking into consideration the safety and security of participants in the activity.

"School officials shall have the authority to impose, after due notice and summary hearing, disciplinary sanctions, in accordance with the school's guidelines and regulations on the matter, which shall include, but shall not be limited to, reprimand, suspension, exclusion, or expulsion, to the head and all other officers of the fraternity, sorority, or organization which conducts an initiation without first securing the necessary approval of the school as required under this section. All members of the fraternity, sorority, or organization, who participated in the unauthorized initiation rites, even if no hazing was conducted, shall also be punished accordingly.

"In case the written application for the conduct of initiation rites contains false

or inaccurate information, appropriate disciplinary sanctions in accordance with the school's guidelines and regulations on the matter ranging from reprimand to expulsion shall be imposed, after due notice and summary hearing, against the person who prepared the application or supplied the false and inaccurate information and to the head and other officers of the fraternity, sorority, or organization concerned."

SEC. 5. Section 3 of the same Act is hereby amended to read as follows:

"SEC. 5. *Monitoring of Initiation Rites.*- The head of the school or an authorized representative must assign at least two (2) representatives of the school to be present during the initiation. It is the duty of school representatives to see to it that no hazing is conducted during the initiation rites, and to document the entire proceedings. Thereafter, said representatives who were present during the initiation shall make a report of the initiation rites to the appropriate officials of the school regarding the conduct of the said initiation: *Provided*, That if hazing is still committed despite their presence, no liability shall attach to them unless it is proven that they failed to perform an overt act to prevent or stop the commission thereof."

SEC. 6. A new section to be denominated as Section 6 is hereby inserted in the same Act to read as follows;

"SEC. 6. *Registration of Fraternities, Sororities, and Other Organizations.*- All existing fraternities, sororities, and other organizations otherwise not created or organized by the school but has existing members who are students or plans to recruit students or plans to recruit students to be its members shall be required to register with the proper school authorities before it conducts activities whether on or off-campus, including recruitment of members.

"A newly established fraternity, sorority, or organization in a school shall immediately register with the proper school authorities during the semester or trimester in which it was established or organized: *Provided*, That the new fraternity, sorority, or organization has complied with the requirements prescribed by the school in establishing a fraternity, sorority, or organization: *Provided, further*, That schools shall promulgate their guidelines in the registration of fraternities, sororities, and organizations within their jurisdiction not later than sixty (60) days from the approval of this Act.

"Upon registration, all fraternities, sororities, and organizations shall submit a comprehensive list of members, which shall be updated not later than thirty (30) days from the start of every semester or trimester, depending on the academic calendar of the school.

"School officials shall have the authority to impose, after due notice and summary hearings, disciplinary penalties in accordance with the school's guidelines and regulations on the matter including suspension to the head and other officers of the fraternity, sorority, or organization who fail to register or update their roster of members as required under this section.

"Failure to comply with any of the requirements in this section shall result in the cancellation of the registration of the fraternity, sorority, or organization."

SEC. 7. A new section to be denominated as Section 7 is hereby inserted in the same Act to read as follows:

"SEC. 7. Faculty Adviser.- Schools shall require all fraternities, sororities, and organizations, as a condition to the grant of accreditation or registration, to submit the name or names of their respective faculty advisers who must not be members of the respective fraternity, sorority, or organization. The submission shall also include a written acceptance or consent on the part of the selected faculty adviser or advisers.

"The faculty adviser or advisers shall be responsible for monitoring the activities of the fraternity, sorority, or organization. Each faculty adviser must be a duly recognized active member, in good standing, of the faculty at the school in which the fraternity, sorority, or organization is established or registered.

"In case of violation of any of the provisions of this Act, it is presumed that the faculty adviser has knowledge and consented to the commission of any of the unlawful acts stated therein.

SEC. 8. A new section to be denominated as Section 8 is hereby inserted in the same Act to read as follows:

"SEC. 8. Role of Educational Institutions.- The responsibility of schools to exercise reasonable supervision *in loco parentis* over the conduct of its students requires the diligence that prudent parents would employ in the same circumstance when disciplining and protecting their children. To this end, it shall be the duty of schools to take more proactive steps to protect its students from the dangers of participating in activities that involve hazing.

"Schools shall implement an information dissemination campaign at the start of every semester or trimester to provide adequate information to students and parents or guardians regarding the consequences of conducting and participating in hazing.

"An orientation program relating to membership in a fraternity, sorority, or organization shall also be conducted by schools as the start of every semester or trimester.

"Schools shall encourage fraternities, sororities, and organizations to engage in undertakings that foster holistic personal growth and development and activities that contribute to solving relevant and pressing issues of society."

SEC. 9. A new section to be denominated as Section 9 is hereby inserted in the same Act to read as follows:

"SEC. 9. Registration of Community-Based and Other Similar Fraternities, Sororities, or Organizations.- All new and existing community-based fraternities, sororities, or organizations, including their respective local chapters, shall register with the barangay, municipality, or city wherein they are primarily based.

