

SAINT FRANCIS OF ASSISI COLLEGE
College Department



STUDENT MANUAL

Series 2023

SAINT FRANCIS OF ASSISI COLLEGE

Las Piñas Campus – 45 Admiral Village, Talon Talon Tres, Las Piñas City

Tel. No. 8800-3131

Bacoor Campus – 96 Bayanan, City of Bacoor, Cavite

Tel. Nos. (046) 537 - 0619

PHOTO

PERSONAL INFORMATION SHEET

Instruction: Please write your text in clear and uppercase letters.

Name (Last, First, Middle): _____

Address: _____

Year and Program: _____ Student Number: _____

Email Address: _____ Contact Number: _____

Library Card Number: _____

Person to be notified in case of emergency: (Parent/Guardian)

Name: _____ Relationship: _____

Address: _____

Contact Number/s: _____

STUDENT'S AGREEMENT AND UNDERTAKING

I acknowledge that I will adhere to Saint Francis of Assisi College's student conduct policies. I waive and release all claims that may arise or are caused by my failure to comply with these regulations.

I agree that the College reserves the right to enforce the code of conduct outlined in this student manual at its sole discretion and that it will impose sanctions, up to and including expulsion from the College, for any violation of these codes or for any conduct detrimental to or irreconcilable with the interest, unity, or well-being of the College.

Signature of Student

Signature of Parent or Guardian

(College's Copy)

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Signature of Parent or Guardian**(Student's Copy)**

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FOREWORD

This revision of Saint Francis of Assisi College Student Manual 2023 reflects the efforts of many people, including our predecessors who authored earlier editions of the manual. The manual was originally prepared by the administrators and was revised by the Office of Student Affairs and Services (OSAS), in Academic Year 2022 – 2023: Revisions will take effect by Academic Year 2023-2024.

It consists of two parts and has five articles. The first part contains the general information: the school's background, history, vision-mission statements, administrative and academic officers, and the course classification. The second part contains the Policies, Rules and Regulations: commends all articles, such as, Academic, Non-academic Policies and appendices.

This Manual is further supplemented by bulletin board postings, circulars, directives and announcements issued from time to time by the College Administration for the students to keep themselves well-informed of supplemental issuances.

The contents of this Manual supersede all other previous information and guidelines on student conduct and behavior.

We encourage you to use this manual as SFAC continues to enhance its status as an academic community committed to the development of future leaders to overcome the challenges of the present and future. This resource manual is the result of a collaborative effort between administrators, faculty, and selected students and parents. It is intended to guide your hearts and minds in the development of skills, talents, and efficient development attitudes as you navigate the vast expanse of today's sources of knowledge and information. This is your reference and guide to campus rules, procedures, best practices, service units, academic programs, organization units, and campus life in general.

RALPH ARJAY C. DELA CRUZ, RN LPT, MAEd
Officer-in-Charge, Office of the Student Affairs and Services (OSAS)

BRIEF HISTORY OF SFAC

Saint Francis of Assisi College (SFAC) is an educational institution offering complete education from preschool up to Graduate level. Founded in 1981 with about 80 preschool pupils, it now consists of eight campuses in Metro Manila, Cavite, and Laguna provinces. The main campus is located in Admiral Village, Talon Tres, Las Piñas City.

By 1983, the school's growth was such that a two-storey, full elementary school building had to be constructed to meet the surrounding community needs. The opening of the high school department quickly followed in 1986, assuring placements for SFAC graduates in the secondary level. At the same time, two new campuses were established, one in Taguig and one in Los Baños.

In 1989, the tertiary level in SFAC came into being offering several courses such as: Bachelor of Science in Computer Engineering, Bachelor of Science in Electronics and Communication Engineering, Bachelor of Science in Business Administration, and Bachelor of Elementary Education and Bachelor in Secondary Education.

In 1990, additional courses were offered such as Bachelor of Science in Computer Science and Bachelor of Arts Major in Psychology. The Bachelor of Science in Hotel and Restaurant Management also followed.

New campuses have since been added: The Bacoor, Cavite campus in 1994, and the Alabang campus in 1996. In the same year, the ownership of Saint Anthony School of Las Piñas came under SFAC. The Dasmariñas, Cavite campus opened in SY 1999-2000.

In its quest to serve as many people as possible, SFAC opened its Graduate School in 1994 offering Masters Degree in Business and Education.

In 2001, Bachelor of Science in Office Administration/Office Management as well as the Bachelor of Science in Nursing in 2004 were a welcome addition to the College's roster of course offerings. Then, the Biñan campus opened in SY 2006-2007. And in 2010, a new campus was opened in Sta. Rosa, Laguna.

In 2012, SFAC-Admiral Campus was accredited to offer TESDA courses and later became an Accredited Assessment Center.

At present, the College Department of Saint Francis of Assisi College consists of seven (7) distinct Schools, namely the School of Nursing, School of Education and Liberal Arts, School of Business Administration, School of Engineering and Computer Studies, and School of Hospitality Management. These Schools operate under the guidance and policies set forth by the Commission on Higher Education.

THE LIFE OF SAINT FRANCIS OF ASSISI

SAINT FRANCIS OF ASSISI, founder of the Franciscan Order, was born in Assisi, in Umbria in 1811. Francis was the eldest son of Pietro di Bernardone, a prosperous cloth merchant. He was named John at Baptism but early acquired the name “Francesco, the Frenchman”. Francis was a high spirited youth who delighted in the fellowship of revelry and the romance of chivalry.

In 1205, moved by a desire to achieve military glory, Francis joined the army of Walter of Briene, who was fighting on the Pope’s behalf in Apulla. The would-be warrior never reached the front. He became ill at Spoleto where a voice asked him, “Why do you desert the Lord for this vassal?” This was the first step in Francis’ conversion.

One day in 1207, while he was praying in the crumbling church of San Damiano near Assisi, the voice spoke again to him: “Francis, repair my house.” He interpreted this statement as a positive command to rebuild the dilapidated building. To raise money for this project, he took several bolts of cloth from his father’s shop and sold them. When his irate parents had him brought before the bishop’s court to recover the stolen property, Francis made a dramatic gesture of abandonment to providence. He gave back to his father not only the money received for the cloth but even the very clothing he was wearing.



After his disinheritance, Francis continued repairing neglected churches. He also served the lepers in the hospitals and spent long periods in solitary prayer. It is unlikely that Francis deliberately set out to found a religious order, but the unaffected candor of his preaching, the warmth of his asceticism drew men to him. By 1209, his followers numbered 11. They lived as itinerant preachers, slept in abandoned churches and leper houses, possessed no property, and begged for their own food when it could not be obtained by honest labor. They felt little need for a rule in the traditional sense. After some hesitation, Pope Innocent III gave verbal approbation to Francis “Form of Life” on April 16, 1209 (or 1210). Sometime later, Francis was ordained deacon but he never became a priest.

In 1220, the Friars Minor numbered more than 5,000. This phenomenal growth necessitated a more structured organization of brotherhood. In 1221, Francis resigned the administration of the Order into the hands of a vicar. He was keenly aware of his inadequacies as an executive. His wealth was gone, and he was almost blind. He spent his last years at remote hermitages in the company of his early companions. After his death on September 12, 1224 at La Verna (Alverno), Brother Elias, the Superior General, announced to the order that Francis had received the stigmata or the wounds of Christ on his body. On October 3, 1226, he died at the Portiuncula, a small chapel near Assisi.

References:

Saint Francis of Assisi - Church, facts & patron Saint. (2021, April 21). Biography. <https://www.biography.com/religious-figures/saint-francis-of-assisi>
 Franciscan Media. (n.d.). *Saint Francis of Assisi*. <https://www.franciscanmedia.org/saint-of-the-day/saint-francis-of-assisi/>
 Saint Francis of Assisi | *Biography, facts, feast day, patron Saint of, & legacy*. (n.d.). Encyclopedia Britannica. <https://www.britannica.com/biography/Saint-Francis-of-Assisi>

VISION-MISSION STATEMENT & CORE VALUES

VISION

Saint Francis of Assisi College (SFAC) is a hub for progressive and holistic education, guided by the virtues of Saint Francis that empower learners with a solid academic foundation enriched by physical, spiritual, and cultural advancement.

MISSION

In line with this vision, SFAC is fully committed to:

Deliver relevant, well-designed quality education from the Basic education to the Graduate level, through its corps of highly-trained faculty;

Nurture an ideal environment that hones students for academic success, molds them in cultural awareness, and prepares them for sustained participation and leadership in sports and athletics;

Incorporate a values system in the curriculum that promotes love of God, family, and country;

Integrate time-honored Filipino values in the pursuit of personal advancement.

CORE VALUES

SFAC is guided by these core values:

Commitment – there is a commitment by each and every member of the Franciscan Community to the vision set forth by the institution;

Opportunity – there is a constant desire to seize the opportunity to become better members and leaders of the community, as well as contributors to Nation-building;

Respect – there is an utmost respect for one's self, peers, and co-stakeholders in the Franciscan community;

Excellence – there is a drive to always make effective use of talents and skills in order to produce outputs of the highest quality.

THE SFAC HYMN

Saint Francis of Assisi College
Breeding institution of quality education
Abode of our noble youth, gemmation of our intellect
Established for our nation's lasting growth

Saint Francis of Assisi College
Dedicated to our brave and humble Patron Saint
Inspiration to all his legacy and virtuous life
Lofty dreams which we strive to emulate

Discipline, honesty and perseverance
Probity which unite us into one
Compassionate and concern for one another
Sealed the bond of camaraderie in us

Onward beloved fellow Franciscan
Hold the colors with joy and pride
Do not waiver, come what may
Fight and conquer obstacles
Alma Mater will extend its unswerving care (2x)

Saint Francis of Assisi College!

Lyrics by: Mr. Cesario Pacoma

THE SCHOOL LOGO



Our school logo is in the form of two superimposed circles, the larger outer one of a solid red field and the narrower inner circle of a white field.

The color red dominates the logo design, red symbolizing vibrance and energy, the theme color of Saint Francis of Assisi College.

The name of our school, Saint Francis of Assisi College, appears on the upper half-portion of the outer circle off the logo. Our school is named after our patron, Saint Francis of Assisi.

At the lower middle of our logo is the Cross, where our Lord Jesus Christ was nailed and died to save the sins of humanity. On the cross hangs the “stole”, a part of the garment worn by catholic priests during the celebration of the Holy Mass and during blessings.

(Saint Francis of Assisi College is a non-sectarian institution of learning, but is Catholic- oriented in its foundation, policies, and practices.)

Below the Cross are the words “Fides et Humilitas”, or Faith and Humility, two virtues exemplified by Saint Francis of Assisi and which also serve as foundation virtues of our school.

Above the Cross is an open and outstretched human hand, which signifies openness and reception to learning, as well as recognition of the dignity of human life and all things that are living – reflective of the virtues of Saint Francis of Assisi.

A dove, symbolic of peace, rests on the open and outstretched human hand.

On top of the inner circle of the logo are rays of light and energy, coming from a live and burning urn that illuminate the world and symbolize enlightenment as a result of learning.

On the edges of the inner circle, starting from the base and going upward, are laurel leaves, symbolizing excellence as a product of hard work and dedication, as was in ancient Greece, where outstanding human skills and endeavors were rewarded with crowns of laurel leaves.

The year 1981 appears at the base of the outer circle, the founding year of Saint Francis of Assisi College.

STUDENT CODE OF CONDUCT

Every student of SFAC is called upon to abide by the following general norms of behavior:

- ✓ Firm believer in God
- ✓ Law abiding and respectful of the rights of fellow students, theirs, as well as the school properties
- ✓ Respectful to faculty members and superiors
- ✓ Compassionate
- ✓ Noble in words
- ✓ Conscientious in studies
- ✓ Dependable
- ✓ Self-disciplined
- ✓ Clean and neat at all times
- ✓ Sensitive to the feelings of others
- ✓ Has a sense of Nationalism and Patriotism

QUALITY POLICY

Saint Francis of Assisi College is committed to:

1. Provide quality education in its program in the Basic Education, College, and Graduate levels;
2. Performs its tri-fold functions of teaching, research, and community extension that are responsive to recent trends and developments and relevant to the needs of industry and its surrounding areas and beyond;
3. Seek continual improvements in its institutional and departamental processes and procedures, in the service and satisfaction of its students, parents, and other stakeholders;
4. Invest in the development and training of its workforce-faculty, staff, and administrators, as partners in the attainment of its vision-mission-core values, and its institutional targets and objectives.

PROGRAM CLASSIFICATION

Students enrolled in the College are classified according to the degree and/or non-degree program as follows:

1. School of Engineering

Bachelor of Science in Electronics Engineering (BSECE – 4 years)*
 Bachelor of Science in Electrical Engineering (BSEE – 4 years)*
 Bachelor of Science in Computer Engineering (4 years)*

2. School of Computer Studies

Bachelor of Science in Computer Science (4 years)***
 Associate in Computer Technology (2 years)**

3. School of Business Administration

Bachelor of Science in Business Administration (4 years)***
Major in
 Financial Management
 Marketing Management
 Operational Management

4. School of Hospitality Management

Bachelor of Science in Hospitality Management (4 years)***

5. School of Education and Liberal Arts

Bachelor of Arts in Psychology (4 years)*
 Bachelor in Physical Education (4 years)**
 Bachelor in Early Childhood Education (4 years)**
 Bachelor in Elementary Education (4 years)***
 Bachelor in Secondary Education (4 years)
Major in
 Science*
 Mathematics***
 English***
 Filipino***
 Social Science*

6. School of Nursing

Bachelor of Science in Nursing (4 years)*

7. TESDA NC II Courses

Cookery*	Caregiving*
Bread and Pastry*	Massage Therapy*
Food and Beverage Services*	Beauty Care*
Bartending*	Hairdressing*
Housekeeping***	

Legend:

*LP Campus only
 **BA Campus only
 ***Both Campuses

ARTICLE 1 – ACADEMIC POLICIES

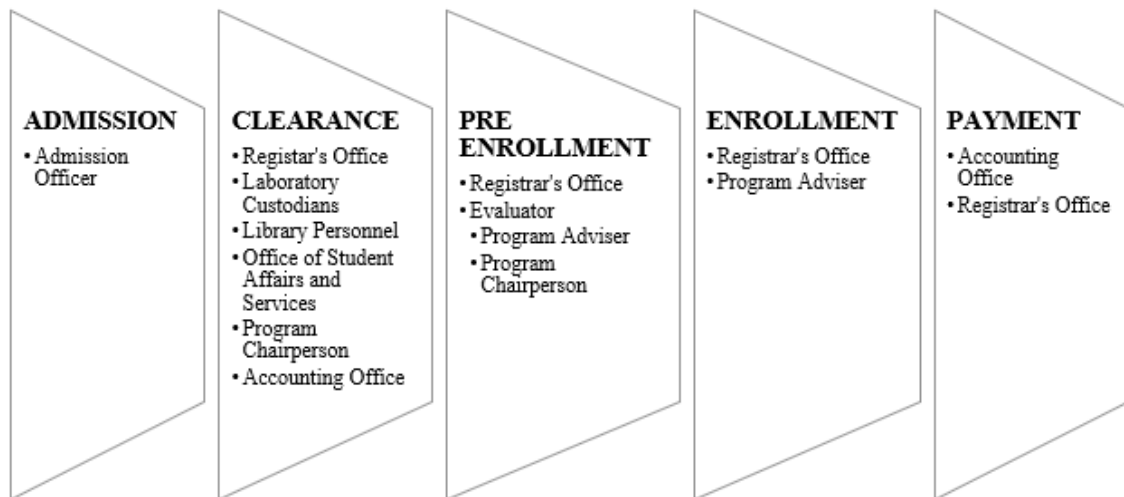
SECTION 1 - ADMISSION AND ENROLLMENT

A student is considered officially enrolled for the semester if he/she has paid his/her tuition fee, either partially or in full, and has received the Certificate of Registration (COR) from the Office of the registrar with a verified stamp – “Officially Enrolled.” To ensure a systematic enrollment, a year-level based enrollment schedule should be mandated and followed by the students.

A. FORMS AND DOCUMENTS

1. **Admission Form** (AD-23-001) – A form that needs to be filled out by new students and transferees when accepting a place in the school.
2. **Clearance Form** (REG-23-001)– A form signed by key persons indicating that the student is cleared of his/ her school obligations.
3. **Pre-Enrollment Form** (REG-23-002) - A form that needs to be filled out by the students to process their enrollment.
4. **Curriculum Checklist** (REG-23-003)– A document provided by the registrar’s office where all courses of a specific program are presented and with grades from past/previous term/s.
5. **LMS Account Credentials** – This is where the account credentials for the Learning Management System are written.
6. **Certificate of Registration** (COR; REG-23-004)– A form provided by the registrar’s office where all enrolled courses in the semester are encoded.
7. **Student Permanent Record** – A printed document with the student’s official final grade for the semester.

B. OFFICES AND KEY PERSONS INVOLVED IN THE PROCESS

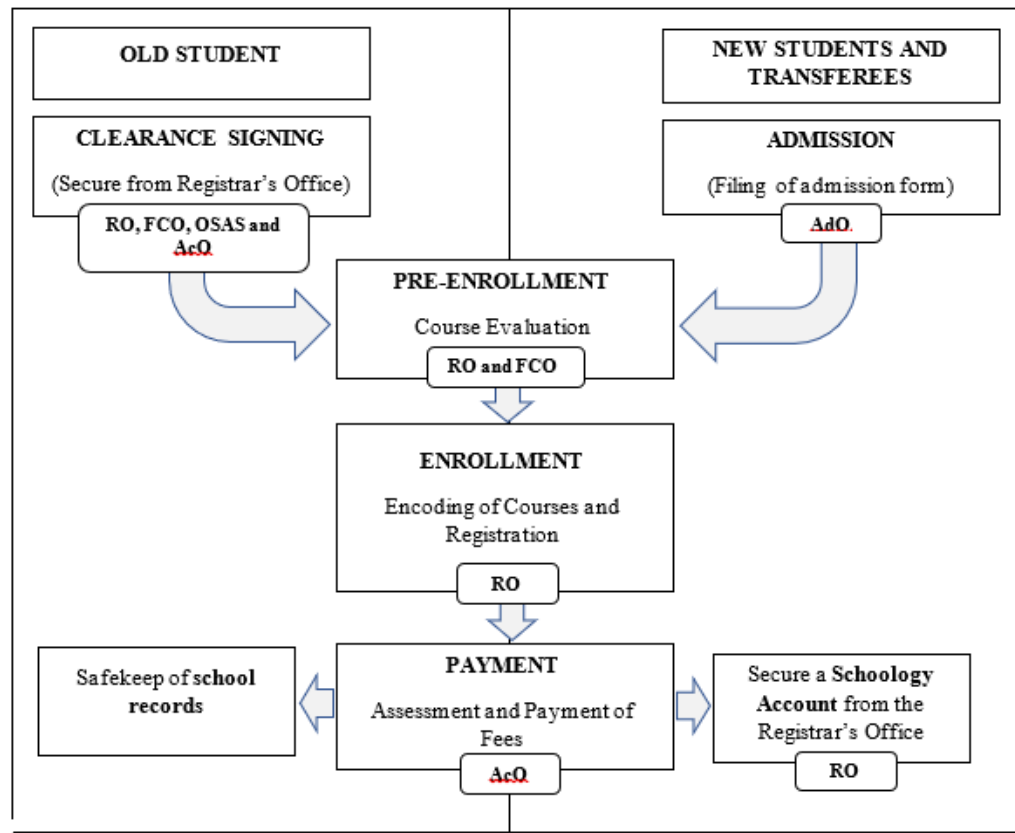


C. REQUIREMENTS FOR ENROLLMENT

1. New Students
 - a. Official copy of Form 138
 - b. Photocopy of PSA Birth Certificate
 - c. Certificate of Good Moral Character
 - d. 4 copies of the recent Passport size colored ID picture with name
 - e. Form 137
 - f. 2 Long Brown Envelope (Registrar Office and Guidance Office)

2. Transferees

- Official Transcript of Records or copy of grades
- Photocopy of PSA Birth Certificate
- Honorable Dismissal
- 4 copies of the recent Passport size colored ID picture with name
- 2 Long Brown Envelope (Registrar Office and Guidance Office)

D. ENROLLMENT PROCEDURE FLOWCHART**Legend:**

- AdO (AD) – Admission Office
- AcO (AC) – Accounting Office
- RO (REG) – Registrar's Office
- FCO (PD) – Faculty and Chairperson's Office
- OSAS – Office of Student Affairs and Services

E. ENROLLMENT PROCEDURES**OLD STUDENTS****STEP 1 – CLEARANCE SIGNING (Registrar's Office)**

- Students are required to file a clearance form before the release of the Final grade of the semester. The Office of the Registrar shall provide the clearance form upon verification of enrollment.
- The following offices/ departments are eligible to sign the clearance form. (In-order)
 - Laboratories

- b. Library
 - c. Office of the Student Affairs and Services
 - d. Office of the Program Chairperson
 - e. Office of the Accounting
 - f. Office of the Registrar
3. Once the Office of the Accounting signed the clearance form, the student shall then proceed to the Office of the Registrar to request the print-out of the following:
 - a. Student Permanent Record (Copy of grades for the semester)
 - b. Curriculum Checklist (Updated report of grades)
 4. After printing the records, the registrar must sign the clearance form as an indication that the Final Grade was already released.

STEP 2 – PRE-ENROLLMENT (Registrar’s Office and Program Adviser/ Chairperson)

1. After the clearance signing, the student must have the following forms:
 - a. Accomplished Clearance Form
 - b. Student Permanent Record
 - c. Curriculum Checklist
2. Once the forms are secured, the student is required to seek the advice of an evaluator for the courses needed to be enrolled for the semester. The evaluator must sign the curriculum checklist before proceeding with enrollment.
 - a. Regular student evaluator – Program Adviser
 - b. Irregular student evaluator – Program Chairperson

STEP 3 – ENROLLMENT (Registrar’s Office)

1. After course evaluation, the student shall then proceed to the Registrar’s Office to access the enrollment portal for the encoding of courses.
2. Courses encoded will be verified by the following:
 - a. Program Adviser
 - b. Registrar's Office
3. Once verified, the registration form will be printed in four (4) copies.

