

CLSU

STUDENT HANDBOOK



2022-2023

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Office of Student Affairs



CENTRAL LUZON STATE UNIVERSITY

Science City of Munoz, Nueva Ecija

www.clsu.edu.ph

STUDENT HANDBOOK

Office of Student Affairs

International Student Support Program

Student Housing Services

Cultural Affairs Office

Sports Development Center

University Gender and Development Office

The University Library

The University Health Services

Academic Regulations and Procedures

The CLSU Anti-Sexual Harassment Code

Code of Conduct and Discipline

Appendices

Name of Student

This Student Handbook is exclusively designed for
CLSU STUDENTS

Produced and distributed by the
OFFICE OF STUDENT AFFAIRS



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FOREWORD



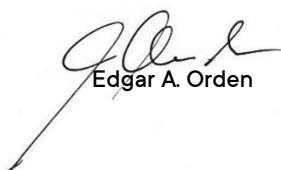
My warmest welcome to the deserving students at Central Luzon State University! I am elated on your decision to pursue your education at the university – renowned as one of the prestigious higher education institutions in the country where the culture of excellence prevails.

The university's ultimate goal is to ensure the student's welfare including their personal growth and professional development. As you prepare yourself towards becoming proactive and competent professionals, rest assured the best service and well-deserved quality of education that is comparable to the international standards shall be accorded to you as it adheres to the overall mandate of CLSU as an institution for higher learning.

This handbook is a must-have academic guide for students as it serves as a comprehensive directory of information on the different opportunities and services offered by the university to its most valued clients. You will find relevant and up-to-date information on the student services being offered, academic policies, university rules and regulations, and the CLSU Student Code of Conduct and Discipline that are strictly implemented in the campus. Through this handbook, you will be guided accordingly during the course of your academic stint in this university.

As new members of the family of Central Luzon State University, may you imbibe and uphold the core values and principles of this great institution. Strive to be a student who values integrity and promotes social responsibility. I urge you to persevere in your studies in the completion of your respective baccalaureate degrees. The Central Luzon State University, through the faculty members and staff, is with you every step of the way as you embark on the beginning of your college journey.

God bless you and all the best!


Edgar A. Orden

PREFACE



Congratulations on getting accepted to the Central Luzon State University (CLSU)! You are now a step closer to your dream of earning a bachelor's degree. We know that college life is exciting, but it is also full of challenges. It can sometimes be overwhelming and confusing, especially to new students.

Committed to help you succeed in your college life, the university, through the Office of Student Affairs (OSA), has prepared this handbook. It contains essential information that can help you in your journey in CLSU. As new students, you may find this handbook particularly useful as you adjust to your new environment.

This handbook is divided into six parts. Part I is about the OSA, the different units that comprise it, and the services that the units provide. Information on the Student Development Fund (SDF), the CLSU Collegian and the University Supreme Student Council (USSC) are included in this part. Part II is a collection of academic rules, regulations and procedures that every CLSU student must be familiar with. The third part introduces the students to the University Library and the services it provides while the fourth part is all about the things you need to know about the available health services in the campus. Part V aims to familiarize you with the various facilities in the campus that are meant for students. Finally, the last part is the CLSU Student Code of Conduct and Discipline, which should guide you on how you should behave in the campus.

In the preliminary pages, pieces of general information about the university are found. These include the history of the university as well as its philosophy, mission and vision. Included in the appendices are internal rules and regulations, government policies, and national laws. Also found in the appendices are directories of university officials and OSA personnel.

Welcome to CLSU!

RENATO G. REYES
Vice President for Academic Affairs

ACKNOWLEDGEMENT



As you enter this higher learning institution, the Office of Student Affairs welcomes you with so much pride and honor. We want you to be guided in and adjusted to your college life that is why we provide this Student Handbook. We have gathered in this handbook all important information that every student of CLSU need to know. This is made possible through the concerted efforts of people who dedicate their lives to providing services for student welfare and development.

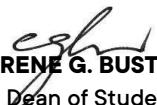
The pertinent information on the various services offered to students were provided by the Heads of the following units: Dr. Cesar V. Ortinero, Dean of Admissions,

Dr. Nuelah S.J. Reyes, University Librarian, Dra. Emily R. Jacinto, Head of the University Infirmary, Dr. Jennifer T. De Jesus, Head of Cultural Affairs Office and Sports Development Office, Prof. Janet O. Saturno, Director of University Gender and Development Office, Ms. Melinda M. Fallurin, Head of Student Housing Services, Dr. Renato G. Reyes, Vice President of Academic Affairs and Director of International Affairs Office. The Student Code of Conduct and Discipline was revised by the OSA Committee with the support of Atty. Thristan B. Escudero, University Legal Counsel.

Appreciation is likewise due to the unselfish efforts of the Student Handbook Committee headed by Asst. Prof. Mark Allan C. Mananggit, IMPU In-charge, greatly contributed in putting this piece together. He was assisted by the other Unit In-Charge: Assoc. Prof. Rochelle Ann V. Pararuan of CDESU, Asst. Prof. Alexis G. Ramirez of GSU, Assoc. Prof. Ernesto T. Jimenez Jr. of SOU, and Ms. Kamille K. Dukha, OSA Secretary.

The completion of this handbook would not have been possible without the continuous support of our University Administrators particularly the University President, Dr. Edgar A. Orden; Vice President for Academic Affairs, Dr. Renato G. Reyes; Vice President for Business Affairs, Dr. Ariel G. Mactal; Vice President for Research and Extension, Dr. Armando N. Espino Jr.; and Vice President for Administration, Dr. Danilo S. Vargas.

To all others, who in one way or another contributed to make this handbook a reality, our sincerest thanks and appreciation.


IRENE G. BUSTOS
Dean of Students

CLSU BRIEF HISTORY AND PROFILE



The Central Luzon State University (CLSU), one of the renowned and prestigious state institutions of higher learning in the country, is the lead agency of the Muñoz Science Community and the seat of the Central Luzon Agriculture, Aquatic and Resources Research and Development Consortium (CLAARRDEC).

It started as a farm school, the Central Luzon Agricultural School (CLAS), on April 12, 1907, wherein the students learned the rudiments of better farming methods, agricultural mechanics, and homemaking arts. These activities soon evolved into a model vocational-agricultural teaching and learning program which became its legacy to the country in so far as the CLAS experience was concerned.

As a result, CLAS became a byword for productive farming methods. CLAS was converted into the Central Luzon Agricultural College (CLAC) on December 31, 1950, the first state institution in the country to offer a four-year curriculum for training teachers of vocational agriculture and eventually became known as "the mother of vocational agricultural schools" in the country.

CLAC became the Central Luzon State University on June 18, 1964, by virtue of Republic Act No. 4067. As embodied in its enabling act, the "University shall primarily give professional and technical training in agriculture and

mechanic arts besides providing advanced instruction and promoting research in literature, philosophy, the sciences, technology, and art".

To date, CLSU remains as one of the premier institutions of agriculture in Southeast Asia known for its breakthrough are, ruminant, crops, orchard, and water management, living through its vision of becoming "a world-class National Research University for science and technology in agriculture and allied fields".

Additionally, it is also the first comprehensive state university to undergo institutional accreditation and is declared Cultural Property of the Philippines with the code of PH-03-0027 due to its high historical, cultural, academic, and agricultural importance to the nation.

PHILOSOPHY

The ultimate measure of the effectiveness of Central Luzon State University as an institution of higher learning is its contribution to and impact on the educational, economic, social, cultural, political, and moral well-being and environmental consciousness of the people it serves.

VISION

CLSU as a world-class National Research University for science and technology in agriculture and allied fields.

MISSION

CLSU shall develop globally competitive, work-ready, socially responsible, and empowered human resources who value lifelong learning; and to generate, disseminate, and apply knowledge and technologies for poverty alleviation, environmental protection, and sustainable development.

CLSU QUALITY POLICY STATEMENTS

“Excellent service to humanity is our commitment.”

“We are committed to develop globally-competent and empowered human resources, and to generate knowledge and technologies for inclusive societal development.”

“We are dedicated to uphold CLSU's core values and principles, comply with statutory and regulatory standards and to continuously improve the effectiveness of our quality management system.”

“Mahalaga ang inyong tinig upang higit na mapahusay ang kalidad ng aming paglilingkod.

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THE OFFICE OF STUDENT AFFAIRS



The Office of Student Affairs was originally conceived as Student Institutional Services (SIS) in 1964 under the leadership of Dr. Teodoro Irabagon. In September 1971, the SIS was formally replaced by the Office of Student Affairs with Dr. Benito Abenes, a faculty member from the College of Education as Director. Three service units were retained such as Student Affairs, Guidance and Placement and Cultural and Recreational Services.

In 1973, the University President appointed (by special detail) Dr. Emila T. Velarde as Director to meet the growing needs of the student population. Nine committees were created to assist in the planning and implementation of the student services programs namely; 1) Student Guidance; 2) Cultural/Literary programs; 3) Student Projects; 4) Student Organizations; 5) Rules & Regulations; 6) Physical Education/Outdoor Activities; 7) Liaison; 8) Program and Convocations; and 9) Sound System and Communication Facilities.

The following year, 1974, OSA was reorganized and Dr. Emila T. Velarde was designated as full-time Director and the following OSA units were created; 1) Guidance and Counseling (including Testing section and Student Housing section); 2) Placement; 3) Student Organizations; 4) Cultural and Recreational; and 5) Publications.

The OSA program was approved in 1973 with the following philosophy as basis: **"The recognition of the essential dignity and worth of each student; the willingness to help him understand himself in every means which the university in all its functions serve as fully as possible each**

OFFICE OF STUDENT AFFAIRS

student as an individual striving and at the same time fulfilling the objectives of education.”

This underscored the importance of OSA as a component to the whole educational program the university. In 1976, eventually, the Student Housing section, formerly under the Guidance & Counseling Unit, became a separate unit bringing to six the total number of OSA units.

A change in the name of OSA was implemented in 1977. It became known as Office of Student Services (OSS) and the service units were renamed as: 1) Student Housing; 2) Student Organizations; 3) Guidance and Testing; 4) Recreation/Social/Cultural; 4)Career Development and Placement; and 6)Student Publications. A comprehensive Career Development Program (CDP) was developed and CDP facilitators from each college were appointed and involved in the implementation.

With the untimely demise of the OSS Director in 1978, three Officer-in-charge were designated from 1978-1982. The OSA units were streamlined to improve communication flow among personnel as well as with students. Additional manpower resources were hired to man the service units. In May 28, 1982, the name of the office was reverted to Office of Student Affairs in conformity with the structure of the university.

In 1983, a full-pledged Director, in the person of Dr. Danilo G. Tan, was designated. Reorganization was instituted to maximize manpower and other available resources to meet the needs of the students. Dormitory facilities were improved, Guidance services widened to cover learning assistance, human resource development, residence hall counseling and outreach programs to nearby schools and to merit outstanding performance of student organizations, the merit scheme to select the Top 5 Student Organizations was developed. More student leaders were sent to trainings, the Miss CLSU Beauty Pageant and Night League were revived and linkages to industries was strengthened. These were only some of the highlights of accomplishments of this period including the creation of the Student Loan Board in 1987 which operationalized the Student Loan Fund. In 1998, the title of OSA Director was renamed to Dean of Students.

In May 2005, under the leadership of Dr. Zenaida M. Serna as Dean of Students, and after all the efforts of OSA staff to promote student welfare and development, the OSA was recognized to have the Best Student Welfare Program during the Search for Best Student Services Program in the Philippines sponsored by the Commission on Higher Education. It was also in

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this era that the Career Development and Placement Unit was re-engineered and named Career Development and Employment Services.

In September 2014, under Board Resolution 29-2014, a new unit of OSA was born, the Information Management and Publication Unit (IMPU) under the leadership of Dr. Elizabeth S. Suba as Dean of Students. To date, the OSA has six service units namely; 1) Career Development and Employment Services; 2) Information Management and Information Service; 3) Guidance Services; 4) Recreation, Social and Cultural; 5) Student Housing; and 6) Student Organizations.

From the time of its conception, from SIS to OSA to OSS and to OSA finally, from one OSA Director/Dean of Students to the other, OSA has always been visible as an effective partner of the academic and administrative sectors of the university in the development of the students. The OSA has grown from 15 or less staff in the past to a total of 48 strong manpower, 12 faculty and 36 non-academic staff until 2020. With the approval of the University Code in 2020, the Student Housing Unit (SHU) was transferred to the Auxiliary Services and the Recreation, Social and Cultural Unit (RSCU) was dissolved due to the creation of the Cultural Affairs Office. To date, the OSA stands strong with four units namely, Guidance Services Unit, Student Organizations Unit, Career Development and Employment Services Unit and the Information Management and Publication Unit. Manned by 13 Faculty members and four support staff, the OSA continues to provide students support services with integrity and excellence. (*IGBustos*)

OSA Vision

OSA-CLSU as a model center for student personnel services supportive of the co-curricular and extra-curricular needs of its clients for their well-rounded growth and development

OSA Mission

OSA shall promote the development of the students' talents, potentials and leadership capabilities through its program thrusts that promote self-awareness, self-growth and development, self-management, cooperative living and learning, leadership advancement, social responsibility, nationalism and patriotism and wise use and management of relevant information.

OSA IDEALS AND CORE VALUES

OSA Ideals

- Quality Service
- Excellence
- Ethics

OSA Core Values

- Integrity
- Compassion
- Accountability
- Competence

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Dean's Office

The Office of the Dean is the leading unit of the Office of Student Affairs which synchronizes other units to serve information, activities and services relative to the co-curricular and extra-curricular needs of the CLSU students. The Office of the Dean ensures proper coordination of the program thrusts of OSA which include positive discipline through social empowerment and cooperative living/learning which promote “home away from home” concept, development of student leaders for social and community responsibility, financial assistance to economically deficient students, and enhanced cross-cultural adjustments.

Special Services/Programs

A. Student Discipline Board (SDB)

As stipulated in the CLSU Student Code of Conduct and Discipline with BOR Resolution No. 39-2018, the Student Discipline Board (SDB) serves as a centralized body to receive, record, review and refer all complaints against students to the Dean of Students and higher authorities.

Mission

The Student Discipline Board (SDB) shall receive, record, and review complaints and grievances to make appropriate referrals to the Dean of Students, College Deans, and higher authorities as needed in compliance with the Student Code.

Objective

Having properly processed the complaint/s and referred to appropriate authorities, the students will be guided on how to proceed accordingly thereby assisting in the crafting of amicable solution/s to the case at hand.

Procedures

Guided by the Student Code, SDB shall observe the following steps in handling student-related complaints:

1. The SDB Coordinator shall receive the complaint of the student through verbal and written accounts by filling up Complaint Forms which will be used to record and monitor all complaints and reports. All written statements of the complainants and those of their witnesses and all other evidences including the Incident Reports (if any) from the USF shall be attached to the Complaints Form.
2. Upon receipt of the complaint, the SDB Coordinator shall make an entry in an official log book kept for the purpose, specifying the name, course and year level of the complainant/s, complained person/s, the witnesses, date of filing and the nature of the complaint and the section of the CLSU Code

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of Conduct and Discipline.

- a. The SDB Coordinator shall evaluate the student complaints and reports to determine its substance and veracity and establish its ground.
- b. Once determined, the SDB Coordinator shall report to the Dean of Students and he/she shall serve as the chair of the Ad Hoc Committee and assign one OSA faculty, one faculty member from the college where the student complainant/s belong/s, one faculty member from the college where the respondent/s belong/s, and one USSC representative. Based on the assessment and value judgment of the Dean of Students as the chair, he/she may elevate the case to higher authorities.
- c. The complainant/s and the complained student/s shall then be referred to the Guidance Services Unit for processing and formation while the formal investigation is being in on-going.
- d. The parents/guardian of the complainant/s and respondent/s shall be notified accordingly by the SDB Coordinator.
- e. Fact-finding, preliminary, and final investigation shall be instigated in accordance to the existing CLSU Code of Conduct and Discipline.
- f. Based on the aforesaid, appropriate recommendation shall be made by the SDB and the Investigating Committee for the approval of the University President.
- g. All records of student cases shall be filed by the SDB to be used for the purposes of issuing of the Certificate of Good Moral Character by the Guidance Services Unit.
- h. The SDB coordinator shall cascade to the concerned student/s, their parents, and their respective colleges the committee decisions.

B. Student Group Insurance.

This is for all students of CLSU who are officially enrolled in a group accident insurance plan. This includes medical, burial and death benefits to students who meet accidents, whether inside or outside of the university premises within the period of coverage. The insurance will cover all insured students against loss resulting from accidental bodily injuries or death. The coverage provides protection to the students 24-hours a day, for one whole year, anywhere in the world, whether they are in or out of the school premises, while attending classes during the hours and on the days when the school is in session, including lunch and recess periods; while traveling to and from the school premises, while traveling in public or private conveyance used for land and sea travel, while traveling as fare-paying passenger on any commercial scheduled flights

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Benefits:

a. Accidental Death & Disablement
b. Permanent Disability
c. Unprovoked Murder and Assault
d. Accidental Medical Reimbursement
e. Burial Benefit due to accident
f. Burial Benefit due to natural death/illness
g. Death/Burial Benefit due to motorcycle accident
h. Medical Reimbursement due to motorcycle accident
i. Daily Hospital Income Allowance(injury)
j. Daily Hospital Income Allowance(illness)
l. Fire Assistance (per student per occurrence)
m. Ambulance Assistance
n. Comprehensive General Liability***

*Provided holder of valid driver's license and not expired if driver

**Php 2,000,000.00- Annual Aggregate Limit (Fire and Lightning Coverage Only)

***For combined single limit (BI/PD) per occurrence and annual aggregate limit

****For combined single limit (BI/PD) per occurrence and annual aggregate limit. Deductible: 1,500 for every loss on third party claims

Benefits: (with motorcycle coverage)**Accidental Death and Disablement**

IT IS HEREBY DECLARED AND AGREED that dismemberment benefit under this Policy is deemed changed to disablement with the following definition: If the insured shall sustain accidental bodily injuries and which injuries shall cause any of the losses enumerated in the policy jacket, within one hundred eighty (180) days from the date of accident, the company will pay the sum set opposite such loss; but only one of the sum so specified the greatest will be paid for the losses sustained from one accident.

Accidental Medical Expense Benefit

- a. Loss of destruction of, or damage to any property whatsoever or any loss or expenses whatsoever resulting or arising therefrom or any consequential loss;
- b. Any legal liability of whatsoever nature, directly or indirectly caused by or

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- contributed to by, or raising from, ionizing radiation or contamination by radioactivity from any nuclear fuel, or from any nuclear waste from the combustion of nuclear fuel. For the purpose of this exclusion only combustion shall include any self-sustaining process of nuclear fission.
- c. The indemnity provided by this policy shall not apply to nor include any loss, destruction, damage or legal liability directly or indirectly caused by or contributed to, by, or arising from nuclear weapon material.

Special Services

a. **Selection of Special Awards for Graduating Students**

This aims to provide special recognition to graduating CLSU students who have exemplary performance in leadership, journalism, and cultural events. This includes the selection of the Most Outstanding CLSU Students (MOCS).

b. **Tribute to Graduating Student Leaders, Performer Artists, Varsity Athletes, and others**

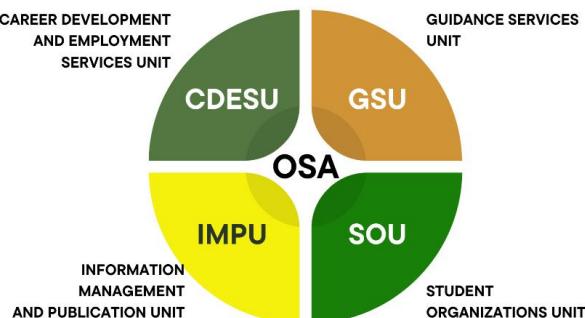
This also includes the Peer Facilitators, ROTC officers, and University Electoral Board members. This is a homage and distinction given to those students who have served the University in various ways throughout their stay in the University.

c. **CLSU Children's Christmas Party**

This program is provided for all children of the CLSU employees for an annual Christmas Party. This also includes the nephews/nieces of the employees including the cousins of their children. This is to provide enjoyment and fun for the kids in the spirit of sharing and good faith.

OSA SERVICE UNITS

The student personnel services are primarily undertaken by the following units:



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1. Career Development and Employment Services Unit (CDESU)

The Career Development and Employment Services Unit (CDESU) caters to the needs of CLSU students and graduates to make them more globally competitive and productive. It provides employment counseling, career guidance, values development activities and other related pre-employment activities. It also provides placement services to graduates through its linkages with private, government, local and foreign agencies



Services/Programs

A. Career Development Training/Extension Service. This aims to provide career development training to students from first year to fourth year through coordination with the GSU (i.e., Career Orientation Program). This also provides enhancement/skills training for students and job seekers and to provide pre-employment (i.e., Jobs Clinic, Pre- employment Seminar, Pre-employment Testing). Training services are extended to other schools (high schools) as well.

- B. Employment Assistance and Linkages.** This involves exploration of employment options for graduates. This also provides information about employment trends, establishes internal or external linkages with government agencies, private companies, and other offices and coordinate about employment trends, establishes internal or external linkages with government agencies, private companies, and other offices and coordinate with embassies for foreign employment of graduates. The activities include Job Fair, Job Listing, Job Opportunities, advertisement, campus recruitment, internet links and MOA signing with government agencies such as Department of Labor and Employment (DOLE), Philippine Overseas Employment Administration (POEA) and the like. CDESU also serve as the university's base for Philippine Employment Services Office (PESO).
- C. Career Counseling.** Through the CDESU's coordination with the Guidance Services Unit, the Career Counseling service is extended not only to the first-year students, via programs like Career Orientation, but also to the CLSU graduates. They are given Career Testing and interpretation is done in group or individual basis. Career Days and Career Orientation for first year students are also undertaken to assist the students in making career decisions.
- D. Follow-up/Tracer Studies.** This includes monitoring of employment status of CLSU graduates for employment assistance, job opportunities, and monitoring. This aims to keep an updated list of graduates and their employment for record-keeping in coordination with ARO and QS Ranking Team.
- E. Student Part-Time Employment Service (SPES).** In order to help the financially challenged male and female students of the university, train them in work ethics and empower them personally and economically, the Student Part Time Employment Service had been conceptualized and realized. It is a counterpart of the Special Program for Employment of Students of the Department of Labor and Employment and is comparable to the Student Assistantship program of the university but differs requirements. SPES beneficiaries should meet certain requirements to be accepted in the program. The SPES program is funded by the University Gender and Development Office.

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- 2. Guidance Services Unit (GSU)** This unit provides programs and activities that aim at helping students adjust to college life by helping them understand themselves better, improve interpersonal relationship, make intelligent decisions and prepare for a lifelong career. It provides information to enable the students to explore occupational areas and to identify prospects for employment.



Services

- A. Information and Inventory Service.** The information and inventory service aims to equip students with vital information to help them adjust to their environment and make intelligent decisions. Information regarding university policies, programs, services and facilities are provided through the annual opening exercises, freshmen orientation program, dormitory visitations and distribution of Student Handbook and Student Planner. Information regarding job opportunities are disseminated to graduates through the information bulletin and job opportunity letters. All first-year students accomplish the Individual Record Form (Guidance Form I) as part of the inventory service. These data provide a profile of all first-year students.

Programs and Activities

- Orientation Program for First Year College Students

A general orientation program is conducted within the first week of classes for all first-year college students and transferees. This aims to inform them of the

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basics of their CLSU student life. Topics include overview of academic program, academic policies, library services, health services, and the six OSA units and their services.

- **Guidance Awareness Month**

Guidance Awareness Month is celebrated in August of every year. Activities like guidance open house, symposia, film showing, group guidance, photo and shirt contests, face and hand painting, and many others are conducted in relation to a certain theme. All activities are conducted to extend guidance services and to increase the level of student's awareness of guidance in the university. College Guidance Coordinators, Peer facilitators and student volunteers are involved.

- **Symposium and Forum**

Symposium and forum on different topics are being sponsored in coordination with other units, colleges and the USSC. These aim to make students aware of social issues and equip them with information they need to help them cope and survive in college life. Topics are those that are relevant to student's life and may include timely and critical issues such as Student Rights, Anti-Hazing law and Anti- Sexual Harassment Law and Drug Abuse Prevention.

- **Dormitory Group Guidance**

Dormitory residents are visited by counsellors for Group Guidance focusing on topics relevant to the current trends and situations. This also serves as venue for the dorm residents to air out their concerns regarding their adjustment, personal relationships and other problems.

- **Updating of Bulletin Boards**

Guidance Bulletin Boards are maintained in OSA, colleges and other strategic places in the university to make students well informed of guidance activities and other important matters. The postings are updated by counsellors and CGCs.