"Upon registration, all community-based fraternities, sororities, or organizations, including their respective local chapters, shall submit a comprehensive list of members and officers which shall be updated yearly from the date of registration."

SEC. 10. A new section to be denominated as Section 10 is hereby inserted in the same Act to read as follows:

"SEC. 10. Regulation of Initiation Rites for Community-Based Fraternities, Sororities, or Organizations.- Only initiation rites or practices that do not constitute hazing shall be allowed; *Provided*, That:

"(a) A written application to conduct the same shall be made to the punong barangay in the barangay or the municipal or city mayor in the municipality or city where the community-based fraternity, sorority, or organization is based, not later than seven (7) days prior to the scheduled initiation date;

"(b) The written application shall indicate the place and date of the initiation rites and the names of the recruits, neophytes, or applicants to be initiated;

"(c) Such written application shall further contain an undertaking that no harm of any kind shall be committed by anybody during the initiation rites;

"(d) A medical certificate of the recruit, neophyte, or applicant must be attached to the application to ensure fitness to undergo initiation when it involves physical activity not failing under the definition of hazing as used in this Act;

"(e) The initiation rites shall not last more than three (3) days;

"(f) The application shall contain the names of the incumbent officers of the community-based fraternity, sorority, or organization and any person, or persons who will take charge in the conduct of the initiation rites;

"(g) The application shall be under oath with a declaration that it has been posted on the official bulletin board of the barangay hall or the municipal or city hall where the community-based fraternity, sorority, or organization is based, and on the bulletin board of the office of the community-based fraternity, sorority, or organization; and

"(h) The application shall be posted from the time of submission of the written notice to the punong barangay or municipal or city mayor and shall only be removed from its posting three (3) days after the conduct of the initiation rites."

SEC. 11. A new section to be denominated as Section 11 is hereby inserted in the same Act to read as follows:

"SEC. 11. Monitoring of Initiation, Rites of Community-Based and all Similar Fraternities, Sororities, or Organizations.- The punong barangay of the barangay or the municipal or city mayor of the municipality or city where the community-based fraternity, sorority, or organization is based must assign at least two (2) barangay or municipal or city officials to be present during the initiation and to document the entire proceedings. Thereafter, said representatives who were present during the initiation shall make a report of the initiation rites to the punong barangay, or the municipal or city mayor regarding the conduct of the initiation. *Provided,* That if hazing is still committed despite their presence, no liability shall attach to them unless it is proven that they failed to perform an overt act to prevent or stop the commission thereof."

SEC. 12. A new section to be denominated as Section 12 is hereby inserted in the same Act to read as follows:

"SEC.12. Nullity of Waiver and Consent.- Any form of approval, consent, or agreement, whether written or otherwise, or of an express waiver of the right to object to the initiation rite or proceeding which consists of hazing, as defined in this Act, made by a recruit, neophyte, or applicant prior to an initiation rite that involves inflicting physical or psychological suffering, harm, or injury, shall be void and without any binding effect on the parties.

"The defense that the recruit, neophyte, or applicant consented to being subjected to hazing shall not be available to persons prosecuted under this Act."

SEC. 13. A new section to be denominated as Section 13 is hereby inserted in the same Act to read as follows:

SEC. 13. *Administrative Sanctions*.-The responsible officials of the school, the uniformed learning institutions, the AFP or the PNP may impose the appropriate administrative sanctions, after due notice and summary hearing, on the person or the persons charged under this Act even before their conviction."

SEC. 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 is such 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, non resident 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) years 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 a fine of One million pesos (P1,000,000.00) shall be imposed upon former officers, nonresident members, or alumni of the fraternity, sorority, or organization who, after the commission of any of the prohibited acts prescribed 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 member, 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 it is not limited to, suspension for a period of not less than three (3) years 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."

"(e) The penalty of prison correctional 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 identify 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 fraternities, sororities and other organizations, if it can be shown that the school or barangay, municipal or city officials allowed or consented to the conduct of hazing or where there is actual knowledge 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 *primo 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 circumstance that there was no intention to commit so grave a wrong.

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

"A conviction by final judgment shall be reflected in the scholastic record, personal, or employment record of the person convicted, regardless of when the judgment of conviction has become final.

SEC. 15 A new section to be denominated as Section 15 is hereby inserted in the same Act to read as follows:

"SEC. 15. *Implementation Rules and Regulations (IRR)*.-The Commission on Higher Education (CHED), together with the Department of Education (DepEd), Department of Justice (DOJ), Department of the Interior and Local Government (DILG), Department of Social Welfare and Development (DSWD), AFP, PNP, and National Youth Commission (NYC), shall promulgate the IRR within ninety (90) days from the effectivity of this Act."