STEP 4 – PAYMENT (Accounting Office)

1. After the course verification process, the student shall proceed to the assessment window (for assessment of fees) and then to the cashier window for the payment of fees and Organization Membership.
2. Once payment has been made, the student is required to keep the records obtained from the registrar’s office.

STEP 5 – APPLICATION AND PROCESSING OF IDENTIFICATION CARD

NEW STUDENTS and TRANSFEREES

STEP 1 – ADMISSION (Admission Office)

1. The Admission Office shall require new students and transferees to fill in the Admission Form.
2. Once the admission form is completed, the Admission Officer shall proceed with the interview and gathering of requirements.

STEP 2 – PRE-ENROLLMENT (Registrar’s Office and Program Adviser/ Chairperson)

1. The enrollee must request a curriculum checklist from the Office of the Registrar before proceeding with the evaluation.
2. The evaluator will advise the enrollee on the courses to be enrolled in for the semester.
 - a. New Student – Program Adviser/ Registrar’s Office Personnel
 - b. Transferees – Program Chairperson

STEP 3 – ENROLLMENT (Registrar’s Office)

1. After course evaluation, the enrollee shall then proceed to the Office of the Registrar to access the enrollment portal for the encoding of courses.
2. Courses encoded will be verified by the following:

- a. Program Adviser
 - b. Registrar's Office
3. Once verified, the registration form will be printed in four (4) copies.

STEP 4 – PAYMENT (Accounting and Registrar's Office)

1. After the course verification process, the enrollee shall proceed to the assessment window (for assessment of fees) and then to the cashier window for the payment of fees and Organization Membership.
2. Once payment has been made, the enrollee shall present the registration form to the registrar's office to obtain the LMS Account Credentials.
3. The enrollee is required to keep the registration form and the curriculum checklist needed for the next enrollment.

STEP 5 – APPLICATION AND PROCESSING OF STUDENT IDENTIFICATION CARD

G. RESIDENT ALIENS, NATURALIZED FILIPINOS AND STUDENTS WITH FOREIGN NAMES

1. Filipino-born alien students must submit a photocopy of their Alien Certificate of Registration (ACR) and Native Board Certificate of Registration (NBCR) duly certified against the original by the Regional Director, NCSO, National Capital Region.
2. Children of naturalized Filipino citizens must submit a photocopy of the Identification Certificate issued by the Commissioner of Immigration, certified against the original by National Census and Statistics Office, NCR.

H. EXTRA-ACADEMIC POLICIES FOR ADMISSION AND RE-ADMISSION

1. Students seeking admission or readmission must not have been involved in any act contrary to public morals and laws of the Philippines.
2. The Institution has the right to require a student/enrollee to undergo drug test at an accredited drug test laboratory. (*refer to CHED Memorandum No. 18 series of 2018*)
3. The Institution reserves the right to deny admission of any student who has had a history of habitual delinquency in violating the Student Code of Conduct set forth in the SFAC Student Manual.
4. Students who have previous cases and/or pending cases with the College Student Grievance Committee are required to submit clearance from the committee before admission.
5. Any person suspected or proven to be engaged in programs publicly advocating the overthrow of the government shall be denied admission or re-admission to SFAC.
6. Students who have been convicted of criminal cases in Philippine Courts shall be required to present clearance from PNP and NBI or a certified true copy of the court decision.
7. Students who have a record or history of serious psychiatric disorder may not be admitted to the Institution. SFAC reserves the right to terminate a student found to be mentally and emotionally unfit even after the fact of admission or registration.

SECTION 2 - ACADEMIC LOAD

1. In accordance with the regulations of the Commission on Higher Education (CHED), a student may not be permitted to carry a semestral load in excess of the normal load prescribed in his/her curriculum.
2. Physical Education (P.E.) and National Service Training Program (NSTP) should be taken during the first two years in college. A full load may not be granted for the following semester in case the student fails to take these subjects/courses during the specified period. A written explanation should be submitted to the Dean/Program Director in such cases.

3. A graduating student may be permitted upon the discretion of the school to have an additional subject/course load of not more than six academic units in excess of the normal load specified by the academic year of term which is subject for the approval of the Office of the Registrar.
4. **Subject Prerequisite Policy:** Students must enroll first in a prerequisite subject to be granted credit for an advanced subject that requires basic foundational components. Subjects taken and passed without the necessary prerequisite will not be given credit and will not be recorded in the transcript of records, but these will have to be retaken.

SECTION 3– SHIFTING OF PROGRAM

The Institution recognizes the right of the student to choose the program that he/she wants to pursue, provided he/she meets all the requirements for admission. In this light, a student admitted into the college may change/shift program provided the grade and other requirements of the faculty/school are met.

Policy Guidelines and conditions:

1. A student who has nine (9) units of failure in general courses, is subject for evaluation for eligibility to shift.
2. When shifting to another program with the same academic requirements within the same faculty/school/institution:
 - a. Student is not required to take any qualifying examinations. However he/she must submit the following requirements:
 - i. A letter addressed to the Dean expressing the intention to shift to another program;
 - ii. A printed copy of his/her academic grades from her portal; and
 - iii. An endorsement letter coming from the Office of the Program Chairperson.
 - Note: PE and NSTP are not considered general education courses*
 - b. Acceptance to another program within the faculty/school/institution would depend on the following:
 - i. Availability of slots; and
 - ii. Evaluated grades in the transcript of records verified by the Program Director.
 - c. Upon meeting the said requirements for shifting within the same faculty/college/institution, the student applicant will submit the documents to the Program Director. The application will be processed by the Program Director and will be endorsed to the Office of the Registrar for the final approval.
3. The Office of the registrars will notify the Office of the Dean/Program Director of the approval and will endorse the student for enrollment.

SECTION 4 – ATTENDANCE

The Institution mandates every student to attend their classes of not less than the required class hours for every course to earn the corresponding credits.

Policy Guidelines and conditions:

1. Regular class attendance is required for all students to get credit for the course in which they are enrolled.
2. All faculty members conduct attendance checks beginning with the first official meeting of each semester and/or summer term. As an example, a student who is already enrolled but who did not attend class until the third day after the start of the semester will be marked absent for the first two

days. Students who enrolled late in the same scenario will not be marked absent for the first two days since they are not yet enrolled.

3. Absence may be inferred from tardiness. A student will be considered absent if he or she leaves class and does not return for the remainder of the period/session. When a student desires to leave the classroom, they must always get the instructor's permission.
4. A student must attend at least 80% of the total number of class hours for the subject/course for which credit is sought. (20% of the total meetings per semester as per CHED policies)
5. In all cases of absences, a student is required to submit a written explanation as to the cause of his or her absence to the Program Director of his or her respective program and fill out the Class Re-entry/Excuse Slip Form (OSAS-23-003). Before the student can return to his or her classes, the Dean/Program Director and the instructor(s) must sign this form. The form should be returned to the Program Director/Dean for compilation. At the discretion of the Dean, prolonged absences may be excused.
6. Absence does not excuse a student from doing missed assignments, projects, or other written assignments. A student must keep track of his/her total absences in a course in which he/she wishes to receive credit in order to avoid earning an "F", "Inc", or "Dropped" for excessive absences. An unexcused absences means "F" or "Dropped" as the case may be. Refer to the table of Absences below.
7. No student should attend class if his/her name is not on the final list or the course/subject is not included on the Certificate of Registration (COR).
8. Table of absence limitation/ allowed absences:

Course/Credit Description	Maximum limit
1-unit course (18 hours), meeting once a week	4 times
2-unit course (36 hours), meeting twice a week	7 times
2-unit course (36 hours), meeting once a week	4 times
3-unit course (54 hours), meeting once a week (Such as M-W-F Classes)	11 times
3-unit course (54 hours), meeting once a week (Such as Saturday Classes)	4 times
4-unit course (72 hours), meeting four times a week	4 times
4-unit course (72 hours), meeting once a week	4 times
5-unit course (90 hours), meeting once a week	18 times
6-unit course (102 hours), meeting once a week	4 times
6-unit course (102 hours), meeting six times a week	22 times

9. A student will be given a failing mark of 5.0 if he/she incurs more than the above allowable number of absences.
10. A student is considered absent if he/she arrives after:
 - The first 15 minutes for a 60-minute class
 - The first 25 minutes for a 90-minute class
 - The first 35 minutes for a 120-minute class
 - The first 45-minutes for a 180-minute class

11. A student who is tardy for three (3) times will merit an absence. The faculty is required to inform the student regarding their records of absences and tardiness.

SECTION 5 – LEAVE OF ABSENCE(LOA)

It refers to the official withdrawal by a student of his or her enrollment prior to or during the academic term. The College, in recognition of its responsibility to provide the students the opportunities to complete their program of students, requires that a leave of absence be filed by the student who voluntarily seeks to withdraw from his/her program temporarily. Only in these cases shall the College be obliged to provide for the re-admission of the student concerned.

Policy Guidelines and conditions:

1. Application for a leave of absence should be filed to noted by the Program Director, OSAS Director, and approved by the College Dean, and the Office of the Registrar must be furnished a copy. The LOA form can be requested at the Office of the Registrar.
2. The leave of absence may be for one term or one year as specified.
3. The leave of absence may be extended upon the approval of the Office of the Dean but in no case should the leave be beyond two years.
4. Upon the student's return from leave of absence, the curriculum currently in effect applies. (or case-to-case basis).
5. For those who have no approved leave of absence, the Dean together with the committee shall have full discretion on their re-admission.

SECTION 6 – EXAMINATIONS

The College examines both student performance and the effectiveness of instruction. For this reason, regular assessments must be conducted, and students must receive their results promptly.

Policy Guidelines and conditions:

1. Major examinations/assessments should be administered as scheduled. Three major examinations are given each semester: the prelim, the midterm, and the final.
2. Schedule of the examination should be announced two-three weeks before the scheduled examination by the Office of the Dean.
3. Student is required to secure a validated examination permit signed by the accounting office.
4. Student shall present their examination permit before they are allowed to take the assessment/examination.
5. After the examination, the student should keep the permit for reference purposes.
6. No special examinations will be conducted for the preliminary and midterm period.
7. A student who does not take the final examination(s) or submit a major requirement of the course, on account of illness or other valid reason is given a mark of "Incomplete." The completion must be scheduled and supervised by the Program Chairperson, which in no case should go beyond the immediately following term. A student must remove an incomplete grade within the said period; otherwise, a failing grade shall be given.
8. The course/subject faculty member will prepare the test questions which may be different in form but equivalent in context to the regular test.
9. To apply for completion, the student must secure the form from the Office of the Registrar. The completion form will be forwarded to the Office of the Dean/Program Director through which will be given to the faculty member concerned who will indicate, after determination of justifiable cause, the following:

- a. Completion requirement
 - i. Faculty member's course requirements.
 - ii. The special examination fee is payable at the accounting office on per subject/course basis.
 - iii. The student has to submit the official receipt to the Office of Dean as basis in preparing another set of test.
 - b. Approval of application
 Note: Completion requirements must be consistent with the nature of the actual requirement that the student failed to comply with. In the event that the concerned faculty is on leave or is not available, the Dean may delegate another faculty member to administer the completion process of the student.
 - c. Return the application form to the Office of the Dean. The Office shall set a specific date(s) and venue for all completion in the faculty/college for proper supervision and strict implementation of the guidelines on completion of grades.
10. For justifiable reasons as determined by the faculty member concerned, completion examinations are given. The written explanation must come with supporting papers, which must be given to the faculty member in question within a week of the scheduled exams.
11. Cheating is one of the offenses with sanctions defined in the section of discipline of this manual. The following are considered forms of cheating and definitely not allowed when a student is taking the assessment/examination:
- a. Using textbooks, notes, and other paraphernalia with regard to the subject matter unless authorized by the instructor;
 - b. Giving and receiving of answer or any information; and
 - c. Any other attempts to communicate with the classmates before and while taking the assessment/examination, including the use of any electronic devices and gadgets. If a student possesses one, he or she must turn it over to the proctor prior to the administration of the exam. Unless permitted by the instructor, calculators are also prohibited.

SECTION 7 – GRADING/MARKING SYSTEM

The college requires that the student's academic performance be graded through the use of the numerical 5-point grading system.

Policy Guidelines and conditions:

1. All students, including candidates for graduation, will be graded as follows beginning in June of Academic Year 2003-2004:

Grade Point	Equivalent	Description
1.00	100	Outstanding
1.25	98-99	Excellent
1.50	96-97	Very Superior
1.75	93-95	Superior
2.00	88-92	Very Good
2.25	85-87	Good
2.50	83-84	Satisfactory
2.75	80-82	Fair
3.00	75-79	Passed
5.00	Below 74	Failed
NE		No Exam
OD		Officially Dropped

UD		Unofficially Dropped
INC		Incomplete
W		Withdrawn

- An incomplete mark (INC) is given to a student who fails to complete certain requirements in a course. It is also given to a student who fails to take the final examination due to illness or any other valid reason. If, however, the student is not passing in his/her class standing within the semester and fails to take the final examinations for any reason, the student is given a grade of 5.00.
- A student who gets an INC must complete the same within a year immediately following the semester that he obtained the INC mark. Failure to comply within the specified period will automatically mean a grade of 5.00.
- For Latin Honors and Dean's list – No INC have incurred and should have 2.25 lowest grade and the GWA is 1.75. While Academic Excellence should have no grade lower than 2.50 and has a GWA of 1.75- has INC but complied. (*refer to page 20*)
- When a student drops a subject/course within six (6) weeks from the first day of classes, it shall be reported as "OD" (Officially Dropped); otherwise it shall be marked either as "UD" (Unofficially Dropped) or "W" (Withdrawn) if no official dropping transpired, except when illness or any valid reason has caused the withdrawal, which must be established. The dash (-) is not to be used as a marking sign because its meaning is not specific.
Note: Unofficially Dropped (UD) is given to a student who failed to file dropping form and did not attend the courses/subjects for the whole semester while Officially Dropped (OD) is given to a student who officially withdraws his/her enrollment from the course/subject, provided the withdrawal is made before midterm examination.
- The Faculty members are required to submit their Report of Grades (ROG) to their respective Program Directors then be approved by the College Dean together with their supporting Grading Sheets, not later than ten (10) working days after the final examination. The Program Director will submit the validated and approved ROG to the Office of Registrar for final documentation.
- The student who applies for the completion of "Incomplete" shall pay a corresponding amount. He/she must secure the completion form at the Registrars Office.
- Schools/faculties shall conduct a deliberation before encoding of the grades from 1st to 4th (5th if applicable) year levels. The deliberation must be conducted by the Dean, together with the chairpersons of the programs, Office of the Student Affairs and Services Director, and all faculty members handling classes of graduating students. For the graduating students, deliberation of grades should be done earlier than those who are in the lower levels.
- As a matter of policy, students should defend their thesis on the date set by the Research Director/Program Director and only inside the College.

SECTION 8 – DROPPING/ WITHDRAWAL

- Dropping of courses may be done before the given date of the Office of the Registrar or preliminary period. After the cut off, a student will receive a grade of 5.00.
- All the transactions/forms of adding, dropping, or changing of courses should be signed by the faculty member involved and program director, and approved by the Office of the Registrar.
- Changing of courses is allowed only during the registration period and it requires the approval of the College Dean/Program Director, Registrar, and Accounting.
- Adjustment of fees will be made by the Accounting Office according to the accounting policies and procedures.
- When a student drops a course before the prelims, it shall be reported as Dropped. However, it shall be reported as 5.00 or "W" (Withdrawal) if he drops after the prelims and was failing in the course, except when illness caused his withdrawal, which must be established.
- Changing of course/subject is only allowed only when the subject is dissolved within the first two

weeks of the registration period. This requires the approval of the instructor, the dean, and the registrar. The foregoing rules will apply whether or not the student has attended classes.

7. A student who drops a course six weeks from the first day of classes in the semester will be reported as officially dropped.
8. Any undergraduate student who dropped all subjects without valid reason during his last semester stay in SFAC and or failed in 50% or more of his/her semestral load in units may be re-admitted to SFAC only under the following conditions:
 - a. The student has to sign a written statement indicating his/her intent to re-enroll which is subject for the approval of the Program Director and College Dean during the next semester.
 - b. Student shall be subjected to academic guidance under the Guidance and Counseling Office.
 - c. The student's academic load may be reduced by the Program Director/Dean.
 - d. The student will be subjected to clearance.
9. A former SFAC student who discontinued his/her studies for more than one semester and did not obtain a transfer credential/honorable dismissal from SFAC, and whose transcript of records has not been released by SFAC will have to comply with the following requirements:
 - a. The student has to present a written statement to the Program Director/College Dean indicating the reason for not enrolling in the previous semesters.
 - b. The student may be subjected to academic guidance under the Guidance And Counseling Office.
 - c. The student shall be subjected to clearance.
 - d. Present the LOA form from the Office of the Registrar
10. Failure to officially drop a subject within the prescribed period will mean payment of all fees in full for the entire semester.

SECTION 9 – ACADEMIC DELINQUENCY & PROBATION STATUS

Academic delinquency occurs when a student neglects his/her academic duties as set forth in the academic standards by the college program he/she is enrolled in. Academic delinquency can be classified into:

1. Minor delinquency occurs when a student fails to get the cumulative general weighted average (GWA) of 2.75 by obtaining a grade of 5.0 "Failed", Withdrawn, or "INC" in one course.
2. Major delinquency occurs when a student obtains three (3) grades "INC", Withdrawn, and/or 5.0 "Failed" in any academic or non-academic courses in a semester. This type is a valid cause for dropping from the school roster. However, the respective college dean may opt to grant probationary status on a case by case basis. Readmitted students with continuing major academic deficiencies and after receiving major deficiency notice, will be permanently dropped from the school roster.

A student who is enrolled in any degree or non-degree program should pass 75% of his current academic load. If he fails to comply:

1. For the 1st time, he shall be given a notice of WARNING by the Dean/ Program Director and his parents shall be notified.
2. For the 2nd time, he shall be placed on PROBATIONARY STATUS. Parents and the student shall be advised to confer with the Guidance Counselor.
3. For the 3rd time, he shall be placed on a FINAL PROBATIONARY STATUS for the following semester. Parents and the student shall be advised to confer with the Guidance Counselor.
4. For the 4th time, he shall not be re-admitted to the College. He must therefore secure transfer credentials from the Office of the Registrar.
5. Students on probation are encouraged to limit student activities (e.g. officer-position in an

- orginazation) in order to spend more time in academic work.
6. A student may appeal a decision regarding probation and/or dropping from school roster by submitting a written notice of appeal to the Head of the Academic Affairs through the recommendation of the Program Director.

SECTION 10 – ORAL DEFENSE

Venue and Schedule

The defense of a design project, feasibility study and thesis is scheduled and announced by the subject adviser. The subject adviser may also designate a place for the defense proper provided it is within the premises of the school.

Submission of Documents

The documents must be submitted to the adviser one (1) week before the scheduled oral presentation. Submission of the documentation also confirms the defense as scheduled.

Dress Code

The proponents should wear formal business attire.

Defense Proper

- The group that will present is expected to come at least one-hour earlier than the scheduled time to fix and set up the place.
- Thirty minutes (30) of tardiness or absence from the scheduled defense will mean a failing grade of 5.0 for the proponent/s. Proponents who desire a re-defense will make an appeal letter addressed to the Dean/ Program Director.
- Serving of food or beverage of any kind is not allowed in the defense room.
- If a student is unable to attend the defense for a valid reason, they may submit an appeal letter to the Office of the Research Director for consideration and approval.

Defense Format – Refer to Research Manual

A research fee must be paid to the accounting office a week before the scheduled oral defense.

SECTION 11 – GRADUATION REQUIREMENTS

Formal application for a title or degree should be made through a form provided by the Office of the Registrar and filed by the candidate with his Dean/Program Director during enrollment or after deliberation. The application for graduation should be done during the candidate's last term. The Registrar's Office provides the student with an evaluation form of his record, which will be the basis of the application for graduation.

A student cannot join the graduation ceremonies unless he/ she has not completed all the requirements of his/ her curriculum.

11.2 NATIONAL SERVICE TRAINING PROGRAM

Pursuant to Republic Act No. 9163, NSTP or National Service Training Program Act of 2001 is established and maintained. This program amends the proposed RA No. 7077, PD No. 1706. Students, both male and

female, of any baccalaureate degree course of at least (2) years technical-vocational courses are required to complete one (1) of the NSTP components as a requisite for graduation.

9.3 GRADUATION WITH HONORS

11.3.1 A student in a degree program who maintains academic standards may be recommended by the Adviser, Dean, or the Registrar to the Honors and Awards Committee for graduation with honors.

11.3.2 Only National Service Training Program (NSTP) is not included in the computation of the General Weighted Average (GWA). (*refer to CMO for Programs that includes NSTP in the computation of GWA*)

11.3.3 When a student shifts from one program to another within SFAC, or takes a course that is not part of his regular curriculum, the grades of the courses taken in the previous program will be counted in all computations of the student's GWA.

11.3.4 The GWA of a graduating student vying for honors for degree programs refers to his cumulative general weighted average. The following GWA requirements apply to students graduating honors for degree programs.

	GENERAL WEIGHTED AVERAGE	ALL SUBJECTS (not lower than)
Summa Cum Laude	1.25	1.75
Magna Cum Laude	1.50	2.00
Cum Laude	1.75	2.25

11.3.5 Computation of honor grades should be based solely on the numerical grading system.

11.3.6 Any student who had committed any quasi-major offense (Article II; 1.7) during the entire stay in SFAC is disqualified from being awarded with honors. Any student who complied with their Incomplete (INC) grade after the set deadline will no longer qualify to Latin Honors but can be considered to have Academic Excellence Award.