- **Room-to-Room Announcements**

Through coordination with First Year Block Presidents and Advisers, room-to-room announcements are carried out by Peer Facilitators and student volunteers. This is done to disseminate information and ensure that all first-year college students have filled up the Individual Inventory Form.

- **Pamphlets & Leaflets/ Flyers**

Pamphlets / Leaflets / Flyers and quotations are prepared to deliver important information and messages to students. Some of them may be inspirational and designed to motivate students in their studies and inspire them in life in general.

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- B. Counseling Service.** As the heart of the guidance program, the Counseling Service aims to help each individual understand herself/himself better in order to cope with the stresses of life, to make sound decisions and life goals, and achieve self-direction. Students are assisted through individual personal and career counseling, and group counseling.

Programs and Activities

- a. Counseling Program

- Distribution of Problem Checklist

Problem Checklists are distributed through colleges and dormitories to help students sort out their concerns and identify the real problems. These problems are discussed with a counsellor in a counselling session where the student is assisted in coming up with alternative solutions to their problems.

- Walk-in Clients

Walk-in clients are catered to as they come to the Guidance office. Those needing information and immediate counselling are immediately attended to. Some maybe scheduled for counselling on a certain time based on class schedule both of the client and the counsellor.

- Referrals

Student/s may be referred by their teachers, dorm managers, university administrators, staff, and co-students to the counsellor if there are concerns and problems that would be best handled by a professional counsellor. A referral slip is designed for this purpose.

Counselors also refer students to other professionals or experts (i.e. fellow counsellors, medical doctors, lawyers, psychiatrists) if the case or concern of the student is beyond their expertise

- Follow-Up

Follow-Ups are done on clients to check if they are able to implement plans and decisions made during counseling and to know if they are able to cope with their problems in school, personal or family life, and other situations.

- Call-In-clients

Call-In- clients or students who send text messages regarding their problems are encouraged to go to the Guidance office and personally talk with their counselors They fill up call slip to help counselors identify their concern.

- Counseling Interview

Counseling Interview or In-take Interview is conducted for first year students in order to check on their adjustment to college life, career decision and other concerns. Students of Counseling Psychology serve as facilitators.

- College Counseling

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OSA Counselors are assigned in colleges and do counseling and follow-up in coordination with the designated College Guidance Coordinator. Academic Counseling is extended to college students who are identified by the college registrars with academic deficiency (on undetermined, probation, or warning status) based on their grades the previous semester. They are required to undergo this counselling before proceeding with the enrolment process.

- **Dormitory Counseling**

Dormitory Counseling is also provided where counselor visits dormitories at specific schedule and conduct counselling with dorm residents as needed. Dormitory Managers/ Houseparents also refer cases to the Counselor.

- **Counseling Services for Students with Legal Cases**

Counseling services are also extended to students who are pursuing legal cases against fellow students, faculty, staff or other person/s who may have offended them. As needed, counsellors assist the students in going public attorneys or private lawyers and also provide moral support during investigation and hearings on the cases.

- **Counseling for Offenders and Other Special cases**

Students who are offenders and violators of the Code of Conduct and Discipline are subjected to counselling. Those with special cases such as delinquency, maladjustment, behavioral and emotional disorders are also handled by the counsellors. Serious cases manifesting mental disturbance and psychiatric cases are referred to other professionals.

- **Conferences with Teachers and Parents**

OSA counsellors conduct case conferences with teachers, parents and fellow counsellors as needed. These are the cases of clients who need more in-depth interventions to help them overcome difficult situations and solve their problems. Parents and guardians are called to discuss important issues about their children and solicit their cooperation in resolving the case. Representatives of Parents Association are also invited.

- **Rehabilitative Counseling**

Rehabilitative Counseling involves long-term counseling for students with long-standing and chronic problems such as stealing, alcohol use, and other habitual misbehavior. The aim is for them to change their maladaptive behavior and show that they are capable of improving despite their past shortcomings and misdemeanor.

C. Mental Health Program

As per Republic Act No. 11036, otherwise known as the Mental Health Act, the law aims to establish a national mental health policy directed towards improving the health of the population in schools, workplaces and

communities, underscoring the basic right of all Filipinos to mental health (Lally et al., 2019). Guidance Services Unit of Office of Student Affairs supports this endeavor. Thru the Collaborative for Academic, Social, and Emotional Learning (CASEL), as the framework, Guidance Services Unit is guided by the principles that could “foster the development of interrelated sets of cognitive, affective and behavioral competencies” (“Five Core CASEL Competencies,” n.d.), anchored to the OSA Ideals and Core Values. In line with this, GSU is now reengineering the programs and activities that could serve as avenues to engage, empower, enable and encourage students to be Well-adjusted; Innovative; Self-reliant; Emotionally stable; and Responsibly discerning.

The CLSU Mental Health Program for Students is anchored on the Collaborative for Academic, Social, and Emotional Learning (CASEL). CASEL’s Core Competencies of Social and Emotional Learning has devised an integrated framework that spotlights the five Core Competencies of social and emotional learning and includes some of the various methods for teaching them, and settings where they are potentially taught.

Mission

To enhance the physical and mental health of clients in order to help them achieve academic successes, personal development and lifelong wellness by providing an integrated program of quality, accessible, cost sensitive and confidential services, tailored to their unique and diverse needs and to assist the University community, through consultation and education, to develop healthy campus environment consistent with 4 Es.

Self-awareness: The ability to accurately recognize and assess one's own emotions, thoughts, strengths, and limitations, and how they influence behavior.

Self-management: The ability to effectively regulate one's emotions and behaviors, manage stress, control impulses, and motivate oneself.

Social awareness: The ability to empathize with others, take the perspective of others, respect others, and appreciate diversity.

Relationship skills: The ability to form and maintain healthy relationships with diverse individuals or groups; includes communication and listening skills, cooperation, and social engagement.

Responsible decision-making: The ability to make ethical choices, evaluates consequences of various actions, identify and analyze problems, and formulate solutions

Activities

- Active Listening Workshop
- Be a Buddy to Anyone
- Brain Break Program

- Coffee Break
- Conflict Resolution
- Dormitory Hall Sessions
- Gratitude Wall
- Greeter Glory
- Group Encounter
- PEP Talk
- Guidance Awareness Month
- Integrity Walk
- Learning Assistance Program
- Poem Writing
- Residence Hall Counseling
- Song Writing Workshop
- Wanna feel better? Get a pet
- #WellnessWeek

Whole Year-Round Activities

- Intake Interview
- Guidance Form 1

As the heart of Guidance program, the Counseling Service aims to help each individual understand himself better in order to cope with the stresses of life, to make sound decisions and life goals, and achieve self-direction. Students are assisted through individual, group, career and outreach counselling

Brain Break

Brain breaks are mental, physical and therapeutic activities designed for the leisure and relaxation of students after the brain drain brought by hell (examination) week

Mentoring Program

Mentoring is essentially about helping people to develop more effectively. It is a relationship designed to build confidence and support the mentee so they are able to take control of their own development and work. It is a relationship to which the adult provides ongoing guidance, instruction & encouragement aimed at developing the competence and character of the protégé.

Through this program, mentors can provide guidance and support to students by interacting with them, exchanging ideas, sharing their experiences and knowledge of career paths. Over the course of their time together, the mentor and protégé often develop a special bond of mutual commitment, respect, identification, and loyalty which facilitates the youth's transition into adulthood. (Rhodes, 2002)

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The program includes a Mentoring Seminar-Workshop for Faculty. It is projected that every student shall have a mentor who will guide him/her in his career path and development.

As the program takes on a multidisciplinary approach, Basic Helping Skills Seminar is likewise conducted for the non-academic staff.



CLSU Peer Facilitators



OSA Kapihan



Mental Health Symposium

College Guidance Caravan

- D. Testing Service.** The testing service aims to help the students discover their abilities, strengths and limitations (e.g., aptitudes, interests, and personality) to enable them to know themselves better and make wise career decisions. Aside from psychological tests, students also accomplish a Problem Checklist which serve as basis for individual counseling. Psychological tests are also administered for purposes of career counseling and job placement. The testing service is extended to the University Science High School juniors and seniors for career counseling purposes.

Programs and Activities

- Career Testing for First Year College Students

Career testing for college first year college students is conducted to assist them in their career planning and decision-making. Schedules of test administration and interpretations are coordinated with block advisers/presidents. The results are also presented during the Career Orientation and followed up in counseling sessions.

- Aptitude and Personality Testing

Aptitude and personality tests are administered for sophomores and juniors to help them in personal adjustment and in choosing their majors. This testing is facilitated in cooperation with some subject teachers and the college guidance coordinators.

- Pre-Employment Testing for Graduating Students

Pre-Employment Testing for graduating students is scheduled before the mid-year and annual commencement exercises. This aims to prepare the graduating students in their entry to the world of work particularly in job hunting. They are given IQ and EQ tests with the results being released before they get their transcript of records.

- Psychological Testing for Special Cases

Clients with special cases are subjected to psychological testing To aid in psycho-diagnosis and planning of appropriate intervention. Other methods of assessment are also conducted as needed.

- Career Testing for Senior High School Students

Career testing is extended to 3rd year and 4th year high school students in the University Science High School and laboratory schools to assist the students in career decision-making and educational planning.

E. Group Guidance/Learning Assistance Program. This program aims to assist groups of students with common problems/needs in order to facilitate their adjustment to college life and help them resolve their personal issues. Experiential learning exercises are also utilized. Under the Learning Assistance Program, tutorial sessions are conducted in dormitories and OSA Study Hall (Tambayan) in coordination with selected student organizations and faculty.

Programs and Activities

- Pep Talks

Pep Talks are small group discussions facilitated in the colleges and dormitories. Counselors sit together with students in the lobby or lawn to discuss matters that are important to the students. These may be open discussion on critical issues affecting them or may focus on specific topics such

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as studying effectively, time management, getting steady, sibling rivalry and many others.

- **Tutorial Sessions**

Tutorial sessions are coordinated with student organizations and other faculty members as resource persons. These maybe conducted in OSA, colleges and dormitories, individually or by group. Subjects include math, chemistry, botany, accounting, and language (English and Filipino) for international students in career decision-making and educational planning.

F. Human Resource Development Program. The objective of this program is to harness the leadership potentials and sharpen the personal and professional skills of students, faculty, staff and trainees through sensitivity and leadership trainings. Group process activities that focus on self-growth, social effectiveness, and leadership management and team building are undertaken for student assistants, peer facilitators, dormitory officers, student leaders and requesting student organizations. Request for leadership training and other HRD activities from outside agencies are likewise considered by the GSU.

Programs and Activities

- **Self-Growth Training**

This group process activity is conducted for new recruits of Peer Facilitators as part of their training to be effective facilitators of guidance services. Topics include self-awareness, self-disclosure, communication, self-management, team building, and interpersonal relationships. Student assistants in dormitories likewise undergo this training to make them effective in serving their co-residents in the dorm.

- **Social Effectiveness Training/Team Building**

This activity is intended for student leaders, peer facilitators, dormitory presidents and other requesting student organizations. Topics include communication, management and leadership styles, cooperation, team building, conflict resolution and problem-solving techniques.

- **Skills Enhancement Trainings**

All designated College Guidance Coordinators, faculty advisers of student organizations undergo skills enhancement trainings relative to their task of guiding and helping students. Dormitory personnel and OSA counsellors likewise attend this type of training for professional enrichment. Experts in Guidance and Counseling serve as resource persons.

G. Financial Assistance Program. To assist students in their financial needs is the concern of this program. This is carried out through the Student Emergency Loan Fund (SELF). Funds for this program were generated from

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generous donors and a 10% share from the Student Welfare Fund.

Programs and Activities

- Student Emergency Loan Fund (SELF)

The SELF program loans out cash (Php 500) to students for their emergency needs at a very minimal interest rate of 1% payable within the semester. A guarantor is required for this emergency loan.

- H. Special Services for Students with Special Needs and Persons with Disabilities.** This service aims to assist and serve better those students with special needs and Persons with Disabilities (PWD's) and those grouped as underserved and marginalized students. Students with Special Needs (SSN) are the students who fall under the following category of solo parent, indigenous people/ minority group, DSWD scholar/ low income, OFW dependent, LGBT, foreign students, cultural performers, and athletes.

Programs and Activities

- Survey of students with special needs
- Information/orientation/meetings
- Referrals
- Special program for SSN, victims of bullying, harassment and sexual abuse- Stress Management program and Suicidal Prevention Program
- Linkages to CHEDRO, private/government agencies such as DOH, DSWD, PNP, DOJ, NCMH, NDC

- I. Extension and Outreach Programs.** Psychological testing, career orientation seminars, team building, leadership training, and personality enrichment trainings are provided to the CLSU University Science High School, CLSU Laboratory High Schools and other requesting schools. Group guidance and counseling services are likewise extended to the CLSU Agricultural Science and Technology School and the Home for Girls in Palayan City, Cabanatuan.

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3. Information Management and Publication Unit (IMPU)

This unit is designed to assist in the best practice of student affairs and services in the university through the aid of research, publication and information management. The IMPU shall be responsible for the collection, organization, and control over the planning, processing, evaluating and reporting of relevant information in order to meet client objectives and to enable efficient and effective delivery of services.



Services/ Programs

A. Information Management Section. This section is responsible for the acquisition, collection, management, control, processing, dissemination, evaluation and reporting of relevant data and information to OSA stakeholders and clientele. This includes regular evaluation of each OSA unit's activities and monitoring of student services and activities other than those provided by the OSA.

This section, likewise, takes care of providing training and training support directly or indirectly to students and staff. Training in technical writing, research, information technology and other kinds of training shall be explored to update, upgrade and enhance the skills of OSA personnel and student publication board.

Programs and Activities

- Development of monitoring and evaluation instruments custom-made for each unit/service.
- Monitoring and regular evaluation of staff and activities.
- Preparation and dissemination of results.

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- Training in technical writing
- The OSA Social Media Account

The IMPU is responsible for the administration, update and maintenance of Official Facebook (FB) page and E-mail of OSACLSU. The FB page aims to provide

- a) ease in information dissemination.
 - b) an interactive avenue for OSA practitioners and its clientele; and
 - c) a rich source of information resources for all OSA stakeholders.
- Regularly, every after OSA activity is conducted, photo news articles are uploaded in the OSA FB page.

- Compendium of Researches

The IMPU is in-charge of the concise and comprehensive compilation of OSA and unit researches. Possible publication of researchers to scholarly journals is one of the targets of the section

B. Publication Section. Publication includes Student Publication and the OSA Publication. This section comprises the publications operated by students such as the CLSU Collegian, the official student publication of the university, the SO publications and the college publications.

Programs and Activities

Student Publication

- The CLSU Collegian

The IMPU monitors the activities of the CLSU Collegian, and as such it has the following responsibilities:

- To assure that while the provisions of RA 7079 are upheld, the official position of the student publication respects the Mission statement of the university, and that responsible freedom of expression is enjoined;
- To facilitate the conduct of training and provision of training support for the student editorial board, whether internal or external;
- To oversee the management of the publication's fiscal budget and assure that funds are used and disbursed/liquidated according to the fiscal management of the university; and
- To assure that facilities and equipment shall be used properly and accounted for accordingly.

- CLSU Collegian Activities:

- Recruitment

- Qualifying examination

- Orientation

- Training- includes internal and external training

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- Accounting/Inventory
- Production of the paper
- College and SO Publications

The IMPU shall initiate the monitoring of all College and Student Organization Publication and implement a system for the training and development of the members of the editorial staff.

OSA Publication

- Student Handbook and Student Planner

The IMPU takes care of the development and annual revision and production of the CLSU Student Handbook and Student Planner. Coordination with other units/offices for funding is done. Regular revision of the Student Handbook and Student Planner including production, distribution and archiving are maintained. Distribution of the handbook and planner is done through college councils with the help of the College Guidance Coordinator.

- OSA Spectrum

The IMPU instigates the publication of the OSA Spectrum, OSA's official newspaper, featuring the services, programs and activities offered and provided by the OSA for the students. The OSA Spectrum gets published once in every quarter. There is an OSA Editorial Staff who regularly contributes articles for the OSA Spectrum and members undergo training on news and feature writing to update their writing skills.

C. Research Section. With the help of the different service units of OSA, the IMPU takes charge of the research studies to be conducted on different student affairs and services programs. Topics of interest distinct to a particular unit is explored using evidenced-based research. Research proposals are prepared after which submission of proposals to funding agencies or organizations is done and collaborative work for data gathering and research write up follow.

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4. Student Organizations Unit (SOU)

The Student Organizations Unit is directly involved in the operation, management, and supervision of all recognized student organizations in Central Luzon State University. It is concerned with the planning, programming, and identifying the existing resources that can be fully utilized by the different Student Organizations for the benefit of their members in particular and the CLSU students in general.

The Student Organizations Unit also organizes other trainings/symposia in cooperation of other units in the campus such as the Guidance Services Unit, University Supreme Student Council, Environmental Management Institute, RM- CARES, etc.



Services/ Programs

- Supervision of Student Organizations.** The SOU takes charge of all recognized student organizations in the University. Supervision starts from the planning to recommending for approval, implementation of the SO activities and the completion and evaluation such reports.
- Monitoring of Activities.** Monitoring includes coordination, attendance and participation in the different activities like meetings, screenings/ initiations, fora and cultural/social/community service activities. Proper documentation of these activities is required from the different student organizations.
- SO Recognition and Awards Program.** The status of every student organization is evaluated yearly. As a result, the ones meeting the criteria are given recognition and permit to operate as a recognized/accredited

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SO within the school year. Furthermore, worthwhile activities and the outstanding performances of SO advisers and student leaders are honored in the Annual SO Recognition and Awards Program.

4. **Sending of Student Delegates to Trainings.** The Office of Student Affairs through the Student Organizations Unit sends student delegates to local, regional, national and even international conferences, trainings and workshops to enhance their leadership abilities. Interested students are selected through interviews and on the basis of their performance as student leaders.

Skills Enhancement Training for SO Advisers and Leaders. The SOU in cooperation with the Guidance Services Unit sponsors leadership and skills enhancement trainings for faculty advisers and student leaders. This aims at further enhancing the potential and skills of advisers and leaders in the campus advising, organizational management, planning and implementation of the different SO activities

LINKAGES

A. CLSU Parents Association

CLSU has an organized Parents' Association that coordinates with the OSA regarding problems and concerns of students. It also plans and implements special projects for the CLSU studentry. This recognizes that parents are CLSU's partners in the development of students.

The CLSU Parents Association is composed of the parents/guardian of CLSU collegiate students, it has been in existence for the past ten (10) years and governed by its officers elected at large by the members called in a general assembly meeting. The officers of the association are composed of the president, vice presidents (internal and external), secretary, treasurer, auditor, press relations officer, business manager and three (3) more members of the board who serve for a term of two (2) years. The Dean of Students serves as the association's adviser.

B. University Supreme Student Council

The University Supreme Student Council (USSC) was established by virtue of Republic Act (R.A.) 8292 otherwise known as "Higher Education Modernization Act of 1997" (IRR-HEMA '97), the declared policy of the State to establish, maintain and support a complete, adequate and integrated system of higher education relevant to the needs of the people and society. Furthermore, it is stated in the University Charter: "The government of the CLSU-Collegiate Student Body Organization is vested to the University Supreme Student Council (USSC). It is composed of the Chairperson, Vice-Chairperson, Secretary, Treasurer, Auditor, and Councilors (one from each college). It is the highest executive body of the CLSU-CSBO."

The Supreme Student Council is the manifestation of the role that CLSU plays as premiere state university in fostering better understanding of the students' needs in which it provides and that the representation of the students in the policy-making body and university activities that involves students can contribute to the attainment and fulfilment of a larger vision.

The USSC is autonomous and maintains a coordinative relationship with the Office of Student Affairs.

The Role of the USSC

- Formulates rules and regulations, guidelines concerning the provisions in the conduct of affairs of the USSC, university rules and regulations, DepEd Orders, CHED rulings, Letters of Instruction, Presidential Decrees, laws and legal orders.
- Make decisions, plans, programs and projects including budgetary

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appropriations of the CSBO.

- Appoint any replacement to vacant position(s) in the USSC.
- Decide disciplinary measure against any erring officers of the USSC.
- Act on any relevant matter brought to its attention including resolutions from whatever source, office or institutions.
- Have transitory policy-making power in between sessions of the CCL.

Qualifications for Candidacy to USSC

- He/She must be a bona fide student of the Central Luzon State University.
- He/She must not be in the warning list, or does not have a grade of 5.0
- He/She must not have more than one (1) incomplete grade during the preceding semester. (Summer class is considered as preceding semester)
- He/She is not enrolled or must not enroll in practice teaching, apprenticeship, on-the-job training or internship and the like during the school year.
- He/She is not graduating during the first semester of his/her term.
- He/She is not holding any major position in any organization recognized by the Students Organizations Unit, college councils or any editorial staff position in the CLSU Collegian and ROTC.
- He/She must be of good moral character and has not violated the CLSU Code of Conduct and Discipline.
- Strong willed, dedicated and possesses the character of a leader to represent students in the activities of the university and to the policy-making-body like the CLSU Board of Regents.

The Benefits of USSC Officer

- USSC leaders are entitled to the USSC Leadership Scholarship Program as approved in Board Resolution No. 10-2003 and amended in Board Resolution No. 25-2006 by the Board of Regents.
- USSC officers have a privilege to attend and/or conduct seminars, conferences, training, forum and other activities in and out of the campus.
- USSC leaders represent the students in the:
 - Policy-making-bodies of the university like the Board of Regents, Administrative Council, Council of Deans, University Business Development Council;
 - Decision-making-bodies of CLSU such as Fact-Finding Committee, Formal Investigating Committee, and the Committee on Decorum and Investigation (CODI) and other committees created and mandated by the University President; and
 - University activities that need representation of the students.
- The USSC Chair, as Student Regent and member of the Governing Board (GB) may reimburse can reimburse the necessary expenses incurred in

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his/her attendance to the meeting of the Board of Regents or any other official business authorized by the resolution of the BOR.

- The greatest benefit of being USSC officer is the legacy that he/she will leave during his/her administration. The establishment of networks and links during his/her term will surely help in his/her career and future.

C. CLSU Collegian

The CLSU Collegian is the official collegiate publication of CLSU. It gives training on the rudiments of systematic collection/dissemination of information through newspaper production. Just like the USSC, the Collegian does its work independently but maintains coordinative relationship with the Office of Student Affairs.

Objectives of the CLSU Collegian

- To further train competent student journalists in the application of the communication arts in journalism and of the basic mechanism and technical skills in responsible journalism.
- To disseminate information both from within and outside the school campus as to maximize students' participation in the society's political, economic, cultural and moral issues.
- To develop intelligent and responsible student leadership and good citizenship in the preservation of free and democratic society through active journalism

Application Process

- Application to the CLSU Collegian is open to all bona fide students of any department in all colleges of CLSU.
- Application shall be filed to the CLSU Collegian office during the start of the first semester or the second semester of the current academic year.

Membership

A member of the editorial board must:

- Be a bona fide student of any college department of the CLSU.
- Not be a member or candidate for any position of the University Supreme Student Council or any college student council.
- Maintain the integrity of a journalist.
- Maintain good academic standing (refer to Academic Status)

Duties and Responsibilities

A member of the editorial board shall fulfil the following duties and responsibilities:

- Uphold the constitution of the CLSU Collegian.
- Abide the policies, decisions, and regulations promulgated by the publication.

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- Accomplish and submit all articles or any assignments in time.
- Attend and actively participate in all meetings and activities of the publication.
- Promote and protect the integrity of the publication and its members.
- Practice responsible, ethical and independent journalism.

Academic Status

The members shall maintain their academic status as students of the university to maintain membership in the publication. Any member of the publication who will incur three (3) failing grades (5.00) will be subjected to disciplinary action of the publication.

Editorial Board

The editorial board is composed of the following positions:

Editor-in-Chief-supervises the editorial board; collect and edit all articles submitted for the student publication; call and preside over every editorial staff meeting; cause the accomplishment of all assignments properly and on time. **Associate Editor** assists the Editor-in-Chief in the operation of the student publication; exercise the duties and responsibilities of the Editor- in-Chief in case of the latter's absence; edit all articles in cooperation with the Editor-in-Chief; assists and cooperates in the operation of the lay-out paper.

Managing Editors handles the financial matters in the publication; plan out fund raising strategies with cooperation of the staff; acts as the property custodian of the publication; submits to the students and to the administration a financial statement approved and audited by the Editor-in-Chief and Publication adviser at the end of the semester; transact business pertaining to the publication; be one of the authorized signatories of the publication bank account.

News Editor takes charge of all news items for publication purposes; assigns staff writers to cover events relevant to school activities.