SEC. 16. *Separability Clause*.- If any provision or part of this Act is declared invalid or unconstitutional the other parts or provisions hereof shall remain valid and effective.

SEC. 17. *Repealing Clause*.- Republic Act No. 8049 and all other laws, decrees, executive orders, proclamations, rules or regulations, or parts thereof which are inconsistent with or contrary to the provisions of this Act are hereby amended or modified accordingly.

SEC. 18. *Effectivity Clause*.- This Act shall take effect fifteen (15) days after its publication in the *Official Gazette* or in at least two (2) national newspapers of general circulation.

Approved,

(SGD.) **PANTALEON D. ALVAREZ**

*Speaker of the House
of Representatives*

(SGD.) **AQUILINO "KOKO" PIMENTEL III**

President of the Senate

This Act which is a consolidation of Senate Bill No. 1662 and House Bill No. 6573 was passed by the Senate and the House of Representatives on March 12, 2018 and March 13, 2018, respectively.

(SGD.) **CESAR STRAIT PAREJA**

*Secretary General
House of Representatives*

(SGD.) **LUTGARDO B. BARBO**

Secretary of the Senate

Approved: JUN 29 2018

(SGD.) **RODRIGO ROA DUTERTE**

President of the Philippines



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Annex F:
CEBU CITY ORDINANCE NO. 2660:
"An Ordinance Recognizing LGBTIQ+ Sector and Creating
the Cebu City SOGIESC Pride Empowerment Constituting
the SOGIESC Pride Empowerment Council (SPEC)
and Appropriating Funds Therefor"

REGULAR SESSION NO. 42
(ONLINE)

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION
HELD BY THE SANGGUNIANG PANLUNGSOD OF THE
CITY OF CEBU ON JUNE 22, 2022.

PRESENT:

Vice-Mayor Donaldo C. Hontiveros Presiding Officer
Coun. Eduardo R. Rama Jr. President Pro Tempore
Coun. Raymond Alvin N. Garcia Majority Floor Leader
Coun. Philip S. Zafra 1 st Asst. Majority Floor Leader
Coun. Joel C. Garganera 2 nd Asst. Majority Floor Leader
Coun. Nestor D. Archival Sr. Minority Floor Leader
Coun. Joy Augustus G. Young Asst. Minority Floor Leader
Coun. James Anthony R. Cuenco Member
Coun. Eugenio F. Gabuya Jr. Member
Coun. Jerry L. Guardo Member
Coun. Lea O. Japson Member
Coun. Franklyn O. Ong Member
Coun. Renato Z. Osmeña Jr. Member
Coun. Jocelyn G. Pesquera Member
Coun. Jessica P. Resch Member
Coun. David F. Tumulak Member

ABSENT:

Coun. Alvin M. Dizon Member
Coun. Prisca Niña O. Mabatid Member

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RESOLUTION NO. 15-2536-2022

The Sangguniang Panlungsod of the City of Cebu, as moved by Councilor Resch and seconded by Councilor Japson,

RESOLVED, to approve the following ordinance authored by Councilor Jessica P. Resch:

ORDINANCE NO. 2660

"AN ORDINANCE RECOGNIZING LGBTIQ+ SECTOR AND CREATING THE CEBU CITY SOGIESC PRIDE EMPOWERMENT PROGRAM, CONSTITUTING THE SOGIESC PRIDE EMPOWERMENT COUNCIL (SPEC) AND APPROPRIATING FUNDS THEREFOR."

WHEREAS, Article XIII, Section 1 (a) of the 1987 Philippine Constitution states that the enactment of measures that protect and enhance the right of the people to human dignity, reduce social, economic, and political inequalities and remove cultural inequities shall be given the highest priority;



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254-9004

(Res. No. 15-2536-2022 Ordinance 2660 dated June 22, 2022)

- Page 2 -

WHEREAS, the Philippines is a state party to several international agreements such as the Universal Declaration of Human Rights (UDHR), International Covenant on Economic, Social and Cultural Rights (ICESCR), the International Covenant on Civil and Political Rights (ICCPR), which recognizes people's basic human rights to develop its full potential;

WHEREAS, gender equality is one of the basic human rights that the City of Cebu aims to promote and a goal to achieve through this ordinance;

WHEREAS, this measure seeks to recognize the vibrant and visible LGBTQ+ sector of the city and to eliminate barriers to their full development as individuals due to marginalization because of their sex characteristics, gender identity, gender expression, and sexual orientation; and

WHEREAS, this is a measure that grants LGBTQ+ individuals relief from the daily constraints, discrimination, and violence they have been experiencing.