11.3.8 In addition to the GWA, a student graduating with honors for degree programs must:

11.3.8.1 Have taken during the previous semester a normal load of academic credit based on prescribed curriculum excluding special tutorial classes;

11.3.8.2 Be up-to-date with all non-academic requirements i.e. Physical Education (PE) and National Service Training Program (NSTP);

11.3.8.3 Have no grade lower than 2.25 (85-87) in any academic or non-academic subjects; and,

11.3.8.4 Transferees are required to have completed a minimum of 75% of the total subjects offered at SFAC.

11.4 ADDITIONAL POLICIES

11.4.1 Candidate for graduation must have satisfactorily complied with all the requirements of the course. Any deficiencies will prevent the student from participating in the Commencement Rites.

11.4.2 A candidate for graduation must consult with the Office of the Registrar at the start of his/her last semester prior to graduation for evaluation and determination of possible deficiencies.

11.4.3 Graduation documents such as the List of Candidates for Graduation, College Yearbook, or participation in Commencement Exercises do not establish that a student is a full-pledged graduate unless he or she shall have satisfactorily completed all the requirements of the course as recommended by the College Registrar and the Academic Dean and his or her graduation shall have been approved or confirmed by CHED.

11.4.4 No candidate for graduation is allowed to participate in the commencement rites without

clearance from the Office of the Accounting and Office of the Registrar.

11.5 STUDENT AWARDS

Before the school year ends, as per deliberation by the College Dean, Program Directors, OSAS Head, and Registrar, awards to give to deserving students who excelled in different fields during their stay with the institution.

11.5.1 The following are some of the student wards the College may grant to deserving students and student leaders:

a. Leadership and Organization Awards

Individual Awards:

b. Cultural Awards

c. Athletes of the Year

d. Special Awards

e. Loyalty Awards

11.5.2 Qualifications

a. Leadership Awards

- a. Must have a grade not lower than 2.75 or “INC” in any subjects or no failing grade in any subject.
- b. Must be an active officer or member of accredited student organization/s.
- c. Must have actively participated in College and OSAS activities.
- d. Must pass the interview of the Honors and Awards Committee.

b. Individual Awards

- a. Must have no failing grade in any subject.
- b. Must be recommended by his/her Program Adviser and Program Director.
- c. Must have actively participated in College and OSAS activities.
- d. Must pass the interview/criteria set by Honors and Awards Committee depending on the award/s.

SECTION 12 – ACADEMIC SCHOLARSHIP

12.1 ENTRANCE SCHOLARSHIP

SFAC High school students who graduated with honors are privileged to be exempted from the entrance examination and shall enjoy for **ONE** year the following tuition fee discounts:

ACADEMIC EXCELLENCE:

AWARD	AVERAGE GRADE	DISCOUNTS
With Highest Honors	98-100	100%
With Honors	95-97	75%
With Honors	90-94	50%

The above discounts is for First Year College and SFAC students only.

12.2 FINANCIAL AID

Saint Francis of Assisi College grants scholarships and financial aids to its students through the Student Scholarship and Financial Aid Committee (SSFAC). The following are covered by this program:

Financial aids to poor students
Athletic scholarship

Tuition discounts for siblings
 Special discounts
 Alumni discounts
 Loyalty discounts

12.3 STUDENT ASSISTANTSHIP PROGRAMS

Financial Aid to underprivileged but deserving students may be awarded in the form of tuition and/s or miscellaneous fee discounts.

The following are required for application for financial aid:

For New Students

1. Should pass the appropriate entrance examination.
2. Should have all the academic requirements prior to application to SFAC.
3. Must submit a certification of good moral character or letter of recommendation from the Principal or Guidance Counselor for the former school.
4. Must submit of a separate letter coming from the parent or guardian seeking financial aid for SFAC, including the reason(s) for such a request.
5. Must submit a Certificate of Socio-Economic status of parents/ guardians supporting the education of the applicant by means of Individual Income Tax Return or, in its absence, letter from the parents or guardian(s) that they are non-filers of the Individual Income Tax Return.

All letters, attachments and application forms should be submitted to the Office of Student Affairs which in turn, shall be referred to the Student Scholarship and Financial Aid Committee for the final decision to grant the scholarship or not, and if at all, what percentage discount(s) on tuition and/or miscellaneous fee can be given at the start of classes.

13.1.3 All applications for financial aid should be received by the Office of the Student Affairs at least two (2) weeks from the start of classes.

12.4 ATHLETIC SCHOLARSHIP

All athletic scholarship should initially be prepared by the Director of Athletics.

The Office of the Athletic Director should submit a formal list of recommended athletic scholars, specifying among others, the name of the athlete, the sports(s) he/ she belongs to and the recommended discounts on tuition and or miscellaneous fees. Furthermore, such recommendation should be signed by the Athletic Director concerned. For the approval of the Office of the Accounting and President of the institution. Each scholar will be issued with a contract outlining expectations for conduct and academic performance.

12.5 TUITION DISCOUNTS FOR BROTHERS AND SISTERS

Discounts on tuition fees of 5%, 10%, 15%, 20%, and 25%, are given only to the second, third, fourth, fifth, and sixth brothers/ sisters, respectively. These discounts are granted based on a minimum of three brothers or sisters who are enrolled with a minimum of 18 units and at the same time in the same campus or branch of SFAC. These discounts are applicable for only one semester and may be availed of every semester. General procedures for all Scholarships, Financial Aids, or Tuition Discounts.

1. Specific application forms are required from student applicants and may be obtained from the Office of Student Affairs and Services. Scholarships, financial aids, tuition fee discounts are not automatically given by the school.

2. Completed application forms should be submitted to the Director of Student Affairs and Services on or before the stipulated dates.
3. All applications are processed by the Student Scholarship and Financial Aid Committee (SSFAC), and submitted to the Accounting Office for Implementation. Only those students included in such a list become entitled to Scholarships and Financial benefits.
4. In case a student becomes qualified for two or more kinds of scholarship or financial aid benefits, the higher tuition or miscellaneous fee discount is normally awarded.
5. All decisions of SFAC regarding problems or conflicts on the matter are subject for approval by the President/ Chairman of the Board.

12.6 SPECIAL DISCOUNTS

Special discounts may be given to students who possess some artistic talents recognized by the school. These may be memberships in musical bands, cultural dance troupes and other activities which may be determined by the Student Scholarship and Financial Aid Committee. Final decisions and/ or approval regarding tuition discounts are reserved for the President / Chairman of the Board.

12.7 LOYALTY DISCOUNTS

SFAC Grade 12 Senior High School students who graduate and intend to continue their education at SFAC for Higher Education are eligible for the loyalty discount. When they enter college, they will receive a loyalty discount every semester until their fourth year. The loyalty discount is contingent on the administration's proposal and is subject to change at any time.

12.8 ALUMNI DISCOUNTS

SFAC Alumni, defined as those who have graduated from high school or college, are the only ones eligible for the alumni discount and upon the assessment and approval of the Office of the Accounting and Administration.

Note: If there is a promotion, the discount will not apply during the duration of the promotion.

ARTICLE 2 – NON-ACADEMIC POLICIES

SECTION 1 – STUDENT DISCIPLINE

1.1 DISCIPLINE BOARD/GRIEVANCE COMMITTEE

1.1.1 Composition A discipline Board/Committee shall be constituted and composed of:

- A. Chair of Student Affairs and Services
- B. Co-chair, College Dean
- C. Members: Program Directors
 Discipline Officer
 Guidance Counselor
 Faculty and Student representative

The members of the Discipline Board shall be appointed by the Chair of Student Affairs and Services (OSAS) with approval of the College Program Directors, Discipline Officer, and Guidance Counselor.

1.2 JURISDICTION

The Discipline Board shall have authority over all cases involving discipline of students under these rules. Misconduct committed outside of the school premises shall constitute no defense if it involves one's status as a student or affects the good name or reputation of the College or disrupts its regular academic process.

1.3 POWERS AND FUNCTIONS

Chairperson/Co-chair

1. Convenes the Board to determine whether the complained act constitutes an offense;
2. Presides over the deliberation and hearing of the case;
3. Enforces rules and procedure for the proper observance of due process;
4. Rules over the evidence submitted by any member of the committee and/or complainant;
5. Discerns the propriety of questions affirmed by any Board Member;
6. Votes in the merits of the case; and
7. Exercises such other powers as may be necessary for the smooth implementation of the proceedings.

Members

1. Propound questions with permission from the Chairperson/Co-chair;
2. Actively participate in the deliberation of the case;
3. Vote on the merits of the case; and
4. Collaborate with the Chairperson/Co-chair for the proper implementation of rules and procedure.

1.4 QUORUM

A majority of the Board shall be sufficient to constitute a quorum. The decision of the majority of the Board shall be required to pass judgment while a unanimous vote of the members present shall be necessary for the imposition of either dismissal or expulsion.

1.5 PENALTIES

The following enumeration of offenses and penalties serves as guide. The College Discipline Board may impose lighter or stiffer penalties as the situation may warrant:

- (A) **Dropping** – The school may drop from its roll during the school year or term, a student who is found, after due investigation to have violated the rules and regulations of the HEI, Commission on Higher Education, and the laws of the land. The student who is dropped should be issued immediately his/her transfer credentials.

- (B) **Suspension** – The school may suspend an erring student during the school year or term for a period of not exceeding 20% of the prescribed school days. Suspension of an entire year or term shall not take effect unless approved by the Higher Education Institution (HEI).
- (C) **Expulsion** – Expulsion is an extreme form of administrative sanction which debars a student from enrolling in all public and private schools. To be valid and effective, the penalty of expulsion requires the approval of the Secretary of Education.

LEGEND:

- 1 - ORAL REPRIMAND AND COUNSELING
- 2 - WRITTEN REPRIMAND AND COUNSELING
- 3 - THREE-CLASS DAY SUSPENSION
- 4 - FOUR-CLASS DAY SUSPENSION
- 5 - FIVE-CLASS DAY SUSPENSION AND PLACED ON PROBATION THE FOLLOWING TERM / SEMESTER
- 6 - TEN-CLASS DAY SUSPENSION AND NO RE-ADMISSION THE FOLLOWING TERM / SEMESTER
- 7 - EXCLUSION (DROPPED FROM THE ROLLS AND IMMEDIATELY ISSUED TRANSFER CREDENTIALS)
- 8 - EXPULSION

1.6 MINOR OFFENSES

These are acts that cause considerable damage to one's honor and dignity as a person and to the honor of the Institution.

A. First Category

	1 st	2 nd	3 rd	4 th	5 th
1. Failure or refusal to follow policies about prescribed uniform and proper decorum within school premises.	1	2	3	4	5
2. Entering the campus without valid ID card.	1	2	3	4	5
3. Spitting on the floors, corridors, stairways, or any act that may result to unsanitary and/or disorderly condition of the campus.	1	2	3	4	5
4. Leaving without permission of any school program/ activity	1	2	3	4	5
5. Not observing the protocol on college admission and registration. (e.g. Lost COR)	1	2	3	4	5
6. Loitering along corridors that may tend to disrupt classes; or staying or sitting on stairways, entrances, exits or the like, or any act that may block or impede the flow of human traffic.	1	2	3	4	5
7. Littering, writing, defacing and posting announcements on the walls of buildings, classrooms and comfort rooms, etc	1	2	3	4	5
8. Indecent public display of affection within school premises.	1	2	3	4	5
9. Possession, use, or sale of alcohol, tobacco, or vaping products, tobacco or vaping paraphernalia or contraband, or any smoking object or device, including but not limited to	2	3	4	5	6

	electronic cigarettes, advanced personal vaporizers, vape pens, vape mods, and all similar devices, on school ground property or within a 50-meter radius during the school day, as well as after school hours and in uniform				
10.	Male student entering comfort room for female or vice-versa.	2	3	5	6
11.	Tampering, altering or destroying bulletin board notices, posters, announcements, directions, etc.	2	3	5	6
12.	Improper use of laboratory equipment, workrooms, libraries, AVR, chapel, canteens, and other school facilities.	2	3	5	6
13.	Acts that may create and/or cause panic and confusion in the classroom and/or the campus.	2	3	5	6
14.	Playing computer games and/or browsing pornographic or obscene sites inside the computer laboratory.	2	3	5	6
15.	Student posting of any informational material/s in the bulletin boards without the permission/approval of the Office of Student Affairs and Services.	2	3	4	6

1.7 QUASI-MAJOR OFFENSES

These are acts that cause moderate to serious damage to one's honor and dignity as a person and to the honor of the Institution.

B. Second Category

	1 st	2 nd	3 rd	4 th	5 th
1. Cheating in any form during any exam, quizzes, or test (include written report – required for submission)					
The following acts are committed inside the classroom constitute cheating:	3	4	5	6	7
a. Unauthorized possession of any material relative to the examination, whether the student actually uses or not.					
b. Deliberately looking at a neighbor's examination paper					
c. Copying or allowing another to copy from one's examination paper.					
d. Talking with one another without permission during examination.					
e. Using codes and/or any gestures to pass answer/s during the exam.					
2. Passing one's own work, any assigned report, term paper and the like, when copied from another (Plagiarism).	3	4	5	6	7
3. Lending and/or tampering, altering the photo in the ID card, registration card and other school forms.	3	4	5	6	7

4. Illegal intrusion in classrooms and/or offices	3	4	5	6	7
5. Misrepresentation or having somebody else take the examination for another (both shall be held liable).	3	4	5	6	7
6. Any kinds of gambling (e.g. playing cards and online gaming) and/or possession of any gambling paraphernalia inside the school premises. (with money or none)	3	4	5	6	7
7. Using profane, indecent language and committing vulgar or obscene acts.	3	4	6	7	
8. Unauthorized solicitation, selling of raffles, lotteries and other goods.	3	4	6	7	
9. Non-compliance with the requirements concerning medical information for health safety.	4	5	6	7	
10. Acts of Bullying	5	6	7	8	
a. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons.					
b. Any act that causes damage to a victim's psyche and/or emotional well-being.					
c. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim's looks. Clothes and body.					
d. Cyber-bullying or any bullying done through the use of technology or any electronic means.					
e. Any acts of bullying that is not mentioned above (should have submitted an incident report for support).					
f. Refer to Appendix C – Anti-Bullying Act of 1995					
11. Willful disregard of authority, disrespect (words or deeds subjecting to public ridicule), discourtesy and gross disobedience to any school official, member of the faculty, administration or their representatives and school guests.	6	7	8		
12. Lying, giving false statement and dishonesty to any school official, member of the faculty, administration or their representatives and school guests.	6	7	8		
13. Repeated willful violations of Institution rules and regulation	6	7	8		

1.8 MAJOR OFFENSES

These are acts that cause serious damage to one's honor and dignity as a person and to the honor of the Institution.

C. Third Category – *no exemption is made whether the offense is made the first, second, or third time.*

	1 st	2 nd	3 rd	4 th	5 th
1. Any act which impedes, obstructs or defeats the rights of a student to attend his/her classes.	8				
2. Possession of dangerous weapons including improvised weapons, explosives such as firecrackers, pyrotechnics, pillbox bomb, Molotov cocktails and the like inside the campus.	8				
3. Entering the campus under the influence of liquor or while in a state of intoxication.	8				
4. Possession and/or use of dangerous drugs and marijuana in any form.	8				
5. Assault and/or inflicting physical injuries individually or in a band (to other students, staff, faculty, and administrators).	8				
6. Threat or coercion (to other students, staff, faculty, and administrators).	8				
7. Possession, distribution and/or perusal of pornographic magazines, pictures, films, cartridges, cards, key chains, figurines and the like.	8				
8. Robbery, theft, and qualified theft.	8				
9. Extortion					
10. Malversation of college or student organization funds.	8				
11. Molestation and other malicious acts committed against other within the campus.	8				
12. Defamation, libel, slander and unjust vexation.	8				
13. Immorality	8				
14. Vandalism or destruction of school property or property belonging to any member of the faculty, administration and the non-teaching staff.	8				
15. Forgery, and/or falsification of document or any attempt threat.	8				
16. Illegally premeditated, individually or in group, organized activities inimical to the interest of the Institution.	8				
17. Membership in any subversive organization and commission of acts of subversion, insurgency and sedition.	8				
18. Having been convicted of a criminal offense before any court of law.	8				
19. Organizing a fraternity or sorority or being an officer or mere member thereof whether active or not active and participating in illegal rites,	8				

ceremonies and ordeal including hazing and initiation.

20. Using the name and seal of the College on printed matters such as programs, invitations, tickets, announcements, certificates, etc. without the permission of the President of the College or his authorized representatives. 8

Note: Other offenses (not stated above) may be subjected to disciplinary action on case-to-case basis. For offenses done during the course of the Internship Program, please refer to the IPO Manual.

SECTION 2 – SCHOOL UNIFORM POLICY

The SFAC uniform policy establishes a dress code system that specifies acceptable norms for clothing and grooming. This is done to emphasize the college's educational mission and establish an academic environment conducive to learning. It conforms to the vision and mission statement of the institution of higher education and reflects the college's dedication to quality education.

Compulsary Wearing of Uniform

Every student is required to wear prescribed College uniform and to observe the rules and regulations pertaining to its use inside and outside the school premises. The prescribed uniform must be worn in all school functions held on campus such as “Buwan ng Wika”, Foundation Day, etc. unless specified otherwise.

For First and Second Year Students:

Male

- a. Cream polo barong with official SFAC logo
 - The polo barong should be untucked.
 - Plain white undershirt is tucked in.
- b. Black slacks or pants, and black leather shoes with black socks;
- c. ID card with SFAC lace
(wearing of earrings or any caps is prohibited)

Female

- a. Long sleeves (3/4 length) blouse with checkered ribbon and white buttons; Plain white undershirt is encouraged.
- b. Checkered skirt. The hemline of the A-cut skirt with a side pleat should be (1-2 inches below the knee).
- c. ID card with SFAC lace
- d. Closed-toed black leather shoes only

Corporate/Business Attire (color coding according to program) as prescribed/scheduled institutionally.

For Third and Fourth Year Students:

Prescribed Program uniform (e.g. Internship uniform)

Saturday Class Wear/Proper Attire

Students may wear their Organization Shirt/Franciscan Shirt during Saturday classes and/or whenever they enter the campus. The following are not allowed to be worn:

- Jeans/ pants with hole patches

- Shorts (any kind)
- Slippers
- Sando
- T-shirt with obscene drawing, words, sketches, etc.
- Hanging blouse, plunging neckline, backless, spaghetti strap
- Miniskirt, shorts, sleeveless body huggers, halter

Exemption from Prescribed Uniform

Working students should have a written permit from the Office of Student Affairs governed by the rules and regulations regarding exemption from wearing prescribed uniform and is issued from time to time. Issuance of permit is not a right but a mere privilege and can be revoked anytime. Students on OJT off-campus as part of their degree course requirements may also avail of these exemptions provided they have written permit from the Office of Student Affairs and Services and Program Directors.

Requirements for Exemption for Working Students

- a. One copy of recent 1"x1" colored ID picture
- b. Certificate of Employment from the company where he/she is currently employed
- c. The letter should state the following:
 - Work schedule (days and time)
 - Nature of job

Exemption from Pregnant Woman

Pregnant women are exempted from wearing the school uniform provided that:

1. They wear decent/proper attire; and,
2. they submit the following:
 - Photocopy of current certificate of registration (COR);
 - Photocopy of Medical Certificate;
 - Marriage contract (if not married, present a certification signed by the parents/guardian that they know of the student's situation)

Force Majeure

A student is required to submit a written explanation addressed to the Office of Student Affairs if he/she wears civilian clothes due to unavoidable circumstances, such as floods, brownouts, etc. the Office has discretion to approve or not depending on the degree of justification.

Monitoring / Inspection

- School security personnel assigned at the gate are required to check/ inspect the uniform of a student entering the school premises. Only students wearing the prescribed uniform will be allowed to enter the school premises.
- All college faculty members are authorized to enforce strictly the rules and regulation regarding uniforms inside and outside the classroom and school premises.
- They are authorized to confiscate ID cards of student violating the above-directives. The ID confiscated should be surrendered to the Office of Student Affairs and services for custody and record purposes.

Violation of dress code is one of the offenses with corresponding sanctions defined in this manual.

1. No students are allowed to enter the campus when not in proper uniform. Wearing of uniform is from Monday to Friday or until Saturday if stated, except to which there are consideration or scheduled wash day/s. Proper dress code with I.D is to be observed.

2. PE and/or NSTP uniforms must be worn during their respective classes/day only. Entrance to the Institution wearing those uniforms will be allowed only if: (a) The PE class is the first subject; and (b) The NSTP class is either the first or only subject. After PE or NSTP classes, students are required to wear their school uniforms.
3. Students should NOT wear the following when entering the campus whether or not they have classes:
 - a. Sando, boxer shirt and sleeveless blouse or shirt;
 - b. Blouse or dress with plunging neckline and/or backless/strapless features;
 - c. Miniskirts;
 - d. Slippers, sandals, step-ins, and all open shoes, even during washdays are prohibited;
 - e. Walking shorts, pedal pants, tattered, torn pants, jeans, leggings;
 - f. Earrings (for male students);and
 - g. Facial jewelry for either gender.
4. Male student's hair is to be cut in reasonable length, no longer than the top edge of a shirt collar, neither covering the ears, and maintaining a neat balance with no part either hanging loose (as prescribed by program requirements).
5. Generally, student's hair should be natural black or brown black. The use of any other color shades as dictated by hair fashion should be referred to the Discipline Head and needs approval by the College and OSAS Director.
6. Tattoos that are visible, large, and considered offensive will not be permitted during their stay with SFAC under any circumstances. During admission, Visible tattoos that are not necessarily vulgar or negative and is not more than 1.5-2 inches can be accepted by the Institution given that these students will sign an agreement form that they cannot add any tattoos or encourage other students to get tattoos during their stay with SFAC. The institution will not allow excessive tattoos like full sleeves, face tattoos, or those that may be viewed negatively by parents.
7. Varsity players and student assistants are not exempted from wearing the school uniform.