Feature Editor gives assignments to the staff writers; receives and edit features article prior to the submission of the same to the Editor-in-Chief.

Literary Editor takes charge of all literary pieces for publication purposes; takes charge of contributed literary works duly edited before it will be published.

Opinion Editor takes charge in the technical editing of all columns and editorials; chooses which opinion articles to publish.

Sports Editor takes charge of all sports articles for publication purposes; gives assignments to staff writers to cover sports events in which the school is a participant; edits all sports articles received prior to the submission of the same to the Editor-in-chief.

Exchange Editor/Circulation Manager takes charge of the distribution of the student publication issue in every college department in the campus; keeps

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files of his/her school information such as class lists, organizational presidents and advisers, administrative officials, etc.; answers any request for copies; keeps every issue in proper circulation.

Lay-out Artist leads in the preparation of the lay-out of the paper and the paging of the same in cooperation with the Editor-in-Chief; makes or edits all artworks and caricatures to be published.

Staff Writer/Probationary Writer serves as regular contributor and reporter of the student publication; writes the assigned news and feature articles for publication purposes.

Cartoonist/Artist assists the lay-out artist in the lay-out of the paper; draws caricatures and artworks to be published in the paper.

Adviser/s (optional) supervises the Collegian; shall be faculty rank on permanent status; signs reports and financial statements; makes himself/herself available for consultations of the editorial board.

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OTHER SUPPORT PROGRAMS

Student Charity and Financial Assistance Fund (SCFAF)

Upon the approval of the Board of Regents of the Student Charity and Financial Assistance Fund Policy on its meeting on the 1st day of July, 2022, under BOR Resolution no. 25-2022 Series of 2022, the following rules and regulations are hereby promulgated to ensure the proper implementation of the policy.

Section 1 Title

The rules and regulations stated in this guideline shall be known as Implementing Rules and Regulations of the Student Charity and Financial Assistance Fund (IRR- SCFAF)

Section 2 Policy and Objectives

The Central Luzon State University shall promote the welfare of every student through the creation of the Student Charity and Financial Assistance Fund. Moreover, the CLSU shall adopt a responsive policy to assist students who are in direct need by providing emergency assistance. In line with SDG1, SDG 3 and SDG 4, the University shall support initiatives which shall promote no poverty, good health and well-being of its students as well as quality education. (SCFAF POLICY)

The Student Charity and Financial Assistance Fund shall be utilized to provide immediate support and to augment other expenses as subsidy to the following cases:

- a. For illness, requiring medical attention or hospitalization.
- b. For professional (psychiatric, psychological, and legal services), laboratory and therapy assistance.
- c. In case of accidental injury, disablement, or death and when the insurance claims are not granted due to exclusions.
- d. In case of natural death, financial aid for the family of the deceased student.
- e. Other emergency needs of student as approved unanimously by the committee.

Section 3. Coverage of Charity and Financial Support

The assistance to be provided using IRR-SCFAF only allows the bonafide undergraduate and graduate student to use or avail once in a semester.

Coverage	Financial Support	Notation
Any type of illness, accident injuries and any other emerging illnesses and diseases without	Hospital bill/ amount paid with receipt shall be granted by the SCFAF committee. This will also include ambulance and laboratory fees.	Amount to be granted shall not exceed P10,000. (Max of P 200,000. per year)

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hospitalization. (Out-Patient)		
Any type of illness, accident injuries and any other emerging illnesses and diseases requiring hospitalization and surgery	Hospital bill accompanied by receipt shall be granted by the SCFAF committee, it also includes ambulance and laboratory fees.	Amount to be granted shall not exceed P20,000. (Max of P 240,000. per year)
Cancer patients	Chemotherapy, radiotherapy and physical therapy for bone fracture fees with receipts	Amount to be granted shall not exceed P20,000. (Max of P 100,000. per year)
Professional fee assistance (Lawyer, Psychologist, Psychiatrist, and the like) including therapy.	Professional fee therapy sessions and/or appearances with receipt	Amount to be granted shall not exceed P6,000.
Disablement and death	Assistance for the disabled student; Burial assistance in case of death	Amount to be granted shall not exceed P20,000.
Transportation for emergency cases in the family;	Emergency Transportation assistance;	Depending on the amount of transportation needed to go home (not to exceed P 2,000/ person) allotted to 95 students/year
Allowance	Emergency everyday need	Amount to be granted shall be evaluated by the committee but not to exceed P150,000/year
Subsidy in times of calamities	Food subsidy in times of calamities (if students are in the premises of the university) and (in the nearby area subject to proper evaluation of the situation of the committee)	Amount to be granted shall be evaluated by the committee but not to exceed P300,000/year
Project Activities to support student needs		As specified in Section 4 of this IRR.

Section 4. Project Activities to Support Student Needs

Aside from the financial support for illnesses, injuries and those requiring hospitalization and surgery, the SCFAF committee shall also allocate fund for the activities or projects that will support student needs. The activities will be implemented by the Office of Student Affairs (OSA) and University Supreme Student Council (USSC) such as,

Activities c/o OSA	Charity and Financial Assistance
LOAD MO SAGOT KO PROJECT	Not to exceed P40,000/year
TUTORIAL ACTIVITIES UNDER THE LEARNING ASSISTANCE PROGRAM (With the Student Organizations Unit and Guidance Services Unit of OSA);	Not to exceed 60,000/year (P100/Hour)

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Subsidy for REVIEW CLASSES FEE- ASSISTANCE FOR BOARD EXAM TAKERS (receipt to be presented)	Not to exceed P50,000/year (max of 5,000/student)
DORM FEE ASSISTANCE	Not to exceed P40,000/year
FREE GADGET PARA SA KINABUKASAN MO PROJECT	Not to exceed P50,000/year
Other PROJECTS that may support the needs of students	Not to exceed P25,000/year
Activities c/o USSC	
FREE HEALTH TEA AND COFFEE PLUS AIJOHNDESL EVERY TERM EXAM	Not to exceed P120,000/year
Brain Break Activities	Not to exceed P40,000/year
OTHER RELATED ACTIVITIES.	Not to exceed P25,000/year

Note: An amount of P450,000 shall be allocated every year.

Section 5 Funds, Budget Appropriations and Work and Financial Plan

- From the amount allocated for SCFAF every academic year, the following scheme shall be followed:

6.1 Hospitalization (in patient and out- patient) and those requiring surgery and laboratories.	30%
6.2 Professional assistance and services fees	5%
6.3 Disablement and Death Assistance	10 %
6.4 Emergencies and immediate needs	30%
6.5 Project activities to support student needs	25%
	100%

Funds appropriated which are not used or dispensed within the semester can be reallocated to the items above to sustain the programs.

Section 6. Budget Utilization Requirements and Procedure

SCFAF utilization procedures shall be required to submit the following:

- Secure an application form (SCFAF Form 1) from the USSC or OSA (can be downloaded at the OSA Website).
- Fill-up the form and attach the requirements:

CASES/PROGRAM	REQUIREMENTS
Hospitalization and surgery cases	Medical abstract, hospital bill and receipt, photocopy of Form 6 and ID
Professional assistance: Lawyer	Subpoena notice, Lawyer's fee (Acceptance fee and per appearance fee receipt, photocopy of Form 6 and ID
Specialist/ Doctor	Schedule of treatment with corresponding receipt of bill/fee, photocopy of Form 6 and ID
Disablement and Death Assistance	Medical Abstract, Medical Certificate, photocopy of Form 6 and ID Death Certificate, photocopy of Form 6 and ID

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Emergencies and immediate needs	Endorsement from the College Dean, Letter Information from the concern faculty or staff, Student; other requirements to follow such as photocopy of Form 6 and ID, and documents that maybe required by the committee
Project activities to support student needs	Proposal of the activity SCFAF Form 2 to be approved by the committee.

3. Submit all requirements to OSA.
4. Claim the cash or check from the Cashier's Office at the Administration Building.

Section 7. Who shall Implement?

The Committee on SCFAF shall approve the work and financial plan and budget appropriations every semester. Reallocation may only take place upon submission of the semestral report.

All cases except emergencies shall be approved by the committee.

Emergency cases that needs immediate action shall be approved by the Dean of Students.

For purposes of providing financial assistance to students the Office of Student Affairs (OSA) and the University Supreme Student Council (USSC) shall be responsible for implementing the activities for the utilization processes of SCFAF.

Section 8. Emergency Fund

A petty cash of P25,000.00-50,000.00 for the purpose of emergency cases indicated in this IRR shall be allocated to the Office of Student Affairs and shall be liquidated every semester.

Section 9. Effectivity

This IRR shall be effective immediately once approved and signed by the University President upon the recommendation of the Committee on Student Charity and Financial Assistance Fund.

Approved and signed this 27th day of July the year of our Lord 2022.

Student Development Initiatives and its Appropriations

Upon the approval of the Board of Regents of the Policy on Student Development Initiatives and Its Appropriations on its meeting on the 1st day of July 2022 under BOR Resolution No. 25-2022 Series of 2022, the following implementing rules and regulations are hereby promulgated to ensure the proper implementation of the policy.

Section 1. Title

The rules and regulations stated in this guideline shall be known as the "Implementing Rules and Regulations of Student Development Initiatives and its Appropriations."

Section 2. Statement of the University Policy

Central Luzon State University adopts a policy to effectively implement development activities for its students through efficient utilization of the Student Development Fund. The University shall bridge the development gaps of the studentry and appropriate funds thereof. The CLSU shall commit itself to fulfil its mission to develop globally competitive, work-ready, socially-responsible, and empowered human resources who value lifelong learning; and to generate, disseminate, and apply knowledge and technologies for poverty alleviation, environmental protection, and sustainable development.

Section 3. Scope and Coverage

This policy shall cover the funds appropriated for the development of bonafide graduate and undergraduate CLSU students. The fund shall undergo budget preparation, authorization, execution, and monitoring and evaluation.

As defined in the CHED Memo No. 9 series of 2013, the student development programs, activities, and projects are designed for the enhancement and deepening of leadership skills and social responsibility of students and the recognized student organizations of the university. Further, the development of the students includes instilling discipline and inculcating patriotic service to the country.

Section 4. Definition of Terms

Administrative Costs are the funds allotted for the maintenance and operating expenses of the SDIA committee.

Budget Authorization is the approval of the University President of the Financial and Work Plan as recommended by the SDIA Committee.

Budget Execution is the process of utilization of the budget and implementation of activities as supported by the application form and other relevant documents.

Budget Preparation is the process of appropriating a certain budget to finance student development initiatives.

Consultation means discussing the plans of the Committee and the needs of the students and student sectors (college councils, college publications, and student organizations).

Graduate Student Association is the council composed of graduate students

Infrastructure Development are programs and projects that provide students with accessible adequate facilities conducive for learning, and resources that promote transformative opportunities for critical and analytical thinking, character building, skills training. This also includes the development of facilities of the units directly servicing students in their co-curricular and extra-curricular activities.

Internationalization Initiatives are the activities that aim to promote internationalization, and support the university in its goal to be a world class national university

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Leadership Skills/Competency based are the skills that must be instilled and developed among CLSU students that is anchored on the mission of the Central Luzon State University which is to provide work-ready, socially responsible, and empowered human resources. These are programs also that supports transformative opportunities for critical and analytical thinking, character building, skills training.

Monitoring and evaluation is the process of monitoring the progress of the activities and flow of funds and evaluating its outcomes. It shall be followed to promote transparency and accountability.

Patriotic Service to Country are programs that contribute to the development and welfare of the country. It aims to support and sustain an equitable community that will have access to the benefits of education and discovery.

Recognized/Accredited student organizations include college-based organizations, non-college-based organizations, fraternity-sorority-based, campus ministry-based organizations, college councils, college publications, graduate student association and University Supreme Student Council.

Student Recognitions are programs that promote and highlight the exemplary contribution of a CLSU student or group of students in their field, university, community, and even the country.

Social Responsibility are the programs allotted for extensive programs for the community that shall generate, disseminate, and apply knowledge and technologies for poverty alleviation, environmental protection and sustainable development.

Student Code of Conduct and Discipline Fund is the fund allotted to promote the Student Code of Conduct and Discipline as stated in its policy which is to maintain peace and order, protection life, liberty and promotion of general welfare for the enjoyment by all people of the blessings of democracy.

Student Development Fund refers to the fund allocated for student development initiatives.

Student Development Initiatives refer to the developmental programs, activities, and projects of and for the students.

Training, Seminars, Workshops, and Competitions are the activities conducted inside and outside the university that promote development and skill enhancement of students.

USSC Development Fund is the fund allotted for the development and implementation of the University Supreme Student Council's vision and mission.

Work and Financial Plan includes the development programs, activities, and projects and its appropriations as proposed by the members of the SDIA Committee.

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Section 5. Student Development Initiative and Appropriations (SDIA) Committee –Its Composition, Powers, and Functions

5.1. Composition

To carry out the purpose of this policy, the Student Development Initiatives and Appropriations (SDIA) Committee, referred to as Committee, shall be created and composed of the following:

- Vice President for Academic Affairs as ex-officio Chairperson
- Chairperson of the University Supreme Student Council as ex-officio Vice-Chairperson
- Dean of the Office of Student Affairs as an ex-officio member
- Student Organizations Unit In-Charge as an ex-officio member
- Student Discipline Officer as an ex-officio member

The Committee shall be attached to the Office of the Vice President for Academic Affairs.

5.2. Powers and Functions

The Committee shall exercise the following powers and functions:

5.2.1. Formulate implementing rules and regulations, plans, and proposals to effectively implement student development initiatives and efficiently utilize its fund.

5.2.2. Identify the development gaps in the areas of leadership, social responsibility, discipline, and other fields of student development.

5.2.3. Conduct consultations on the utilization of funds.

5.2.4. Propose the work and financial plan and ensure its proper implementation. Funds shall be appropriated based on the development needs of the students and priority programs identified by the Committee. The work and financial plan shall be presented to the University President before the start of the semester.

a. The Work and Financial Plan for the academic year shall be proposed by the committee every academic year to the University President.

b. Majority percentage of the student development fund shall be appropriated based on the mandated development programs for students such as Priority Development Program Fund (Capability Building, Social Responsibility Leadership Skills/Competency Based, Patriotic Service to Country, Student Code of Conduct and Discipline, Student Recognitions), and Student Sectoral Development Fund (USSC, College Councils, College Publications, Student Organizations, Graduate Student

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Council). The remaining percentage shall be allocated to the other programs to be identified by the Committee.

c. The USSC together with the recognized student organizations shall craft a Project Procurement Management Plan, and Work and Financial Plan containing all the activities that they will conduct for Academic Year to be evaluated by the SDIA Committee for its possible adoption.

5.2.5. Monitor, assess, make impact evaluations, and report the initiatives financed by the fund.

5.2.6. Recommend authorized signatories to verify and approve applications on behalf of the Committee and report the same to the University President.

a. The SDIA Committee recommended signatories to execute the budget allotment are the Dean of OSA and USSC Chairperson or in their absence the Officer-in-Charge.

5.2.7. Perform other similar functions as may be assigned by the University President.

Section 6. SDIA Secretariat

The Secretariat shall assist the Committee in the smooth implementation of its procedures. It shall be headed by the USSC Chairperson to be assisted by the two (2) members representing the Office of Student Affairs, and the Office of the Vice President for Academic Affairs. The Secretariat shall adopt strategies to effectively implement student development initiatives and efficiently utilize the student development funds.

Section 7. Budget Process Flow

The SDIA Committee, with the assistance of the Secretariat, shall initiate a call for proposals to fund student development initiatives. The Committee shall conduct consultations, prepare work and financial plans, and endorse the same for approval to the University President. Upon approval, the Secretariat shall assist in the budget execution, monitoring, and evaluation.

- a. Budget Authorization is the approval of the University President of the Financial and Work Plan as recommended by the SDIA Committee.
- b. Budget Execution is the process of utilization of the budget and implementation of activities as supported by the application form and other relevant documents.
- c. Budget Preparation is the process of appropriating a certain budget to finance student development initiatives.
- d. Monitoring and evaluation is the process of monitoring the

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progress of the activities and flow of funds and evaluating its outcomes. It shall be followed to promote transparency and accountability.

Section 8. Sources of Funds

Funding for student development initiatives shall be sourced from the appropriated student development fund.

Section 9. Reports

The Secretariat shall submit a report to the SDIA Committee every quarter of the year. The report shall consist of but is not limited to, statement of cash flow, statement of changes in fund, and list of activities with name of beneficiaries.

Section 10. Power Delegated to the University President

The University President is hereby authorized to approve or veto a duly endorsed proposal / work and financial plan / implementing rules and regulations of the SDIA Committee.

Section 11. Miscellaneous Provisions

11.1. Implementing Rules and Regulations

Amendments to these implementing rules and regulations shall be upon the recommendation of the SDIA Committee and approval of the University President.

11.2. Repealing Clause

All student development guidelines, rules and regulations or parts thereof that are not consistent with this policy are hereby repealed, amended, or modified accordingly.

11.3. Separability Clause If any clause, sentence, paragraph, or part of this policy shall be declared invalid, the remainder of this policy or any provision not affected thereby shall remain in full force and effect.

11.4. Effectivity Clause

This implementation rules and regulations shall take effect upon the recommendation of the SDIA Committee and approval of the University President.

Regulation No. 1 The Student Development Initiatives and its Appropriations

Section 1. Work and Financial Plan. The SDIA Committee adopts the following development programs and its work and financial plan for Student Development Funding:

Code	Development Programs	Percentage	Unit in Charge	Sample Appropriations (Php5M)	Special Clause
A	Infrastructure Development Fund	20.00%	SDIA Committee	1,000,000.00	To finance infrastructure

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					projects such as multi-purpose facility, building improvements and other related infrastructure projects related to student services.
B	Internationalization Activities Fund	10.00%	SDIA Committee	500,000.00	To finance the international initiatives for/by the students.
C	Priority Program - Capability Building Fund	10.00%	USSC	500,000.00	To finance the academic related seminars, trainings, workshops and competitions.
D	Priority Program - Social Responsibility Fund	6.25%	USSC	312,500.00	To finance individuals, students or student sectors which shall realize the objectives of the line-item budget (social responsibility)
E	Priority Program - Competency Based Fund (Leadership)	6.25%	USSC	312,500.00	To finance individuals, students or student sectors which shall realize the objectives of the line-item budget (leadership competency based)
F	Priority Program - Patriotic Service to Country Fund	6.25%	USSC	312,500.00	To finance individuals, students or student sectors which shall realize the objectives of the line-item budget (patriotic service to country).
G	Priority Program - Student Recognitions Fund	6.25%	OSA	312,500.00	To finance student recognition initiatives.

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H*	Priority Program - Student Code of Conduct and Discipline Fund (Student Discipline Board)	6.25%	Student Discipline Board	312,500.00	To finance managerial and operational activities of the student discipline initiatives such as relationship building, peace initiatives, awareness, and the like.
I*	Student Sectoral Development Fund - USSC Development Fund	6.25%	USSC	312,500.00	USSC-initiated development programs, operational expense (repair and maintenance of Student Union Building), communications and transportation expense
J*	Student Sectoral Development Fund - College Councils Fund	6.25%	College Council	312,500.00	To finance regular and special activities of the college council such as lantern, intramurals, office supplies, miscellaneous expense, and the like.
K*	Student Sectoral Development Fund - College Publications Fund	6.25%	College Publication	312,500.00	To finance regular and special activities of the college publications such as presswork, conference, office supplies, miscellaneous expense, and the like.
L*	Student Sectoral Development Fund - Student Organizations Fund	6.25%	Student Organizations Unit	312,500.00	To finance managerial and operational activities of the student organizations.
M*	Student Sectoral Development Fund	2.00%	Graduate Student Council	100,000.00	To finance regular and special activities of the

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	- Graduate Student Association Fund				graduate student council.
N	Administrative Cost	1.75%	SDIA Secretariat	87,500.00	To finance the operational cost of student development fund.
	Total	100.00%			

Section 2. Fund Appropriation.

The fund of the concerned units (Priority Program - Student Code of Conduct and Discipline Fund and Student Sectoral Development Fund) shall be autonomous or directly appropriated to the specific development program subject to SDIA implementing rules of regulations and government accounting and auditing procedures.

Section 3. Effectivity Clause

This regulation shall take effect upon the recommendation of the SDIA Committee and approval of the University President.

Recommended by:

Regulation No. 2 Supplemental Procedures to Implement Student Development Initiatives

Introduction

The recent approved policy on Student Development Initiatives and Appropriations (SDIA) empowers the different student sectors of the university through providing fiscal autonomy to the college councils, college publications, student organizations, graduate student council and student discipline board. Further, it concentrates its support to the priority programs as identified by the SDIA Committee while providing recognition to deserving students. Lastly, the SDIA funds the educational development of its students through capability building programs such as attending or conducting conference, seminar, training, workshop, convention, competition and the like such as quiz bee, debates, etc.

Section 1. Priority Programs, Capability Building Programs and Recognition Programs

The SDIA Secretariat shall assist in the implementation of the line-item budget of Priority Programs, Capability Building Programs and Recognition Programs subject to relevant rules and regulations to be approved by the University President as recommended by the SDIA Committee. The SDIA financial support may be spent to cover transportation expense, registration fee, accommodation, honorarium, token, and other incidental expenses as determined by the SDIA Committee and as approved by the SDIA authorized signatories.

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Section 2. Classifications

Section 2.1 As participant

The bona fide CLSU student or group of students may request for financial assistance through cash advance or reimbursement of expenses for the activities to be attended. Further, the student may avail this SDIA support once every academic year unless otherwise recommended by the SDIA Committee.

Section 2.1.1 Procedure

The request with supporting document addressed to the Chair of the SDIA Committee shall be submitted a month before the attendance to the activity. The supporting documents includes SDIA form 1 and invitation letter. The financial support shall be given based on the nature of the attendance (level, coverage of expenses, amount of availment) and to be charged against Capability Building Fund or Priority Program Funds. Notice of approval or disapproval shall be sent by the SDIA Secretariat to the applicant. After the conduct of the activity, the participant/s shall submit to the SDIA Secretariat the notice of approval, terminal report, proof of attendance, and audited financial statement for its processing and/or documentation.

Section 2.1.2 Category of Travel, Coverage of Expenses, and Special Provisions

Category of Travel	Coverage of Expenses	Special Provisions
Category A (within Nueva Ecija)	Transportation expense, registration fee, accommodation, and other incidental expenses as determined by the SDIA Committee and as approved by the SDIA authorized signatories	Maximum of Php 500.00 per person per day plus P1,000.00 to cover accommodation for overnight stay. Maximum number of delegates: Five (5) Maximum number of days: Three (3)
Category B (beyond Nueva Ecija and within Region III)		Maximum of Php 750.00 per person per day plus P1,000.00 to cover accommodation for overnight stay. Maximum number of delegates: Five (5) Maximum number of days: Three (3)

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Category C (beyond Region III and within Luzon Region)		Maximum of Php 1,000.00 per person per day plus P1,000.00 to cover accommodation for overnight stay (airfare?) Maximum number of delegates: Five (5) Maximum number of days: Three (3)
Category D (within Visayas Region)		Maximum of Php 1,000.00 per person per day, P1,000.00 to cover accommodation for overnight stay and plane ticket (maximum of three delegates)
Category E (within Mindanao Region)		Maximum number of delegates: Five (5) Maximum number of days: Three (3)

Section 2.2 As organizer/coordinator

Section 2.2.1 Priority Programs

The recognized student organization may request for financial assistance through cash advance or reimbursement of expenses for the activities to be conducted related to social responsibility, competency based and patriotic service to country. An amount of one hundred twenty-five pesos (PhP 125.00) may be allotted per student or as determined by the SDIA Committee.

Section 2.2.2 Capability Programs

The recognized student organization may request for financial assistance through cash advance or reimbursement of expenses for the activities to be conducted such as seminars, trainings, workshops, conventions and the like. An amount of one hundred pesos (PhP 100.00) may be allotted per student or as determined by the SDIA Committee.

Section 2.2.3 Recognition programs

The office related to student affairs and services or the USSC may request for financial assistance through cash advance or reimbursement of expenses for the recognition activities for student. A certain amount may be allotted per program as determined by the SDIA Committee.

Section 2.2.4. Internationalization initiatives

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The bonafide CLSU student or recognized student organization may request for financial assistance through cash advance or reimbursement of expenses for the implementation of internationalization activities. A certain amount may be allotted per student as determined by the SDIA Committee.

Section 2.2.5. Infrastructure Development Fund

The USSC or student affairs and services office may request to fund a certain infrastructure development. A certain amount may be allotted per student as determined by the SDIA Committee.