NOW THEREFORE, the Sangguniang Panlungsod of the City of Cebu, in a regular session assembled, hereby ordains, that:

Article I
Principles and Policies

Section 1. **Short Title.** – This ordinance shall be known as, "AN ORDINANCE RECOGNIZING LGBTQ+ SECTOR AND CREATING THE CEBU CITY SOGIESC PRIDE EMPOWERMENT PROGRAM, CONSTITUTING THE SOGIESC PRIDE EMPOWERMENT COUNCIL (SPEC) AND APPROPRIATING FUNDS THEREFOR IN CEBU CITY" or in short, "SOGIESC Equality" ordinance.

Section 2. Declaration of Principles. –

- a. The city recognizes that human beings, with their complexity, diversity, and fluidity, have each distinct sex characteristics, gender identity, gender expression, and sexual orientation of their own.
- b. The city affirms the worth and dignity of people of diverse sexual orientation, gender identity, gender expression, and sex characteristics as human beings.
- c. The city, therefore, upholds the rights of people of diverse sexual orientation, gender identity, gender expression, and sex characteristics as human rights.
- d. The city adheres to the basic principles of human rights, equality, equity, and equal access to resources and development as so declared under the 1987 Constitution, various national laws, and several international laws, conventions, and documents.

Section 3. **Principle of Human Rights.** – All human beings are free and equal in identity and rights. Human rights are characterized by universality, inalienability, indivisibility, and independence. No one, therefore, should suffer discrimination based specifically on a person's sexual orientation, gender identity, gender expression, or sex characteristics intersecting among other traits such as ethnicity, age, language, race, color, religion, political, or other opinions, national, social, or geographical origin, disability, property, birth, or another status.

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(Res. No. 15-2536-2022 Ordinance 2660 dated June 22, 2022)

- Page 3 -

Section 4. Declaration of Policies. – Guided by the foregoing principles, the Local Government of Cebu City shall:

- a. Recognize the complex, multi-dimensional, and diverse aspects of a human being's spectra of sexual orientation, gender identity, gender expression, and sex characteristics.
- b. Respect, protect, fulfill, and promote all human rights and fundamental freedom of people of diverse sexual orientation, gender identity, gender expression, and sex characteristics.
- c. Promote the empowerment of individuals and pursue equal opportunities for people of diverse sexual orientation, gender identity, gender expression, and sex characteristics and ensure equal access to resources, and to development results and outcomes.
- d. Eliminate discrimination against those who have been marginalized because of their diverse sexual orientation, gender identity, gender expression, and sex characteristics.
- e. Endeavor to develop plans, policies, programs, measures, and mechanisms to address discrimination and inequality in the economic, political, civil, social, and cultural life of people of diverse sexual orientation, gender identity, gender expression, and sex characteristics.
- f. Provide the necessary mechanisms to promote gender equality and undertake all legal measures necessary to foster and promote the equal opportunity for people of diverse sexual orientation, gender identity, gender expression, and sex characteristics, to participate in and contribute to the development of the civil, political, economic, social, and cultural realms.

Article II
Definition of Terms

Section 5. Definitions. – For purposes of this ordinance, the following terms are defined as follows:

- a. Constraints – a limitation or restrictions set to impede or hinder a person in the access and exercise of their rights.
- b. Women – are persons who identify specifically with feminine social roles and expectations.
- c. Men – are persons who identify specifically with masculine social roles and expectations.
- d. Gender – a socially constructed difference between and/or beyond the normative binary identities of men and women.

Differences are created artificially, partly through socialization and partly through positive and negative discrimination in the various institutions and structures of society through time; it may also characterize complex aspects of a person's sex characteristics, gender identity, gender expression, and sexual orientation.

- e. Gender Equality – a human right that demands a social order providing for equal treatment of men and women, regardless of sex characteristics, gender identity, gender expression, and sexual orientation, and equal opportunities for their full development without any discrimination.

A handwritten signature in black ink, appearing to be a cursive script.



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(Res. No. 15-2536-2022 Ordinance 2660 dated June 22, 2022)

- Page 4 -

- f. Gender-based – about sex characteristics, gender identity, gender expression, and sexual orientation.
- g. Gender-Based Discrimination – any unequal treatment, unreasonable classification, exclusion, or restriction due to one's sex characteristics, gender identity, gender expression, and sexual orientation which results in the impairment or nullification of the recognition, enjoyment, or exercise of human rights and fundamental freedoms in the political, economic, social, cultural, civil, or any other field.
- h. Gender Expression – refers to the way that a person uses appearance, mannerisms, and other personal traits to communicate their gender (e.g. masculine, feminine, androgynous).
- i. Gender Identity – is the personal sense of one's gender. It can correlate with the sex assigned at birth, or can differ from it such as those classified as cisgender, transgender, or genderqueer.
- j. Intersectionality – the experience of being disadvantaged due to personal traits used as a source of oppression in varying configurations and varying degrees of intensity.
- k. LGBTIQ+ – is a compounded acronym to connote "the community" that is composed of a non-cisgender-straight dichotomy.
- l. Sex characteristics – refer to chromosomal, gonadal, and anatomical features of a person, which include primary characteristics such as reproductive organs, genitalia, and/or chromosomal structures and hormones; and secondary characteristics such as muscle mass, hair distribution, breasts, and/or stature; classified accordingly as male, female, intersex.
- m. Sexual Orientation – direction of one's sexual interest in the opposite sex, same or both sexes, or the lack thereof typified as:
 1. Heterosexuality – the attraction to the opposite gender;
 2. Homosexuality – the attraction to the same gender;
 3. Bisexuality – the attraction to both genders;
 4. Pansexuality – the attraction to another regardless of gender; and
 5. Asexuality – the lack of attraction to another gender.
- n. SOGIESC – an acronym to connote sexual orientation, gender identity, gender expression, and sex characteristics.