SECTION 3 – STUDENT IDENTIFICATION CARD

All students are required to have student identification cards. It bears the signature, the most recent picture of the holder and indicates his/her course and student number. Every First Semester, upon enrollment, all students must apply for new Identification Cards. The Office of Student Affairs will process the application and issuance of the ID cards. All students should remember the following about their IDs:

1. Student IDs are validated every second semester and summer. For validation, a student should present to the Office of Student Affairs his/her current registration card and current ID cards.
2. Upon entrance to the College, the ID card is shown to the guard on duty. Students without ID cards will not be allowed to enter the campus. IDs should always be worn when students are inside the school premises.
3. Lending of one's ID card to another student or to anybody else is prohibited and considered an offense.
4. Loss of ID card must be reported immediately to the Office of Student Affairs and Services through writing. An affidavit of loss should be submitted to OSAS to initiate the processing of a replacement.
5. For security reasons, ID cards must be surrendered to the Office of Student Affairs and Services upon withdrawal of enrollment from the College. Failure to surrender would result to non-issuance of good moral certificate.
6. ID cards may be confiscated on the grounds of violation of the rules and regulations of the College.
7. OLD ID must be surrendered during the signing of clearance week at the end of the Academic

Year to the office of Student Affairs every 1st semester of every school year and upon application for new one or pending release for newly issued one.

SECTION 4 – POLICIES ON SECURITY MEASURES

1. All students and Franciscan employees must submit for checking (e.g. health protocol procedures, proper uniform, etc.) from the guard on duty before entering the campus for safety and security of everyone. And surrender any dangerous or harmful (possible) weapons to the guard on duty.
2. Proper identification cards are issued to all bona fide students, faculty members, staffs, and administrators of Saint Francis of Assisi College.
3. All visitors who have business transactions inside the campus should present and leave proper identification cards with the guard on duty (walk-in or through personal vehicle). The security will, in turn, will issue a visitor's slip/ID that should be carried/worn throughout the visitor's stay inside the campus. Before leaving, they should return the visitor's slip/ID to the guard on duty and claim back their personal ID.
4. In case of emergency, a family member may enter the campus with assistance from the admission/guards. They will proceed to the Dean's Office or the Office of Student Affairs and Services/Clinic.
5. For parking, it is a first come first serve basis or if parking space is available. The guard on duty will assist the car owner (visitor).

SECTION 5 – PROCEDURE GUIDELINES ON SEXUAL HARASSMENT

Refer to Appendix B

5.1 Contact Person for Information

1. Director and/or Dean of concerned academic or support department
2. College Student Grievance Committee
3. Director, Personnel/Human Resource Development Office
4. Director Office of the Student Affairs and Services
5. College Program Directors
6. Coordinator, Guidance Counseling Office
7. Discipline Officer

5.2 Complaint Procedures

1. If the person complained of is a student of the College, the complaint should be made within ten (10) working days in writing, to the Office of the Discipline Officer, and processed by the responsible unit heads under the applicable student discipline code. Verbal complaints shall be avoided.
2. If the person complained of is a faculty or staff member against a student, the complaint should be made within ten (10) working days in writing, to the person's department chairperson or the service unit coordinator or to the Director of the Personnel & HRD, and processed by those persons.
3. If the person complained of is the department chairperson or the service unit coordinator against a student, the complaint should be made within ten (10) working days in writing, to the department chairperson or the coordinator's superior or to the Director of the Personnel and HRD, and processed by those persons.
4. If the person complained of is someone who is not a Franciscan employee nor a student, the complaint should be made within ten (10) working days in writing to the Discipline Officer and processed by this person.
5. False or fabricated complaint of sexual harassment by a person or a student who willfully

provides false information to deceive or mislead College officials or to defame a person is liable for disciplinary action up to and including dismissal for employees and suspension or expulsion from the College for students, without prejudice to the filing of charges at the proper court of law (refer to Sexual Harassment Law appendices).

6. Cases of other sexual violence and crimes shall be directed to the Chairman, College Grievance Committee for proper action.
7. Notwithstanding the administrative sanction as a result of investigation on sexual harassment or any other criminal acts in nature, cases may be prosecuted in the regular courts of jurisdiction for damages and penalties therefor as provided by this Act.

ARTICLE 3 – STUDENT WELFARE & SERVICES

SECTION 1 – STUDENT AFFAIRS & SERVICES OFFICE

The Office of Student Affairs and Services (OSAS) offers students with appropriate programs and services that complement the institution's academic offerings while also fostering students' growth and development.

1.1 VISION

The SFAC Office of Student Affairs and Services envisions fostering the growth and well-being of students through the implementation of initiatives that cater to their specific needs in the areas of Student Development and Welfare. Enhance the quality of campus life through the cultivation of a student-focused learning environment that prioritizes the development of leadership skills, social and cultural cognition, spiritual growth, and personal as well as professional advancement. Therefore, it strives to function as a proactive unifier of the College's administrative, managerial, and student development approaches to effectively address diverse and evolving circumstances, with the ultimate goal of fostering holistic student growth.

1.2 MISSION

The SFAC Office of Student Affairs and Services supports the College's academic mission. It achieves this by offering a range of programs that aid students in their academic, social, cultural, spiritual, personal, and professional growth. Additionally, the office designs activities and programs that provide co-curricular experiences, thereby enhancing and enriching student life. Furthermore, it develops out-of-classroom activities that effectively equip students with social competence, a sense of purpose, and self-worth, ultimately guiding them toward a solid career direction.

SECTION 2 – HEALTH SERVICES

Good health is an indispensable requirement for learning. It is a well-established fact that healthy students learn more effectively and more quickly. Recognizing this direct connection, the College actively promotes, safeguards, and maintains the students' health through the College Health Services.

Health Policies

- a. New students are required to submit satisfactory medical information; and
- b. A student may be suspended (as stated in the discipline section) if he does not comply with the requirements concerning medical information which is necessary for the health safety of the Franciscan Community.

1. Medical Services

- a. Health examination for freshmen and transferees;

- b. Medical consultations and treatment on sudden illness and accidents occurring within the school premises and minor ailments;
- c. Physical check-up on students wishing to engage in pre-military training and other athletic activities;
- d. Provide students' medical data for re-admission to or exclusion from classes; and
- e. Preparation of medical referrals to clinics and hospitals as required

2. Dental Services

- a. Dental examination to ascertain basic dental problems and needs and referrals to health facilities when necessary and annual dental check-ups.

SECTION 3 – DISCIPLINE OFFICE

The discipline office is responsible for student complaints, dropping and re-admittance cases, and grievances. It is also concerned with the implementation of school policies relating to the amicable settlement of complaints, grievances, and student discipline so that the due process clause is accurately applied.

Services Offered:

1. Process student grievance, discipline cases, dropping and re-admission cases and other complaints and resolve such in accordance with established college policies.
2. Attend to complaints of students, parents, and other concerned parties, including SFAC employees regarding college requirements, policies, rules and regulations.
3. Give advise to complainants on the appropriate course of action to take regarding their complaints.
4. Give referrals for counseling to offenders.
5. Approve uniform exemptions and gatepasses.

SECTION 4 – GUIDANCE & COUNSELING OFFICE

The Guidance and Counseling Office (GCO) offers a wide variety of services that are geared toward assisting individuals achieve self-awareness, self-acceptance, self-direction, and self-actualization. It seeks to guide students to make the right choices and to open their vision to different options that exist as well as to possibilities that are yet hidden to them.

The GCO renders the following services:

1. Individual/ Group Counseling. Through this, the students are assisted in exploring their values, interests, and feelings. They are directed to achieve self-knowledge, self-realization, and self-development with the aid of the Guidance Counselor.
2. Educational and Occupational Information. The office provides relevant education and occupational information through various means such as bulletin boards, flyers, handouts, and brochures.
3. Testing and Inventory. Before the end of the semester, all students are required to take psychological tests for the purpose of assessing and evaluating students' capacity, personality, strengths and weaknesses, and fields of interest. This is a requirement for the signing of their semestral clearance from the Guidance Office.
4. Peer Counseling. Peer Counseling groups are organized to assist the Guidance Counselor in facilitating counseling services.
5. Special Projects. Symposia, lectures, and workshops are organized for the students based on expressed and identified needs.

6. Follow-up. This is done on student's cases, and other services such as home visitation, and consultation with teachers and parents.
7. The students are enjoined to see their guidance counselor during their free time or as scheduled.

SECTION 5 – ATHLETICS AND SPORTS SERVICES

1. Promotes athletic activities, sportsmanship, fair play, and physical fitness among the students, intramurals in various events such as basketball, piing-pong, badminton and chess are held every school year.
2. All sports development programs of the College are directly under the supervision of the Athletic and Physical Education Department.

SECTION 6 – INTERNSHIP PROGRAM OFFICE

The External Program and Development Office (EPDO), through its Internship and Placement Programs offers various programs for students in the area of career education, practicum and skills training. It helps further develop and enhance their career goals and plans toward the achievement of rewarding, career, work lifestyle and job itself. *(please refer to the IPO manual)*

SECTION 7 – COMMUNITY EXTENSION SERVICES

The SFAC Community Extension Services Office is committed to carrying out its extension service function. Programs and activities are geared toward helping people empower themselves through sustainable programs. With the creation of the Office for Extension Services, with the primary goal of achieving sustainable partnerships with the government and private organizations in poverty alleviation. The schools can now respond more adequately to the training needs of communities, industries, public and private agencies and organizations, and members of the institution.

These shall be realized through the effective implementation of the School's Extension Service Program. A Franciscan Community Corps (FCC) is a group of Franciscans who share our commitment to changing the community through service projects. FCC members plan and carry out projects in the communities in collaboration with local barangays. Sponsored by Saint Francis of Assisi College, an FCC leverages the SFAC network, brand, and mentorship by partnering with local government units (LGUs), Non-Government Organizations (NGOs), Alumni, and other organizations, clubs, and stakeholders to plan and implement service projects. FCC's mission is to increase Franciscan impact and expand its reach by bringing the knowledge and talents of local people to strengthen their community through sustainable projects.

Vision

The SFAC Office of Community Extension Services envisioned that the people of the community could be uplifted from helplessness to hope. Harnessing the Overall Potential of Communities through meaningful local engagement, from ignorance to increased awareness, from indifference to positive involvement, and from aimlessness to commitment

Mission

To collaborate and establish linkages with government and private agencies in extension service in the

pursuit of common goals and objectives.

Goals

1. To develop and implement a viable extension service program for the school.
2. To provide a holistic approach un sustaining community development activities.
3. To facilitate and conduct quality extension programs, activities, training that are relevant to the needs of the community.
4. To enhance the delivery of extension services to target clientele.
5. To improve the quality of life of the depressed community.
6. To meet the needs of faculty members, administrators, and non-teaching personnel in learning basic techniques, vocational technological skills as well as in the areas of focus:
 - a. Peace building and conflict prevention
 - b. Health promotion& disease prevention
 - c. Maternal & child health
 - d. Basic education literacy
 - e. Community economic development
 - f. Environment
7. Provide competencies to the people in the service idea, making their living conditions better by elevating them from helplessness to HOPE.
8. Build an effective and workable partnership with LGUs. NGOs, Alumni, and other clubs and organizations for sustainable community development.

Community Programs and Service Learning

In service-learning, the School Community Extension Services Office, the Service-Learning Unit, and the Community are considered the learning partners. Service-learning combines community service with academic instruction as it focuses on critical reflective thinking and the civic and social responsibilities of the learners. It involves students in organized community service. It is a pedagogy of teaching through which students learn and develop through active participation in organized community service. It is dedicated to meeting local community needs while developing their academic skills, civic responsibility, and commitment to the community. Therefore, it integrates academic study with community service to enrich learning, teach civic and social responsibility, and at the same time strengthen communities while students reflect upon their experiences, learn from them, and benefit from them.

The School Community Extension Office adheres to providing meaningful and sustainable service to adopted communities and meaningful learning to the students. Therefore, the office serves as a link to establish relationships with communities and organizations where proper coordination exists between the Service-Learning Unit and the communities. The Community Evaluation Survey serves to measure the impact of a community-based service-learning program on the community partners and the participating students.

Community Outreach in the School is now integrated; all the different departments in the school should be able to participate. The following are their respective areas of concerns as possible:

A. College of Education and Liberal Arts

- Basic education literacy
- Leadership training
- Tutoring/values education for the preschool and the youth
- Adult education for mothers, parenting, stewardship and our natural abundance and others.
- Enriching family life
- Stress and conflict management

- Drug Prevention
- Career Talk

B. College of Engineering and Computer Studies

- Peace building and conflict prevention
- Computer literacy for preschool
- Computer enhancement for the youth
- Peace forums and seminars
- Conflict resolution training

C. School of Nursing and Health Services Office

- Health promotion & disease prevention
- Maternal & child care
- Health education like breast feeding, immunization, prenatal care, cleanliness and others
- HIV/AIDs prevention and treatment
- Disaster Response
- Tips to stay healthy
- Medical and Dental Missions
- Sickness prevention

D. School of Hospitality Management and Business Administration

- Water Sanitation and hygiene
- Cooking tips
- Personality development & public relation
- Putting up/starting up a small sari-sari store, or livelihood
- Hygiene promotion & school wash program
- Community Economic Development
- Entrepreneurship training
- Marketing Strategies
- Basic Accounting/ book keeping

E. Athletic Office, General Services and Accounting Office

- Sports Development Program

F. Registrar's Office, ITRO, Research Office, & Human Resource Department

- Documentation
- Surveys and evaluation
- Preparation of hands-out, brochure, etc.

G. Guidance Office & Offices of Student Affairs Services

- Training involving the faculty advisers and student organizations in community extension services.
- Guidance and counseling needs
- Spiritual upliftment and enhancement

H. Graduate Programs

- Peace building and conflict prevention
- Enhance and strengthen the organizations in the community
- Conduct seminar on conflict management
- Peace forums and seminars
- Organized conflict management core group who will handle conflict management in the community

I. Franciscan Skills Development: TESDA

- Community Economic Development
- Conduct Entrepreneurial activities & training
- Vocational training that provide education and training on social skills.

J. Basic Education

- Environment
- Reforestation promote panting of tress
- Waste management programs that promote recycling, composting and proper waste disposal
- Water conservation that promote the efficient use of water resources.
- Renewable energy support to promote the use of clean energy sources
- Coastal conservation promotes the protection of marine ecosystems and the preservation of coastal habitats.

K. Alumni Affairs Office and SFAC Alumni Association

- Assist or provide Scholarship Programs
- Provide Assistance for the livelihood program of the community.

Note: Offices and services that are not mentioned above may be assigned by the Extension Services Head in any areas.

Promotion, Linkages and Networking

In addition, The Office of Extension services together with the Franciscan Community is a diverse, service-oriented unit committed to expanding the reach and footprint of SFAC to the community and the rest of the world through promotion, linkages, and networking. Our direction is leading to a principle-centered, people-focused, and customer-friendly institution.

How the school is perceived both from the inside and from the outside determines our ability to attract students, obtain public support, secure alternative funding, and increase pride in our accomplishments. As such, all our stakeholders must have a full and clear understanding of what the school has to offer: Maintenance of the facilities, attitude and behavior of faculty and staff, a student-friendly atmosphere, and accommodating staff.

A. Position the School as one of the contributors to national development.

B. Promote the school's academic standards and the pursuit of excellence, particularly to potential students:

1. Orient the Promotion Team
2. Form and train the Promotion Team (multi-level and multi-sectoral).
3. Strengthen the internal sector's role in School promotion through the internationalization and appreciation of what is strongly identifiable and distinctive about the school.
4. Inform the public what SFAC has to offer and what we can contribute to society.

SECTION 8 – THE STUDENT PUBLICATION

Pursuant to Republic Act No. 7079, otherwise known as the Campus Journalism Act of 1991 , pertinent laws and the university rules and regulations the official student publication of Saint Francis of Assisi College, Las Piñas and Bacoar campuses, tertiary level shall be known as ***The Franciscan***. The Franciscan upholds and is governed by its editorial policies stated below:

1. The publication, recognizing the significance of the freedom of the press and the state's policy to uphold and protect it as outlined in the constitution, even at the campus level, shall serve as both a source of information and a vehicle for the development of journalistic skills among the academic community it serves. It will also foster the common good and harmonious relationships between the numerous sectors of academia.
2. The publication shall be the source of information regarding campus events that have occurred or are anticipated. It may also examine national and international issues if they affect the academic community directly or indirectly. In addition to reporting on events, the paper will also serve as a forum for legitimate student complaints and issues to be considered by other parties within the College.
3. The publication will also serve as a training ground for interested and aspiring students who wish to pursue a career in journalism or enhance their abilities in the field.
4. The publication shall also provide amusement for the students by adding a dash of levity to everyday campus life via practical pranks, sports spoofs, cartoons, and the like.
5. A minimum of two (2) twelve- to twenty-page issues of the publication are required per academic year. The circulation volume shall be proportional to the number of registered publishers or the amount collected.
6. The Editorial Board consists of the Editor-in-Chief, the Associate Editor, and the Managing Editor. The Editorial Staff shall consist of the following individuals: Editors and correspondents of the section A qualified adviser will oversee the Student Publication.
7. Only a bona fide student of Saint Francis of Assisi College shall hold a position on the Board if he or she possesses the qualifications, has not been found guilty of any disciplinary action or any act involving moral turpitude, and has not been relieved for delinquency. Any individual who has served as editor in chief under any circumstances shall no longer be eligible for re-examination. He or she must have been enrolled in the current semester for at least 12 units and have good academic standing.
8. The editorial staff will be selected through competitive examinations, interviews, and other screening methods deemed effective and appropriate by the Board. No member of the publication may be expelled or suspended from the College based solely on his performance in his publication duties.
9. All Editorial Board members must serve with the utmost degree of responsibility, integrity, loyalty, and efficacy, and they must be accountable to the students.
10. The Board may include one or two advisers: the publication adviser and the technical publication adviser. In the event that there is only one available, he or she must perform the duty on both the administrative and technical aspects.
11. It shall be governed by its principles and policies and by such regulations as may be promulgated by the Editorial Board.
12. The provisions of its Editorial Policy may be amended only by a vote of fifty percent plus one of all members of the Editorial Board and the adviser, with the written approval of any of the members of the previous board and adviser(s).

SECTION 9 – THE COLLEGE BULLETIN BOARD

9.1 All student postings on campus whether or not related to the academic activities should bear the approval stamp of the Office of Student Affairs. Postings without said stamp may be removed by the authorized student officer without prior notice to the party/ organization concerned.

9.2 Postings that do not require OSA approval are:

- 9.2.1 Administrative orders, directive or memoranda.
- 9.2.2 Posting related to faculty relations

9.3 The expiration date of each posting is usually the day after the last event indicated in a series or the actual day of the activity. Upon the expiration date, the same may be removed by the authorized student officer without prior notice to the party/ organization concerned.

9.4 All postings shall be replaced only on prescribed areas and bulletin board on campus.

- a. For Program Organization ____ Program Bulletin Board (PBB)
- b. For interest clubs ____ Club Bulletin Board (CBB)
- c. For Administration ____ Bulletin Board (ABB)
- d. For Library ____ Learning Resource Bulletin Board (LRBB)

9.5 Posting on painted walls, doors, posts, and windows are strictly prohibited. Postings on restricted areas may be removed by the authorized student officer. The said removed postings will be returned within 24 hours from the time of removal to the party/ organization concerned.

9.6 Any organization which violates the guidelines three (3) times may be suspended form one week from putting up their posters.

9.7 Unlawful postings are:

- 1. Postings without the approval stamp of the OSAS.
- 2. Postings which are not placed on the prescribed Bulletin Board.
- 3. Postings on restricted areas.
- 4. Postings which are offensive to decency or public morality.

SECTION 10 – THE LEARNING RESOURCE CENTER

10.1 VISION

The SFAC Library is envisioned to provide the Franciscan Community with equal access to information resources in various formats relevant to curricular, informational, research, and intellectual creativity of learners so as to let them achieve the goal for academic excellence making them well-rounded, well-informed individuals who will become future leaders, effective and productive members of their respective families, their community and country under the blessing and grace of the Almighty.

10.2 MISSION

10.2.1 Provide the right information to the right user at the right time and in the right format.

10.2.2 Enrich the library with a broad range of teaching and learning resources in various formats such as: digital and electronic contents, online databases, print materials, and non-print essentials.

10.2.3 Support the educational goal of the school through effective delivery of information and efficient service to the students and faculty members.

10.2.4 Initiate an enjoyable learning atmosphere for the convenience of students, teachers, and faculty

members.

10.3 LRC QUALIFIED USERS

10.3.1 Primary users:

- A. Bona fide students of SFAC
- B. Teachers and Faculty
- C. Administrators and Staff

10.3.2 Secondary users:

- A. SFAC Alumni with some limitations
- B. Parents/Guardians of students depending on the purpose of research

10.3.3 Other users:

- A. Students from other schools but are required to present an official request coming either from their respective school Librarian, Principal or other School Authorities.
- B. Private individuals are allowed to conduct research study as long as they are allowed by the Campus Director/School Administrators.

Note: For the detailed LRC policies, please refer to the Library Manual.

ARTICLE 4 – STUDENT ORGANIZATION & ACTIVITIES

Saint Francis of Assisi College conducts activities that enhance students' social awareness and develop their talents. It encourages students to join accredited student organizations and to participate in activities directed towards a rewarding student life and good citizenship. No student may be excluded from membership in a student program organization on account of his/her race, color, creed, ethnic origin, disability, gender, age, and religion. Only SFAC bona fide students are allowed to apply for membership in accredited student program organizations of the College.

The Office of Student Affairs works as an advocate of student interest by initiating programs that encourage active participation in life outside the classroom. It is responsible for the approval of student organizations' application for accreditation. The Office also approves and supervises the activities of all accredited student.