Section 2.2.6. USSC, College Council, College Publication and Graduate Student Council Fund

The USSC Development Fund, College Councils and Graduate Student Council Development Funds shall operate in autonomous manner. The unit may request for funding / appropriations. The concerned units such as USSC, college councils, college publications, and graduate student council fund shall provide the following supporting documents: Resolution, SDIA Form 1, Purchase Request*, PPMP*, Canvass*, Request for Quotation*. A certain amount may be allotted for every proposal as determined by the SDIA Committee.

Section 2.2.7. Student Organizations and Student Discipline Board

The student organizations and student discipline board funds shall operate in autonomous manner. The unit may request for funding / appropriations. A certain amount may be allotted for every proposal as determined by the SDIA Committee.

Section 2.2.8. Procedure

The request addressed to the Chair of the SDIA Committee shall be submitted for consideration and approval of the SDIA Committee. The supporting documents include rationale, objectives, methodology and budgetary plan.

Notice of approval or disapproval shall be sent by the SDIA Secretariat to the applicant. After the conduct of the activity, the recognized student organization shall submit to the SDIA Secretariat the notice of approval, terminal report, proof of attendance and audited financial statement for its processing and/or documentation.

Section 3. Effectivity Clause

This implementation rules and regulations shall take effect upon the recommendation of the SDIA Committee and approval of the University President.



INTERNATIONAL STUDENT SUPPORT PROGRAM

Rationale and Scope

The goal of this proposal is to lay out plans in order to situate Central Luzon State University on a much higher plane in the international arena by way of increasing International Students' (IS) interest to study in the university, considering the university's stature in the QS World Ranking. The Proposed Policies on International Student Support Program cover support services and activities that are anticipated to meet international students' needs and expectations before their arrival, during their stay and even after they have finished their study program in CLSU. All IS, regular or exchange, shall be covered by these policies. These Proposed Policies encompass certain units/offices in the university. Involvement of these units/offices in the planning, implementation, monitoring and evaluation of these services is very crucial and essential.

Policy Statement

CLSU is committed to ensuring that all international students receive adequate support so that desired potential is attained. The university understands the plight of international students, hence, these Policies set out support services designed to make their study-abroad experience as relaxed and pleasurable as possible from application to graduation.

The Support Services

A. Pre-Arrival Support

1. Admission and Tuition Fee Payments

- An IS Focal Person from the International Affairs Office (IAO) shall be assigned to facilitate and process the admission of the IS to the university and their other needs. He/she shall coordinate with the OAD registration in-charge to facilitate smooth flow of transactions from submission of needed documents, payment of necessary fees up to the release of needed documents after the IS has finished the program of study.

2. Accommodation/Travel options

- The assigned IS Focal Person shall arrange possible accommodation of the IS. A list of accommodation choices which includes the CLSU dormitory and accredited lodging houses inside and outside the university shall be sent to the IS. The focal person shall ensure that the IS will have a definite lodging place to stay upon arrival.
- The Focal Person is likewise in-charge of the travel arrangements for

the arrival of the IS which may include in the Itinerary of Travel a short visit to some tourist destinations along the way. Similarly, the Focal Person shall be in-charge of all travels of IS, locally /and APPROVED internationally during his/her stay in the country.

3. Visa requirements

- The university's Liaison Officer shall take care of all visa processors and other needs of IS.

4. Assignment of International Student Mentor

- Once the IS has been admitted to the university, the Guidance Counselor assigned in the CLSU International Affairs Office (IAO) shall identify, contact and recommend a Faculty to serve as his/her International Student Mentor.
- Likewise, the CLSU IAO shall select an individual and/group to be assigned as Student Mentor/s for the IS. Student mentors will undergo screening and training which will be headed by an ad hoc screening committee. Qualifications for student mentor/s should adhere to the institutional guidelines and observe ethical practices.

B. Academic Support.

This policy outlines the academic support services available to IS and ensures that all students are aware of these services to gain maximum benefit academically throughout their stay in the university. CLSU IAO is tasked to identify the learning needs at entry interview and ensures that all international students are aware of the available support services and how to access these services.

1. Academic consultation/mentoring

- Mentoring consists of individual consultations which can be done online or face-to-face.
- Faculty Mentors shall be identified by the CLSU-IAO, in coordination with the OSA-GSU. Guidelines on the match up will be determined.
- Faculty members may also volunteer as Faculty Mentor of IS by signing up online.
- The pool of faculty academic consultants or mentors will undergo workshops, and regular meet-ups to discuss issues and concerns. The OSA-GSU shall be in-charge of the Mentoring Training Program of Faculty Mentors as well as the Student Mentors.

2. One-on-One Tutoring/Intervention

- There is a Learning Assistance Program under the Guidance Services Unit. The IS and his/her Mentor shall identify the needed subjects for one-on-one tutoring and make a request through the assigned IAO

Guidance Counselor.

3. Student Assistantship/Part Time Work

- There is an established Student Part Time Employment Services (SPES) and Graduate Student Assistantship (Research and Teaching) which an IS may avail of.

4. Short-term Programs

To improve the skills of IS in certain areas, support in the form of workshops and training programs shall be offered. The CLSU IAO shall coordinate and make appropriate request with concerned units in the university on the following:

- Customized English Language c/o Dept. of English and Humanities
- Skills Training Programs Soft Skills - c/o Guidance Services Unit Technical Skills - c/o Dept. or Unit of specialization.
- Course Progression Webinars/Seminars

C. Non-Academic Support

1. Orientation Program

A week before the semester starts, an Orientation Program for IS shall be conducted by the CLSU IAO in coordination with the Information Service Section of the OSA-GSU. The program includes:

- Library tours
- Information sessions on CLSU Code of Conduct and Discipline and other Policies for International Students
- Social activities
- Course introduction
- Introduction to facilities and services
- Meeting with student representatives, academic and other university staff

2. Health and Wellness Support

Transferring to a new environment with different cultures and beliefs like studying and living in a foreign country can be very distressing on top of the academic routine pressure.

To assist in the cultural and educational transition, the university shall offer holistic health and wellness and engagement in sports and cultural activities, to help alleviate some of the academic stressors that can affect students' health and well-being.

The university, through the different units, shall ensure that the following dimensions of wellness are addressed.

a. **Health:**

Aside from the Group Accident Insurance, Student Welfare Fund and Student Charity Fund which address the health and accident

- expenses of students, the IS may opt to purchase a health insurance policy from the open market.
- b. Physical:
IS are entitled to use the Gym equipment for free with the assistance of a fitness trainer in cooperation with ISPEAR.
Free attendance to dance fitness sessions.
- c. Spiritual:
The IAO in coordination with concerned spiritual leaders shall give orientation and schedule a visit to the IS's preferred religious order, should it be available and accessible.
- d. Environmental:
The ICCEM shall design an orientation program and implement activities to raise the environmental awareness and disaster/crisis preparedness of IS and encourage them to be more involved in socially responsible activities to protect the environment.
- e. Social, Sports, Recreation and Socio-Cultural
The SDO, in coordination with the IAO and in cooperation with ISPEAR, shall arrange a sports fest to promote camaraderie and enhance sportsmanship among IS.
Likewise, the SDO shall plan and implement outdoor recreational activities like hiking, camping, biking, running, jogging, and fishing APPROVED aside from indoor recreation activities in the dormitory.
The Cultural Affairs Office, in coordination with the IAO, shall design a Cultural Exchange activity that will include a one-hour and a half cultural presentation showcasing various talents of the IS.
- f. Emotional, Mental, Crisis Management
The Guidance Services Unit (GU) of the OSA shall plan and implement programs and activities that include and not limited to seminars, training-workshops, and group guidance activities focusing on topics such as self-growth, career development, interpersonal relations, disaster/crisis preparedness programs, and other relevant areas of interest.
Counseling, whether walk-in or referred, individual or group, shall be available to IS. A Registered Guidance Counselor shall be assigned for all IS. He/She shall plan, program and implement guidance and counseling activities for IS.
- g. Career/Occupational
The IS Mentor, in coordination with the assigned Counselor, shall design a career progression plan for the IS. This includes career development monitoring activities, mentoring schedules for consultation and advisement.

3. Domiciliary Services

- The university shall assign a separate dormitory for all IS, preferably one which exceeds minimum standards.
- The dormitory shall be equipped with complete facilities and added amenities such as free Wi-Fi connection, appliances such as refrigerator, microwave oven, and the like.
- This aims to entice the IS to stay in the university dormitory.
- To warrant the safety and protection of IS and ensure that university policies are followed, the Student Housing Services shall devise a separate, relevant and appropriate dormitory policies for IS.

4. Host Family Program

The IAO, in coordination with the University Housing Services, shall lay out plans and activities for the Host Family Program.

5. Student Support Network

The Student Support Network (SSN) is composed of the different Student Organizations (SO) in the university. With the guidance of the Student Organizations Unit In-Charge, each SO shall adopt the Study Buddy Program and include it as one of their activities. The Study Buddy Program shall be designed by the SOU.

6. Disaster/Crisis Preparation and Response

In anticipation of probable disaster, crisis and health emergencies, there shall be proactive advanced preparation and immediate response to assure protection and support to IS. In accordance to and coordination with the university disaster risk management policies, the IAO assigned Focal Person shall undertake the following actions;

- a. Ensure the participation of all IS in all disaster/crisis preparedness activities such as emergency exercises, warning systems, and all other preparedness plans to be implemented by concerned units in the university;
- b. Actively engage in undertakings during and following a disaster/crisis to guarantee safety and health of all IS to include activities such as but not limited to communication, relief operations, search and rescue, provision of temporary shelter, etc.;
- c. Coordinate with concerned embassy of IS should repatriation is needed.

D. Post-Program Support Services

Post Program Activities will begin upon successful completion of all program requirements by the IS. These activities are made to close the chapter of

being an international student and open a new period of being a graduate of the program of CLSU. The following are the listed post-program activities:

- Debriefing Session (with Youth Exchange Action Plan) – The IS will be requested to craft an action plan which can be implemented in their home country after the program such as, but not limited to, sharing of experiences, virtual meeting with host families and friends, and a courtesy call to home country school/government officials. This shall be handled by the IAO affiliated Guidance Counselor and IS Mentor.
- Send-Off Ceremony – The University, through the CLSU-IAO, shall coordinate the send-off ceremony to IS with their host families, friends, mentor, and teachers.
- Conference/Meeting – The International Affairs Office (IAO) shall host a quarterly post-program meeting through the use of social media to nourish the bonds among IS, host families, friends, mentors, and teachers. Moreover, the IAO, in partnership with the CLSU Alumni Relations Office (ARO), may conduct an Alumni Homecoming (virtual or traditional) for the graduates of the program.
- Tracer Study – The IAO shall track the whereabouts and post-program accomplishments of the IS through a tracer study. The information will be processed and analysed to craft a responsive policy related to student mobilization and internationalization.
- National Day – To nourish the partnership and promote cooperation between the University and Partner-Institution, the IAO will send greetings every National Day or any other important occasion to the alumni, institutional Partners, and the Embassy.
- International Students' Day – Graduate IS shall be included in this activity which is a part of the Socio-Cultural Activities for IS. An invitation will be sent by the CLSU-IAO to graduates and official envoys/ambassadors of the Institutional Partners as well.
- Linkages and Partnerships – The IAO shall continue to forge linkages to the Institutional Partners and Embassies through constant communication, renewed partnerships, and close coordination of the activities of CLSU with Institutional Partners. CLSU IAO shall also continue to forge new linkages and partnerships to interested international institutions

IV. Budgetary Needs

I.Pre-Arrival Support Services Travel Expenses	
A. Travel Expenses	P 50,000.00/annum
Academic Support Services	P 110,000.00
a. Training Expenses for Mentors	P 30,000.00/annum
Short term Programs	
Incentives for Teachers	P 50,000.00/annum

INTERNATIONAL STUDENT SUPPORT PROGRAM

2. Office Supplies	P 30,000.00/annum
Non-Academic Support	
A. Orientation Program	P 10,000.00/annum
Health & Wellness Support Program	P 40,000.00/annum
Domiciliary Services.	P 300,000.00/annum
Post-Program Support Services Communication and Supplies	P 20,000.00/annum
Total:	P 530,000.00



STUDENT HOUSING SERVICES

The Student Housing Services (SHS), under the Auxiliary Services operates the dormitories and manages student residents' housing needs and problems. It trains students in efficient home management and better interpersonal relationships. Housing personnel endeavor to make dormitories of students not just a place to eat and sleep, but a home away from home where social interactions are promoted through dormitory activities such as inter-dormitory evaluation and visitation, sports fests, cultural presentation, inter-dorm socials and parties. Leadership trainings are conducted to train students to become effective leaders who are globally competent and empowered to pursue development goals.

The SHS runs twenty-three (23) dormitories; eight (8) for male undergraduate students which can accommodate 688 residents per semester; ten (10) dormitories for female undergraduate which can accommodate 1,234 residents and four (4) COED dormitories which can house 285 residents. The unit also operates an 8-unit apartment dormitory intended for married graduate students.

Moreover, during summer breaks, reviewers and on the job trainees from other schools are accommodated in the university dormitories

Mode of payment of dormitory fees:

1. Cash basis or full payment of semester fee upon enrollment.
2. The official receipt of payment should be shown to the dorm managers/houseparent within two days after payment.

Programs and Activities

- Student Accommodation Procedure.

Dormitory accommodation covers two semesters and one summer. Every enrollment, all the dormitory personnel will be stationed at the Office of Student Affairs to receive incoming new and old dormers. Since first year students are considered novice in the university, they were given priority slots in the dormitory for them to adjust and have moral support from their house parents and dorm managers. As for the old residents, their performance from the previous semester will be graded and ranked according to the following criteria using the resident semestral evaluation:

Criteria for Merit/Demerit	Maximum Points
1. Observance of Dormitory Rules and Regulations	(70 pts)
2. Participation in dormitory/SHU Activities	(10 pts)

STUDENT HOUSING SERVICES

3. Attitude towards supervision/co-residents	(20 pts)
Sub- total	(100 pts)

Sources of Merit Points	Maximum Points
1. Membership in dormitory committees/ Association	(5-10 pts)
2. Meritorious/ Exemplary Services	(5-10 pts)

residents who got the score of 71 and above are eligible to stay in the dormitory come next semester while the residents who got the score of 70 and below will no longer be accepted.

- Proper Use of Leave Card and Furlough

For proper monitoring, all the residents who want to go to other places outside CLSU or go home, need to sign in the furlough book. Likewise, when attending functions like college acquaintance party and other college programs during nighttime beyond dormitory curfew hour (8 PM), signing in the furlough book is also mandatory. In addition, leave cards are signed by the dorm personnel when the residents plan to go home as a proof that they are duly permitted to leave the dormitory premises. Upon arrival in their respective abode, they need to secure the signature of their parents or guardians as a proof that they really went home. Upon arrival in the dormitory, the residents need to submit the leave card to the dorm personnel for proper recording and monitoring.

- Evaluation of Cleanliness and Orderliness

The cleanliness and orderliness of every room in the dormitory are assigned to all dormers. Room leaders need to do a cleaning schedule based on their available time, and there should be a cleaner/s in the morning and in the evening. Aside from their rooms, the cleanliness of the bathroom and comfort rooms are also assigned to the dormers. In the dormitories with common bathroom and comfort room, the cleaning schedules are agreed upon by all the residents.

- Checking of Daily attendance

Every night after curfew hour, it is the duty of the dormitory personnel to do the rounds and head count on their residents. They will list down the attendance of all dorm residents and in case of absentees, the dorm personnel need to inquire about the whereabouts of the dormers. The parents will be informed also in case the dorm personnel cannot locate the whereabouts of their children.

- Issuance of Clearance

STUDENT HOUSING SERVICES

After the end of every semester, a clearance shall be issued to the resident which will be the basis of his/her status in the accommodation in the dormitory by next semester. Status of accommodation is categorized into three: eligible, not eligible and probationary.

- Providing Assistance to Sick Dormitory Resident
- Election of Dorm Officers and Student Housing Central Board
- General Acquaintance Party
- Dormitory Open House
- Tribute to Graduating Students



Dorm Open House



Dorm Assembly/Meeting

Laro ng Lahi/Sports Fest



Acquaintance Party

Dorm Visitation and Evaluation

Parent's Day

STUDENT HOUSING SERVICES

CLSU STUDENT DORMITORIES



Ladies' Dorm 1



Ladies' Dorm 2



Ladies' Dorm 3



Ladies' Dorm 4



Ladies' Dorm 5



Ladies' Dorm 5 Annex

STUDENT HOUSING SERVICES



Ladies' Dorm 6



Ladies' Dorm 7



Ladies' Dorm 8



Ladies' Dorm 9



Men's Dorm 4 & 5



Men's Dorm 6 & 7

STUDENT HOUSING SERVICES



Men's Dorm 8 & 9



Men's Dorm 10 & 11



Agriculture Dorm



Athlete's Dorm



IGS and Family Dorm



CULTURAL AFFAIRS OFFICE

Goal of Cultural Affairs Office

The CLSU Cultural Affairs Office (CAO) under OVPAA is instituted to conserve, promote and encourage the students' arts and cultural prowess and skills. It provides production and presentation venues for various local and international shows and performances.

Objectives

1. To cultivate stronger teamwork, harmony among student performers, trainers, and organizers.
2. To provide more organized development programs for each group based on their expertise and competencies.
3. To bring about better mastery of craft as respective members of different groups shall concentrate on their specialized areas.
4. To provide equal opportunities to all cultural groups in terms of publicity, funding, and marketing.
5. To provide a centralized office for the harmonious identity of cultural performers.

Rationale

There are several performing groups in the University but are supervised by different units, mostly depending on the affiliation of the trainers. The Tanghalang-Gagalaw sa CLSU (Taga-CLSU), Student Cultural Society Dance Troupe (S.C.S.), and CLSU Koro are managed by the Office of Student Affairs. The CLSU Maestro Singers is under the tutelage of a music Professor of the College of Education. The Gintong Ani Philippines and G.A.P. Rondalla are under the Institute of Sports, Physical Education, and Recreation (ISPEAR). The CLSU band is under the office of the President. No umbrella unit in the University is specifically established to manage the affairs of these cultural groups.

There is also duplication in the specialization and activities of these cultural groups. There are two choral groups in the University: CLSU Koro and CLSU Maestro Singers. There are also two dance groups: Student Cultural Society and Gintong Ani Philippines. This has been a source of confusion as to which group shall represent the University in regional and national competitions.

The unification of the different CLSU cultural groups into one office is an affirmative measure of the University to:

CULTURAL AFFAIRS OFFICE

1. Remove duplications of the groups' activities with the same nature (CLSU Koro vs. CLSU Maestro Singers, Student Cultural Society vs. Gintong Ani Philippines).
2. Cultivate more vital teamwork among student performers, trainers, and organizers.
3. Provide more organized development programs for the groups, and rationalize budgetary support to the performing groups.

Henceforth, the Cultural Affairs Office (C.A.O.) is the office that unites the different performing groups, envisioned to offer an array of skillful performing arts programs and events to the CLSU community and other interested parties. A well-balanced, non-formal education of culture and the arts are upheld through its respective activities and programs.

The C.A.O. consists of three (3) clusters: the Theater and Visual Arts Cluster, Dance Cluster, and Music Cluster supervised by different clusters in charge.

CLSU Cultural Affairs Performing Groups (CCAPG)

CLSU Tanglaw

CLSU TANGLAW is a group of CLSU students with a variety of acting skills who work together under their trainers/directors to perform the experience of a real or imagined incident for entertainment and competitions. CLSU TANGLAW artists shall focus on theatrical performances, contemporary ballet, and modern creative dances.

1. To represent the University in the local, regional, national, and international competitions and performances.
2. To provide intermissions, performances, and special numbers as per official request of different colleges, universities, and other public or private entities.
3. To perform other functions as may be assigned by higher authority associated with the nature of performance.

CLSU Visual Artists (Pigura)

This is a group of art enthusiasts and creative CLSU students with skills in sculptures, paintings, videos, photography, drawings, and other types of artwork.

1. To represent the University in the local, regional, national, and international competitions.
2. To perform other functions associated with the nature of work and skill as may be assigned by higher authority.

CLSU Dance Group

CULTURAL AFFAIRS OFFICE

A dance troupe or dance company of the University is a group of student dancers choreographed/practice/conceptualized together under the mentorship of the dance in charge and trainers to perform dances for entertainment and competitions. The CLSU dance troupe shall focus on Folk dances, Ethnic dances, Pop dances, ballroom dances, Street dance, and Cheer dance.

1. To represent the University in the local, regional, national, and international competitions and performances.
2. To provide intermissions, performances, and special numbers as per official request of different colleges, universities, and other public or private entities.
3. To perform other functions associated with the nature of performance as may be assigned by higher authority.

CLSU Maestro-Singers

A musical ensemble of the University that performs as a group under the tutelage of a choirmaster. Specifically, the CLSU Maestro-Singers is tasked to:

1. To represent the University in the local, regional, national, and international competitions and performances;
2. To represent the University in the local, regional, national, and international competitions and performances;
3. To represent the University in the local, regional, national, and international competitions and performances;
4. Serve as the official cultural ambassador of the University in terms of international branding of CLSU on the international musical stage.
5. Perform other functions associated with the nature of performance as may be assigned by higher authority.

CLSU Band

A musical group of CLSU students that play especially for marching or open-air performances. Usually employing brass, percussion, and often woodwind instruments,

1. To represent the University in the local, regional, national, and international competitions and performances.
2. To provide intermissions, performances, and special numbers as per official request of different colleges, universities, and other public or private entities.
3. To perform other functions associated with the nature of performance as may be assigned by higher authority.
4. To perform other functions associated with the nature of performance as may be assigned by higher authority.

CLSU Rondalla

CULTURAL AFFAIRS OFFICE

The CLSU Rondalla is a group of CLSU students playing with stringed instruments to provide live musical accompaniment to CLSU activities and to the CLSU dance troupe for entertainment and competitions.

1. To represent the University in the local, regional, national, and international competitions and performances.
2. To provide intermissions, performances, and special numbers as per official request of different colleges, universities, and other public or private entities.
3. To provide live accompaniment to the university dance group.
4. To perform other functions associated with the nature of performance as may be assigned by higher authority.

Band Instrumentalists

Led by a bandmaster, this group of musically inclined CLSU students plays a musical instrument for entertainment and competitions.

1. To represent the University in the local, regional, national, and international competitions and performances.
2. To provide intermissions, performances, and special numbers as per official request of different colleges, universities, and other public or private entities.
3. To provide live accompaniment to the university socials and other official gatherings.
4. To perform other functions associated with the nature of performance as may be assigned by higher authority.

Legal Basis:

- CMO No. 9, s. 2013 (Enhanced Policies and Guidelines on Student Affairs and Services) which provides the culture and arts programs must be designed to provide opportunities to develop and enhance abilities, talents and values for appreciation, promotion and conservation of national culture and multicultural heritage.
- Article XIV, Sec. 18 (1) of the 1987 Philippine Constitution which provides that the State shall ensure equal access to cultural opportunities through the educational system , public or private cultural entities, scholarships, grants and other incentives, and community cultural centers, and other public venues.
- Board resolution Number 32-09 for incentives

Programs and Activities

Concert Production

A once-a-year major concert production in front of many spectators. It highlights the skillful talents of the performing group members of the CAO in a

CULTURAL AFFAIRS OFFICE

grand and conceptual production appearance. Each cluster shall produce a major performance once every semester.

Intermission Numbers

Intermission numbers are special numbers or in-between performances in a program. The CAO shall provide intermission numbers to major and minor activities of the university and other private and government entities upon request.

Audition

CAO provides an avenue to discover talented student actors, dancers, musicians, visual artists, and instrumentalists through its audition. Audition is a systematic process in selecting the members of the CAO performing groups. It typically involves the performers demonstrating their talent through a previously learned and prepared solo piece or by carrying out work or piece assigned to them at the audition venue.

Seminar/Workshops

Seminar/Workshops/Training to each cluster will be programmed to all the CAO cluster In-charge, performers, and trainers every semester to enhance and develop their skills and be motivated and invigorated to perform by learning to apply new skills techniques and styles.



SPORTS DEVELOPMENT CENTER

CLSU had a long history of victories in sports competitions, but not anymore during the past decades. Because of this, the whole system needs a thorough revision leading toward a CLSU Comprehensive Sports Development Program. Although policies cover these matters, including BOR-approved resolutions, many of these have not been fully realized. Moreover, since most of these policies have been drawn at least 28 years ago, these no longer speak with the University's sports concerns today. Thus, the need to set up an updated and comprehensive sports program plan, supervised by a sports development center, will enable the Central Luzon State University to adapt to sports development interests and realities.