Article III Dignity, Equality, and Self-Determination

Section 6. **Right to Dignity.** – As human beings, people of diverse sexual orientation, gender identity, gender expression, and sex characteristics have a right to dignity.

Section 7. **Right to Equality.** – As human beings, people of diverse sexual orientation, gender identity, gender expression, and sex characteristics, are entitled to equality of treatment and just application of laws.

Section 8. **Right of Self-Determination.** – As human beings, people of diverse sexual orientation, gender identity, gender expression, and sex characteristics, has a right to freely make choices and decisions based on their dispositions of a personal circumstance, bodily integrity, and physical autonomy, such as but not limited to whom to love, to recognize and be recognized of its

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REPUBLIKA NG PILIPINAS
LUNGSOD NG CEBU
TANGGAPAN NG SANGGUNIANG PANLUNGSOD
CEBU CITY HALL TEL. NOS. 032-2661542
 412-2817
 254-9004

(Res. No. 15-2536-2022 Ordinance 2660 dated June 22, 2022)

- Page 5 -

gender, how one communicates its gender and/or uniquely different biological makeup, that directs them in the pursuit of a better, fuller, and happy life.

Article IV
Offensive Acts

Section 9. **SOGIESC-Based Violations Against dignity.** – The following are considered as SOGIESC-based contemptuous acts committed against individuals resulting in or thorough disregard of their right to respect, privacy, and dignity:

- a. Maliciously humiliating in public an individual due to the person's sexual orientation, gender identity, gender expression, and sex characteristics and/or civil status whether said, done, or written in a comical or serious manner.
- b. Maliciously inflicting physical harm on the individual due to the person's sexual orientation, gender identity, gender expression, and sex characteristics.
- c. Vexing, harassing, threatening the individual, either physically, verbally, in writing, or for publications about the person's sexual orientation, gender identity, gender expression, and sex characteristics.
- d. Continuously subjecting the individual to jokes, pranks, and humor due to the person's sexual orientation, gender identity, gender expression, and sex characteristics whether said, done, or written, despite the demand to discontinue.

Section 10. **SOGIESC-Based Discrimination.** – The following are considered SOGIESC-based discrimination in this ordinance:

- a. Invasion of personal autonomy and self-development – imposing rules or policies that are personal and include areas that only concern the individual decision to himself such as but not limited to 'No Cross-dressing' and Haircut Policies.
- b. Constraints in the access to government services and resources – No person shall be denied access to government basic services, assistance, resources, and information due to a person's sex characteristics, gender identity, gender expression, and sexual orientation.
- c. Constraints to economic opportunities – No person shall be denied access to capability building and livelihood opportunities due to a person's sex characteristics, gender identity, gender expression, and sexual orientation. With regards to labor and employment, no person shall be dismissed from work because of one's sex characteristics, gender identity, gender expression, and sexual orientation; further, no person shall receive a different salary or wage or compensation benefits solely on the bases of sex characteristics, gender identity, gender expression, and sexual orientation.
- d. Constraints to the access to health, care, and wellness due to a person's sex characteristics, gender identity, gender expression, and sexual orientation.
- e. Constraints in the access to education and learning due to a person's sex characteristics, gender identity, gender expression, and sexual orientation.
- f. Constraints in the access of accommodation, facilities, utilities, transportation, goods, and services open to the public due to a person's sex characteristics, gender identity, gender expression, and sexual orientation.



REPUBLIKA NG PILIPINAS
LUNGSOD NG CEBU
TANGGAPAN NG SANGGUNIANG PANLUNGSOD
CEBU CITY HALL TEL. NOS. 032-2661542
412-2817
254-9004

(Res. No. 15-2536-2022 Ordinance 2660 dated June 22, 2022)

- Page 6 -

- g. Constraints to the government recognition, registration, accreditation, and licensing due to a person's sex characteristics, gender identity, gender expression, and sexual orientation.
- h. Constraints to accessing consultative and other political processes – No person shall be denied his/her right to participation, expression of his/her opinion on a public issue and/or be denied his/her involvement in any political process due to his/her sex, gender, and sexual orientation.