SECTION 1 – CLASSIFICATION OF STUDENT ORGANIZATIONS

1.1 Program Student (Academic) Organizations

Recognized and affiliated with academic programs, these organizations are created to complement academic learning by organizing activities that would enrich the course offerings of the different colleges of the University. These organizations accept membership from the students pursuing studies in the major field of specialization. Any application for accreditation requires the signatures of the department's chairperson, dean and the advisor/s.

1.2 Special Interest Organizations/Clubs

These are non-academic organizations constituted to assist in the development of student talents, creativity and awareness. These organizations accept membership from students of different departments who desire to utilize and enhance their talents.

1.3 Spiritual Formation Organization

The institution would like to oversee not only academic needs but also the spiritual needs of its students including all members of the academic community. It encourages the formation of Christian organizations for the purpose of enhancing and helping students' spiritual life in their search for truth through the Word of God.

SECTION 2 – MEMBERSHIP & REGISTRATION

The administration and Office of the Student Affairs and Services approves the program's organization membership and registration fee of One Hundred Fifty Pesos (150.00 Php) per semester to be used by the Organization Officers for the Academic Year's activities, programs, and entrepreneurial. All students are required to register and be a member of each respective organization. This will ensure that each organization will maximize its function through the proper movement of funds in their respective activities. The collection of the membership fee will be at the accounting office and the program/club advisers can update the running balance anytime. In releasing the fund for each requested activities, Program/club adviser will create a request letter to the accounting NOTED BY Program Director and should be approved by the Activity Coordinator and Office of the Student Affairs and Services Head.

SECTION 3 – PROCEDURES FOR ACCREDITATION OF STUDENT ORGANIZATIONS

The accreditation of a student organization is a prerequisite for laying down its organizational operations in the College. It is conducted at the beginning of each school year so student organizations/clubs may enjoy the benefits it entails.

3.1 General Procedures

- a. All student organizations must first apply for accreditation with the Office of Student Affairs before they can conduct business officially on or off campus. All documents needed for accreditation or reaccreditation must be submitted to OSA.
- b. The criteria for accreditation or reaccreditation of student organizations specified on Sections 3.1 and 3.2 must be strictly complied with.
- c. Application documents for accreditation or reaccreditation will be reviewed and approved by the committee on Accreditation composed of the Director of Student Services Office as chairman, the Coordinator of Student Affairs, the Coordinator of Guidance and Counseling Office, Activity Coordinator, and College Dean.
- d. Any decisions made by the Committee of Accreditation shall be considered final and unappealable.
- e. Upon approval, a student organization is granted a Certificate of Accreditation confirming the College's recognition, which is only valid for one (1) school year.
- f. New organizations that have not been initially granted accreditation or recognition are no longer eligible for re-application.
- g. Reasons for denial or disapproval of application for accreditation of student organizations are not subject to disclosure on the ground of privileged information, i.e it will be against College interest to do so.
- h. Each semester or academic year, all organization is mandated to submit their organization reports and financial statements.
- i. To ensure continuity of official student activities, the OSA requires strict enforcement of the deadline for accreditation or reaccreditation: on or before August 25th of each school year. Failure to renew the Certificate of Accreditation within the prescribed time automatically results in the dissolution of the student organization.

3.2 Special Procedures

The following are the criteria for accreditation or reaccreditation of student organizations/clubs:

a. New Organization/Club

Student organizations may be accredited if they uphold the vision, mission, and goals of the University. Students who wish to have their organizations accredited must fill out the OSA Forms and submit to the Office of Student Affairs the following requirements:

1. Letter of Intent to Register, describing organizational purpose, its rules of operation, and other pertinent principles consistent with the vision/mission of the College;
2. Constitutions and By-laws;
3. List of internal officers - complete with names, positions, course, year level, specimen signature, address and contact number;
4. List with signatures, of at least 15 founding members inclusive of officers;
5. Proposed activities for the entire school year including the tentative dates of implementation and brief description of each activity;
6. Budget proposal for the entire school year - objectives;
7. Source of funds and fund-raising activities;
8. Letter of acceptance of the faculty advisor/s addressed to the Coordinator of the Office of Student Affairs. (noted by the Activity Coordinator)
9. Prospective officers of new student organizations must satisfy the residency requirement for at least one (1) year in the College.

b. Old Organization/Club

All accredited organizations that wish to renew their accreditation must submit the following:

1. Letter of Intent to Re-accreditation;

2. Annual Report including an audited financial statement of the previous school year due May 1;
3. List of newly elected officers;
4. List of at least 15 currently enrolled members;
5. Calendar or activities for the current school year
6. Source of funds and fund-raising activities;
7. Accountability pledge of responsible officers;
8. Resumes of all officers and their grades during the semester before their election; and
9. Budget proposal.

Note: Fraternities and sororities are prohibited in the school. Mere membership is punishable under Article II, Section 1, No. 19.

SECTION 4 – REVOCATION OF ACCREDITATION

The Office of Student Affairs and Services may revoke accreditation of a student organization on the following grounds

1. Severe violation of organization's purpose and Constitution and By-laws;
2. Failure to comply with the requirements to submit reports such as financial and progress reports;
3. Severe violation of policies governing conduct of activities.

Revocation may be in effect from six (6) months to one (1) year and the student organization may reapply after the end of the cancellation term.

SECTION 5 – RESPONSIBILITIES

It is responsibility of all accredited students organizations to comply with the requirements promulgated by the Office of Student Affairs and Services. This is made to monitor their finances and the activities done by the organizations.

5.1 Progress Report. The president of each student organization is required to submit a written report on the progress of the organization's programs to the Office of Student Affairs-Activity Coordinator every end of the semester.

5.2 Financial Report. Annual financial reports on all activities involving collection or payments and fund raising from non-members shall be submitted to the Office of Student Affairs- Activity Coordinator one week after the activity. Likewise, an audited financial report covering all organizational activities must be submitted in duplicate every end of the semester. Failure to comply may mean cancellation of accreditation.

5.3 Organizational Management. Every student organization and its members shall abide by the school rules and policy regulations and maintain harmonious relationship with the rest of the academic and support community.

5.4 Annual Documentation of activities. The president of each student organization is required to submit a summarized all-year activities' report with pictures, evaluation of each activity, and minutes of the meeting. Format will be provided by the Activity Coordinator. Failure to submit of any of the 4.1-4.4 , (especially Program Organization) will have an effect on the clearance of the whole program it will be on hold for signature of the OSAS.

SECTION 6 – BENEFITS & LIMITATIONS OF STUDENT ORGANIZATIONS

6.1 Benefits

All duly accredited and recognized student organizations are entitled to some privileges granted by the College (upon approval) and may:

- a. hold social functions and other activities during the school year;
- b. compete for awards given at the end of the school year to organizations that contributed the most to the enhancement of campus life during the year;
- c. raise funds and solicit prizes from sponsors (upon approval);
- d. conduct social functions such as concerts, parties, and others;
- e. represent the College in outside competitions;
- f. use College facilities (upon request & approval); and
- g. request for financial support from OSAS for their Outreach Programs

6.2 Limitations

Conversely, all accredited student organizations are subject to the following limitations:

- a. Unauthorized use of College's name and trademarks, i.e. logo, insignia, seal, design, and any other symbol or device, is prohibited. Permission to use them may be obtained from the Office of Student Affairs. This is listed as one of the grave offenses with sanctions in this manual.
- b. Student organizations are urged to review all publicity materials used in any event they sponsor to ensure accurate representation and consistency with College policies.
- c. Registered student organizations may take sides on controversial issues, but must expressly state that their comments do not necessarily reflect the views of the College or the student body as a whole.

SECTION 7 – CONDUCT OF STUDENT ACTIVITIES

- 7.1 All student activities such as regular meetings, fund raising projects, group activities, and other organizational schemes must be approved by the Office of Student Affairs. Written requests for approval must be submitted to OSAS in duplicate copies at least five (5) working days before the actual date of activities. Rallies are not allowed. Only accredited student organization are allowed to conduct the above activities but they must first secure permission from the Office of Student Affairs.
- 7.2 For student academic organizations, the conduct of student activities requires the signature of the department head or designee in addition to the signature of any two registered officers, who will assume responsibility for the group.
- 7.3 The Activity Coordinator of the Office of Student Affairs, reserves the authority to disapprove any activity that is contrary to College policy or in violation of existing rules and regulations promulgated by OSAS.
- 7.4 Induction of officers of a student organization is contingent upon confirmation of its accreditation. Any induction program must be done in the College campus, unless another venue is approved by the OSAS.
- 7.5 For all student activities, security of the participants must be secured and the presence of the faculty is a must.
- 7.6 For off-campus activities, waiver forms duly signed by the parents or guardians of the students are needed. The presence of the faculty advisor/s for the entire duration of the activity is a must. Any delegation to another faculty member must be put in writing and communicated to the OSAS for record purposes. All academic-related off-campus activities, such as field trips, must be approved by the department and duly approved by the concerned Program Director and/or Dean of the Department.

- 7.7 For parties and other functions to be held outside the campus, the time shall depend upon the discretion of the Program Director as referred by the Organization Adviser.
- 7.8 The same policies shall apply on concerts. It must not deviate from the mission and vision statement of the College. The personality from the performers and the concert itself must be wholesome. The sponsoring company must not include advertisement of the products like liquors, cigarettes or of any other related materials to be posted inside the campus.
- 7.9 Only student activities related to the outreach program of the College are entitled and may be given support by the OSAS.
- 7.10 No student organizations are allowed to schedule any activity one week before major examinations as well as during the examination period.
- 7.11 Only accredited student organizations shall be allowed to solicit funds upon the approval of the Office of Student Affairs. If tickets are to be sold, the OSAS must stamp each ticket before its release.

SECTION 8 – ACTIVITY REQUEST APPROVAL PROCEDURES

All student organizations/clubs are expected to observe the following procedures as a pre-condition to the implementation of any activity or any other special projects:

8.1 A formal activity proposal must be drawn up and submitted to the OSA five (5) calendar days before the proposed activity. Depending on the location of the activity, two forms should be submitted: Application for In-Campus Activity and Application for Off-Campus Activity.

8.2 The activity proposal must include:

- a. Activity description and schedule
- b. Purpose/objective
- c. Dates and place of activity
- d. Signature of president of the organization/club
- e. Signature of noted by the Organization Adviser and Program Director
- f. Signature of Activity Coordinator as recommending approval
- g. Signature of OSAS Head as approval

8.3 If the activity proposal is approved, the responsible officer will contact the Office of Student Affairs – Activity Coordinator for further advice regarding implementation requirements.

8.4 All Off-Campus or In-Campus (if applicable) activities of student organizations should come with a Waiver Form duly approved by the Office of Student Affairs and Services and signed by the participants' parents and/or guardians. Participants with no waiver forms would not be allowed to join the off-campus activity.

SECTION 9 – STUDENT ORGANIZATION ADVISORSHIP

9.1 Appontment of Organization/Club Advisors

Faculty advisors are assigned to assist the Office of Student Affairs and Services in the supervision of student organizations/clubs. Student organizations are free to choose their faculty advisors subject to the approval of their respective deans, program director and upon recommendation to the Coordinator of Office of Student Affairs and Services.

The terms of appointment of organization/club advisors is equivalent to one school year and is renewable. If the faculty advisor withdraws for any reason before the expiration of the appointment, a new faculty advisor should be recommended by the organization to the OSAS Coordinator for their respective deans.

The faculty advisor should be an active participant in all activities of his/her advisee and will directly report to the OSAS Activity Coordinator.

9.2 Qualifications of Organization/Club Advisors

- a. Only tenured faculty members can act as advisers of academic organizations and only tenured faculty/regular staff can act as advisers of non-academic organizations (part-time instructors can be considered if he/she will submit a commitment letter to be an active advisor/s of the organization/club);
- b. Must be connected to the particular academic field for Student Academic Organizations and knowledgeable and skillful in the particular field for Special Interest and Student Christian Organization;
- c. Must commit time for the needs of the organizations;
- d. Must have some skills in conflict resolution; and
- e. Must be not advisor of more than two (2) organizations.

9.3 Responsibilities of Organization/Club Advisors

- a. To see to it that the activities of the organization are handled and implemented in accordance with the goals and objectives of the School where the organization belongs;
- b. To guide the organization/club in its plans and activities;
- c. To be accountable to the College for actions or misdeeds related to approved activities of the organization/club;
- d. To be available for consultation to all members of the organization particularly to the officers;
- e. To attend general meetings and executive board meetings as often as time permits and be provided with the minutes of such meetings;
- f. To accompany the organization members in off-campus activities and ensure their safety;
- g. To note all communications and be well-informed of all activities of the organization;
- h. To foster unity within the organization;
- i. To inspire and motivate the officers and members to work toward the success of the organization;
- j. To help resolve conflicts within the organization;
- k. To provide assistance in the matter of parliamentary procedures; and
- l. To be aware of the financial status of the student organization at all times

ARTICLE 5 – USE OF SCHOOL FACILITIES

Since the school is the second home of the students, it is right to respect school property.

Following are the guidelines on the use of school facilities:

- a. Secure a form requesting the use of the school property from the Office of Student Affairs. If the property to be used is the gym, secure a form from the Athletics Department.
- b. All postings shall be posted only on prescribed areas and bulletin board on campus.

Information Technology Resource Office (ITRO) – refer to the Guidelines of the COMCEN

- Computer Laboratory
- Educ-Tech Laboratory

Chemistry/ Science and Digital Laboratories – refer to the Guidelines of the Chemistry/ Science and Digital Laboratories and Safety Manual.

Learning Resource Center (LRC) Policies

1. Library Card. Students are required to present their Library Card when borrowing LRC materials.
2. Loan Period - Students may borrow a total of three (3) books from the LRC for room use only for two (2) hours and subject to renewal if there is no demand by other users. A fine of PHP 2.00/hour is charged for failure to return a book on its due time, to be paid at the Accounting Office.
3. Students with overdue books should fill out the record book for such fines.
4. A borrower who refuses to settle library obligations for overdue books will not be allowed to borrow unless obligations are settled.
5. Lost Books - Lost LRC materials shall be reported at once to the LRC Circulation Counter where it was charged. This must be paid for according to the current market value determined by the LRC or to be replaced with the same title.
6. Conduct in the Library - Unnecessary noise, boisterous laughter, loud conversation, sleeping, drinking and eating within the LRC premises are strictly prohibited.
7. All cellular phones must be turned off whenever inside the library.

Research Office

Psychology Laboratory

Etiquette

1. **Punctuality** – Be punctual to the class and in the completion of practical work and submission of records.
2. **Regularity** – Be regular. As far as possible do not miss class. Bring the required stationary and observation and record books to class along with your calculator.
3. **Neatness** – Hand in neat, covered records.
4. **Be Attentive** – Be attentive to what goes on in the class and follow the instructions and procedure carefully.
5. **Understand and Communicate** – While conducting the experiment or test on your subject, make sure you understand the instructions and communicate them clearly. Do not give unnecessary information.
6. **Respect** – Show respect to not only the batch lecturer but also to examiners and fellow classmates.
7. **Honesty** – Be honest in your work. Do not manipulate your results.
8. **Handle with care** – Handle all apparatus with care.
9. **Helpful** – Be helpful to your fellow batch mates who may need some extra help in completing the allotted work.
10. **Posture and demeanour** – Sit up straight and be professional in your style of dress. Pin, tie or

plait your hair.

Rules and Regulations for Psychology Laboratory

1. Students are expected to maintain discipline while working in the lab.
2. The lab can be accessed as per the provisions in the time table.
3. No student will be allowed to enter or access the tests without the prior permission of the lab in charge.
4. Students need to sign and make entries in the register in case of issue of any test.
5. Lab can be accessed on all the working days or as scheduled.
6. Return of test should be made timely to avoid any inconvenience.
7. After the lab work has been done students should keep back the tests in the designated place.
8. Working tables and stools should be put back in place before leaving the lab

Culinary Arts and Mock Hotel

Laboratory Guidelines

I. PRE-LABORATORY CLASS

a. Laboratory Instruction

- Students are informed of the required laboratory activity 1 week before the scheduled session.
- Tools and equipment needed, ingredients and raw materials required are instructed to students before the date of the laboratory class. Hence, students are given ample time to request tools and equipment to the laboratory custodian, and purchase the required raw materials.

b. Requisition Forms

- Students are required to submit a request form indicating the needed tools and equipment at least 2 days before the date of the scheduled laboratory.
- The requisition form must be noted by the faculty in-charge and approved by the laboratory custodian.

(Obtain the requisition form from the professor/ teacher)

c. Ingredients/ Raw Materials

- Raw materials/ ingredients are to be purchased by the student. The list shall be retrieved from the professor/ teacher of the course.

d. Personal Belongings

- Students must bring the following during the laboratory session:
 - Paper towels
 - Dishwashing Liquids
 - Sponges
 - 2 cloth towels (1 for wiping countertops and 1 for drying washed tools)
- (The items mentioned above are not provided by the school)

e. Uniforms

- Before entering the laboratory, students are discouraged to wear laboratory uniforms. Therefore, all students with laboratory classes shall wear a red shirt, jeans, and rubber shoes upon entering the school grounds.
- Face masks are also required before entry.
- Laboratory uniforms shall only be worn before the start of the laboratory classes. The professor shall provide enough time for the students to change.
 - Chef's Uniform (Culinary Arts Classes)
 - Bar Uniform (Food and Beverage Classes)
 - Housekeeping Uniform (Room Division Classes)

II. LABORATORY CLASS

a. Waiting/ Holding Area

- Before the start of laboratory classes, students are required to stay in their respective holding areas. This area shall also serve as a space for the personal belongings of the student.

b. Issuance of tools and Equipment

- Before the start of the laboratory, students with approved requisition forms shall be issued by the laboratory custodian the necessary tools and equipment needed for the laboratory session.
- c. Health and Safety
 - The faculty in charge shall ensure the health and safety of all students attending the laboratory classes.
 - In the event of a laboratory-related incident, the faculty in-charge should report the incident to the health and safety officers of the school.
- d. Cleaning and Maintenance of Laboratory
 - Students are required to maintain their workstations as clean and sanitized as possible.
 - Tools, equipment, and table appointments should be washed and dried before returning to the laboratory custodian.

III. POST-LABORATORY

- a. Cleaning and Sanitation of Work Areas
 - Sinks, countertops, burners, and floors must be free of soil, clean and sanitized before leaving the laboratories.
 - Loose garbage must be thrown out in the respective garbage receptacles. No trash should be left inside the laboratory. Follow the standard operating procedures in throwing garbage.
- b. Return of tools and equipment
 - After the laboratory class, the student must return all requested tools and equipment complete with no issues or damages.
 - The laboratory custodian must ensure that items are complete and functional, clean, washed and dried before storing.
 - If requested items are incomplete or have damage, the laboratory custodian must immediately report it to the faculty in-charge. Incomplete and damaged items must be replaced by the student/person liable.
- c. Left Overs
 - There should be no leftovers in the laboratory. Students are required to bring home remaining ingredients/ raw materials and excess food or beverage products.
- d. Documentation/ Reporting
 - Students are provided feedback once laboratory classes are already done.
 - All other reports (if any) from the class shall be reported by the professor to the immediate head.

Nursing Arts Room (NAR) and Anatomy Laboratory

General Rules

1. Observe orderliness and Cleanliness at all times.
2. Restroom is intended for demonstration/procedural purposes only.
3. Faucet must be turned off after every use.
4. Students are not allowed to sit or lay on the beds.
5. All equipment used for demonstration must be returned properly in their proper places.
6. No eating inside the NAR/Anatomy Laboratory.
7. Turn off all lights and AC units before leaving the room.
8. Adhere to the “CLAUGO” (Clean As You Go) Policy.
9. Do not leave your valuables inside the room during breaktime.
10. Respect one another: Observe silence and keep seated during individual return demonstration.

Appendix A

CAMPUS JOURNALISM ACT OF 1991

SECTION 1. TITLE - This act shall be known and referred to as the "Campus Journalism Act of 1991"

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

SECTION 3. DEFINITION OF TERMS

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

SECTION 4. STUDENT PUBLICATION. - A student publication is published by the student body through an editorial board and publication staff composed of students selected by fair and competitive examinations. Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication's funds.

SECTION 5. FUNDING OF STUDENT PUBLICATION. - Funding for the student publication may include the savings of the respective appropriations, student subscriptions, donations and other sources of funds. In no instance shall the Department of Education, Culture and Sports or the school administration concerned withhold the release of funds sourced from the savings of the appropriations of the respective schools and other sources intended for the student publication. Subscription fees collected by the school administration shall be released automatically to the student publication concerned.

SECTION 6. PUBLICATION ADVISER. - The publication adviser shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the adviser shall be limited to one of technical guidance.

SECTION 7. SECURITY OF TENURE. - A member of the publication staff must maintain his or her status as student in order to retain membership in the publication staff. A student shall not be expelled or suspended

solely on the basis of articles he or she has written, or on the basis of the performance of his or her duties in the student publication.

SECTION 8. PRESS CONFERENCES AND TRAINING SEMINAR. -The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student-editors/writers and teacher-advisers of student publications in the elementary, secondary and tertiary levels shall participate. Such competitions, conferences and seminars shall be held at the institutional, divisional, and regional levels, culminating with the holding of the annual national elementary, secondary or tertiary School Press Conference in places of historical and/or cultural interest in the country.

SECTION 9. RULES AND REGULATIONS. -The Department of Education, Culture and Sports, in coordination with the offers of the national elementary, secondary or tertiary organizations or official advisers of student publications, together with student journalists at the tertiary level and existing organizations of student journalist, shall promulgate the rules and regulations necessary for the effective implementation of this act.

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

SECTION 11. APPROPRIATIONS. - For the initial year of implementation, the sum of Five Million Pesos (5,000,000.00) is hereby authorized to be charged against the savings from the current appropriations of the DECS. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.