The Sports Development Center (SDC) aims to outline the policies, regulations, and mechanics pertinent to sports development. Likewise, the office is responsible for the promotion, research, and implementation of the University's quality sports program through the recruitment and preparation of varsity athletes to represent Central Luzon State University in the SCUAA, University Athletic Games, Friendship games, and other prestigious tournaments and invitational, both within and outside the country. Likewise, SDC provides advice, mentoring, and service to college sports Programs, Students Sports clubs, and other Sports and recreation matters in CLSU when requested.

Vision

To become the country's prominent voice at the intersection of sports and recreation to inspire the next generation for a healthy environment.

Mission

To establish a comprehensive sports and recreation program anchored on competitiveness, physical fitness, character building, and the university sports community's holistic development, particularly the students, enrich their academic life and prepare them for a healthy future.

Goals

To provide students, student-athletes, faculty, and staff of Central Luzon State University with quality sports and recreation development programs offered throughout the year to maintain good health.

Objectives

- To develop and train students in sports leadership and become high caliber athletes that would represent CLSU in the local and international events;

SPORTS DEVELOPMENT CENTER

- To build and train recreation leaders who are competent and physically literate to organize and manage recreational activities in the academe, business, industry, and in the community at large;
- To provide students and employees of the university an avenue to dynamically participate in their chosen sport and recreation to maintain an active lifestyle.
- To coach and inspire student-athletes to cultivate discipline, good moral values, and sportsmanship through workshops, seminars, clinics, and quality training.
- To recognize and support students who have excelled in their respective sport in regional, national, and international sports competitions that aim to function at their best in delivering distinction and honor to our university.
- To provide facilities, supplies, financial assistance, and other needed provisions to implement the university's sports and recreation programs.

Composition

The Vice President for Academic Affairs (VPAA) shall supervise and serve as chair of the University Sports Development Center (SDC). Overseeing the affairs of the SDC will be the deans of different colleges who serve as members of the Sports Development Council. The ISPEAR head, under the university code 2010 article 50, serving as an implementing arm of the university in sports, shall be the office head. Running the subunits are the respective subunits in-charge. Its members include two (2) coaches (1 male and one female), one (1) technical (officiating) official, the faculty regent, and the student regent. The VPAA shall designate a secretary of the Council.

The Sports Development Center provides an exclusive sports and recreation development program to the athletes, students, and faculty, and staff of Central Luzon State University, which provides through sports and recreation an active and healthy community for productive students and employees. The services delivered to the sports community is divided into three subunits: Sports, Recreational Sports, and Sports Research and Extension.

Functions:

1. The CLSU Sports Development Center (SDC) refers to the office committed to formulate, produce, and implement policies, regulations, mechanics, and incentive schemes concerning sports development in the University.
- Formulate and recommend policies, standards, and guidelines pertinent to sports development, subject to the approval of the Office of the University President.

SPORTS DEVELOPMENT CENTER

- Implement rules and regulations pertinent to sports development, particularly recruitment, selection, training, incentives, networking, marketing, facilities, support systems, and the like.
- 2. The Sports Development Center Chair administers and supervises the SDC's implementation from all perspectives.
- 3. The CLSU Sports Development Council (CSDC) refers to the respective deans of the colleges entrusted to monitor and oversee the implementation of policies and rules relevant to sports development.
- Serve as a grievance body to receive, review, and investigate complaints and recommend decisions on such complaints concerning varsity athletes, coaches, trainers, and technical officials, subject to review by the SDC Chair.
- Monitor the SDO's implementation of the policies and guidelines pertinent to the selection and training of varsity athletes, coaches/trainers, and technical officials, their corresponding privileges and incentives, following the approved guidelines.
- 4. The SDC Secretary keeps the office smoothly running through various official and administrative functions. She/he is responsible for handling the office records, coordinate meetings, appointments, organize files, and data answer phones, and deliver a large array of other necessary duties.
- 5. The Sports Development Center Head works with the Chair, CSDC, In-charge of different Sections, coaches, Sports managers, and trainers to guarantee every student and athlete of the needed sports activities, preparation, and training support.
- Manage and maintain necessary and appropriate records of student-athletes, coaches, and trainers.
- Serve as athletic director of the university by managing and leading all the school's athletic program aspects.
- Develop and prepare a progressive and comprehensive sports development program for the students, faculty, and staff.
- Prescribe and recommend policies to the SDC Chair for the development of sports in the university.
- Perform other related functions as directed by higher authorities.
- 6. The Sports In-Charge is a Physical Education Instructor and an expert in the field of sports responsible for creating engagement and building participation in sports through managing and leading initiatives that invigorate students to take part.
- Supports the head coach to produce quality coaching by driving and motivating the talent and skills of the athletes.
- Knowledgeable of rules and strategies in favor of the players and the team.
- Lead the coach in obtaining new recruits, arrange qualification records, and

SPORTS DEVELOPMENT CENTER

keep statistics of the players' performance.

- Maintain good behavior among the athletes to abide by the timings of the practices, drills, and pieces of training and encourage them to develop their skills in the aspect of games' offense and defense situations.
 - Work in coordination with the coaches, assistant coaches, trainers, and fitness instructors to maintain the players' physical fitness to perform and deliver their best.
 - Foster and supervise the SDC's progress activities and allocate the types of equipment needed by the players.
 - Motivate the players to perform and play a free game and build their determination and self-esteem to handle the loss and keep them humble with a triumphant achievement.
 - Performs other functions as directed by the head and higher officials.
7. The Recreational Sports In-Charge is a Physical Education Instructor and an expert in the field of sports and recreation engaged in devising and promoting enjoyable recreational sports programs and formulate an efficient scheme for all the students, faculty, and staff.
- Plans, devise, and executes recreational activities of students, faculty, and staff in the university.
 - Prepares and maintains activity recreation facilities and equipment.
 - Supervise and assists recreation personnel in conducting recreational sports, games, and events.
 - Commissions BPED majors and student-athletes in supporting and assisting recreational activities.
 - Ensures the safety of the participants.
 - Performs other functions as directed by the head and higher officials.
8. The Sports Research and Extension In-Charge is a Physical Education Instructor and an expert in the field of sports' research and extension programs responsible for initiating SDC research and extension projects.
- Advances in the innovative sports-specific study.
 - Educates current and prospective student-athletes and sports specialists.
 - Enhances the physical and emotional lives of present and former athletes.
 - Harnesses the power of research and extension in sports and invigorate positive social transformation.
 - Performs other functions as directed by the head and higher officials.
9. Administrative staff delivers a type of administrative and office works, simultaneously doing the functions of a secretary. They might also be concerned with coordinating meetings and appointments, recording files, managing the office budget, and a custodian of sports equipment.
- Type and prepare IT, PR/PMMP, vouchers, RIS, payrolls, and other pertinent documents needed in payments of services, reimbursement of expenses,

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transportation, communications, sports, and office supplies.

- Maintains systematic and effective filing and keeping of incoming and outgoing records and communications.
 - Checks and submits attendance, monthly reports, DTR, leave application, attendance to various activities, accomplishments, and other pertinent reports of SDC.
 - Prepares all the needed documents of varsity athletes in different competitions locally and internationally.
 - Manages the database of the varsity athletes, coaches, and trainers.
 - Performs other functions as directed by the head and higher officials.
10. The Sports manager is responsible for what transpires off the field or playing area and an excellent networking skill and has relevant experience in the field, assuring that the student-athletes can concentrate on training, drills, and competition rather than advertisements or other activities.
- Serves as the spokesperson of the team.
 - Coordinates and schedules a student's athlete engagements and guarantees that all needed equipment and materials are provided.
 - Assist the coach and communicate with concerns associating with the team.
 - Secure sports equipment and materials for the drills, training, and games of the team.
 - Guarantee team members on the know, who, when, and where they are playing.
 - Prepare the acquisition and delivery of uniforms and ensure they are dressed properly.
 - Warrant the results of competitions reached the SDO head and the university.
 - Performs other functions as directed by the head and higher officials.
11. The Coach is an expert in sports responsible for demonstrating and explaining the skills and rules of specific sports to the team member(s). They encourage trainees to learn the necessary commands, decrees, positions, grips, actions, techniques, and procedures of a particular sport to become a pro.
- Helps seasoned players to strengthen their talents and skills.
 - Supports the athletes in advancing to their full potential.
 - Prepares team for competition and continues to instruct a vantage position near the field or playing area.
 - Are responsible for training the athletes in a sport by evaluating their performances, guiding in related skills, and providing assistance.
 - Design the right conditioning for acquiring knowledge and skills to happen and find ways of motivating the athletes.
 - Supervise and manage over the players to come up in their weak domains and strengthen them to participate in the spirit of the game.

SPORTS DEVELOPMENT CENTER

- Takes care of what occurs on the field throughout the competition.
 - Performs other functions as directed by the head and higher officials
12. The Assistant Coach is an expert in the field of sports who is capable of motivating, guiding, and directing the sports team to achieve quality coaching to all the athletes.
- Helps the head or leading coach to ensure that equipment and facilities are maintained and perform administrative duties.
 - Plan, record, and manage practice sessions, keep the training equipment's excellent condition, and organize team events.
 - Overseeing all team activities, supervising games and training sessions, helping with recruitment, keeping records, and making travel arrangements.
 - Performs other functions as directed by the head and higher officials.
13. The Sports Trainers are highly trained and skilled sports professionals with specialization in specific sports. They work with the Subunit in-charge, coaches, assistant coaches, and student-athletes.
- Provide sports training services for students.
 - Assess injuries and rendering first aid to student athletes.
 - Offer administrative responsibilities, such as writing reports and instructions.
 - Performs other functions as directed by the head and higher officials.
14. Varsity athletes refer to players who are on the official roster certified by the Institute of Sports, Physical Education, and Recreation (ISPEAR) and are eligible to play in regional, national, international, and other tournaments where the University intends to participate.
- Training pool athletes refer to players who are listed in the training roster certified by ISPEAR and can be elevated to varsity athlete status if needed.



UNIVERSITY GENDER AND DEVELOPMENT OFFICE

Vision

The University Gender and Development Office (UGADO) envisioned an attainment of gender equality and full participation of men and women within the university to provide a socially responsible environment that is free from any form of violence and gender inequality.

Mission

To unify all efforts in all the units of the university in promoting gender responsive manner among men and women through participatory approaches for gender justice and equality.

Objectives

General

To integrate and institutionalize CMO #1 series of 2015 in the University's effort for excellent service and global competitiveness among employees and clients it serves.

Specific

- To implement gender mainstreaming geared towards promoting gender equity in all units of the university as provided by law;
- To integrate the principles of gender equality in curricular offerings and pedagogical systems and strategies;
- To formulate and conduct gender-responsive research and extension program, project and activities (PPAs);
- To actively advocate gender and development through gender sensitive trainings, seminars, and information, education communication (IEC) materials.

Research Services



Annual Gender and Development Research Congress

UGADO also offers funding of GAD-responsive research of clsu employees and students. The research should address gender-based violence, gender stereotyping and discrimination, gender and women empowerment and other topics that gender issues and concerns can be integrated.

Extension Services



Capacitating Rural Women Through Techno Livelihood Trainings and Projects
(in collaboration with the University Extension)



Empowering the Religious Women of the COTH Monastery Towards a Self-Sufficient

Training/Webinars/Seminars

A screenshot of a video conference interface for the "saGAD Kalaaman Webinar Series". The interface features a grid of 25 small video feeds of different speakers. At the top, there is a banner with the text "saGAD KAALAMAN Webinar Series" and the date "May 20, 2021". Below the grid, there are icons for a camera, microphone, and speech bubble.

saGAD Kalaaman Webinar Series

A screenshot of a video conference interface for the "CLSU Pride Month Celebration". The interface shows a grid of 25 video feeds. A banner at the top right of the grid reads "PRIDE MONTH 2021". The video feeds feature various speakers and participants, some wearing flags or pride-related attire.

CLSU Pride Month Celebration

Other Activities



National Women's Month Celebration



GAD Financial Assistance for Students



18-Day Campaign to End Violence Against Women and Children



THE UNIVERSITY LIBRARY

<https://facebook.com/CLSULibrary>

library@clsu.edu.ph

09265727372



The University Library is an essential unit of the university that supports teaching, learning, and research. It provides information resources, technological facilities and equipment, and a variety of services to meet its clients' educational needs.

Mission

Central Luzon State University Library will be a leading information resources provider supporting curricular offerings of the University. We shall deliver and disseminate quality, state-of-the-art sources of information, applicable library technologies and services to our users, to prepare them for global competitiveness and sustainable development.

Vision

We envision CLSU Library as the country's premier agriculture and extension information resources provider to attain the CLSU institutional vision as a model comprehensive institution of higher learning dedicated to service and excellence.

Goals

Specifically, it seeks to:

- a. Strengthen and develop an adequate and relevant collection of information resources in various formats appropriate to each level of the instructional program and to the needs of research;

- b. Develop innovative approaches for the effective use of the collections in support of the needs, interests and concerns of the library;
- c. Create library spaces for the academic, social , or cultural pursuits of the users;
- d. Establish effective channels for library staff and patrons to communicate experiences and insights on improving service delivery;
- e. Build partnerships to government agencies and stakeholders so more patrons would benefit from collaboration.

Objectives

Specifically, it seeks to:

- a. Acquire print and electronic resources for each curricular program;
- b. Develop a digital library resource to facilitate online searching of clientele;
- c. Provide learning commons;
- d. Conduct user satisfaction survey and assessment;
- e. Collaborate with different institutions and organizations.

Library Hours during the New Normal

Regular Semester and Mid-Year Term

- Monday to Friday
8:00 AM to 12:00 PM
1:00 PM to 5:00 PM
- Queries online are entertained beyond office hours.

Library Sections:

- **Science and Technology Section** houses books on pure and applied sciences.
- **Humanities Section** include books on the Social Sciences, Humanities, Laws, Language and Literature, Philosophy, Religion, Commerce, Finance, and others.
- **Reference Section** houses the reference books in the library. These books are intended to be used when authoritative information is required. It also enables quick and easy access to information on any topic. Dictionaries, Almanacs, Atlases, Bibliographies, Encyclopedias, Abstracts, Handbooks, Manuals, Yearbooks, Directories, and others, comprise the collection.
- **Filipiniana and Theses Collection Section** are made up of library resources about the Philippines and books written by Filipinos on various subjects. This area also houses graduate and undergraduate theses.
- **Reserve Section** largely consists of books on various disciplines that professors have requested for usage by their students.
- **Serials Section** provides current issues and volumes of general and professional journals, magazines, newspapers, and clippings.

- **Relegation Section** holds less-frequently utilized library collections, such as books, theses, and journals. CLSU Publications Corner, which contains CLSU Scientific Journals, Golden Grain, The Plowman, CLSU Newsletters, Annual Reports, Minutes of Board of Regents Meetings, and more, can be found in this section.
- **Circulation Desk** is where clients can borrow and return books for home reading.
- **Public Assistance and Complaints Desk** is available for consultation and advice on topics such as how users can get help with library directions and inquire about library services.
- **Multimedia Section** handles the university library's electronic resources and provides clients with services and facilities for internet and database searching, as well as word processing.

Library Services Available during the New Normal

I. Document Delivery

Document delivery refers to the provision of book chapter and article requests from the journals, books, and other materials available in the CLSU library. These documents are scanned and emailed or sent through Facebook Messenger.

- All requests may be sent through any of the following:
 - Online document request form (<https://bit.ly/3xrhR7U>)
 - University Library email (library@clsu.edu.ph)
 - CLSU Library Facebook Messenger
(<https://www.facebook.com/CLSULibrary>)
- Request for book chapter may be provided with the following information: title of the book, author, edition, year of publication and page number. One Chapter of a book or extracts of 10% of a book whichever is greater is allowed per request.
- Request for print and electronic periodicals may be provided with the following information: article title, author, periodical title, volume, issue number, year of issue and page number.
- Document delivery for graduate and undergraduate thesis is also available upon filling out the document request form (<https://bit.ly/3xrhR7U>)
- The average delivery time of requested library materials is within the day.

II. Curbside Pick-up Service

A service with minimal physical interaction that will give clients physical access to books at the University Library.

1. Book Borrowing (Checking-Out)

- Books from the Science and Technology Section, Humanities Section, Filipiniana Section, and Reserve Section can be borrowed for one week.
- All requests may be sent through any of the following:
 - Online document request form (<https://bit.ly/3xrhR7U>)
 - University Library email (library@clsu.edu.ph)
 - CLSU Library Facebook Messenger (<https://www.facebook.com/CLSULibrary>)
- The students shall be notified if the books requested are available or not. In case the books are still in quarantine, the library staff shall inform the students as to when the books will be ready for pick-up.
- The requested books shall be checked out under the name of the student in the library system. If the student has no existing library account, the student shall fill out a Library Patron's Account Creation form, after which the Library staff will create the library account of the student.
- Undergraduate students can borrow three (3) books for one week and five books (5) for graduate students.
- Curbside pick-up of books is at the CLSU main gate.
- Books requested in the morning can be picked-up between 2:00 to 4:00 PM while those requested in the afternoon can be picked-up the following morning between 9:00 AM to 11:00 AM
- Upon pick-up, students must show their CLSU student ID card.

2. Returning Books (Checking-In)

- The students shall return the books to the book drop or book box located at the main gate.
- The return of the books is between 8:00 to 6:00 P.M.
- Students must notify the library through the University Library email (library@clsu.edu.ph) or CLSU Library Facebook Messenger (<https://www.facebook.com/CLSULibrary>) that they have returned the books, indicating the date and time of return.
- A scanned copy of the return receipt will be given to the borrowers as an attachment via email or Facebook message once the borrowed books have been checked-in at the library system, i.e. after 7 days of quarantine.

3. Overdue Fine

- A fine of five pesos (₱ 5.00) per book per day (including Sundays and holidays) shall be charged if the students fail to return the book/s on time.

III. VIRTUAL RESEARCH / REFERENCE ASSISTANCE SERVICE

- CLSU library clients may send their queries through email; library@clsu.edu.ph or through chat at CLSU Library Facebook Messenger (<https://www.facebook.com/CLSULibrary>). Emails will usually have a reply within 24 hours, excluding holidays.

Note: Our Reference Chat and Email services are primarily for the students, faculty, and staff of Central Luzon State University. The library personnel will assist the public if the question concerns the University or information sources of the library.

IV. Web OPAC (Online Public Access Catalog)

Allows users to access the library resources using the internet. The Web OPAC can be accessed at <https://bit.ly/37P61dE> or by typing 122.54.161.144 on the browser.



THE UNIVERSITY HEALTH SERVICES



The Central Luzon State University Infirmary is a primary care facility inside the university with License to Operate issued by the Department of Health. The Infirmary caters the CLSU students, staff and their dependents and non-CLSU constituents.

Vision

The Central Luzon State University Hospital as a center of Safety in the Science City of Muñoz and its neighboring communities.

Mission

To deliver to clients basic health services which are promotive, preventive, curative and rehabilitative. To ensure that clientele achieve the maximum enjoyment of good health to live a happy life.

Infirmary Services

Medical and Nursing Services (24 hours)

- a. Medical Examination of Students and Staff
- b. Consultation
- c. Admission and Discharge
- d. Referrals
- e. Medical Management

Dental Services (8:00 AM-5:00 PM Monday to Friday)

- f. Dental Consultation
- g. Dental Examination
- h. Tooth Extraction
- i. Prophylaxis

- j. Filling
- k. Orthodontics
- l. TMJ Treatment
- m. Oral Surgery (minor)

Laboratory Services (8:00 AM-5:00 PM Monday to Friday)

- a. Blood Examination
- b. Stool Examination
- c. Urine Examination
- d. Blood Sugar Examination

Radiology Services (8:00 AM-5:00 PM Monday to Friday)

- a. Chest X-Ray
- b. Upper and Lower Extremity
- c. Skull X-Ray
- d. Abdomen
- e. Pelvis
- f. Vertebral
- g. Column
- h. Thorax

Pharmacy Services – (8:00 AM – 5:00 PM Monday to Friday)

This is where stocks of medicines and supplies are kept. The pharmacist dispenses medicines upon prescription of a physician, gives instructions about the dosage and issues official receipt for payments received.

Ambulance – 24 Hours

This service is available 24 hours together with an ambulance driver to conduct patient to their hospitals of choice for further evaluation and management. This is also available to assist casualties during athletic meets and other activities where an ambulance service is needed.

Other practices of the CLSU Infirmary

- a. Lactation management and breastfeeding
- b. Infection control program- dengue eradication
- c. Waste management
- d. Basic Life Support and Basic First Aid Lecture to Faculty, Staff and Students of CLSU
- e. First aid assistance to different university activities
- f. Assistance to quarterly Tulong Pangkalisugan
- g. Dental Mission

- h. Cervical Cancer awareness (Pap-smear)
- i. Health and Nutrition awareness (Fad diet lecture)

Benefits of Students

1. All students officially enrolled in this university enjoys free medicines as a privilege every semester. This privilege starts as soon as the students has enrolled and ends a week after the last day of classes for that semester
2. All students are not required to pay the room rates and professional fees
3. All services provided by the health services including dental, X-ray, laboratory and ambulance services will be paid at a minimum cost much lower than the rate being paid by the staff and pay patients.
4. It is very important for the students to bring their ID cards when availing the CLSU health services for proper identification and to facilitate in looking for the OPD cards in the hospital files.
5. Consultation hours are from 8 AM to 5 PM for simple cases and 24hrs for emergencies and other cases that needs immediate attention.

Procedure of an OPD Client of the CLSU-UHS Infirmary

- 1.1. The patient presents himself/herself to the NOD and state his/her medical problem.
 - 1.1.1. The NOD/NA retrieves health card of old patient from file and make new one to new clients.
 - 1.1.2. The NOD interviews the client to determine the medical history.
 - 1.1.3. The NOD takes vital signs and records
 - 1.1.4. The NOD refers to the POD
- 1.2. The POD examines patient, evaluates and determine the medical care needed.
 - 1.2.1. Gives prescription and instruction if no diagnostic test is needed.
 - 1.2.2. Makes request if diagnostic test is needed
- 1.3. The RT/MT performs diagnostic procedure and release result to the patient/POD.
- 1.4. The POD interprets the result of the examination performed.
 - 1.4.1. The POD makes diagnosis and gives prescription and instructions/advice to the patient.
- 1.5. The cashier receives the payment from the patient and issues receipt.
- 1.6. The pharmacist dispenses the prescribed medicine after presentation of the RX pad/medical record and official receipt.
- 1.7. The patient returns the health card to the NOD/NA for recording and filing.



ACADEMIC REGULATIONS AND PROCEDURES

I. Admission

1.1. General Requirements

- 1.1.1. Students shall be accepted regardless of age, sex, nationality, religious beliefs, socio-economic status, political affiliations or physical disabilities.
- 1.1.2. Students must meet all the prescribed admission requirements of the University:
 - 1.1.2.1. Must qualify in the University Admission Test (CLSU-CAT). Transferees who have earned at least 36 credit units of college courses need not take the CLSU-CAT.
 - 1.1.2.2. Must have complete and valid credentials
 - a. Grade 12 report card or its equivalent
 - b. Copy of Philippine Statistics Authority (PSA) birth certificate
 - c. One "2x2" colored ID picture with name tag following the format: Last Name, First Name, M.I. Computer-generated picture will not be accepted.
 - 1.1.2.3. Must pass the physical or health examination conducted by the University physician
 - 1.1.2.4. Must submit a duly accomplished application form
 - 1.1.2.5. Others, as prescribed by in the approved curriculum
 - 1.1.2.6. Students must pledge to abide by and comply with all the rules and regulations of the University.

1.2. New/Beginning First Year Students

- 1.2.1. New/Beginning first year students must meet all the prescribed admission requirements of the University (Sec. 1.1).
- 1.2.2. New/Beginning first year students are not accepted during the Second Semester or Mid-Term.
- 1.2.3. Students must not have enrolled in any academic or college subject/s prior to their enrollment as beginning first year, otherwise they shall be classified as transferees.
- 1.2.4. Students enrolled in vocational courses or those not leading to a degree program are admitted as beginning first year.

1.3. Transferees

- 1.3.1. Applicants must meet all the prescribed admission requirements of the University (Sec. 1.1).
 - 1.3.1.1. In addition, the transfer student must submit the following:
 - a. Certification of good moral character;
 - b. Certificate of honorable dismissal/ transfer credentials; and,

- c. Copy of grades signed by the Registrar or official transcript of records.
- 1.3.2. Applicants must not have more than 25% failure in all units taken during the last semester.
- 1.3.3. Only students who have enrolled in any course leading to a degree program are admitted as transferees.
- 1.3.4. Transferees from SUC institutions shall be admitted and treated as regular students in accordance with the existing policies of the University.
- 1.3.5. Official Transcript of Records (OTR) shall be submitted prior to registration for the following semester; otherwise; enrollment will not be permitted.
- 1.3.6. Admission of transferee is subject to availability of slot.
- 1.3.7. Admission of transferee is recommended by the concerned Department/College.
- 1.3.8. Transferees must comply with the provisions on accreditation/validation of courses.