Section 11. **Penalties.** – Any violations under Sections 9 and 10 are penalized as follows:

- a. Penalties for SOGIESC-based Violations against Dignity – The acts falling under Section 9 in paragraphs A and B shall be punishable by 6 months imprisonment and/or a fine of Five thousand pesos (P5,000.00), while the acts described in paragraphs C and D shall be punishable by 3 months imprisonment and/or a fine of Three thousand pesos (P3,000.00), or both, at the discretion of the court.
- b. Penalties for SOGIESC-based Discrimination – The acts falling under Section 10 shall be punishable by six months of imprisonment and/or Five thousand pesos (P5,000.00), or both, at the discretion of the court. Should a business entity or its branch be sued, the president, the immediate manager, and/or supervisor/department head shall be held liable for the erring employee.

Article V
SOGIESC Programs

Section 12. **Programs, Projects, and Other Activities.** – The City of Cebu thru the city's SOGIESC Pride Empowerment Council (SPEC) shall sponsor training, seminars, advocacy events, and other projects in areas of but not limited to SOGIESC's active participation, sustainable sectoral development and empowerment, equitable access to quality education, competitiveness in economic opportunities, support for environmental protection, climate change adaptation, disaster risk reduction and resiliency, health and anti-drug abuse, gender equality and sensitivity, social protection, capacity-building, and sports development that builds capacities of SOGIESC Communities to further individual and sectoral development that can contribute the promotion of SOGIESC equality and sensitization. Shall further observe the commemoration of landmark events significant to the LGBTQI+ community.

Section 13. **Information, Education, Campaign.** – The City of Cebu thru its Gender and Development Council or its Secretariat, the Gender and Development Office, and SOGIESC Pride Empowerment Council shall undertake information dissemination activities to raise the awareness of and sensitivity of the public to SOGIESC issues.

Section 14. **Databank.** – The Secretariat shall endeavor data generation to determine the specific needs of the members of the sector as prescribed by the data privacy laws.

Section 15. **Associations.** – The City of Cebu shall encourage the establishment of associations of individuals of various sexual orientations, gender identity, gender expression, and sex characteristics with the end that they become partners with the local government towards progress and development.



REPUBLIKA NG PILIPINAS
LUNGSOD NG CEBU
TANGGAPAN NG SANGGUNIANG PANLUNGSOD
CEBU CITY HALL TEL. NOS. 032-2661542
412-2817
254-9004

(Res. No. 15-2536-2022 Ordinance 2660 dated June 22, 2022)

- Page 7 -

Section 16. **Assistance to Associations through Accreditation.** – Subject to the usual accounting rules and audit procedures, said associations may receive assistance from the city for its various SOGIESC equality promotion projects provided that the same is in accord with the city's GAD plan.

Article VI
City SOGIESC Pride Empowerment Council
(SPEC)

Section 17. **Creation.** – The Cebu City Government shall establish an office to implement the programs set in this ordinance to be known as SOGIESC Pride Empowerment Council (SPEC).

Section 18. **Functions.** – The SOGIESC Pride Empowerment Council (SPEC) shall discharge the following functions:

- a. Serve as the core advocacy on SOGIESC Empowerment and development;
- b. Finalize a 3-year Strategic Plan anchored in the city's GAD plan;
- c. Monitor and evaluate the implementation of the Strategic Plan; and
- d. Draft and recommend policies and perform such other functions as may be prescribed by law and in furtherance of this ordinance.

Section 19. **Composition.** – The SOGIESC Pride Empowerment Council (SPEC) shall be composed of the following:

- a. Mayor or its authorized representative;
- b. Chairperson, Committee on Social Welfare Services;
- c. Liga ng mga Barangay President;
- d. Sangguniang Kabataan (SK) Federation President;
- e. Head, Department of Social Welfare Services;
- f. Department of Education (DepEd)-City Division;
- g. Head, Gender and Development (GAD) Focal;
- h. City Health Officer;
- i. Cebu City Police Officer;
- j. City-wide GAD Federation President;
- k. City-wide SPEC Federation;
- l. One SOGIESC Community-based Association;
- m. One SOGIESC Workplace Association;
- n. One SOGIESC Students Association;
- o. Ex-Officio;
- p. Commission on Human Rights; and
- q. Committee on Women's and Family Affairs

Section 20. **Meeting.** – The Council shall meet monthly at the minimum for developing the Council's plans and evaluation.

Section 21. **The Secretariat.** – There shall be a Secretariat office which shall be headed by an Executive Director with a rank of at least a division chief. Such may be put under the Office of the



REPUBLIKA NG PILIPINAS
LUNGSOD NG CEBU
TANGGAPAN NG SANGGUNIANG PANLUNGSOD
CEBU CITY HALL TEL. NOS. 032-2661542
412-2817
254-9004

(Res. No. 15-2536-2022 Ordinance 2660 dated June 22, 2022)

- Page 8 -

Mayor. The local chief executive may designate personnel whom she/he deems fit to serve the purpose of the ordinance.