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

Appendix B

ANTI-SEXUAL HARASSMENT ACT OF 1995

REPUBLIC ACT NO. 7877

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

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

SECTION 1. TITLE. - This Act shall be known as the "Anti-sexual Harassment Act of 1995."

SECTION 2. DECLARATION OF POLICY. - The state shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

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

- (a) In a work-related or employment environment, sexual harassment is committed when:
 - (1) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
 - (2) The above acts would impair the employee's rights or privileges under existing labor laws; or
 - (3) The above acts would result in an intimidating, hostile, or offensive environment for the employee.
- (b) In an education or training environment, sexual harassment is committed:
 - (1) Against one who is under the care, custody or supervision of the offender;
 - (2) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
 - (3) When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or consideration; or
 - (4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed shall also be held liable under this Act.

SECTION 4. DUTY OF THE EMPLOYER OR HEAD OF THE OFFICE IN A WORK-RELATED, EDUCATION OR TRAINING ENVIRONMENT. - It shall be the duty of the employer or the head of the work-related, educational or training environment or institution, to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

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

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.

The said rules and regulations issued pursuant to this sub-section

- (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions;
- (b) Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be with officers and employees, teachers, instructors, professors, coaches' trainors, and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall conduct the investigation of alleged cases constituting sexual harassment.

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

and file employees.

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

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

SECTION 5. LIABILITY OF THE EMPLOYER, HEAD OF OFFICE EDUCATIONAL OR TRAINING INSTITUTION. - The employer or head of office, educational or training institution shall be solidarily liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken.

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

SECTION 7. PENALTIES. - Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand pesos (P10,000.00) or more than Twenty thousand pesos (P20,000.00) or both such fine and imprisonment at the discretion of the court.

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

SECTION 8. SEPARABILITY CLAUSE. - If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

SECTION 9. REPEALING CLAUSE. - All laws, decrees, orders, rules and regulations, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SECTION 10 EFFECTIVITY CLAUSE. - This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.

Appendix C

THE ANTI-BULLYING ACT OF 1995

With the pervasiveness of bullying at schools, more and more parents are concerned about their children's safety since teachers are not always present to keep an eye on students. Children are not safe from harm against bullies especially when they are outside of the school's premise. The growing number of bullying cases is already a cause for alarm. The Republic Act No. 10627 or also known as the Anti Bullying Act of 2013 this concern among parents, teachers and even students who are considered victims of bullying. The anti-bullying act ensures that these cases will no longer fall on deaf ears.

IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT NO. 10627, OTHERWISE KNOWN AS THE ANTI-BULLYING ACT OF 2013

Pursuant to the provisions of Section 7 of Republic Act No. 10627, this Order is hereby issued to implement the provisions of the Act.

RULE I PRELIMINARY PROVISIONS

Section 1. Short Title. These rules shall be known as the “Implementing Rules and Regulations of the Anti-Bullying Act of 2013”

Section 2. Scope and Coverage. These rules shall cover all public and private kindergarten, elementary, and secondary schools and learning centers.

RULE II DEFINITION OF TERMS

Section 3. Definition of Terms. - As used in this Implementing Rules and Regulations (IRR), the following terms shall be defined as:

- a. “Act” refers to Republic Act No. 10627, otherwise known as the “Anti-Bullying Act of 2013”.
- b. “Bullying” refers to any severe, or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; infringing on the rights of another student at school; or materially and substantially disrupting the education process or the orderly operation of the school; such as, but not limited to, the following:
 1. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
 2. An act that causes damage to a victim’s psyche and/or emotional well-being;
 3. Any slanderous statement or accusation that cause the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim’s looks, clothes and body;
 4. "Cyber-bullying" or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats as defined in DepED Order No. 40, s. 2012; and
 5. Any other form of bullying as may be provided in the school's child protection or anti-bullying policy, consistent with the Act and this IRR.
- b.1. The term “bullying” shall include:
 - a. "Social bullying" — refers to any deliberate, repetitive and aggressive social behavior intended to hurt others or to belittle another individual or group.
 - b. "Gender-based bullying" — refers to any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity (SOGI).
 - c. "Bully" — refers to any student who commits acts of bullying as defined by the Act or this IRR.
 - d. "Bullied" or "Victim" refers to any student who experiences the acts of bullying or retaliation as defined by the Act or this IRR.
 - e. "Bystander" — refers to any person who witnesses or has personal knowledge of any actual or perceived acts or incidents of bullying or retaliation as defined by this IRR.
 - f. “Learning center” — refers to learning resources and facilities of a learning program for out-of-school youth and adults as defined in DepED Order. No. 43, s. 2013.

- g. “Service provider” — refers to any person who is not a teacher or school personnel but who works in the school, such as, but not limited to, security guards, canteen personnel, utility workers, and transportation service personnel.
- h. “Student” — refers to a person who attends classes in any level of basic education, and includes a pupil or learner as defined in DepED Order No. 40, s. 2012.

RULE III ANTI-BULLYING POLICIES

Section 4. Adaptation of Anti-Bullying Policies

All public and private kindergarten, elementary and secondary schools shall adopt policies to address the existence of bullying in their respective institutions. Such policies shall be regularly updated and, at a minimum shall include provisions on prohibited acts, prevention and intervention programs, mechanisms and procedures.

RULE IV PROHIBITED ACTS

Section 5. Prohibited Acts

Consistent with Section 3 of the Act, the anti-bullying policy shall prohibit:

1. Bullying at the following:
 - a. school grounds;
 - b. property immediately adjacent to school grounds;
 - c. school-sponsored or school-related activities, functions or programs whether on or off school grounds;
 - d. school bus stops;
 - e. school buses or other vehicles owned, leased or used by a school;
 - f. school buses or school services privately-owned but accredited by the school.
2. Bullying through the use of technology or an electronic device or other forms of media owned, leased or used by a school.
3. Bullying at a location, activity, function or program that is not school- related and through the use of technology or an electronic device or other forms of media that is not owned, leased or used by a school; and
4. Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying.

RULE V PREVENTION AND INTERVENTION PROGRAM TO ADDRESS BULLYING

Section 6. Prevention Programs

All public and private schools shall adopt programs. These programs shall be applicable to all students regardless of level of risk or vulnerability to bullying. Said programs shall also be comprehensive, multi-faceted and shall involve all education stakeholders and personnel. The programs may contain among others:

- (1) School-wide initiatives centered on:
 - a. positive school climate and environment conducive to the attainment of learning objectives, the development of healthy relationships and the understanding of and respect for individual differences;
 - b. periodic assessment and monitoring of the nature, extent, and perceptions of bullying behaviors and attitudes of students;

- c. periodic review and enhancement of the students' and personnel's manual or code of conduct in relation to bullying;
- d. conduct of activities for students, school personnel and service providers on how to recognize and respond to bullying.
- e. continuing personnel development to sustain bullying prevention programs; and
- g. coordination with Local Government Units, barangay (Barangay Council for the Protection of Children) and other stakeholders.

(2) Classroom-level initiatives that focus on:

- a. reinforcing school-wide rules pertaining to bullying;
- b. building a positive sense of self and interpersonal relationships through the development of self-awareness and self-management, interpersonal skills and empathy, and responsible decision-making and problem-solving;
- c. discussion of issues related to bullying, and strategies for responding to and reporting of incidents of bullying;
- d. teaching positive online behavior and safety and how to recognize and report cyber-bullying; and
- e. providing an inclusive and caring learning environment for students.

(3) Involving parents in bullying prevention activities, such as:

- a. discussions of the anti-bullying policy of the school, emphasizing bullying prevention during Parents-Teachers Association meetings and seminars; and
- b. conducting or sponsoring education sessions for parents to learn, teach, model, and reinforce positive social and emotional skills to their children.

(4) Monitoring students who are vulnerable to committing aggressive acts or who are perpetrators of bullying, or who are possible targets or victims for the purpose of early intervention. This activity shall be conducted With utmost confidentiality and respect for all parties concerned.

Section 7. Intervention Programs

There shall be intervention programs to promote the continuity of comprehensive anti-bullying policies. Intervention refers to a series of activities which are designed to address the following:

- a. issues that influence the student to commit bullying;
- c. factors that make a student a target of bullying; and
- d. effects of bullying.

Interventions may include programs such as counseling, life skills training, education, and other activities that will enhance the psychological, emotional and psycho-social well-being of both the victim and the bully.

Such programs may:

- a. involve activities that will address acts of bullying;
- b. emphasize formative and corrective measures rather than punishment;
- c. conform to principles of child protection and positive and non-violent discipline;
- d. help the victim, the bully, and the bystanders understand the bullying incident and its negative consequences; and
- e. provide opportunities to practice prosocial behavior.

All schools shall develop intervention strategies involving all parties, such as bullies, victims, bystanders, parents, school personnel, service providers and all other persons who may be affected by the bullying incident.

RULE VI MECHANISMS AND PROCEDURES IN HANDLING BULLYING INCIDENTS IN SCHOOLS

Section 8. Duties and Responsibilities

In addition to the duties and responsibilities of education stakeholders enumerated in Sections 4 to 9 of DepED Order No. 40, s. 2012, the following offices and persons shall have the following duties and responsibilities:

Section 8.1. Central Office

The DepED Central Office shall:

- a. Conduct a nationwide information dissemination and campaign on anti-bullying;
- b. Monitor and evaluate reports of Regional Offices on incidents and cases of bullying;
- c. Maintain a central repository of reports, through the Office of the Undersecretary for Legal and Legislative Affairs, on an annual aggregated basis, focusing on the number of incidents of bullying, results of investigations undertaken to verify the details made in complaints, and the sanctions imposed;
- d. Initiate training programs and activities where best practices on intervention and prevention strategies are adopted, to ensure quality, relevant, effective and efficient delivery of prevention and intervention programs in schools; and
- e. Submit a comprehensive annual report on bullying to the Committee on Basic Education of both the Senate and the House of Representatives.

Section 8.2. Regional Offices

The Regional Offices shall:

- A. Review all anti-bullying policies adopted by public and private schools forwarded by Division Offices as required by the Act and submit consolidated reports to the Central Office through the Office of the Undersecretary for Legal and Legislative Affairs, (Annex A of DepED order No. 40, s. 2012);
- B. Consolidate reports on incidents and cases of the Division Offices within the Region and submit a Regional Report to the Office Undersecretary for Legal and Legislative Affairs;
- C. Monitor and evaluate the implementation and enforcement of this IRR; and
- D. Impose sanctions and penalties on erring private schools and DepED academic personnel.

Section 8.3. Division Offices

The Division Offices shall:

- A. Conduct information-dissemination and capacity-building activities for teachers, guidance counselors, and members of the Child Protection Committees on handling bullying cases;
- B. Monitor the adoption of anti-bullying policies in all public and private elementary and secondary schools within the Division, maintain a repository of such policies, and submit reports on compliance to the Regional Office;
- C. Consolidate the reports on incidents and cases of bullying of all schools in the Division and submit a Division Report to the Regional Office (Annex A of DepED order No. 40, 2012);
- D. Assess and evaluate the implementation and enforcement by public and private schools of this IRR;
- E. Review the anti-bullying policies submitted by the schools, to ensure compliance with this IRR;
- F. Resolve appeals in bullying cases in both public and private schools pursuant to the existing rules and regulations of the Department and DepED Order No. 88, s. 2010, or the "Revised Manual of Regulations for Private Schools," respectively;
- G. Coordinate with appropriate offices and other agencies or instrumentalities for such assistance as it may require in the performance of its functions; and
- H. Encourage and support activities and anti-bullying campaigns initiated by stakeholders; and

- I. Impose sanctions and penalties on erring non-teaching DepED personnel.

Section 8.4. — Schools

Public and private kindergarten, elementary and secondary schools, through their administrators, principals and school heads, shall:

- A. Adopt and implement a child protection or anti-bullying policy in accordance with this IRR and submit the same to the Division Office. The anti-bullying policy may be a part of the school's child protection policy;
- B. Provide students and their parents or guardians a copy of the child protection or anti-bullying policy adopted by the school. Such policy shall likewise be included in the school's student and/or employee handbook and shall be conspicuously posted on the school walls and website, if there is any;
- C. Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms for the anonymous reporting Of acts of bullying or retaliation;
- D. Educate parents and guardians about the dynamics of bullying, the child protection or anti-bullying policy of the school and how parents and guardians can provide support and reinforce the said policy at home;
- E. Devise prevention, intervention, protective and remedial measures to address bullying;
- F. Conduct the capacity building activities for guidance counselors/ teachers and the members of the Child Protection Committees;
- G. Ensure effective implementation of the anti-bullying policy and monitor compliance therewith;
- H. Ensure the safety of the victim of bullying, the bully, and the bystander and determine the students' needs for protection;
- I. Ensure that the rights of the victim, the bully, and the bystander are protected and upheld during the conduct of the investigation;
- J. Accomplish the Intake Sheet prescribed in Annex "B", whenever there is an incident of bullying, maintain a record of all proceedings related to bullying, and submit reports prescribed in "Annex A," of DepED Order No. 40, s. 2012, to the Division Office;
- K. Maintain a public record or statistics of incidents of bullying and retaliation;
- L. Coordinate with appropriate offices and other agencies or instrumentalities for appropriate assistance and intervention, as required by the circumstances.

Section 8.5 — Teachers and Other School Personnel

Teachers and other school personnel shall:

- A. Participate and cooperate in all prevention, intervention and other measures related to bullying implemented by the school;
- B. Report to school authorities any incident of bullying; and
- C. Perform the duties as specified in this IRR.

Section 8.6 — Students

Student shall:

- A. Participate and cooperate in all prevention, intervention and other measures related to bullying implemented by the school;
- B. Avoid or refrain from any act of bullying;
- C. Intervene to protect the victim, unless it will jeopardize his safety and security; and
- D. Report to school authorities any incident of bullying.

Section 9. Child Protection Committee as Anti-Bullying Committee

For the implementation of this IRR, the Child Protection Committee (CPC) established by DepED Order No. 40, s. 2012, shall also be the committee that will handle bullying cases in the public or private school. The Committee, as provided in DepED Order No. 40, s. 2012, shall be composed of the following:

1. School Head/Administrator – Chairperson

2. Guidance Counselor/Teacher – Vice Chairperson
3. Representative of the Teachers as designated by the Faculty Club
4. Representative of the Parents as designated by the Parents-Teachers Association
5. Representative of students, except in kindergarten, as designated by the Supreme Student Council; and
6. Representative from the Community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Protection of Children (BCPC). For private schools, a representative from the Community provided in the preceding number shall be optional.

In addition to their duties and responsibilities provided by DepED Order No. 40, s. 2012, the CPC shall perform the following tasks:

- a. Conduct awareness-raising programs with school stakeholders in preventing and addressing bullying;
- b. Ensure that the anti-bullying policy adopted by the school is implemented;
- c. Monitor all cases or incidents related to bullying reported or referred by the teacher, guidance counselor or coordinator or any person designated to handle prevention and intervention measures mentioned by the preceding sections of this IRR; and
- d. Make the necessary referrals to appropriate agencies, offices or persons, as may be required by the circumstances.

Section 10. Procedures in Handling Bullying Incidents in Schools

A. Jurisdiction.

Complaints of bullying and other acts under this IRR shall be within the exclusive jurisdiction of the Department or the private school and shall not be brought for amicable settlement before the Barangay, subject to existing laws, rules and regulations. Complaints for acts covered by other laws shall be referred to the appropriate authorities.

B. Procedures.

Consistent with Sections 3 and 4 of the Act, all public and private kindergarten, elementary and secondary schools shall adopt procedures that include:

a. Immediate Responses

1. The victim or anyone who witnesses or has personal knowledge of a bullying incident or retaliation shall immediately call the attention of any school personnel.
2. The school personnel who was notified of a bullying incident or retaliation shall intervene, by;
 - i. Stopping the bullying or retaliation immediately;
 - ii. Separating the students involved;
 - iii. Removing the victim or, in appropriate cases, the bully or offending student, from the site;
 - iv. Ensuring the victim's safety, by:
 - Determining and addressing the victim's immediate safety needs; and
 - Ensuring medical attention, if needed, and securing a medical certificate, in cases of physical injury.
 - Bringing the bully to the Guidance Office or the designated school personnel.
 - v. Bringing the bully to the Guidance Office or the designated school personnel.

b. Reporting the Bullying Incident or Retaliation

1. A victim or a bystander, or a school personnel who receives information of a bullying incident or retaliation, or any person, who witnesses or has personal knowledge of any incident of bullying or retaliation, shall report the same to the teacher, guidance coordinator or counselor or any person designated

to handle bullying incidents.

2. The bullying incident or retaliation shall be immediately reported to the school head. The designated school personnel shall fill up the Intake Sheet as provided in DepED Order No. 40, s. 2012. The school head or the designated school personnel shall inform the parents or guardian of the victim and the bully about the incident.

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

4. Reports of incidents of bullying or retaliation initiated by persons who prefer anonymity shall be entertained, and the person who reported the incident shall be afforded protection from possible retaliation; provided, however, that no disciplinary administrative action shall be taken against an alleged bully or offending student solely on the basis of an anonymous report and without any other evidence.

c. Fact-Finding and Documentation

The school administrator, principal or school head, or guidance counselor/teacher, or school personnel or person designated to handle bullying incidents shall:

1. Separately interview in private the bully or offending student and the victim.
2. Determine the levels of threats and develop intervention strategies. If the bullying incident or retaliation or the situation requires immediate attention or intervention, or the level of threat is high, appropriate action shall be taken by the school within twenty-four hours (24) from the time of the incident.
3. Inform the victim and the parents or guardian of the steps to be taken to prevent any further acts of bullying or retaliation; and
4. Make appropriate recommendations to the Child Protection Committee on proper interventions, referrals and monitoring.

d. Intervention

The CPC shall determine the appropriate intervention programs for the victim, the bully and bystanders. The School Head shall ensure that these are provided to them.

e. Referral

The school head or the Child Protection Committee may refer the victims and the bully to trained professionals outside the school, such as social workers, guidance counselors, psychologists, or child protection specialists, for further assessment and appropriate intervention measures, as may be necessary. The school head or the designated school personnel shall notify the Women and Children's Protection Desk (WPCD) of the local Philippine National Police, if he believes that appropriate criminal charges may be pursued against the bully or offending student.

f. Disciplinary Measures

All public and private schools shall include in the school's child protection or anti-bullying policy a range of disciplinary administrative actions that may be taken against the perpetrator of bullying or retaliation.

Bullying incidents or retaliation shall be treated according to their nature, gravity or severity and attendant circumstances.

1. The school head, considering the nature, gravity or severity, previous incidents of bullying or retaliation and attendant circumstances, may impose reasonable disciplinary measures on the bully or offending student that is proportional to the act committed.
2. Written reprimand, community service, suspension, exclusion or expulsion, in accordance with existing rules and regulations Of the school or of the Department for public schools, may be imposed, if the circumstances warrant the imposition of such penalty, provided that the requirements of due process are complied with.
3. In addition to the disciplinary sanction, the bully shall also be required to undergo an intervention

program which shall be administered or supervised by the school's Child Protection Committee. The parents of the bully shall be encouraged to join the intervention program.

g. Due Process

In all cases where a penalty is imposed on the bully or offending student, the following minimum requirements of due process shall be complied with:

- a. The student and the parents or guardians shall be informed of the complaint in writing;
- b. The student shall be given the opportunity to answer the complaint in writing, with the assistance of the parents or guardian;
- c. The decision of the school head shall be in writing, stating the facts and the reasons for the decision; and
- d. The decision of the school head may be appealed to the Division Office, as provided in existing rules of the Department.

h. Applicability of RA 9344, as amended, and other related laws

If the bullying incident or retaliation resulted in serious physical injuries or death, the case shall be dealt with in accordance with the provisions of Republic Act 9344 or the "Juvenile Justice and Welfare Act," as amended, and its Implementing Rules and Regulations, in connection with other applicable laws, as may be warranted by the circumstances attendant to the bullying incident.

i. False Accusation of Bullying

If the student, after an investigation, is found to have knowingly made a false accusation of bullying, the said student shall be subjected to disciplinary actions or to appropriate interventions in accordance with the existing rules and regulations of the Department or the private school.

Section 11. Confidentiality.

Any information relating to the identity and personal circumstances of the bully, victim, or bystander shall be treated with utmost confidentiality by the Child Protection Committee and the school personnel, provided, that the names may only be available to the school head or administrator, teacher or guidance counselor designated by the school head, and parents or guardians of students who are or have been victims of bullying or retaliation.

Any school personnel who commits a breach of confidentiality shall be subject to appropriate administrative disciplinary action in accordance With the existing rules and regulations of the Department of Education or the private school, without prejudice to any civil or criminal action.

RULE VII MISCELLANEOUS PROVISIONS

Section 12. Training and Development

The Department shall include in its training programs courses or activities which shall provide opportunities for school administrators teachers and other employees to develop their knowledge and skills in preventing or responding to incidents of bullying or retaliation.

Section 13. Reporting Requirement

All private and public kindergarten, elementary and secondary schools shall submit a copy of their child protection or anti-bullying policy to the Division Office within six (6) months from the effectivity of this IRR They shall also submit to the Division Office within the first week of each school year a report on relevant information and statistics on bullying and retaliation from the preceding school year.

In addition to the requirements for an application for a permit to operate and/or recognition as prescribed by the existing rules of the Department, private schools shall submit a child protection or anti-bullying policy to the Regional Director. The Regional Director shall review the policy to ensure that it is consistent with the Act and this IRR.

Section 14. Sanctions for Non-compliance

14.1. Public Schools

School personnel of public kindergarten, elementary or secondary schools who fail to comply with the provisions of the Act or this IRR shall be subject to administrative disciplinary proceedings in accordance with the Civil Service Rules and the relevant issuances of the Department Of Education.

14.2. Private Schools

School personnel of private kindergarten, elementary or secondary schools who fail to comply with the requirements of the Act or this IRR shall be subject to appropriate disciplinary sanctions as may be imposed by the private school. A copy of the decision in such cases shall be submitted to the Division Office.