1.4. Foreign Students

- 1.4.1. Applicants must meet all the prescribed admission requirements of the University and the course applied for as stated in Section 1.1.
- 1.4.2. In addition, the applicant must have the following:
 - a. Personal history statement
 - b. Affidavit of support
 - c. Alien certificate of registration (ACR)
 - d. Student visa
 - e. Certificate of Language Proficiency required in the program issued by the CLSU Department of English and Humanities for a fee, for students who come from countries where English is not the medium of instruction (Students may also present the official result of a standardized English test [e.g. IELTS or TOEFL] to the Department of English and Humanities for confirmation)
 - f. Security clearance from his/her embassy
- 1.4.3. The applicant must also pay a non-refundable application fee.
- 1.4.4. Applicants must meet all the prescribed requirements by the Department of Foreign Affairs (DFA), the Bureau of Immigration and Deportation (BID), and the Commission on Higher Education (CHED).
- 1.4.5. A foreign student may be admitted based on availability of slot in the course applied for.

1.5. Cross Enrollees

- 1.5.1. Students of other institution may wish to cross enroll in CLSU for subject(s) needed for them to graduate.

- 1.5.2. Cross-enrollees must present a cross registration permit from the Registrar of the student's mother institution specifying the total number of units and the subject(s) to be cross enrolled.
- 1.5.3. The cross enrollee must present a certificate of good moral character.
- 1.5.4. Admission is subject to the availability of slot for the subject(s) being cross-enrolled.
- 1.5.5. Student from other institution may be allowed to cross-enroll within the registration period only.

1.6. Audit Students

- 1.6.1. An audit student is one who is not earning credits for a completed work.
- 1.6.2. Admission shall be approved by the Dean of Admissions upon the recommendation of the Dean of the college concerned.
- 1.6.3. An audit student shall not be allowed to enroll for more than nine units per semester or to register for more than two years, except by special permission of the Dean of the concerned college.
- 1.6.4. The work of the audit student is reported as "Satisfactory" or "Unsatisfactory" at the end of the semester since subjects taken are non-credited.
- 1.6.5. The student must sign an agreement waiving the right to receive and to demand credit for the work done.
- 1.6.6. A written permission from the Dean of the concerned college must be presented to the Office of Admissions together with the required documents stated in Section 1.1.

1.7. Returning Students

- 1.7.1. A returning student is one who is not enrolled in the University in the preceding semester(s).
- 1.7.2. Admission of a returning student is dependent on the student's previous scholastic standing. To be readmitted, the student must be able to finish all requirements within the maximum residence period, based on the evaluation of the concerned Records-in-Charge.
- 1.7.3. Request for readmission must be filed using the prescribed form, endorsed by the Office of Admissions, and approved by the concerned College Dean.
- 1.7.4. The student must satisfy Section 1.1.2.3 and comply with Section 1.1.3.

1.8. Student Shifter

- 1.8.1. A student shifter is one who wishes to shift or transfer to another curriculum in the University.

- 1.8.2. The student must meet the admission requirements for that curriculum
- 1.8.3. The request to change curricular program should be made by using the prescribed form. This should be recommended for approval by the concerned College Registrars and Department Heads, and presented for approval of the concerned Deans.
- 1.8.4. First year students are not allowed to shift to another curriculum.

1.9. Non-degree Students

- 1.9.1. A degree holder or undergraduate student who is not currently enrolled in any other institution of higher learning may be allowed to take credit courses, provided that the student satisfies the admission requirements of the concerned college.
- 1.9.2. The student must submit a certificate of good moral character in addition to the requirements stated in Section 1.1.
- 1.9.3. The student shall not be allowed to enroll for more than nine units per semester, or to register for more than two years, except with permission from the Dean of the concerned college.
- 1.9.4. A non-degree student is not a prospective candidate for graduation for any degree in the University since the student does not have any organized program of study to follow.
- 1.9.5. The admission of the student is approved by the Dean of Admissions upon recommendation by the Dean of the concerned college.

1.10. Students in Short-Term Course

- 1.10.1. For Special Course, applicant must present certificate of graduation from elementary school.
- 1.10.2. For Agricultural Mechanics Course, applicant must satisfy the requirements enumerated in Sec 1.1.

2. Registration

2.1. General Policies

- 2.1.1. Registration of all students, except those in Special Course, shall be on the regular registration period indicated in the academic calendar.
 - 2.1.1.1. A registration adviser shall be assigned, except to first year students during their first semester. The Records-in-Charge shall serve as registration adviser of first year students during their first semester.
- 2.1.2. Admission slip is required as credential for enrolment.
- 2.1.3. A student is considered officially enrolled when tuition and other school fees have been paid.

- 2.1.4. A student must be officially enrolled in order to receive credit for course work.
- 2.1.5. A student is not allowed to enroll simultaneously in more than one degree program.
- 2.1.6. Rules in sequencing of subjects (prerequisites) in the curriculum must be followed strictly during enrolment.
- 2.1.7. Late registration is permitted within the late registration period set in the academic calendar.
- 2.1.8. Late registrants will undergo the regular procedure of enrollment and will be charged a late registration fee, except if late registration is due to any of the following:
 - 2.1.8.1. Interruption of regular transportation or Internet service due to natural calamities like typhoon, flood and earthquake, or military operations.
 - 2.1.8.2. Accidents while in transit that need immediate hospitalization. Medical certificate or an affidavit by the student stating the cause of late registration must be attached to the application for exemption.
 - 2.1.8.3. Emergencies at home like death of immediate members of the family (father, mother, brother, sister). The corresponding death certificate issued by the Local Civil Registrar must be attached to the application for exemption.
- 2.1.9. Procedure in filing of application for exemption from the payment of late registration fee:
 - 2.1.9.1. Prepare a written request stating the reason for exemption from payment of late registration fee addressed to the Dean of Admissions.
 - 2.1.9.2. Attach all needed supporting papers in the written request.
 - 2.1.9.3. Present the request with all attachments to the Office of Admissions for appropriate action.

2.2. National Service Training Program (NSTP)

- 2.2.1. 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.
- 2.2.2. All students, male and female, enrolled in any baccalaureate and in at least two (2) year technical-vocational or associate course, are required to complete one (1) NSTP component of their choice.

- 2.2.3. The NSTP shall have the following components which the students can choose from:
 - a. Reserve Officers' Training Corps (ROTC)
 - b. Literacy Training Service (LTS)
 - c. Civic Welfare Training Service (CWTS)
- 2.2.4. Each of the 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.
- 2.2.5. No fee shall be collected for any of the NSTP component except basic tuition fees which should not be more than fifty percent (50%) of the charges of the University per academic unit.

2.3. Academic Load

- 2.3.1. One academic unit of credit is equivalent to one-hour class lecture, discussion, seminar, recitation, quiz or combination of these forms. Each three-hour period of laboratory or fieldwork is credited as one unit.
- 2.3.2. The total number of units a student may register shall be in accordance with the curricular program the student is enrolled in.
- 2.3.3. During mid-term, a student may register for a maximum of nine (9) units, except for graduating students who shall be allowed a higher load not exceeding 12 units.
- 2.3.4. A senior student who shall enroll in Practice Teaching/Field Practice/Apprenticeship in the succeeding semester, or a graduating student may enroll two subjects concurrently, one of which is a prerequisite to the other, provided maximum allowable load is not exceeded for the period prescribed in the course as certified by the Records-in-Charge.
 - 2.3.4.1. Requests for concurrent enrollment must be made using the prescribed form from the Office of Admissions.
- 2.3.5. **Academic Overload**
 - 2.3.5.1. Any student may be allowed to carry an overload of not more than six (6) units provided, however, that the student has a GPA of not lower than 2.25 in all courses taken.
 - 2.3.5.2. A senior student, regardless of GPA in all subjects taken, may be allowed to carry extra load of not more than six (6) units of courses specified in the degree program.
 - 2.3.5.3. University and college scholars may carry an extra load of not more than six (6) units.
 - 2.3.5.4. A graduating student may be permitted to carry an extra load of not more than nine (9) units.
- 2.3.6. Students who are scholastically delinquent are not allowed to have overload.

- 2.3.7. Requests to carry academic overload should be made using the prescribed form issued by the OAd.
- 2.3.8. Load of transfer students shall be limited only to those subjects without prerequisite(s) until such time the prerequisite subject(s) had already been validated/accredited/repeated.

2.4. Cross Registration

- 2.4.1. Cross-registration should be done within the period of registration.
- 2.4.2. A CLSU graduating student or a student who is scheduled to enroll in practice teaching/field practice/apprenticeship in the succeeding semester may be allowed to cross register in other state-owned or government-recognized private educational institution for not more than 6 units, provided that the subjects is:
 - A. Needed for graduation
 - B. Not offered during that semester/mid-term or is offered but the student cannot enroll due to conflict in schedule which cannot be resolved of the same course description and satisfies the required number of units
 - C. Cross registration is recommended by the Registration Adviser and the Head of the Department where the subject is taught.
- 2.4.3. Cross registration must have the approval of the College Dean.
- 2.4.4. A copy of the approved application for cross registration is submitted to the Office of Admissions for the issuance of permit to cross register and for the subject to be given credit by the University.
- 2.4.5. No student is allowed to cross register in two or more schools outside the University.
- 2.4.6. A student of other institution may be allowed to cross-register within the registration period only and subject to availability of slot. A permit to cross-register from the Registrar of the school where the student came from should be presented to the Office of Admissions.

2.5. Changing/Adding and Dropping of Subjects

- 2.5.1. A student may be allowed to change/add/drop a subject by filling out a prescribed form.
- 2.5.2. Changing/Adding/Dropping of subject shall be made only for valid reasons and indicated on the space provided for.
- 2.5.3. Subject changed/added/dropped should be endorsed by the Registration Adviser to the Office of Admissions.
- 2.5.4. Changing/Adding/Dropping of subject shall be subject to payment of corresponding fees.

- 2.5.5. Changing/Adding of subjects may be allowed within two weeks from the first day of classes during the semester or within the first three days of classes during the mid-term.
- 2.5.6. Dropping of subjects shall be allowed within two weeks after the last day of the scheduled first term examination during the semester and within one week after the first term examination during the mid-term. No dropping of any subject will be permitted after said period unless with valid reasons as determined by the Dean of the Office of Admissions.
- 2.5.7. Subjects changed/added unofficially not be given credit.
- 2.5.8. Total load carried by a student including the additional subject/s must not exceed the maximum under the rule on academic load or that which is prescribed for a particular curriculum year during the semester/term.
- 2.5.9. Unofficial dropping of subject shall be given a failing grade of 5.00.
- 2.5.10. A subject changed shall be cancelled and, therefore, shall not be considered as dropped subject.
- 2.5.11. Only courses included in the study program of the degree being pursued by the student may be added.

2.6. Additional Sections

- 2.6.1. Department heads may request for the opening of additional classes/sections if the following conditions are met:
 - a. Based on pre-registration survey, at least thirty (30) students for general basic courses, and at least fifteen (15) for major courses, intend to enroll;
 - b. An instructor with the appropriate expertise is available;
 - c. The required number of students needed for the opening of both basic and major courses, however, may be waived for graduating students or those students who are scheduled to enroll in Practice Teaching/ Apprenticeship/Field Practice in the succeeding semester.
- 2.6.2. The request to offer additional classes/section should be addressed to the Vice President for Academic Affairs and endorsed by the concerned college dean.

2.7. Irregular Subjects

- 2.7.1. Irregular subjects may be offered if the following conditions are met:
 - 2.7.1.1. At least twenty (20) students for general or basic subjects and five (5) for major subjects intend to take the course, based on the pre-registration survey. For graduating students and those who shall undergo Field Practice, Practice Teaching or Apprenticeship the succeeding semester after completion of the petitioned subjects, at least five (5) students are required. If less than ten

graduating students are petitioning for a subject; they may be allowed to cross-register the subject in other government recognized schools if necessity warrants it.

- 2.7.1.2. The students should qualify as:
- d. Graduating students whose only deficiency is the subject being petitioned; or
 - e. Students who, after completion of the petitioned subject(s), shall be allowed to enroll in the Field Practice/Practice Teaching/ Apprenticeship the succeeding semester; or
 - f. Irregular students petitioning for their course deficiencies or for a subject that is prerequisite in the semester prescribed in their academic year level.
- 2.7.1.3. An instructor is available in the Department where the petitioned subject is being offered/handled.
- 2.7.1.4. The offering of the irregular subject will not lead to the overloading of the faculty of the department.
- 2.7.1.5. The opening of irregular subjects shall be requested by the concerned Department Head and recommended by the concerned College Dean for the approval of the Vice President for Academic Affairs.
- 2.7.1.6. The irregular subject(s) will not result in the overloading of the students beyond that prescribed for their academic year level, except for graduating and senior students who may be covered by appropriate policies governing overloading of units.
- 2.7.1.7. The filing of request to offer irregular subject should be done within the set dates for adding/changing of subjects as stated in the academic calendar.

2.7.2. Withdrawal of Registration

- 2.7.2.1. Request for withdrawal of registration shall be made in writing by the student duly noted by the student's parent/guardian, recommended by the concerned Dean, and approved by the Dean of Admissions
- 2.7.2.2. A student who withdraws registration shall be entitled to refund of fees paid following the schedule cited in Section 7.7.1.
- 2.7.2.3. A new student who withdraws registration shall be entitled to withdraw the credentials submitted as requirement for enrolment.
- 2.7.2.4. No withdrawal of registration shall be made after the first week of classes. The rules for dropping shall apply, including the schedule for refund of fees.

2.8. Deferment of Enrollment

- 2.8.1. Qualified first year applicants who, for a valid reason cannot enroll during the semester originally applied for, may apply for deferment of enrollment to the succeeding school year by writing to the Dean of Admissions. Such applicants must not take any academic college subject prior to enrollment.
- 2.8.2. These applicants shall be given priority among those wait-listed applicants for admission for the succeeding school year.

3. Validation/Accreditation

- 3.1. All subjects and units taken from any SUC within the last five (5) years at the time of transfer may be credited, provided that they are prescribed in the curriculum and have the same course content and number of units and subject to residency requirements.
- 3.2. All subjects and units taken from any private institutions with courses duly accredited by any accrediting agency under the Federation of Accrediting Agencies of the Philippines (FAAP) may be accredited provided that they are prescribed in the curriculum and have the same course content and number of units and subject to residency requirement.
- 3.3. Transferees from other private institutions with courses not yet accredited by any accrediting agency under the FAAP should undergo validation of subjects as prescribed in the accreditation process.
- 3.4. Transfer students with subjects taken from other institutions and with ratings lower than 2.00 shall be required to take the validation examination for said subjects.
- 3.5. A validation examination must be taken for every subject the student would like to be validated for advanced credits. A validation fee for each subject has to be paid.
- 3.6. Only subjects earned toward a degree program shall be validated/accredited.
- 3.7. Validation/Accreditation should be done within the period of three (3) semesters from the date of admission to the University.
- 3.8. Subjects to be accredited/validated must not exceed 50% of the total number of units prescribed in the curriculum.
- 3.9. Transfer student will not be allowed to enroll in a subject the prerequisite(s) of which, taken elsewhere, have not been validated/accredited or repeated.
- 3.10. If the number of units earned outside the University is less than the prescribed units for the course, the student should enroll the course as offered in the University.

4. Evaluation

4.1. Student Classification

- 4.1.1. A regular student is one who carries the full load in any given semester as specified in the curriculum.
- 4.1.2. An irregular student is one who carries less than the full load specified in the curriculum.

4.2. Curricular Level Placement

- 4.2.1. The curricular level placement of students is determined using the following guidelines:

Year level	Total Number of Units Completed in the Course	4-Year Course.	5-Year Course	6-Year Course
First Year	< 25%		< 20%	< 17%
Second Year	25 – 50%	20 – 40%	17 – 34%	
Third Year	51 – 75%	41 – 60%	35 – 50%	
Fourth Year	> 75%		61 – 80%	51 – 67%
Fifth Year			> 80%	68 –
Sixth Year				84% > 84%

- 4.2.2. Students may also be classified as second year, third year, fourth year, fifth year, and sixth year students if they have completed the first one year, two years, three years, four years, and five years, respectively, of their course work
- 4.2.3. The term senior student may also be used to refer to the student who is enrolled in the last year of course work.
- 4.2.4. Graduating student is one who is enrolled in the final semester/term of course work.

4.3. Class Attendance

- 4.3.1. Students are required to attend classes punctually and regularly.
- 4.3.2. Time lost by late enrollment shall be considered as time lost by absence.
- 4.3.3. A student may be marked absent if one leaves the class earlier than the prescribed time.
- 4.3.4. Any student with three consecutive absences from the class must obtain a class readmission slip from the College Dean (or representative) to be presented to the instructor(s) before the student can be admitted to class.
- 4.3.5. When the student's absences in a subject in one semester have reached 20 percent of the required number of hours of recitation, lecture, laboratory or any other scheduled work, and the absences are unexcused, the student shall be unofficially dropped from the class and given a grade of 5.00.
- 4.3.6. Absences due to the following reasons are considered excused:

- 4.3.6.1. Students sent on official business by the University to attend athletic meets, literary-musical competitions, conferences and other similar cases, or who joined approved class field trips. Approved itinerary of travel/certification concerning field trip should be attached to the application form for excused absences.
- 4.3.6.2. Students who had gone out of the campus and could not return due to unavoidable circumstances.
- 4.3.6.3. Students who have been ill or/and confined for hospitalization provided a certificate to this effect is issued by the University Hospital or a certificate of illness issued by other licensed physician as attested to by the University physician.

4.4. Others, as determined by the Dean concerned

- 4.4.1. Excuses are only for time missed. All work covered by the class during absence shall be made up to satisfy the requirements missed within the semester/mid-term before any final grade is given.
- 4.4.2. For excused absence, the student is required to get an excuse slip from the Office of the Dean of the college offering the degree program.
- 4.4.3. Accomplished excuse slip should be presented to the instructors/professors upon return of the student to specific class.

4.5. Resident Credits

- 4.5.1. Resident credits refer to all academic subjects and units earned in the University/College including those earned in other institutions that are required for a particular degree and had already been validated/accredited in the University.
- 4.5.2. Only resident credits are considered in evaluating subjects and units for a particular curriculum.

4.6. Residence Requirement

- 4.6.1. Residence refers to the number of years or terms required of a student to finish a course.
- 4.6.2. An undergraduate student must finish the requirements of a course within a maximum period of actual residence; otherwise, the student shall not be allowed to re- enroll further in the university.
- 4.6.3. The maximum actual residence period prescribed for a course is as follows: 6 years for a 4-year course and 10 years for a 6-year course.
- 4.6.4. No student shall be graduated from the University unless the student has completed at least two years or 50% of residence work immediately prior to graduation.

4.7. Prerequisite(s) of Subjects

- 4.7.1. The rules on sequence of subjects in the curriculum of the course being taken must be followed.

- 4.7.2. Enrolling in and attendance in a subject without passing its prerequisite(s) shall not be given academic credit.
- 4.7.3. A senior student who shall enroll in Practice Teaching/Field Practice/Apprenticeship in the succeeding semester, or a graduating student may enroll two subjects concurrently, one of which is a prerequisite to the other, provided the student does not exceed the maximum allowable load for the period prescribed in the course as certified by the Records-in-Charge. This request must be filed with the Office of Admissions using the prescribed form. However, if the student fails the prerequisite subject, the higher subject shall not be given credit.
- 4.7.4. Subjects common to all colleges must have the same prerequisite(s) unless otherwise specified in the curriculum.

4.8. Enforcing a New Curriculum

- 4.8.1. When a new curriculum is enforced, only new students or first year shall be covered.

4.9. Substitution of Subjects

- 4.9.1. Substitution of subjects is allowed when a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new.
- 4.9.2. Every petition for substitution must involve subjects allied to each other and with the same number of units or greater than the units of the required subject.
- 4.9.3. No substitution shall be allowed for a subject prescribed in a curriculum in which the student has failed, except when the subject is no longer offered, provided that the proposed substitution substantially covers the same subject matter as the required subject.
- 4.9.4. Request must be files using the form for validation of subjects.
- 4.9.5. Copy of the approved petition must be submitted to the Office of Admissions for recording and filing purposes.

4.10. Examination

- 4.10.1. Three scheduled examinations shall be given per semester as follows:
 - 4.10.1.1. Two Term Examinations
 - 4.10.1.2. Final Examination
- 4.10.2. Special Examination
 - 4.10.2.1. A special examination is given to a student who incurred an excused absence during a scheduled final/term examination.
 - 4.10.2.2. Special term examination shall be given within the period preceding the next term examination; special final examination shall be given not beyond the immediately following academic year.

- 4.10.2.3. A student shall take a special examination upon payment of a special examination fee to be paid to the department where the subject is offered.

4.11. Grading System

- 4.11.1. The work of students will be graded as:

Excellent	-	1.00	D	-	Dropped
		1.25	Inc	-	Incomplete
		1.50	IP	-	In Progress
Very Good	-	1.75			
		2.00			
Good	-	2.25			
		2.50			
Fair	-	2.75			
Passing	-	3.00			
Failure	-	5.00			

- 4.11.2. The grade of Inc is given if the student, whose class standing throughout the semester is passing, fails to complete other requirements for the course, due to illness or other valid reasons. In case the class standing is not passing and the student fails to take the final examination for any reason, a grade of 5.00 is given.
- 4.11.3. A passing grade in Undergraduate Thesis/Field Practice shall be expressed numerically following the grading system, if the work is completed. A grade of IP is given if work is still in progress; if no work is done at all, a failing grade of 5.00 is given.
- 4.11.4. In special situations, and based on guidelines issued by the Vice President for Academic Affairs or the University President, NG (No Grade) may be issued to students.
- 4.11.5. The qualitative grade IP shall not be used in computing the GPA. However, the GPA will not be computed if the student has unremoved Inc or NG at the time of registration.

4.12. Removal of Inc

- 4.12.1. Removal of Inc must be done within one (1) academic year from the date the grade has been incurred, otherwise the grade becomes 5.00. The prescribed period of one academic year does not include the period during which the student is on leave of absence.
- 4.12.2. Students who are not in residence shall be required to pay the registration fee, besides the special examination/completion fee for them to be allowed to take the examination to satisfy the requirement(s) to remove a grade of Inc.
- 4.12.3. Removal of Inc grade must be done within the prescribed time by taking final examination or satisfying the requirements of the course, after which a final grade based on the student's overall performance shall be given.

- 4.12.4. Grade after completion must be submitted by the faculty to the Office of Admissions within two weeks from the date of completion; otherwise the faculty shall be sanctioned by the Dean before the grade is submitted to the Office of Admissions.
- 4.12.5. Incomplete grades in subjects that are prerequisites to other subject(s) must be removed before enrollment of the latter subjects can be made.
- 4.12.6. Removal of Inc shall be facilitated by the College Registrars, and the NSTP Head based on guidelines issued by the Office of the Vice President for Academic Affairs.
- 4.12.7. Removal of Inc or changing of NG is not allowed one week before the start of the regular registration period until the last day of adding and changing of subjects.

4.13. Submission of Grades

- 4.13.1. Faculty members are required to submit their report of grades not later than seven (7) working days for graduating students or 10 working days for non-graduating students after the last day of the final examination period at the end of each semester/term.
- 4.13.2. Faculty members who fail to meet the deadline for submission of grades should be reported by the Department Chairperson to their Dean.
- 4.13.3. Faculty members who fail to submit their report of grades within the prescribed period are penalized by:
 - a. Payment of fine of P100 for each working day of delay for every subject, payable to the Cashier's Office (maximum of three days of delay); and
 - b. Issuance of warning by the Dean to the concerned faculty for the grades not submitted three (3) working days after the deadline and a reprimand by the University President upon recommendation by the Dean and the Vice President for Academic Affairs should the warning be ignored by the faculty.
- 4.13.4. Late submission of grades without penalty can be considered for valid reasons. This should be favorably endorsed by the Department Chairperson and the Dean, and approved by the Vice President for Academic Affairs.

4.14. Change of Grade

- 4.14.1. No faculty member shall change any grade after the report of grades has been filed with the Office of Admissions, except when an error has been committed. The faculty member may request authority to make the necessary change in grade from the Vice President for Academic Affairs with favorable endorsement from the concerned Department

Head and Dean. If the request is granted, a copy of the approved request of the faculty authorizing the change in grade shall be forwarded to the Office of Admissions for recording and filing purposes.