Section 22. ***The Function of the Secretariat.*** – The Secretariat shall have the following functions:

- a. Accredit all SOGIESC organizations in the city;
- b. Provide technical assistance to SPEC in the formulation of its three (3) years Strategic Plan;
- c. Facilitate SPEC meetings;
- d. Implement programs, plans, and activities in accordance with the Strategic Plan and the ordinance;
- e. Provide technical and logistical support in the conduct of capacity-building training and other projects;
- f. Provide technical assistance and monitor implementation to barangay SPECs; and
- g. Perform such other functions as may be prescribed by law, ordinance, or as the local chief executive may require.

Article VII
SOGIESC Pride Empowerment Council (SPEC) in Barangays

Section 23. ***Establishment of SPEC in Cebu City Barangays.*** – Barangays under the jurisdiction of the city shall create, determine the composition and convene their respective Barangay's SPEC six months after the approval of the ordinance.

Section 24. ***Barangay SPEC Functions.*** – The Barangay SOGIESC Pride Empowerment Council (SPEC) shall discharge the following functions:

- a. Serve as the core advocacy on SOGIESC empowerment and development in the barangay;
- b. Finalize a three-year Strategic Plan anchored in the barangays' GAD plan;
- c. Monitor and evaluate the implementation of the Strategic Plan; and
- d. Draft and recommend policies and perform such other functions as may be prescribed by law and in furtherance of this ordinance.

Section 25. ***Composition.*** – The Barangay SOGIESC Pride Empowerment Council (SPEC) shall be composed of the following:

- a. Barangay Captain;
- b. Chairperson, Committee on Social Welfare Services;
- c. Chairperson, Committee on Health;
- d. Gender and Development Focal Person;
- e. Representative, Lesbian Group;
- f. Three representatives from LGBT Group; and
- g. Committee on Women's and Family Affairs.



REPUBLIKA NG PILIPINAS
LUNGSOD NG CEBU
TANGGAPAN NG SANGGUNIANG PANLUNGSOD
CEBU CITY HALL TEL. NOS. 032-2661542
412-2817
254-9004

(Res. No. 15-2536-2022 Ordinance 2660 dated June 22, 2022)

- Page 9 -

Section 26. **SPEC Officer.** – There shall be a SPEC Officer which the barangay Local Chief Executive may designate personnel whom she/he deems fit to serve the purpose of the ordinance.

Section 27. **Barangay SPEC Officer Functions.** – The SPEC Officer shall have the following functions:

- a. Organize SOGIESC organizations in their respective barangay.
- b. Facilitate accreditation of the barangay SOGIESC organization at the City SPEC Secretariat.
- c. Conduct activities to formulate Barangay SPEC 3 years Strategic Plan.
- d. Facilitate SOGIESC organization's meeting.
- e. Implement programs, plans, and activities with the SOGIESC organization in accordance with the Strategic Plan and the ordinance.
- f. Provide logistical support in the conduct of capacity-building training and other projects of SOGIESC advocacy in the barangay.
- g. Perform such other functions as may be prescribed by law, ordinance, or as the barangay local chief executive may require.

Article VIII
Final Provisions

Section 28. **Appropriations.** – The amount of Three million pesos (P3,000,000.00) at the minimum shall be the source from the Gender and Development budget fund annually for the implementation of this measure.

Section 29. **Implementing Rules and Regulations.** – The City Legal Office with the designated City SPEC Executive Director shall promulgate the rules and regulations pursuant to this ordinance within 60 days after the passage.

Section 30. **Separability Clause.** – If any of the provisions of this ordinance is declared invalid, the other provisions not affected shall remain in full force and effect.

Section 31. **Repealing Clause.** – All ordinance provisions inconsistent with this measure are hereby repealed.

Section 32. **Effectivity.** – This ordinance shall take effect after 15 days following its complete publication in a newspaper of general circulation.

CARRIED UNANIMOUSLY.

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REPUBLIKA NG PILIPINAS
LUNGSOD NG CEBU
TANGGAPAN NG SANGGUNIANG PANLUNGSOD
CEBU CITY HALL TEL. NOS. 032-2661542
412-2817
254-9004

(Res. No. 15-2536-2022 Ordinance 2660 dated June 22, 2022)

- Page 10 -

I hereby certify the correctness of this resolution/ordinance.

CHARISSE L. PIRAMIDE
Secretary to the
Sangguniang Panlungsod

ATTESTED:

DONALDO C. HONIVEROS
Presiding Officer

APPROVED:

MICHAEL L. RAMA, /2022
City Mayor

camc/term

Annex G: Policies and Guidelines on Local Off-Campus Activities



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

Commission on Higher Education
C.P. Garcia Ave., U.P. Diliman, Quezon City
OFFICIAL RELEASE
CHED Central Office
RECORDS SECTION

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



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2

- 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.