Private schools that fail to comply with the requirements of the Act or this IRR shall be given notice of such failure by the Division Office. The school shall be given thirty (30) days to comply. An extension of not more than one (1) month may be granted by the Regional Director in meritorious cases.

The Secretary of the Department of Education, through the Regional Director, may suspend or revoke, as appropriate, the permit or recognition of a private school that fails to comply with the requirements under the Act or this IRR.

Section 15. Separability Clause

Any part or provision of this Department Order which may be held invalid or unconstitutional shall not affect the validity and effectivity of the other provisions.

Section 16. Amend of DepED Order No, s. 2012.

The provisions of DepED Order No 40, s. 2012, on bullying are hereby deemed amended by this IRR. All other provisions of DepED Order No 40, s. 2012 shall remain in full force and effect.

Section 17. Repealing Clause

All prior Department Orders or other issuances, or provisions thereof, inconsistent with this IRR are hereby repealed, revised or modified accordingly.

Section 18. Effectivity

This IRR shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation.

This IRR shall be registered with the Office of the National Administrative Register at the UP Law Center, University of the Philippines, Diliman, Quezon City.

Appendix D

POLICIES AND GUIDELINES ON GENDER AND DEVELOPMENT

CHED MEMORANDUM ORDER NO. 1 SERIES OF 2015

ESTABLISHING THE POLICIES AND GUIDELINES ON GENDER AND DEVELOPMENT IN THE COMMISSION ON HIGHER EDUCATION AND HIGHER EDUCATION INSTITUTIONS (HEIS)

RATIONALE AND MANDATES

The Philippines, being a State Party to the United Nations (UN) Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW), which it signed on July 15, 1980 and ratified on

August 5, 1981, is obligated to pursue and implement programs, projects and activities that will contribute to the achievement of women's empowerment and gender equality.

Known as the International Bill of Rights of Women, the CEDAW was adopted by the UN General Assembly in 1979 and entered into force as an international treaty on September 3, 1981. Consisting of a preamble and 30 articles, it defines what constitutes discrimination against women and sets up an agenda for national action to end such discrimination.

The CEDAW defines discrimination against women as "any distinction, exclusion or restriction made on the basis of sex which has the effect or purpose of impairing or nullifying the recognition, enjoyment or exercise by women, irrespective of their marital status, on a basis of equality of men and women, of human rights and fundamental freedoms in the political, economic, social, cultural, civil, or any other field." (CEDAW, Part 1, Article 1)

The CEDAW is complemented by the Beijing Platform for Action (BPFA) the resulting document of the fourth UN World Conference on Women held in Beijing in September 1995. The BPFA is an "agenda for women's empowerment aimed at removing all the obstacles to women's active participation in all sphere of public and private life through a full and equal share in economic, social, cultural, and political decision-making at home, in the workplace and in the wider national and international communities. Equality is a matter of human rights and a condition for social justice." (Beijing Declaration and Platform for Action, Mission Statement, *passim*)

The country's compliance with the CEDAW and BPFA, which it adopted in 1995, holds much significance in the drive towards gender awareness and sensitivity, and more important, in the institutionalization of gender policies, standards and guidelines as a way of life for the Philippines.

This principle of equality between men and women is enshrined in the Philippine Constitution, to wit: The State recognizes the role of women in nation-building, and shall ensure the fundamental equality before the law of women and men. (1987 Philippine Constitution, Article II, Section 14) The Women Development and Nation Building Act or Republic Act No. 7192, enacted in 1992, reiterates this principle of gender equality and directs all government department and agencies to "review and revise all their regulations to remove gender bias therein." (Section 2)

Appendix E

THE NATIONAL SERVICE TRAINING PROGRAM (NSTP) ACT OF 2001

Implementing Rules and Regulations

Pursuant to Section 12 of Republic Act No. 9163 otherwise known as the National Service Training Program (NSTP) Act of 2001, the Commission on Higher Education (CHED), Technical Education and Skills Development Authority (TESDA), and Department of National Defense (DND), in consultation with concerned government agencies the Philippine Association of State Universities and Colleges (PASUC)' Coordinating Council of Private Educational Associations of the Philippines (COCOPEA), Non-Government Organizations (NGOs) and recognized student organizations, hereby jointly issue, adopt and promulgate the following implementing rules and regulations to implement the provisions of the Act.

RULE I **Guiding Principles**

Section 1. Guiding Principle. While it is the prime duty of the government to serve and protect its citizens, in turn it shall be the responsibility of all citizens to defend the security of the state, and in fulfillment

thereof, the government may require each citizen to render personal military or civil service.

Section 2. Role of the Youth.

- a. In recognition of the vital role of the youth in nation-building, the State shall promote civic consciousness among them and shall develop their physical, moral, spiritual, intellectual and social well-being. It shall inculcate the ideals of patriotism, nationalism, and advance their involvement in public and civic affairs.
- b. As the most valuable resource of the nation, they shall be motivated, trained, organized and involved in military, literacy, civic welfare programs and Other similar endeavors in the service of the nation.

RULE II Definition of Terms

SECTION 3. As used in this Implementing Rules and Regulation (IRR), the following terms shall mean:

- a. "National Service Training Program" (NSTP) - refers to the program aimed at enhancing civic consciousness and defense preparedness in the youth, by developing the ethics of service and patriotism while undergoing training in any of the three (3) Program components, specifically designed to enhance the youth's active contribution to the general welfare;
- b. "Reserve Officers' Training Corps" (ROTC) - refers to the Program component, institutionalized under Section 38 and 39 of Republic Act No. 7077, designed to provide military training to tertiary level students in order to motivate, train, organize and mobilize them for national defense preparedness;
- c. "Literacy Training Service" (LTS) - refers to the Program component designed to train the students to teach literacy and numeracy skills to school children, out-of-school youths and other segments of society in need of their services.
- d. "Civic Welfare Training Service" (CWTS) - refers to the Program component or activities contributory to the general welfare and the betterment of life for the members of the community or the enhancement of its facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation and moral of the citizenry and other social welfare services;
- f. "Program Component" - refers to the service components of the NSTP as defined herein;
- g. "Clustering" - refers to the grouping of students enrolled in different schools and taking up the same NSTP component into one (1) group under the management and supervision of a designated school;
- h. "Cross Enrolment" - refers to a system of enrollment where a student is officially enrolled in an academic program of school but is allowed to enroll in the NSTP component of another accepting school; and
- i. "Non-Government Organization" (NGO) - refers to any private organization duly accredited by CHED or recognized by TESDA.

RULE III Program Implementation

Section 4. Coverage:

- a. All incoming freshmen students, male and female, starting School year (SY) 2002-2003, enrolled in any baccalaureate and in at least two (2) year technical-vocational or associate courses, are required to complete one (1) NSTP component of their choice as a graduation requirement.
- b. All higher and technical-vocational education institutions must offer at least one (1) of the NSTP components.
- c. state Universities and Colleges (SUCs) shall offer the ROTC component and at least one (1) other NSTP component.
- d. The Philippine Military Academy (PMA), Philippine Merchant Marine Academy (PMMA), Philippine National Police Academy (PNPA), and other SUCs of similar nature, in view of the special character of these institutions, are exempted from the NSTP.
- e. Private higher and technical-vocational education institutions with at least 350 student cadets, may offer the ROTC component and consequently establish/maintain a Department of Military Science and Tactics (DMST) subject to the existing rules and regulations of the Armed Forces of the Philippines (AFP).

SECTION 5. Program Components

- a. The NSTP shall have the following components which the students can choose from as defined in Rule II, Section 3 hereof: The Reserve Officer Training Corps (ROTC), Literacy Training Service (LTS), and Civic Welfare Training Service. (CWTS).
- b. All program components, the ROTC in particular, shall give emphasis to citizenship training and shall instill patriotism, moral virtues, respect for the rights of civilians and adherence to the Constitution.
- c. The CHED and TESDA, in consultation with the DND, and PASUC' COCOPEA and other concerned government agencies, may design and implement such other non-military training components as may be necessary in consonance with the provisions of R.A. 9163.
- d. Within thirty (30) days from the approval of this IRR, the CHED, TESDA, and the DND shall issue the minimum standards for the three (3) NSTP components which shall form part of these guidelines.

SECTION 6. Duration and equivalent Course Unit

- a. Each of the aforementioned NSTP components shall be undertaken for an academic period of two (2) semesters. It shall be credited for three (3) units per semester, for fifty four (54) to ninety (90) training hours per semester.
- b. A one (1) summer program in lieu of the two (2) semester program may be designed, formulated and adopted by the DND, CHED and TESDA, subject to the capability of the school and the AFP to handle the same.

SECTION 7. Clustering and Cross-Enrollment

- a. Clustering of students from different educational institutions during semestral or summer periods may be done for any of the NSTP components, taking into account logistics, branch of service and geographical locations. The host school shall be responsible for managing the Program.
- b. Schools that do not meet the required number of students to maintain the optional ROTC and any of the NSTP components, or do not offer the component chosen by the students, shall allow their students to cross-enroll to other schools, irrespective of whether the two (2) semesters shall be taken from different schools whose ROTC are administered/managed by different branches of service of the AFP.
- c. Students intending to cross-enroll shall be subject to the existing rules and regulations of the school of origin and the accepting school.

SECTION 8. Management and Monitoring

- a. The school authorities shall exercise academic and administrative supervision over the design, formulation, adoption and implementation of the different NSTP components in their respective schools.
- b. In the case of ROTC, the school authorities and DND, subject to the policies, regulations and programs of DND on the military component of the training, shall exercise joint supervision over its implementation.
- c. Schools which have contracted CHED-accredited or TESDA-recognized NGOs to formulate and administer training modules for any of the NSTP components shall jointly exercise such academic and administrative supervision with those NGOs. Within forty-five (45) days from approval and issuance of this IRR, the CHED, TESDA and DND shall issue the necessary guidelines for the accreditation of non-government organizations (NGOs) and training modules to be utilized by these NGOs.
- d. CHED Regional, TESDA Provincial/District Offices and DND-AFP (through the Major Service Reserve Commands) shall oversee and monitor the implementation of the NSTP under their respective jurisdiction, to determine if the trainings conducted are in consonance with the Act. These Offices shall submit periodic reports to the Central Offices of CHED, TESDA and DND.

RULE IV

Fees and Incentives

SECTION 9. Fee. No fees shall be collected for any of the NSTP component except basic tuition fees which should not be more than fifty (50%) percent of the charges of the school per academic unit.

SECTION 10. Incentives

- a. A program of assistance/incentives for ROTC students shall be provided and administered by DND, in accordance with existing laws and regulations and subject to the availability of funds.
- b. School authorities concerned, CHED and TESDA shall ensure that health and accident group insurances are provided for students enrolled in any Of the NSTP components.

- c. Schools that already provide health and accident group insurance and collect the necessary fees for the purpose from their students as of the effectivity of these Rules, are deemed to have complied with this requirement.
- d. A Special Scholarship Program for qualified NSTP students shall be administered by CHED and TESDA, with funds for the purpose to be included in the annual regular appropriations of the two agencies, subject to the availability of funds.

RULE V

Organization of NSTP Graduates

Section 11. Organization of NSTP Graduates

- a. Graduates of the non-ROTC components of the NSTP shall belong to the National Service Reserve Corps (NSRC) and could be tapped by the State for literacy and civic welfare activities, through the joint efforts of DND, CHED and TESDA, in coordination with DILG, DSWD and other concerned agencies/associations.
- b. The CHED, TESDA and DND, in consultation with other concerned government and non-government agencies, shall issue the necessary guidelines for the establishment, organization, maintenance and utilization of the National Service Reserve Corps.
- c. Graduates of the ROTC program shall form part of the Citizen Armed Force pursuant to RA 7077, subject to the requirements of DND.

RULE VI

Transitory Provisions

Section 12. Suspension of ROTC Requirement. The completion of ROTC training as requisite for graduation is set aside for students who have completed all their academic requirements for their respective courses as certified by the school on or before the effectivity of the NSTP Act of 2001 , which is March 23, 2002. The concerned students may apply for graduation with respective schools.

Section 13. Transitory Provisions

- a. Male students who are not covered by Section 12 of this Rule and are currently enrolled but have not taken any of the Military Science (MS), Civic Welfare Service) or Law Enforcement Service (LES) programs shall be covered by the NSTP law.
- b. Male students who have completed two (2) semesters of the Expanded ROTC (E-ROTC)/National Service Training Program (NSTP) are deemed to have complied with the NSTP requirement.
- c. Male students who are not covered by Section 12 of these Rules and have taken only one (1) semester of Basic ROTC or E-ROTC/NSP shall take more semesters of any of the NSTP components to qualify for graduation.

- d. Students who want to qualify for enlistment in the Reserve Force or attend the Advanced ROTC program shall undertake a special program for this purpose.

RULE VII

Miscellaneous Provisions

Section 14. Information Dissemination. Information Dissemination. The CHED, TESDA and DND shall provide information on these Act and IRR to all concerned public through different modes of disseminating information.

Section 15. Amendatory Clause

- a. Section 35 Commonwealth Act No. 1, Executive Order No. 207 of 1939, Sections 2 and 3 of Presidential Decree No. 1706, and Section 38 and 39 of Republic Act No. 7077, as well as all laws, decrees, orders, rules and regulations and other issuances inconsistent with the provisions of the Act are hereby deemed amended and modified accordingly.
- b. These Rules may be amended, modified, or replaced jointly by CHED, TESDA and DND, in consultation with PASUC, COCOPEA, NGOs and recognized student organizations.

Section 16. Separability Clause. If any section or provisions of this IRR shall be declared unconstitutional or invalid, the other sections or provisions not affected thereby shall remain in full force and effect.

Section 17. Effectivity. This Rules shall take effect immediately upon adoption and issuance.

Appendix F

REPUBLIC ACT NO. 10173: DATA PRIVACY ACT OF 2012

Republic Act No. 10173, also known as the Data Privacy Act of 2012 (DPA), aims to protect personal data in information and communications systems both in the government and the private sector. The DPA created the National Privacy Commission (NPC) which is tasked to monitor its implementation. It covers the processing of personal information and sensitive personal information and sets, as its basic premise, the grant of direct consent by a data subject before data processing of personal information be allowed.

The law requires all government and private entities or organizations processing personal data establish policies, and implement measures and procedures to ensure and guarantee the safety and security of personal data under their control or custody, thereby upholding an individual's data privacy rights. In addition, they are required to implement reasonable and appropriate measures to protect personal data against natural dangers such as accidental loss or destruction, and human dangers such as unlawful access, fraudulent misuse, unlawful destruction, alteration and contamination.

To inform its personnel and data subjects of such measures, all agencies are expected to produce a Privacy Manual. The Manual serves as a guide or handbook for ensuring the compliance of an organization or entity with the DPA, its Implementing Rules and Regulations (IRR), and other relevant issuances of the National Privacy Commission (NPC). It also encapsulates the privacy and data protection protocols that need to be observed and carried out within the organization for specific circumstances (e.g., from collection to

destruction), directed toward the fulfilment and realization of the rights of the data subjects.

Saint Francis of Assisi College (SFAC), in its commitment to uphold, respect and value data privacy rights hereby adopts this Data Privacy Manual in compliance with the DPA, its Implementing Rules and Regulations, and other relevant policies, including issuances of the NPC.

The College ensures that through this Manual all personal data collected from all its officials, personnel, higher education institutions, students and other data subject shall be processed in adherence to the general principles of transparency, legitimate purpose, and proportionality. To guide the university and its data subjects in exercising their rights under the DPA, the Manual shall include data protection and security measures.

DEFINITION OF TERMS

For purposes of this manual the following terms are defined as follows:

1. Consent of Data Subject - refers to any freely given, specific, informed indication of will, whereby the data subject agrees to collection and processing of personal information about and/or relating to him or her. Consent shall be evidenced by a written, electronic or recorded means. It may also be given on behalf of the data subject by an agent specifically authorized by the data subject to do so or by the parent/s or legal guardian of a minor or children below 18 years of age.
2. Data Subject - refers to an individual whose personal, sensitive personal or privileged information is processed by SFAC. It may refer to College officials and employees as well as faculty, staff and students of SFAC.
3. Higher Education Institutions (HEIS) - means an educational institution, private or public, undertaking operations of higher education program/s with an organized group of students pursuing defined studies in higher education, receiving instructions from teachers, usually located in building or group of buildings in a particular site specifically intended for educational purposes.
4. Information and Communication Systems refers to a system for generating, sending, receiving, storing or otherwise processing electronic data messages or electronic documents and includes the computer system or other similar device by or which data is recorded, transmitted or stored and any procedure related to the recording, transmission, storage of electronic data, electronic message or electronic document.
5. Personal Information refers to any information such as but not limited to name, address, email address and mobile numbers whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.
6. Personal Information Controller refers to a natural or juridical person, or any other body who controls the processing, of personal data, or instructs another to process personal data on his behalf.
7. Personal Information Processor refers to any natural or juridical person or any other body to whom a personal information controller may outsource or instruct the processing of personal data pertaining to a data subject.
8. "Processing" refers to any operation or any set of operations performed upon personal information including, but not limited to collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.
9. Sensitive personal information refers to personal information:
 - a. About an individual's race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations;
 - b. About an individual's health education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such individual, the disposal of such proceeding, or the sentence of any court in such

- proceedings;
- c. Issued by government agencies peculiar to an individual which includes, but is not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and
- d. Specifically established by an executive order or an act of Congress to be kept classified

Appendix G

ANTI-HAZING ACT of 2018

[REPUBLIC ACT NO. 11053] 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”.

Section 2. Section 1 of the same Act is hereby amended to read as follows: Section 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 other 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 menial, 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, organization as a 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 it 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 other educational institutions.

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

Section 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: Provide, That the physical, mental, and practices to determine and enhance 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 National Police Commission, duly recommended by the Chief of Staff of the AFP and Director General of the PNP, shall not be considered as hazing purposes of this Act: Provided, further, That the exemption 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 provision apply to any customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective, subject to prior submission of a medical clearance or certificate. In no case shall hazing be made a requirement for employment in any business or corporation.

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

Section 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 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. The initiation rites shall not last more than three (3) days;
- d. 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;
- e. 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
- f. 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, organization shall be promulgated by the appropriate school official not later than sixty (60) days after the approval of this Act. The appropriate school authorities shall have the obligation to disapproved the application to conduct initiation rites that do not conform with any of the requirements of this section, 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 and 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.

Appendix H

THE SAFE SPACES ACT

[Republic Act 11313]

AN ACT DEFINING GENDER-BASED SEXUAL HARASSMENT IN STREETS, PUBLIC SPACES, ONLINE, WORKPLACES, AND EDUCATIONAL OR TRAINING INSTITUTIONS, PROVIDING PROTECTIVE MEASURES AND PRESCRIBING PENALTIES THEREFORE.

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

Section 1. Short Title. This Act shall be known as the “Safe Spaces Act”.

Section 2. Declaration of Policies. It is the policy of the State to value the dignity of every human person and guarantee full respect for human rights. It is likewise the policy of the State to recognize the role of women in nation-building and ensure the fundamental equality before the law of women and men. The State also recognizes that both men and women must have equality, security and safety not only in private, but also on the streets, public spaces, online, workplaces and educational and training institutions.

Section 3. Definition of Terms. As used in this Act;

- a. Catcalling refers to unwanted remarks directed towards a person, commonly done in the form of wolf-whistling and misogynistic, transphobic, homophobic, and sexist slurs;
- b. Employee refers to a person, who in exchange for remuneration, agrees to perform specified services for another person, whether natural or juridical, and whether private or public, who exercises fundamental control over the work, regardless of the term or duration of agreement: Provided, That for the purposes of this law, a person who is detailed to an entity under a subcontracting or secondment agreement shall be considered an employee;
- c. Employer refers to a person who exercises control over an employee: Provided, That for the purpose of this Act, the status or conditions of the latter’s employment or engagement shall be disregarded;
- d. Gender refers to a set of socially ascribed characteristics, norms, roles, attitudes, values and expectations identifying the social behavior of men and women, and the relations between them;
- e. Gender-based online sexual harassment refers to an on the conduct targeted at a particular person that causes or likely to cause another mental, emotional or psychological distress, and fear of personal safety, sexual harassment acts including unwanted sexual remarks and comments, threats, uploading or sharing of one’s photos without consent, video and audio recordings, cyberstalking and online identity theft;
- f. Gender identity and/or expression refers to the personal sense of identity as characterized, among others, by manner of clothing, inclinations, and behavior in relation to masculine or feminine conventions. A person may have a male or female identity with physiological characteristics of the opposite sex, in which case this person is considered transgender;
- g. Public spaces refer to streets and alleys, public parks, schools, buildings, malls, bars, restaurants, transportation terminals, public markets, spaces used as evacuation centers, government offices, public utility vehicles as well as private vehicles covered by app-based transport network services and other recreational spaces such as, but not limited to, cinema halls, theaters and spas; and
- h. Stalking refers to conduct directed at a person involving the repeated visual or physical proximity, non-consensual communication, or a combination thereof that cause or will likely cause a person to fear for one’s own safety or the safety of others, or to suffer emotional

distress.

ARTICLE I GENDER-BASED STREETS AND PUBLIC SPACES SEXUAL HARASSMENT

Section 4. Gender-Based Streets and Public Spaces Sexual Harassment. The crimes of gender-based streets and public spaces sexual harassment are committed through any unwanted and uninvited sexual actions or remarks against any person regardless of the motive for committing such action or remarks.

Gender-based streets and public spaces sexual harassment includes catcalling, wolf-whistling, unwanted invitations, misogynistic, transphobic, homophobic and sexist slurs, persistent uninvited comments or gestures on a person's appearance, relentless requests for personal details, statement of sexual comments and suggestions, public masturbation or flashing of private parts, groping, or any advances, whether verbal or physical, that is unwanted and has threatened one's sense of personal space and physical safety, and committed in public spaces such as alleys, roads, sidewalks and parks. Acts constitutive of gender-based streets and public spaces sexual harassment are those performed in buildings, schools, churches, restaurants, malls, public washrooms, bars, internet shops, public markets, transportation terminals or public utility vehicles.