4.15. Complaints on Grades

- 4.15.1. Student complaints regarding grades shall be filed within the semester following the issuance of grades.
- 4.15.2. Procedure for filing complaints/request regarding grades:
- i. A written complaint should be filed to the Vice President for Academic Affairs.
 - ii. All supporting documents/evidence should be attached to the written complaint.
 - iii. A fact-finding/investigation committee consisting of the College Dean, Department Head, a representative of the Vice President for Academic Affairs and a representative of the student complainant shall be formed within one week from the receipt of the complaint.
 - iv. The committee shall look into the case within one week from its creation.
 - v. If the complaint can be resolved at the committee level, the decision of the committee shall be binding and the University President is informed of the decision.
 - vi. If the committee cannot resolve the issue at their level of authority, the documents/proceedings/findings/recommendations of the committee should be forwarded to the University President for appropriate action.
 - vii. If the complaint is against the Dean or Department Head, a representative for each from the college should be assigned to take their place in the committee.

4.16. Academic Scholarships

- 4.16.1. University scholarships consisting of full free tuition and other school fees for one semester shall be enjoyed by students who obtained a GPA of 1.50 or better during the preceding semester.
- 4.16.2. College scholarships consisting of one-half free tuition and other school fees for one semester shall be given to students who obtained a GPA of 1.51 to 1.75 during the preceding semester.
- 4.16.3. Students shall enjoy academic scholarship if the following requirements are complied with:
- 4.16.3.1. Must have an academic load of at least 15 units or the normal load prescribed in the curricular program

- 4.16.3.2. Must have no grades of Inc, NG or below 3.00 in any academic or non-academic subjects taken during the preceding semester upon enrollment

4.17. Retention Policies

- 4.17.1. Evaluation of student records for purposes of retention is guided by the following standards:

% Failure	No. of Units Enrolled	Status	Allowable Load for the Following Semester
0 – 24%	Any	REGULAR	Normal load
25% - 49%	Any	WARNING	Less 3 units than the normal load
50% - 75%	6 Academic units or more	PROBATION	Less 6 units than the normal load
76% - 100%	9 Academic units or more	PERMANENT DISQUALIFICATION from the University	Not allowed to enroll in the University

Normal load refers to the number of units specified in the program of study.

- 4.17.2. Any student who has received two (2) successive warnings shall be placed on probation.
- 4.17.3. Probation status may be lifted upon passing all the subjects carried during the term the student is on probation.
- 4.17.4. Any student under probation status who again fails in 50% or more of the total number of academic units enrolled will be dismissed from the University.
- 4.17.5. Permanent disqualification does not apply to cases, where the grades of 5.00 were due to unauthorized/unofficial dropping of subjects and not to poor class standing. Reconsideration should be requested using the prescribed form. Such cases must be certified by the instructor and approved by the College Dean. Students, however, shall only be granted a reconsideration twice. Approved request for reconsideration is forwarded to the Office of Admissions for recording and filing.
- 4.17.6. For purposes of evaluating the status of students, grades of unremoved Inc shall be considered as failing grades.
- 4.17.7. The rules for dismissal shall not apply to:
- Senior students or students in the last year of their curricular program
 - Students enrolled in Agricultural Mechanics and Special Courses
- 4.18. Leave of Absence**
- 4.18.1. A leave of absence is a non-enrollment of a student from the University for one semester subject to renewal for at most four (4) semesters. When the leave of absence is not taken in four consecutive semesters, the total leave should not exceed four (4) semesters or two (2) years.

- 4.18.2. A leave of absence should be requested using the prescribed form, stating the reason for the period of the leave. The (1) copy of the signed university clearance form and (2) the letter of consent from parent/guardian must be attached to the application for leave of absence.
 - 4.18.3. A student who has to go on leave of absence beyond two (2) years should be advised to apply for an honorable dismissal, without prejudice to re-admission.
 - 4.18.4. The application for leave of absence shall be endorsed by the thesis adviser, if applicable, and the Department Head to the College Dean for approval.
 - 4.18.5. A copy of the approved leave of absence must be submitted to the College Registrar's Office and Office of Admissions for recording and filing.
 - 4.18.6. If a student withdraws after $\frac{3}{4}$ of the total number of hours prescribed for the course has already elapsed, instructors/professors may submit a grade of 5.00 for the subject if the student's class standing is not passing at the time of withdrawal.
 - 4.18.7. No leave of absence should be granted within two weeks before the last day of classes in the semester.
 - 4.18.8. Students who withdraw from the University without formal leave of absence shall be barred from enrolling further. Requests for consideration to be re-admitted in the University from the Vice President for Academic Affairs. Students, however, shall only be granted a reconsideration for readmissions once.
- 4.19. Honorable Dismissal**
- 4.19.1. Honorable dismissal is voluntary withdrawal from the University approved by the Office of Admissions at the recommendation of the concerned College Dean.
 - 4.19.2. If a student is dropped from the rolls for whatever cause(s), a statement to that effect shall be indicated to his/her honorable dismissal.
 - 4.19.3. The student should present a clearance showing that all obligations, financial or otherwise, to the University has been settled.

5. Graduation

5.1. Graduation Requirements

- 5.1.1. A student who is enrolled in the final term/semester of a degree program shall file an application for graduation using the prescribed form within four weeks from the opening of classes of the semester they expect to graduate (or two weeks, if mid-term).

- 5.1.2. A student applying for graduation must be enrolled at the time of application. If no more course work has to be enrolled, the student shall be asked to pay the insurance and the registration fee only.
- 5.1.3. After the last day of filing application for graduation as specified in the academic calendar, the Office of Admissions shall prepare the list of applicants for graduation for the next commencement exercises. The Office of Admissions shall then check the academic records of each applicant to ascertain whether they have any deficiency to qualify as candidate for graduation. The list of applicants for graduation shall be provided to the College Dean.
- 5.1.4. All students, male and female, enrolled in any baccalaureate or in at least 2-year technical-vocational or associate courses, are required to complete one (1) National Service Training Program (NSTP) component as a graduation requirement.
- 5.1.5. All applicants for graduation must have their deficiencies made up and their academic records, except those enrolled in their last semester/term, cleared not later than one week before the Academic Council meets to act on the applications for graduation. Those who fail to comply with graduation requirements before the deadline shall not be included in the list of applicants for graduation to be presented during the Academic Council meeting.
- 5.1.6. A pre-academic council meeting shall be conducted to assess, evaluate and approve applicants for graduation in the College prior to the University Academic Council meeting.
- 5.1.7. No student shall be graduated unless the required graduation expenses has been settled.
- 5.1.8. The Office of Admissions shall prepare the list of qualified applicants for graduation, indicating their major field and GPA, for presentation to the Academic Council.
- 5.1.9. A student shall be graduated from the University if at least two years or 50% of residence work prior to graduation has been completed.
- 5.1.10. No student shall be graduated from the University unless the applicant's name is approved as a candidate for graduation by the Academic Council and confirmed by the Board of Regents.

5.2. Graduation with Honors

- 5.2.1. A student may graduate with academic honors based on the following grade point average (GPA) requirements:
 - 5.2.1.1. Summa cum laude - GPA of 1.20 to 1.00
 - 5.2.1.2. Magna cum laude - GPA of 1.45 to 1.21
 - 5.2.1.3. Cum laude - GPA of 1.75 to 1.46

- 5.2.2. A candidate for graduation who meets the prescribed GPA but fails to satisfy any of the other requirements shall be awarded the "Certificate of Graduation with Academic Distinction."
- 5.2.3. Candidates for graduation in courses with prescribed length of less than four years, the English equivalent, "With Highest Honors", "With High Honors", and "With Honors" shall be used.
- 5.2.4. In the computation of the GPA, the following shall be observed:
 - 5.2.4.1. Only final grades shall be considered;
 - 5.2.4.2. Only resident credits shall be included; and
 - 5.2.4.3. Rounding off of final grades (GPA) shall not be allowed
- 5.2.5. A student shall graduate with honors if the following requirements are complied with:
 - 5.2.5.1. Has no grade lower than 3.00 and an unremoved Inc in any academic or non-academic subject whether prescribed or not in his/her curriculum, taken in CLSU or any other educational institution;
 - 5.2.5.2. Must not have repeated a subject in CLSU or in another educational institution;
 - 5.2.5.3. Must have completed in CLSU at least 75% of the total number of academic units for graduation.
 - 5.2.5.4. Must have been in residence for at least two (2) years immediately prior to graduation;
 - 5.2.5.5. Must have taken, during each semester, not less than 15 units of credit or the normal/regular load prescribed in the curriculum; and
 - 5.2.5.6. Must have not been charged and found guilty of any violation of existing University rules and regulations which is punishable by at least one week suspension.

5.3. Graduation Exercises

- 5.3.1. The degree may be conferred at any commencement convocation.
- 5.3.2. Candidates who will not join the commencement exercises must inform the University in writing of their desire to graduate in absentia. The letter must be addressed to the University President and submitted as an attachment to the University clearance form.
- 5.3.3. Mid-year commencement exercises may be held to accommodate the growing number of graduates.
- 5.3.4. Candidates for graduation with degrees or titles requiring at least four (4) years of college instruction shall be required to wear academic costumes prescribed by the University during the baccalaureate service and commencement exercises.

- 5.3.5. A recognition program shall be held to present and recognize candidates for graduation with academic honors, including those with Special Awards granted in accordance with the rules and regulations of the University.
- 5.3.6. The Academic Council shall approve the giving of Loyalty Award to the candidate for graduation who has completed three (3) academic programs in the University.

5.4. Transcript and Other School Credentials

- 5.4.1. Student records are confidential and information is released only at the request of the student or of appropriate institutions.
- 5.4.2. "Partial" transcripts are not issued.
- 5.4.3. Official transcript of records from other institutions that have been submitted to the University for admission and/or transfer of credit becomes part of the permanent record of the student and are issued as true copies with the CLSU transcripts.
- 5.4.4. The Dean of Admissions, the College Dean, the University and Board Secretary, and the University President must be the signatories in the diploma.
- 5.4.5. Application for transcript of records should be accompanied by a student clearance. The clearance should be applied for immediately after the last semester/term of enrollment.

6. Policy on Thesis/Field Practice

An undergraduate thesis/field practice is a partial fulfillment of the requirements for graduation with a bachelor's degree.

- 6.1. Thesis/Field practice may be enrolled in two or more semesters or terms, one semester or one mid-term, as indicated in the curriculum being pursued by the student, provided that the total units does not exceed the required number of units.
- 6.2. An approval deadline schedule sheet set by the Dean of the College concerned should be followed strictly by the students as well as the approving officials.
- 6.3. When the manuscript fails to meet the deadline, the subject should be re-enrolled without unit during the next term. The student shall not be charged the tuition/laboratory fee but instead, will pay a flat rate which includes all other prescribed enrollment fees. If the student wishes to carry other subjects in addition to thesis/field practice, the corresponding tuition and laboratory fees must be paid.
- 6.4. At the end of each semester that the student is working on the thesis/field practice, a grade of IP (in progress) should be assigned if the work is still unfinished.

- 6.5. The faculty adviser shall submit the grade for thesis/field practice following the grading system prescribed in Section 4.10.

7. Miscellaneous Rules and Regulations

7.1. Academic Calendar

- 7.1.1. The academic calendar for the year shall be prepared on the basis of the calendar issued by the Commission on Higher Education. The general framework of the academic calendar shall be prepared by the Office of Admission and authorized/approved of the Academic Council upon recommendation of the Council of Deans.
- 7.1.2. The academic year shall be composed of two semesters of not less than 18 weeks each and a summer term of six weeks. The school days shall include examination days and class days which may be suspended due to natural or man-made causes.

7.2. Orientation

- 7.2.1. The Office of the Vice President for Academic Affairs, through the Council of Deans and Directors and with the Office of Student Affairs as the lead unit, shall coordinate and conduct an Opening and Orientation Program for all new, transfer and returning students within the first week of the first semester to facilitate adjustment to the University environment. Gender and development should be included in the orientation.
- 7.2.2. Orientation programs shall also be organized at the college and department levels.
- 7.2.3. A set of psychological tests for first year students is provided for by the Office of Student Affairs for guidance purposes.

7.3. Class Session and Class Size

- 7.3.1. The University school year is divided into two semesters of approximately 18 weeks each semester. Mid-term sessions of about 6 weeks are scheduled by the University and are parts of the preceding school year.
- 7.3.2. One month before the final examination, no extra-curricular activities shall be permitted. Co-curricular activities may be permitted if they are specified in the approved course syllabus, provided they will cause disruption of classes.
- 7.3.3. There shall be a period for integration to be held during the week that follows the second term examination. During this period, the students shall be (a) updated of their class standing to enable them to make informed decision regarding dropping of subjects and (b) given academic advising as needed to ensure that they will pass the course.

- 7.3.4. The normal size of a lecture/recitation class is 40-50 students. Laboratory classes shall have a normal size of 25-30 students.
- 7.3.5. The schedule of classes shall be prepared and issued by the Office of Admissions with the assistance of the College Registrars. For the undergraduate programs, the classes shall be scheduled during regular school hours, from 7:00 AM to 7:00 PM, during weekdays. Classes for the National Service Training Program shall be conducted during Saturday mornings. Classes in the graduate level may be offered on weekdays or weekends, depending on the nature of the program.
- 7.3.6. No scheduled class shall be abolished after the last day of late registration except for valid reason and provided that the students enrolled in the class are not prejudiced.
- 7.3.7. No class shall be divided into sections to suit the personal convenience or to increase the teaching load of faculty members.
- 7.3.8. The University may limit its enrollment, if necessary, subject to the approval of the President.

7.4. Dismissal of Classes

- 7.4.1. The instructor/professor is expected to dismiss his/her class 10 minutes before the prescribed time.
- 7.4.2. If the instructor/professor is late for class, students should not leave the classroom until the first quarter fraction of the scheduled class time has passed.
- 7.4.3. Classes may only be dismissed by the Dean with prior authorization from the President or his duly authorized representative, except in unusual cases in which case report thereon shall be submitted immediately to the President through the Vice President for Academic Affairs.

7.5. Suspension of Classes

- 7.5.1. Classes shall be automatically suspended when the appropriate Storm Warning Signal necessitating the suspension of classes is raised by PAGASA.
- 7.5.2. Classes may be suspended during College/University-wide activity/ event that requires attendance of the faculty and/or students upon the order of the University President or the Vice President for Academic Affairs.
- 7.5.3. Classes shall be automatically suspended upon the decision made by proper government authorities.

- 7.5.4. No class shall be suspended for any reason other than those provided in the preceding three sections unless authorized by the University President or the Vice President for Academic Affairs.

7.6. Change of Schedule

- 7.6.1. No change in the official class schedule shall be allowed, nor shall the instructors/professors meet their students for class or term/final examination except at the officially designated time and place, unless for a valid reason and without prejudice to the students enrolled in the class. Request to change the class schedule shall be made by the instructor/professor not later than the last day for adding of subjects. It shall be recommended for approval by the concerned Department Head and approved by the Dean. Copy of the approved request shall be provided the Office of the Vice President for Academic Affairs and the Office of Admission.
- 7.6.2. No instructor/professor shall meet his/her students for a special/make-up class except when expressly authorized by the Dean concerned.

7.7. Consultation Hours

- 7.7.1. The instructor/professor shall allot a total of five hours per week for consultation hours.

7.8. Wearing of ID and Uniform

- 7.8.1. As specified by their respective college/department where uniforms are required, students could be penalized by the concerned authority for non-wearing of uniform during prescribed periods/days.
- 7.8.2. Wearing of the University ID shall be required of all students. Students shall be given a minimum of one week from the start of classes before such regulation shall be enforced. Students who fail to wear their IDs shall be subjected to appropriate University rules and regulations.

7.9. Honor's Day

- 7.9.1. Honor's Day is a special day set in the Academic Calendar, every second semester of the academic year, to give recognition to all students who qualified as academic scholars (as university/college scholars) based on their GPA during the preceding academic year.
- 7.9.2. Academic scholars are presented with a Certificate of Merit signed by the College Dean, Dean of Admissions, Vice President for Academic Affairs, and the University President.
- 7.9.3. Students who qualified as University scholars for three (3) consecutive semesters are given a Presidential Medal.
- 7.9.4. The Office of the Vice President for Academic Affairs, through the Council of Deans and Directors and with the Office of Student Affairs

and the Office of Admissions as the lead units, shall coordinate and conduct the holding of Honor's Day.

7.10. Exemptions from Payment of the Non-citizenship Fee.

- 7.10.1. Children of visiting professors assigned in the University under foreign assisted programs/projects.
- 7.10.2. Foreign students whose governments have reciprocal agreements with the Philippine government.
- 7.10.3. Children of faculty members of institutions with which CLSU is in consortium.

7.11. Tuition Fee Privilege for University Faculty and Staff Members

- 7.11.1. Any CLSU faculty and staff member who is permitted by the University to enroll either in the undergraduate or graduate program of the University shall enjoy a 75 percent discount from total assessed fees.

7.12. Refund of Fees

- 7.12.1. Students who have paid their tuition and other fees and were granted honorable dismissal or leave of absence or withdrawal of enrollment shall be entitled to a refund of their fees, except entrance and registration fees, in accordance with the following schedule:

Before the start of classes 75%

Within one week from start of classes 50%

From the second to the fourth week from the start of classes 25%

- 7.12.2. In case of death of a student during the semester or mid-term, full refund of the total fees paid, except entrance and registration fees, shall be made to the student's parents, guardians or legal heirs.

- 7.12.3. Refund in full of fees per dropped subject will be allowed:

7.12.3.1. If dropping of subject(s) is due to the cancellation of the offering of the subject(s) by the University.

7.12.3.2. If dropping of subject is due to conflict of time with subjects scheduled by arrangement.

- 7.12.4. All fees are charged by semester/term and must be paid on registration days. Fees can be changed upon recommendation of properly constituted University authority and approved by the Board of Regents.



THE CLSU ANTI-SEXUAL HARASSMENT CODE

Pursuant to the provision of Section 4, of Republic Act No. 7877 entitled "Anti-Sexual Harassment Act of 1995," the following rules and regulations are hereby promulgated for the purpose of prescribing the proper decorum for administrators, faculty, staff, and students of Central Luzon State University (CLSU) and for the resolution, settlement and disposition of cases of sexual harassment.

Rule I DECLARATION OF POLICY

The university values and protects the dignity and welfare of every individual and assures the full respect of individuality and human rights of all CLSU constituents.

The University shall uphold an empowering, gender-fair, safe and healthy learning and working environment for the members of the CLSU community such that NO FORMS of Sexual Harassment shall be acceptable

Rule II POLICY STANDARDS AND GUIDELINES ON SEXUAL HARASSMENT

In the prolongation of the Declaration of Policy in Rule I hereof, the following standards and guidelines shall be observed by the University:

- viii. This Code shall apply to all teaching and non-teaching personnel, and students of the University.
- ix. Sexual harassment is an intolerable conduct which impends the mission of the University and demoralizes the dignity of the members of the CLSU community. The University shall undertake measures to prevent and eliminate sexual harassment.
- x. All reported incidents or cases of sexual harassment, including incidents between member/s of the CLSU community and partner entities, shall be appropriately acted upon by the University.
- xi. The University shall provide appropriate services to both parties of sexual harassment cases such as legal and psychological services.
- xii. Retaliation, in any form, against persons directly or indirectly involved in any incident report or case involving sexual harassment, shall be a ground for disciplinary action.

Rule III GENERAL PROVISIONS

Section 1. Title. These rules shall be known as the CLSU Anti-Sexual Harassment Code (ASH Code) otherwise known as "Implementing Rules and Regulations of the Anti-Sexual Harassment Act of 1995 (RA 7877)"

Section 2. Definition of Terms. As used in the ASH Code, the following terms, shall mean and be understood as indicated below:

- a. Sexual harassment means an act, or a series of acts, involving any unwelcome sexual advance, request or demand for sexual favor, or other verbal or physical behavior of a sexual nature, and all other gender-based sexual harassment forms committed by any administrator, faculty, staff, and student. In work-related or education/training related cases, the person complained of exercises authority, influence or moral ascendancy over another person or individual.
- b. Administrators refer to the President, Vice Presidents, Dean of Colleges, Center Directors, Department Heads, and Directors of Administrative Offices.
- c. Faculty members refer to the pool of employees of the University holding academic positions and performing teaching, research and extensions functions on a full-time or part-time basis.
- d. Staff refers to the pool of employees holding non-academic or administrative positions performing tasks in support of the instruction, research, and extension functions of the University.
- e. Student refers to a person duly enrolled for a degree or special course, whether on a credit or audit basis, part-time or full time or in a short-term training, distance learning, review course, thesis writing in any academic unit, training or review center of the University or are students hired as student assistants or graduate teaching assistants during semestral or summer breaks. Students enrolled in the University Science High School (USHS) and Agricultural Science and Technology School (ASTS) are likewise covered by this Code.
- f. Others refer to those who may have certain dealings/transactions with the University; those who are indirectly hired by the University and those who may have a memorandum of agreement with the university (e.g. employees on contractual basis, tricycle operators/drivers).
- g. Victim - refers to any University personnel or student against whom an act of sexual harassment has been committed.
- h. CODI - refers to the Committee on Decorum and Investigation for cases of Sexual Harassment.

Section 3. Coverage

- a. **Officials and Employees.** These Rules and Regulations shall apply to any administrator, principal, faculty, staff, including other outsourced personnel directly or indirectly hired by the University against whom

- a complaint for sexual harassment is filed.
- b. Students. This Code shall also apply to any student of the University who complains of sexual harassment. Should a student be complained of the act, the CLSU Code of Conduct shall apply.
- c. Others. This Code shall also apply to those who are indirectly hired by the University or those who may have a memorandum of agreement/contract with the university and have complaints for or have been complained of sexual harassment.

Rule IV POLICIES

Section 1. CLSU adheres to its mission to empower globally competitive human resources and as such, it shall strongly maintain a school environment where administrators, faculty, staff and students respect one another and behave in accordance with the highest ethical standard. It, therefore, commits itself to the implementation of RA 7877 or the "Anti-sexual Harassment Act of 1995."

Section 2. It is, thus, the ethical obligation of the University to provide an environment that is free from sexual harassment and from fear that it may occur. It is, therefore, the declared policy of the University that sexual harassment is an unacceptable behavior and a violation of the laws of the Philippines and the Rules and Regulations of the University. This shall not be tolerated and condoned but rather, the University shall take measures to prevent sexual harassment and eliminate conditions that give rise to sexual intimidation and exploitation within the purview of this Code.

Section 3. All members of the University affected by a sexual harassment incident shall be treated with respect and given full opportunity to present their side of incident. Retaliation against parties directly or indirectly involved in any incident, case or report concerning sexual harassment will not be tolerated. Any act of retaliation in itself shall be a ground for disciplinary action.

Rule V SEXUAL HARASSMENT (adapted/lifted from Section 51.A of the 2017 RACCS and IRR of Republic Act 11313)

Section 1. Sexual harassment in the CLSU context. As defined, sexual harassment is any unwanted, unwelcome, uninvited behavior of a sexual nature or inappropriate sexual advances or offensive remarks about a person's sex, sexual orientation, or gender identity.

It is an act, which may be committed physically, verbally, or visually with or without the use of information communication technology.

Sexual harassment may be a demand or request for sexual favor by a person of authority, influence or moral ascendancy in exchange for appointments, grants, grades or favors, or set as terms and conditions for appointments, grants, grades or favors regardless of whether such act or series of acts are accepted by the offended party.

It may be committed inside CLSU premises; or outside CLSU premises in a work, symposia or training sessions; and via telephone education, research, extension, or related activity.

It may also take place while on official business outside the University campus or during work or school or training related travel; at official conferences, fora., cellular phone, fax machine or electronic mail.

Where the act/s of sexual harassment are shown to be organization-related or organization-based, the liability for sexual harassment shall extend to the officers of the organization, who are registered students during the commission of the offense, and the organization itself.

Section 2. Forms of Sexual Harassment. Sexual harassment can consist of the following:

- a. Persistent, unwanted attempts to change a professional or educational relationship to a personal one.
- b. Unwelcome sexual flirtations and inappropriate put-downs of individual persons or classes of people.

Examples include but are not limited to the following:

1. Unwelcome sexual advances;
2. Derogatory, demeaning, or lascivious comments about men and women in general.

- c. Verbal
 1. Abuse of a sexual nature;
 2. Graphic commentary about an individual's body, sexual prowess, or sexual deficiencies;
 3. Repeated sexual-oriented kidding, teasing, joking, flirting; or
 4. Offensive crude language.

- d. Physical
 1. Leering, whistling, touching, pinching, or brushing against another's body;
 2. Malicious touching; or
 3. Gestures with lewd insinuations.

- e. Visual such as the use or display of objects or pictures, graphics, letter or written notes which have sexual underpinnings that would create a hostile or offensive work or living environment.