157
3

- 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).



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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.	<ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ○ 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
<p>a.1.10.2.2 Travel and Tour Operator In cases where the service of Travel and Tour Operator is used, it should be duly accredited by the DOT.</p> <p>If applicable, the HEI must engage an accredited tourist transport vehicle and/or tourist guide with the appropriate permits.</p>	<ul style="list-style-type: none"> 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.
<p>a.1.11 LGUs/NGOs The HEI should duly coordinate with appropriate LGUs/NGOs.</p> <p>Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with the local government units with acknowledged letter from the concerned government agency shall be secured before the scheduled dates of the activity.</p>	<ul style="list-style-type: none"> o Copy of the letter sent to the LGUs o Copy of acknowledgement letter from the LGUs
<p>a.1.12 Activities</p> <p>a.1.12.1 General orientation to students</p>	Minutes and attendance of the briefing and consultation conducted to concerned students, faculty and stakeholders
<p>a.1.12.2 Consultation to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature</p>	
<p>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</p>	<ul style="list-style-type: none"> o Letters to parents, students and adult companion preferably faculty o Appointment with conforme of Personnel-in-charge
<p>a.1.12.4 Briefing to concerned faculty and students and provide the needed info materials before the trip</p>	<ul style="list-style-type: none"> o Itinerary o Handy information materials for students
<p>a.1.12.5 Learning journals for students</p>	Standard format of learning journals given to students
<p>a.1.12.6 Emergency Preparedness Plan to be given to students and stakeholders</p>	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).



10

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.



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11

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. *C.*

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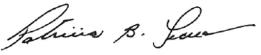


ARTICLE XIII EFFECTIVITY

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



OTHER RELATED REFERENCES:

- RA 9211: An Act Regulating the Packaging, Use, Sale Distribution and Advertisements of Tobacco Products and for Other Purposes
- RA 7877: Anti-Sexual Harassment Act of 1995
- RA 7079: Campus Journalism Act of 2021
- RA 10173: Data Privacy Act of 2012
- RA 9165: Comprehensive Dangerous Drugs Act 2002
- RA 10175: Cybercrime Prevention Act of 2012
- CMO 01, series of 2023 (Amendment of Article IV.E of CMO 63, series of 2017 .
- CMO 26, series of 2015 - Policies, Guidelines and Procedures of International Educational Trips

CAROLINIAN PLEDGE

Acknowledging the Identity-Principle of USC ... Being true to its motto ... living the Carolinian Identity...

I am a Carolinian.

I acknowledge “Education with a Mission” as the Identity-Principle of the University of San Carlos.

Accordingly, I solemnly pledge that, in order to participate in my alma mater’s Mission, I will engage in prophetic dialogue with those who seek faith or subscribe to other faiths, belong to other cultures and count among the marginalized. I wil do my part in progressively establishing God’s reign over all.

I am a Carolinian.

I will be true to my Alma Mater’s Motto of Scientia, Virtus and Devotio.

I will manifest Scientia by fulfilling as best as I can the demands of my own discipline or career choice. I will strive for intellectual eminence, professional expertise and life-long learning. I wil hone all of my God-given skills to perfection and become as professionally competent as I can ever be.

To manifest Virtus, I will cultivate the ideals and values of my discipline and respect the norms which constitute the ethics and morals of my craft and profession. As a God-fearing professional, I will strive to be morally-competent and ethically-critical, religiouisly-literate and spiritually-engaged.

Finally, to manifest Devotio, I will practice solidarity with the marginalized sectors of my community, be culturally sensitive and use my education equally for the good of society as for my own personal benefit.

I am a Carolinian.

I will live my Carolinian Identity as Witness to the Word.

To be true to this pledge and challenge, I implore the aid of Almighty God!

SIGNATURE OVER PRINTED NAME OF STUDENT

USC HYMN

To USC we sing
Our song shall always ring
You, who set the mind astir
Of our learning be harbinger.

Our Alma Mater dear
We pledge our love sincere
Firm do we stand and true
Glory to God, to man and you.

We promise faith and love
And laud the Lord above
To God we shout our song of praise
To Him our voice we raise
Your aim's to lead us to the Lord
Be now forever blessed.

ACKNOWLEDGMENT

This is to acknowledge that I received the USC Student Manual.

As a bona fide student at the University, I am responsible in reading and understanding all the information contained in the USC Student Manual. Further, I promise to abide by the rules and regulations stated in the student manual.

I understand that the rules and policies relating to the student's welfare and safety may be revised, or amended in accordance with USC's Vision, Mission and Goals, new Philippine Laws and (Commission on Higher Education) CHED memoranda and circulars.

Finally, I pledge that if I am found guilty of violating any of the prescribed rules and regulations, I shall be willing to accept the sanction meter for me by the University authorities.

Conforme:

Printed Name and Signature

ID Number