Section 5. Gender-Based Sexual Harassment in Restaurants and Cafes, Bars and Clubs, Resorts and Water Parks, Hotels and Casinos, Cinemas, Malls, Buildings and Other Privately-Owned Places Open to the Public.

Restaurants, bars, cinemas, malls, buildings and other privately-owned places open to the public shall adopt a zero-tolerance policy against gender-based streets and public spaces sexual harassment. These establishments are obliged to provide assistance to victims of gender-based sexual harassment by coordinating with local police authorities immediately after gender-based sexual harassment is reported, making CCTV footage available when ordered by the court, and providing a safe gender-sensitive environment to encourage victims to report gender-based sexual harassment at the first instance.

All restaurants, bars, cinemas and other places of recreation shall install in their business establishments clearly-visible warning signs against gender-based public spaces sexual harassment, including the anti-sexual harassment hotline number in bold letters, and shall designate at least one (1) anti-sexual harassment officer to receive gender-based sexual harassment complaints.

Security guards in these places may be deputized to apprehend perpetrators caught in flagrante delicto and are required to immediately coordinate with local authorities.

Section 6. Gender-Based Sexual Harassment in Public Utility Vehicles.

In addition to the penalties in this Act, the Land Transportation Office (LTO) may cancel the license of perpetrators found to have committed acts constituting sexual harassment in public utility vehicles, and the Land Transportation Franchising and Regulatory Board (LTFRB) may suspend or revoke the franchise of transportation operators who commit gender-based streets and public spaces sexual harassment acts. Gender-based sexual harassment in public utility vehicles (PUVs) where the perpetrator is the driver of the vehicle shall also constitute a breach of contract of carriage, for the purpose of creating a presumption of negligence on the part of the owner or operator of the vehicle in the selection and supervision of employees and rendering the owner or operator solidarily liable for the offenses of the employee.

Section 7. Gender-Based Sexual Harassment in Streets and Public Spaces Committed by Minors. In case the offense is committed by a minor, the Department of Social Welfare and Development (DSWD) shall take necessary disciplinary measures as provided for under Republic Act No. 9344, otherwise known as the "Juvenile Justice and Welfare Act of 2006".

Section 8. Duties of Local Government Units (LGUs).

Local government units (LGUs) shall bear prim ary responsibility in enforcing the provisions under Article I of this Act. LGUs shall have the following duties:

- a. Pass an ordinance which shall localize the applicability of this Act within sixty (60) days of its effectivity;
- b. Disseminate or post in conspicuous places a copy of this Act and the corresponding ordinance;
- c. Provide measures to prevent gender-based sexual harassment in educational institutions, such as information campaigns and anti-sexual harassment seminars;
- d. Discourage and impose fines on acts of gender-based sexual harassment as defined in this Act;
- e. Create an anti-sexual harassment hotline; and
- f. Coordinate with the Department of the Interior and Local Government (DILG) on the implementation of this Act.

Section 9. Role of the DILG.

The DILG shall ensure the full implementation of this Act by:

- a. Inspecting LGUs if they have disseminated or posted in conspicuous places a copy of this Act and the corresponding ordinance;
- b. Conducting and disseminating surveys and studies on best practices of LGUs in implementing this Act; and
- c. Providing capacity-building and training activities to build the capability of local government officials to implement this Act in coordination with the Philippine Commission on Women (PCW), the Local Government Academy (LGA) and the Development Academy of the Philippines (DAP).

Section Implementing Bodies for Gender-Based Sexual Harassment in Streets and Public Spaces.

The Metro Manila Development Authority (MMDA), the local units of the Philippine National Police (PNP) for other provinces, and the Women and Children's Protection Desk (WCPD) of the PNP shall have the authority to apprehend perpetrators and enforce the law: Provided, That they have undergone prior Gender Sensitivity Training (GST). The PCW, DILG and Department of Information and Communications Technology (DICT) shall be the national bodies responsible for overseeing the implementation of this Act and formulating policies that will ensure the strict implementation of this Act.

For gender-based streets and public spaces sexual harassment, the MMDA and the local units of the PNP for the provinces shall deputize its enforcers to be Anti-Sexual Harassment Enforcers (ASHE). They shall be deputized to receive complaints on the street and immediately apprehend a perpetrator if caught in flagrante delicto. The perpetrator shall be immediately brought to the nearest PNP station to face charges of the offense committed. The ASHE unit together with the Women's and Children's Desk of PNP stations shall keep a ledger of perpetrators who have committed acts prohibited under this Act for purposes of determining if a perpetrator is a first-time, second-time or third-time offender. The DILG shall also ensure that all local government bodies expedite the receipt and processing of complaints by setting up an Anti-Sexual Harassment Desk in all barangay and city halls and to ensure the set-up of CCTVs in major roads, alleys and sidewalks in their respective areas to aid in the filing of cases and gathering of evidence. The DILG, the DSWD in coordination with the Department of Health (DOH) and the PCW shall coordinate if necessary to ensure that victims are provided the proper psychological counseling support services.

Section 11. Specific Acts and Penalties for Gender-Based Sexual Harassment in Streets and Public Spaces.

The following acts are unlawful and shall be penalized as follows:

- (a) For acts such as cursing, wolf-whistling, catcalling, leering and intrusive gazing, taunting, cursing,

unwanted invitations, misogynistic, transphobic, homophobic, and sexist slurs, persistent unwanted comments on one's appearance, relentless requests for one's personal details such as name, contact and social media details or destination, the use of words, gestures or actions that ridicule on the basis of sex gender or sexual orientation, identity and/or expression including sexist, homophobic, and transphobic statements and slurs, the persistent telling of sexual jokes, use of sexual names, comments and demands, and any statement that has made an invasion on a person's personal space or threatens the person's sense of personal safety—

- i. The first offense shall be punished by a fine of One thousand pesos (P1,000.00) and community service of twelve hours inclusive of attendance to a Gender Sensitivity Seminar to be conducted by the PNP in coordination with the LGU and the PCW;
- ii. The second offense shall be punished by arresto menor (6 to 10 days) or a fine of Three thousand pesos (P3,000.00)
- iii. The third offense shall be punished by arresto menor (11 to 30 days) and a fine of Ten thousand pesos (P10, 000.00).

(b) For acts such as making offensive body gestures at someone, and exposing private parts for the sexual gratification of the perpetrator with the effect of demeaning, harassing, threatening or intimidating the offended party including flashing of private parts, public masturbation, groping, and similar lewd sexual actions—

- i. The first offense shall be punished by a fine of Ten thousand pesos (P10,000.00) and community service of twelve hours inclusive of attendance to a Gender Sensitivity Seminar, to be conducted by the PNP in coordination with the LGU and the PCW;
- ii. The second offense shall be punished by arresto menor (11 to 30 days) or a fine of Fifteen thousand pesos (P15,000.00);
- iii. The third offense shall be punished by arresto mayor (1 month and 1 day to 6 months) and a fine of Twenty thousand pesos (P20,000.00).

(c) For acts such as stalking, and any of the acts mentioned in Section 11 paragraphs (a) and (b), when accompanied by touching, pinching or brushing against the body of the offended person; or any touching, pinching, or brushing against the genitalia, face, arms, anus, groin, breasts, inner thighs, face, buttocks or any part of the victim's body even when not accompanied by acts mentioned in Section 11 paragraphs (a) and (b)—

- i. The first offense shall be punished by arresto menor (11 to 30 days) or a fine of Thirty thousand pesos (P30,000.00), provided that it includes attendance in a Gender Sensitivity Seminar, to be conducted by the PNP in coordination with the LGU and the PCW;
- ii. The second offense shall be punished by arresto mayor (1 month and 1 day to 6 months) or a fine of Fifty thousand pesos (P50,000.00);
- iii. The third offense shall be punished by arresto mayor in its maximum period or a fine of One hundred thousand pesos (P 100,000.00)

ARTICLE II GENDER-BASED ONLINE SEXUAL HARASSMENT

Section 12. Gender-Based Online Sexual Harassment. Gender-based online sexual harassment includes acts that use information and communications technology in terrorizing and intimidating victims through physical, psychological, and emotional threats, unwanted sexual misogynistic, transphobic, homophobic and sexist remarks and comments online whether publicly or through direct and private messages, invasion of victim's privacy through cyberstalking and incessant messaging, uploading and sharing without the consent of the victim, any form of media that contains photos, voice, or video with sexual content, any unauthorized recording and sharing of any of the victim's photos, videos, or any information online,

impersonating identities of victims online or posting lies about victims to harm their reputation, or filing false abuse reports to online platforms to silence victims.

Section 13. Implementing Bodies for Gender-Based Online Sexual Harassment. For gender-based online sexual harassment, the PNP Anti-Cybercrime Group (PNPACG) as the National Operational Support Unit of the PNP is primarily responsible for the implementation of pertinent Philippine laws on cybercrime, shall receive complaints of gender-based online sexual harassment and develop an online mechanism for reporting real-time gender-based online sexual harassment acts and apprehend perpetrators. The Cybercrime Investigation and Coordinating Center (CICC) of the DICT shall also coordinate with the PNPACG to prepare appropriate and effective measures to monitor and penalize gender-based online sexual harassment.

Section 14. Penalties for Gender-Based Online Sexual Harassment. The penalty of prision correccional in its medium period or a fine of not less than One hundred thousand pesos (P100,000.00) but not more than Five hundred thousand pesos (P500,000.00), or both, at the discretion of the court shall be imposed upon any person found guilty of any gender-based online sexual harassment.

If the perpetrator is a juridical person, its license or franchise shall be automatically deemed revoked, and the persons liable shall be the officers thereof, including the editor or reporter in the case of print media, and the station manager, editor and broadcaster in the case of broadcast media. An alien who commits gender-based online sexual harassment shall be subject to deportation proceedings after serving sentence and payment of fines.

Exemption to acts constitutive and penalized as gender-based online sexual harassment are authorized written orders of the court for any peace officer to use online records or any copy thereof as evidence in any civil, criminal investigation or trial of the crime: Provided, That such written order shall only be issued or granted upon written application and the examination under oath or affirmation of the applicant and the witnesses may produce, and upon showing that there are reasonable grounds to believe that gender-based online sexual harassment has been committed or is about to be committed, and that the evidence to be obtained is essential to the conviction of any person for, or to the solution or prevention of such crime.

Any record, photo or video, or copy thereof of any person that is in violation of the preceding sections shall not be admissible in evidence in any judicial, quasi-judicial, legislative or administrative hearing or investigation.

ARTICLE III QUALIFIED GENDER-BASED STREETS, PUBLIC SPACES AND ONLINE SEXUAL HARASSMENT

Section 15. Qualified Gender-Based Streets, Public Spaces and Online Sexual Harassment. The penalty next higher in degree will be applied in the following cases:

- a. If the act takes place in a common carrier or PUV, including, but not limited to, jeepneys, taxis, tricycles, or app-based transport network vehicle services, where the perpetrator is the driver of the vehicle and the offended party is a passenger;
- b. If the offended party is a minor, a senior citizen, or a person with disability (PWD), or a breastfeeding mother nursing her child;
- c. If the offended party is diagnosed with a mental problem tending to impair consent;
- d. If the perpetrator is a member of the uniformed services, such as the PNP and the Armed Forces of the Philippines (AFP), and the act was perpetrated while the perpetrator was in uniform; and
- e. If the act takes place in the premises of a government agency offering frontline services to the public and the perpetrator is a government employee.

Appendix I

SFAC SOCIAL MEDIA POLICY

[SFAC – COLLEGE DEPARTMENT STUDENT SOCIAL MEDIA POLICY]

1. Policy statement

- 1.1 Saint Francis of Assisi College (“Institution”) recognizes the benefits and opportunities that social media can bring as a tool in pursuing its educational objectives. It can be used to share news, information, keep the entire school community up to date with important announcements and promote healthy academic interactions among its stakeholders. There is, however, an inherent risk involved in using social media, in that, it is an instantaneous and far reaching form of communication and inappropriate use thereof can greatly impact upon the school operations, its stakeholders and the reputation of the of the Institution.
- 1.2 This policy provides information and ethical guidelines for its students to observe and follow as to the appropriate use of social media or when directly or indirectly referencing the Institution.

2. Scope of the policy

- 2.1 For the purpose of this policy, social media is defined as any online interactive tool which encourages participation, interaction and exchanges. New forms of social media appear on a regular basis and currently include Facebook, Flickr, Instagram, YouTube, LinkedIn, Snapchat, Tiktok and Twitter, as well as blogs, discussion forums, instant messaging and any website which allows public commenting or posting.
- 2.2 This policy applies to all students and to any of their published personal communications using a particular social media platform which directly or indirectly reference Saint Francis of Assisi College as an institution, its officers, faculty, employees and their fellow students.
- 2.3 This policy applies to social media communications made at any time, whether privately or publicly, and from anywhere, including away from campus and on personal devices, whether to an individual, to a limited group or to the world.
- 2.4 The Institution acknowledges that students may use social media in their private lives and for personal communications. Personal communications are those made on, or from, a private social media account, such as a personal page on Facebook or a personal blog.

In all cases where a private social media account is used which identifies Saint Francis of Assisi College, it must be made clear that the account holder is identified as a student at the Institution to avoid the impression that views expressed on or through that social media account are made on behalf of the Saint Francis of Assisi College.

3. Freedom of Speech and Academic Freedom

- 3.1 Nothing in this policy is intended to have the effect of limiting either freedom of speech or academic freedom, subject to that freedom being exercised within the law.

4. Using social media as a teaching and learning tool

- 4.1 Where social media is used as a teaching and learning tool through official SFAC websites and accounts, all students must read, understand and agree to the terms of use of the social media website and the Institution’s terms and conditions relating to the appropriate use of social media in this context before accessing and posting content on social media in a teaching and learning context.

5. Social media in your personal life

- 5.1 Every student of Saint Francis of Assisi College must be aware of their association with and responsibilities to the Institution, and ensure that their personal social media profiles and related content are consistent with:
 - a. The Institution's policies, including but not limited to, data protection, dignity, electronic mail usage and data privacy security;
 - b. The Student's Registration Agreement/Contract with the Emilio Aguinaldo College in connection to Policies on Appropriate Student Conduct and Discipline;
 - c. Personal decorum on how the student would wish to present themselves to the public – including to their future employers
- 5.2 Every Franciscan learner should also be aware of the potential impact and permanence of anything which are posted online. Therefore, it is advised to avoid posting anything online that contains the following:
 - a. Any content about the student would not wish to be seen in the public domain (i.e. Telephone/ Cellphone number, Name, Address, Signature, Private Photos, Passwords, Medical Records, Bank Records, Government-issued IDs and the like);
 - b. Any statement, that the student would not be willing to say personally to the face of another individual.
- 5.3 Every Franciscan should also be aware that any digital material that are posted online could reach a wider audience. Once digital content has been created and shared, the author of the material posted will have limited control over its permanence and its audience.

6. Expected standards of behavior

- 6.1 Students are personally responsible for what they communicate on or through social media and they must adhere to the standards of behavior expressed in the SFAC Student Manual;
- 6.2 Communications on social media must always be respectful and in accordance with this policy. Use of social media must not infringe on the rights, or privacy of other students, or staff and students must not make illconsidered comments or judgments about other students, staff or third parties.
- 6.3 Students must take particular care when communications through social media that can identify them as a student of Saint Francis of Assisi College to members of staff, other students, or other individuals of the Institution.
- 6.4 The following non-exhaustive list may, according to the circumstances be considered as unacceptable postings (could penalize the student according to the student manual and its gravity), as follows:
 - a. Confidential information (which may include unpublished research, private information about fellow students or staff or personnel matters, non-public or not yet approved documents or information);
 - b. Details of complaints and/or legal proceedings/potential legal proceedings involving the Institution;
 - c. Personal information about another individual, including contact information, without their express permission for it to be posted;
 - d. Comments posted using fake accounts or using another person's name without their consent;
 - e. Material, including images, that is threatening, harassing, discriminatory, illegal, obscene, indecent, defamatory, or hostile directed towards or refers to any individual, entity or to Saint Francis of Assisi College;
 - f. Any other posting that constitutes a criminal offense;
 - g. Anything which may bring the Institution into disrepute or compromise the safety or reputation of partner communities, colleagues, former colleagues, students, staff and those connected with SFAC.
- 6.5 Saint Francis of Assisi College has well-established channels for students to raise any

dissatisfaction or concerns that they may have. The said student grievance procedure can be found in the SFAC Student Manual. Student concerns must be raised through said channels and platforms and not openly discussed or aired in the social media for it to be properly addressed or resolved by the school.

7. Cyber-Bullying via Social Media Sites

- 7.1 Saint Francis of Assisi College values a healthy and peaceful educational environment. All members of the school community, which includes students, parents, guardians, faculty, staff and SFAC Administration should be made aware of the negative effects that bullying can have on its victims. As such, the Institution will do whatever is reasonably necessary and possible within its authority in creating safe online communities favorable for its students and prevent the occurrence of cyber-bullying in all its forms.
- 7.2 The following examples illustrate the types of behavior displayed through social media communications, which the school considers to be forms of cyber-bullying:
 - a. Maliciously spreading rumors, lies or gossip;
 - b. Intimidating or aggressive behavior;
 - c. Vulgar, lewd, offensive or threatening comments or content;
 - d. Posting comments, photos and memes deliberately mocking an individual with intent to expose them publicly to ridicule, shame and humiliation.
- 7.3 Cyber-bullying may also take place via other means of electronic communication such as email, text or instant messaging.
- 7.4 Any student who is experiencing cyber-bullying from another student or school employee will have the full support of the Institution in resolving grievances and complaints.

8. Intellectual Property

- 8.1 All students must ensure that they have sought permission to share any third party materials, including all images, photographs, text and videos, before uploading them to or linking to them via social media and, where sharing is permitted, should ensure that such materials or shared links are credited appropriately.
- 8.2 In addition, all students must check the terms and conditions of a social media account and/or website before uploading any material to social media accounts and/or websites, student may be releasing ownership rights and control of the content. For this reason, must exercise caution in sharing all information.
- 8.3 Saint Francis of Assisi College is not responsible for, nor does it hold any ownership, of any content posted by its students, other than content posted by students using official accounts being used by the school for its operations, or in the course of their duties, as a form of professional communication.

9. Brand and Usage of School Name and Logos

The Institution's name, identity and logo may only be used in accordance with Saint Francis of Assisi College brand guidelines.

- 9.1 The Institution's name, identity and logo may only be used in accordance with Saint Francis of Assisi College brand guidelines.
- 9.2 All SFAC logos, sub-logos and associated marks are official art files and should not be altered in any way (Never Stretch or Distort the Logo, Never Rearrange Elements of the Design, Never Use the Design on Similarly-Colored Backgrounds, Never Stray from the Color Palette, and Never Switch the Colors) and should not be used without consent from the Higher/ Executive Administrators of SFAC.

10. Roles and Responsibilities

In using social media in as a tool for education, all students are reminded to follow these steps for them to maintain their good image, reputation and upright social media standing among their peers and communities where they belong, as follows:

- a. Ensure that any use of available social media resource is carried out in line with this guideline and other relevant school policies on student conduct and discipline;
- b. Seek permission, verify information and secure proper clearance from relevant officers of the Institution when a social media account administered by SFAC is to be used or mentioned in a post;
- c. Seek relevant authorization/ permission for sending out official post prior to its posting or publication;
- d. Regular monitoring, updating and managing content to ensure accuracy, truthfulness and timeliness of information;
- e. Adding an appropriate disclaimer to post before the content whenever the school is named;
- f. Reporting any incidents or concerns.

11. Monitoring

11.1 Saint Francis of Assisi College reserves the right to monitor, intercept and review within the law, without further notice, student activities using its IT resources and communications systems, including but not limited to social media postings, to ensure that its rules are being complied with and such activities are for legitimate purposes and in accordance with the mandate of the law.

12. Data Privacy and protection

- 12.1 The Data Privacy Act applies to social media as it does in other contexts. Republic Act No. 10173, otherwise known as the Data Privacy Act, is a law that seeks to protect all forms of information, be it private, personal, or sensitive. It is meant to cover both natural and juridical persons involved in the processing of personal information.
- 12.2 Being an Institution of higher learning, Saint Francis of Assisi College is very much active in the processing of personal information of all our stakeholders from the time of their enrollment until they graduate.

As such, no personal information, including photographs, videos, CCTV footages, screenshots of committee online meetings, classes, discussions should be shared on social media without the consent of the individual or group to whom it relates. It is advised by the school to all its students to be discerning and mindful of the information they transmit especially when they did not secure prior consent from its sources.

13. Incidents and Response

13.1 Where a breach of this policy is reported, the Institution will review the circumstances and decide on the most appropriate and proportionate course of action, which may include referring the matter to be dealt with under a different procedure.

13.2 Where students are in receipt of any content considered to be in breach of this policy, this should be reported first to their respective dean or principal.

14. Offenses

14.1 Consequences of a breach of this policy 14.1 Any breach of this policy may result in disciplinary action in the categorized Offenses under the SFAC Student Manual 2023 Edition.

14.2 Disciplinary action may be taken regardless of when the breach is committed and regardless of whether

any SFAC equipment or facilities are used in committing the breach.

14.3 Where conduct may involve or connected to an illegal criminal offense, the Institution reserves the right to coordinate with the appropriate law enforcement agency and may report the matter to them. Beyond that, any student, parent or guardian, teacher, employee or third party may pursue legal action against the violator, if they choose to do so.

15. Reporting

15.1 Any alleged reports of violation received under this policy will be carefully documented and will be treated with utmost confidentiality by the relevant body constituted by the Institution to hear and decide on the merits of the case after due process.