- f. Serious physical abuse
 1. Sexual assault; or
 2. Rape

Section 3. Classification of Offenses. Sexual harassment is classified as light, less grave, and grave offenses, as follows:

- a. Grave Offenses shall include, but are not limited to:
 1. Touching or groping of private parts of the body such as breast, genitalia, or buttocks;
 2. Forced kissing;
 3. Requesting for sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing grade, the granting of honors or scholarship, or the grant of benefits or payment of a stipend or allowance;
 4. Attempted or consummated unwanted sexual intercourse or torture of the person in a sexual manner; and
 5. Other analogous cases.
- b. Less Grave Offenses shall include, but are not limited to:
 1. Verbal and/or non-verbal abuse with sexual overtones, including but not limited to, offensive hand or body gestures;
 - a. Derogatory or degrading remarks or innuendoes directed toward the opposite or one's sex, sexual orientation or gender identity;
 - b. Touching or brushing against a victim's body;
 - c. Pinching that does not fall under grave offenses;
 - d. Sexual advances or propositions; and
 - e. Other analogous cases.
- c. Light Offenses shall include, but are not limited to:
 1. Surreptitious looking or stealing a look at a person's private parts or underclothing;
 2. Malicious leering or ogling; sexual flirtation or persistent unwanted attention with sexual overtones;
 3. Inquiries or comments about a person's sex life and gender orientation;
 4. Communicating sexist/smutty remarks causing discomfort, embarrassment, offense, or insult to the receiver;
 5. Display of sexually-offensive pictures, materials, or graffiti;
 6. and other analogous cases.

Section 4. Persons Accountable. Any member of the CLSU community is liable for sexual harassment when he/she:

1. Directly participates in the execution of any act of sexual harassment as defined by this Code;
2. Induces or directs another or others to commit sexual harassment as defined by this Code;
3. Cooperates in the commission of sexual harassment by another through an act without which the sexual harassment would not have been accomplished;
4. Cooperates in the commission of sexual harassment by another through previous or simultaneous acts
5. Benefits from the commission of any act of sexual harassment;
6. Conceals or hides the commission of any act of sexual harassment; and
7. Restrains, or coerces the victim from filing the appropriate complaint.

Rule VI GRIEVANCE PROCEDURES

The following procedures shall apply to any sexual harassment act committed against a student.

Section 1. Anti-Sexual Harassment Unit. An Anti-Sexual Harassment Unit (ASHU) which serves as a section in the University Gender and Development Office (UGADO), directly under the Office of the President, is hereby created. This is with reference to Rule VII, Sec 25.1 of the IRR of RA 11313.

Section 2. It shall be headed by a Coordinator, appointed by the University President upon the recommendation of the UGADO Director and composed of selected members of the Gender Focal Point System (GFPS) of the University. He/she shall be the executive officer of the unit and shall be responsible for the efficient monitoring of cases from filing to resolution.

Section 3. The Unit shall perform the following functions:

- a. Receives complaints of sexual harassment and whenever needed, assists complainant in the preparation of written complaint;
- b. Facilitates the submission of the complaint to the Office of the President for appropriate investigation and litigation;
- c. Undertakes information and educational activities to ensure that the University policy, rules, regulations and procedures on sexual harassment are disseminated and become part of the academic culture;
- d. Designs and implements a continuing program of activities and initiatives for the prevention of sexual harassment;

- e. Creatively design or formulate informal procedures of such nature as to elicit trust and confidence on the part of interested parties in resolving problems arising from cases or incidents of sexual harassment, including counseling and grievance management;
- f. Coordinate security and support measures to aggrieved parties or victims in sexual harassment cases;
- g. Monitor the progress of the case from filing to resolution; and
- h. Perform such other functions which this Code and the University President or UGADO Director may delegate.

Section 4. Committee on Decorum and Investigation (CODI).

(Adapted/Lifted from Rule VIII, Sec. 33.b-d of the IRR of RA 11313)

The University President shall constitute a Committee on Decorum and Investigation (CODI) that shall serve as an independent internal grievance mechanism that will act as the main body in the investigation and resolution of cases involving all Gender Based Sexual Harassment cases.

- a. The CODI shall be composed of at least one (1) representative each from the school administration, the trainers, instructors, professors or coaches and students or trainees, students and parents as the case may be. The President may include other groups in the CODI as may be applicable. It shall be ensured that there is equal representation of persons of diverse sexual orientation, gender identity and/or expression, as far as practicable. Aside from the regular members of the CODI, the President must designate his/her respective permanent alternate who shall act on his/her behalf in case of absence of the regular member and must have the authority to render decision so as not to delay the proceedings being undertaken and to ensure continuity of deliberation.
- b. The CODI shall be headed by a woman and not less than half of its members shall be women.
- c. The CODI shall be composed of members who should be impartial and not connected or related to the alleged perpetrator within the fourth degree of consanguinity or affinity and have no prior involvement as a respondent, defendant or accused in any case of whatever nature on Sexual Harassment. Further, in case of relation by consanguinity or affinity to either the complainant or respondent, the CODI member shall inhibit from participating in any part of the proceeding or be substituted by another.

The complainant or the respondent may request a member of the CODI to inhibit, or the CODI member may, on his/her initiative, cause the inhibition based on conflict of interest, manifest partiality, and other reasonable grounds.

Upon such a grant of inhibition, the member shall immediately be replaced so as not to cause delay in the proceedings.

The CODI shall, at all times, observe due process and, investigate and decide on written complaints within ten (10) working days or less upon receipt thereof. It shall ensure the protection of the complainant from retaliation and guarantee confidentiality to the greatest extent possible. The ten-day period will not include the period of appeal which shall be available to either party.

The CODI, in accordance with the Code of Conduct, shall ensure that the respondent is given opportunity to be properly notified of and respond to the charge/s and that parties are given.

Section 5. Functions. The CODI Chair shall receive any complaint of sexual harassment from the ASHU. The Committee shall investigate and hear sexual harassment cases, prepare and submit reports with corresponding recommendations for the decision of the University President.

Rule VII DUE PROCESS

Section 1. Right to Due Process. No disciplinary sanction shall be applied upon any erring member of the educational community except for cause and after due process have been observed. In sexual harassment cases, the alleged offender must be afforded due process and as much confidentiality during the process.

Section 2. Procedural Due Process Standards. The following procedure must be followed in sexual harassment cases:

1. The alleged offender must be informed in writing of the cause of accusation against him/her. A copy of the complaint is attached to the notice.
2. S/he shall have the right to answer the charges against her/him.
3. S/he shall be informed of the evidence against her/him.
4. S/he shall have right to present evidence in her/his own behalf.
5. The evidence must be considered by the investigating committee in hearing the case.

Rule VIII COMPLAINT AND REPORTING SYSTEM

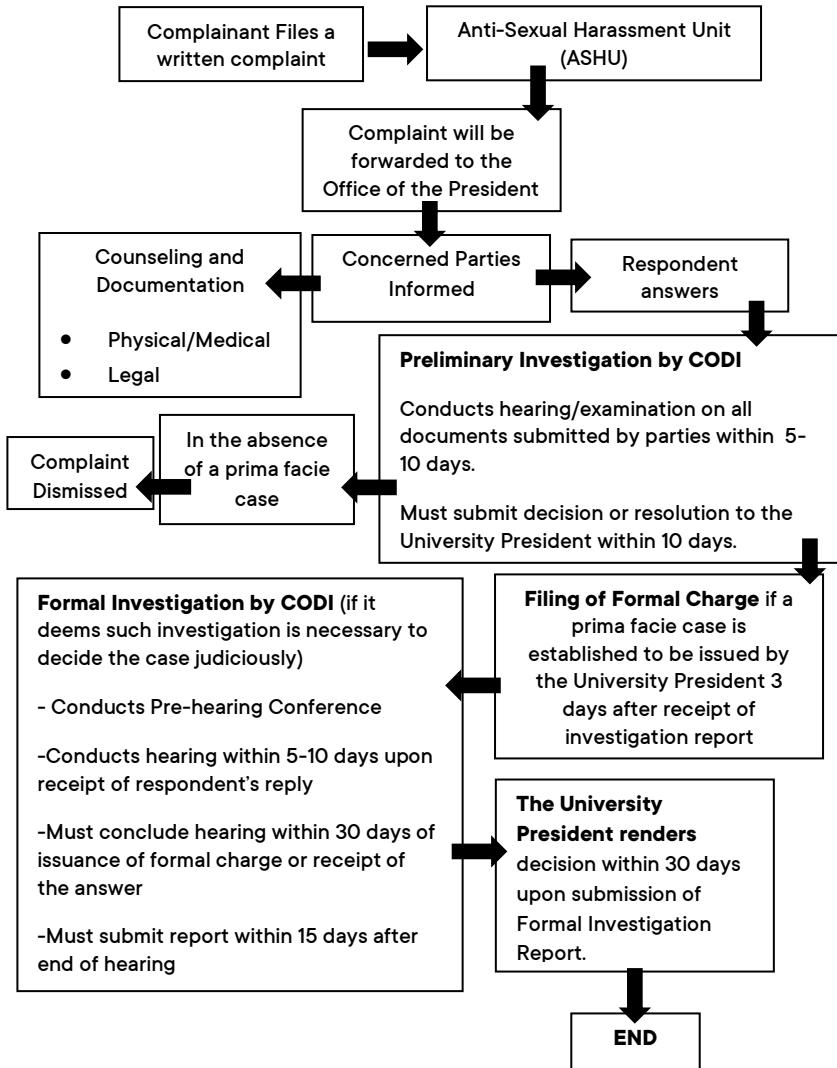
Section 1. Who May File.

- a. A Victim (student, administrator, faculty, staff, or others who are directly or indirectly hired by the University) may report or file complaint of sexual harassment. In the case where the victim is a minor, the parent, older siblings or legal guardian may file in his/her stead.
- b. Even if an individual does not want to file a complaint or does not

request that the school take any action on behalf of the student, staff, or faculty member and school authorities have knowledge or reasonably know about a possible or impending act of sexual harassment or violence, the university should promptly investigate to determine the veracity of such information or knowledge and circumstances under which the act of sexual harassment or violence were committed, and take appropriate steps to resolve the situation. Concerned university officials must take immediate action to eliminate the same acts, prevent their recurrence, and address their effects. This shall include the conduct of an investigation, on its own initiative, and referral of offended party for appropriate psychosocial or medical services. **(Adapted from Rule VII, Sec. 25.2 par 2)**

Section 2. Where to File. The report/complaint may be received in the ASHU which will be filed directly to the CODI.

Section 3. Flowchart in Handling Sexual Harassment Cases



Section 4. Procedures on the Determination of Sexual Harassment.

- a. How Commenced. – Any sexual harassment committed may be reported orally or in writing, in English or Filipino, to the ASHU by an aggrieved party, or by any person for the aggrieved party. No particular form is required for the report, but it must be in writing, signed by the aggrieved party or person reporting and notarized. Deans/Directors/Heads of units who receive such report shall communicate the report to the ASHU.
- b. A report made orally, or thru a text message, or thru other non-written means, shall be reduced in writing by the ASHU person-in-charge using a prescribed case in-take form and signed by the aggrieved party, or any person serving as the aggrieved party; Provided, that reports or statements in writing and other documents submitted shall be attached thereto.
- c. A report filed by any member of the CLSU community against a non-member of the CLSU community with the University shall be dealt with similarly; provided, that the report against the latter shall proceed in accordance with the terms of their engagement with the University.
- d. A report filed against any member of the CODI and the ASHU staff shall be referred to the Office of the President for investigation and appropriate action.

Section 5. Complaint. The complaint must be in writing. It must contain the following as stated in Section 11, Rule 3 of the 2017 RACCS:

1. Full name and address of the complainant
2. Full name and address of the person complained of as well as his/her position and office;
3. A narration of the relevant and material facts, which shows the acts or commissions allegedly committed;
4. Certified true copies of documentary evidence and affidavits of his/her witnesses if any; and
5. Certification or statement of non-forum shopping.

If the complaint does not comply with the foregoing, the CODI Chair shall require the complainant to comply in writing within five days from the receipt of notice; otherwise, the complaint shall not be acted upon.

The complainant may submit any evidence s/he possesses, including affidavits of witnesses and pertinent documents. A withdrawal of the complaint made or filed at any stage of the proceedings shall not preclude the Committee from proceeding with the investigation of the case.

Section 6. Respondent's Answer

1. The respondent shall submit his/her reply personally within ten days from the receipt of the complaint.
2. The answer shall be in writing, a copy of which shall be furnished to the complainant. No particular form is required but it is sufficient that the answer contains a specific admission or denial of the charge or charges and a statement of the relevant facts constituting the defense of the respondent.
3. The respondent may submit any evidence s/he possesses, including statements of witnesses and pertinent documents.

Section 7. Complainant's Reply. The complainant may file a reply within five days from the receipt of the respondent's answer.

Section 8. Notification.

1. The parents and/or guardians of a student filing a complaint for sexual harassment are to be immediately notified by the ASHU. Such parents or guardians may attend the hearings.
2. The ASHU is responsible for giving due notice and pertinent materials to the respondent/complainant and parents, as may be required.

Section 9. Preventive Suspension. The disciplining officer upon motion or in Motu Propio, may suspend any teaching or nonteaching personnel for a non-extendible period of not more than ninety (90) days from issuance of Formal Charge; Provided, that no suspension shall be beyond the maximum imposable penalty.

An order of preventive suspension may be issued to temporarily remove the respondent from the scene of the complained incident and to preclude the possibility of his/her exerting undue influence or pressure on the witnesses against him/her or destroying, tampering, hiding or suppressing evidence.

A respondent under preventive suspension may be prohibited from any or all of the following:

- a. Attending classes and academic activities/rendering work;
- b. Entering CLSU academic/office/ service buildings and their premises;
- c. Using CLSU campus facilities, including but not limited to, athletic facilities, libraries, and computer laboratories; except dormitories for dormitory residents, health service, houses of worship, police station, resource generation areas, residences, and others as may be recommended by the CODI;
- d. Participating in CLSU activities within university premises;
- e. Holding student/office jobs.

The preventive suspension may include other conditions set by the President or the Dean, as the case may be.

Section 10. Protection Order. The President, as the case may be, may issue a Protection Order, on his/her own initiative, or upon CODI for the purpose of preventing retaliatory acts or continuing acts of sexual harassment against the complainant and granting other necessary relief. The reliefs granted under a Protection Order serve the purpose of safeguarding the complainant from further harm, minimizing any disruption to her/his daily life, and facilitating her/his opportunity and ability to independently regain control over her/his life. The provisions of the Protection Order shall be enforced by the Academic Unit or Office that has authority over the respondent.

A Protection Order may be temporary or permanent. A Temporary Protection Order (TPO) may be issued for not more than ninety (90) days unless the charge is for a grave offense, in which case the TPO is issued for the duration of the proceedings. A Permanent Protection Order (PPO) may be issued as part of the corrective measures.

The Protection Order may include any, some or all of the following reliefs:

- a. Prohibition of the respondent from threatening to commit or committing, personally or through another, any of the above acts prohibited in this Code;
- b. Prohibition of the respondent from directly or indirectly harassing, annoying, discriminating or committing any other acts that tend to damage the reputation of the complainant;
- c. Removal and exclusion of the respondent from the place of work or study of the complainant, if they are officemates or classmates, either temporarily or permanently for the purpose of protecting the complainant;
- d. Directing the respondent to stay away from the complainant and to stay away from the residence, school, place of employment, or any specified place frequented by the complainant; and,
- e. Provision of such other forms of relief as may be deemed necessary to protect and provide for the safety of the complainant; Provided, that the complainant consents to such relief.

Violation of the TPO/PPO shall be subject to immediate disciplinary action as recommended by the Hearing Committee to the President.

RULE V ADMINISTRATIVE LIABILITIES

Section 1. The head of office who fails to act within fifteen (15) days from receipt of any complaint for sexual harassment properly filed against any employee shall be charged with neglect of duty.

Section 2. Any administrator, faculty, staff who is found guilty of sexual harassment shall, after the investigation, be meted the penalty corresponding the gravity and seriousness of the offense.

Section 3. The penalties for light, less grave and grave offenses are as follows:

- a. For grave offenses:

1st offense – dismissal from service and permanent disqualification from government employment within CLSU.

- b. For less grave offenses:

1st offense – suspension of not less than sixty (60) days but not to exceed six (6) months

2nd offense - dismissal

- c. For light offenses:

1st offense – suspension for thirty (30) days for staff hard labor or not less than 50 hours

2nd offense - suspension not less than sixty days (60) days but not to exceed six (6) months

3rd offense - dismissal

Section 4. If the respondent is found guilty of two or more charges or counts, the penalty to be imposed should be that corresponding to the most serious charge or count, and the rest shall be considered as aggravating circumstances.

Section 5. Additional Corrective Measures. In addition to the imposable corrective measures, regardless of the number of times the offense is committed, the following corrective measures may be imposed within the period of service of the corrective measure. These include the following, but are not limited to:

- a. Written or oral apology

- b. Counseling; and,

- c. Attendance in appropriate or relevant trainings, seminars, and lectures, such as gender sensitivity trainings, or other such similar activities.

In determining whether corrective measures are appropriate or necessary, the following factors may be taken into consideration:

- a. Nature and circumstances of the act committed;

- b. Frequency and severity of the act;
- c. Personal circumstances of the person complained of/respondent (e.g., age, maturity, position, or rank)
- d. Safety of the parties or community; and,
- e. Such other relevant factors.

These corrective measures may also be adopted in complaints submitted for disposition under the informal procedure.

Section 6. Prescriptive Period. All complaints for sexual harassment may be filed with the CODI through the ASHU within four (4) years from the commission of the act complained, the minimum period in which the student is supposed to spend time to finish his/her study in the university.

Section 7. Confidentiality Clause. All proceedings and records related to the case are strictly confidential. For purposes of dissemination of Decisions to pertinent University offices, only the dispositive portion shall be released.

Parties to the case as well as University personnel and students entrusted with duties and functions in connection with the implementation or enforcement of this Code, are enjoined from disclosing any matters related thereto and to respect the individual privacy of all parties during the pendency of the case.

Any person who violates the confidential nature of such records shall be subject to appropriate disciplinary action.

The identity of the complainant in the final decision released by the University shall, upon request of the complainant, be under an assumed name; Provided, however, that where the respondent is found not liable for the offense charged, the name shall also be under an assumed name.

Rule VI FINAL PROVISIONS

Section 1. The Policy. All students and University personnel are held responsible for knowing the policies and regulations contained in this Code.

Section 2. Separability Clause. If any provision herein is declared invalid, the remainder thereof shall be in full force or effect.

Section 3. Effectivity. These rules and regulations implementing the Anti-Sexual Harassment Act of 1995 in Central Luzon State University shall take effect only after this document is duly approved by the Board of Regents.

Section 4. Repealing Clause. This amends and supersedes all resolutions and issuances inconsistent with this Code.

Section 5. Amendments. This act may be amended every two years after its effectivity.



CLSU CODE OF CONDUCT AND DISCIPLINE

(BOR Resolution No. 39-2018)

Article 290. Preliminary Title

SECTION 1. This code shall be known as the “CLSU Student Code of Conduct and Discipline.”

Article 291. Policy Statement

The maintenance of peace and order, the protection of life, liberty and property, and the promotion of the general welfare are essential for enjoyment by all people of the blessings of democracy.

(Art. II Sec. 5, 1987 Constitution of the Republic of the Philippines)

Article 292. Effect and Application of this Code

1. This Code shall take effect during the current school year upon the approval of the Board of Regents.
2. The provision of the CLSU Student Code of Conduct and Discipline shall apply to all enrolled students of the Central Luzon State University (CLSU) as defined in Article 293, Section 1a of this Code.
3. For graduating students with pending case, diploma, clearances, certificate of honorable dismissal and certificate of good moral character shall be withheld until the resolution of the case.
4. All offenses herein committed outside the university but during an occasion approved by the university and where students carry the name of the university shall be considered committed within the university jurisdiction as enumerated in Article 293 Sec. 1b of this Code.

Article 293. Definition, Scope, and Limitations

SECTION 1. The following definition of terms shall have the meaning set forth before for purposes of this code;

- a. Students are those officially enrolled at the Central Luzon State University in the undergraduate and graduate levels including exchange students, Open University students, cross enrollees, and those enrolled in short term courses.
- b. University Jurisdiction includes all the places over which the authority of the Administration and the University President is exercised, and in other areas of the country where special projects and offices of the CLSU are located and wherever field trips of students are conducted, or outside the University jurisdiction whenever the interest of the University as state educational institution so require.
- c. Laws of the land refer to the general statutes currently in force in the Philippines with particular reference to the Revised Penal Code and

Education Act of 1982 including other special laws duly enacted by the Philippine Congress. Memoranda, Circulars, Presidential Decrees and other mandates shall also apply

- d. Complaint or Report includes any verbal and/or written allegation against any student of CLSU duly submitted to the Chief of University Security Force, the USSC Chair or to the **Student Discipline Board (SDB)** at the Office of Student Affairs.
- e. The Student Discipline Board (SDB) shall serve as a centralized body to receive, record, and refer all complaints against students to the Dean of the Office of Student Affairs and higher authorities
- f. Preliminary Investigation is an initial inquiry conducted for the purpose of ascertaining or establishing the existence of a violation as gleaned from the presented evidence.
- g. Summary Investigation is an inquiry conducted without the benefit of a formal investigation.
- h. Formal investigation refer to an inquiry conducted by the investigating committee headed by the Legal Officer and created by the Office of the President after a preliminary investigation has established the existence of a violation of the Student Code.
- i. The sanctions, penalties, or interventions are imposed not as a retribution for the offense committed but as a corrective measure to reform and prevent committing similar or graver infractions and so as not to be imitated by other students. The sanction/intervention will depend on the nature and gravity of the offense and the mitigating circumstances.
- j. All terms used in this Student Code which are not specifically defined shall have the meaning as defined in the Revised Penal Code and Education Act of 1982 or as defined in other pertinent laws.

SECTION 2. The implementation of this Student Code shall involve the following who shall enforce and supervise compliance to this Code in their respective areas of responsibilities:

University Officials

- a. The University President
- b. Vice Presidents
- c. Deans and Directors
- d. University Legal Counsel
- e. Dean of Students
- f. Chief, University Security Force
- g. USSC Chair
- h. **The Student Discipline Board (SDB)** Officer under the Office of Student Affairs shall receive and review complaints and grievances and

shall make appropriate referrals to College Deans , to higher authorities as needed in compliance to this Student Code. (Procedures for receiving, reporting and disposition of cases are in outlined in Article 296 of this Code).

- i. The fact-finding committee and Formal investigating committee shall be created by the Office of the President as deemed appropriate.
- j. An OSA Guidance Counselor or designated College Guidance Coordinator where the student belongs shall assist complainant(s) and respondent(s).
- k. The NSTP Director shall oversee and supervise compliance to the sanctions involving community service.
- l. Parents of student respondents and complainants shall be notified accordingly.
- m. Aside from the penalties imposed herein, student offenders shall be subjected to counseling and/or psychotherapy by the Guidance Counselors/Psychologists of the OSA who shall be duly designated therefore.

SECTION 3. Summary Penalties. The penalties for the offenses covered by Section 3c; Section 4c, 4d, 4e; Section 5d, 5e; and Section 7, Article 295 of this CLSU Student Code of Conduct and Discipline when caught/discovered in *flagrante delito* shall be imposed summarily by the University Authority concerned without any need of formal investigation.

Article 294. Norms and Conduct

Students of the Central Luzon State University must be imbued with:

SECTION 1. Moral Character. Students are imbued with moral character among other qualities they:

- a. Act as persons whose values, attitude and convictions are in accord with the Universal Ethical Norms of Right, Reasons and the accepted values and approved levels of conduct in the society where they live.
- b. Are honest to themselves, accepting their shortcomings and striving to improve and change.
- c. Are fair and just in their dealings with others.
- d. respect the rights of others as they would want their own rights to be respected.
- e. Live by the precepts of love, justice, compassion and concern for others.

SECTION 2. Personal Discipline. Students are imbued with personal discipline if among other qualities they:

- a. Devote themselves to the fulfilment of obligations and consider rights as means to this end.
- b. Resolve their problems and conflicts without prejudice to others.
- c. Forego the enjoyment of certain rights and privileges that other more needy persons be benefited and that the greater good of society maybe served.
- d. Are tolerant to others and humble to accept what is better than this.
- e. Develop temperance and propriety in words and in action especially against vices.

SECTION 3. Civic Conscience and Patriotism. Students are imbued with civic consciousness and patriotism

if among other qualities they:

- a. Participate actively in civic affairs and in the promotion of the general welfare, particularly in social, economic and cultural development, of their community and in the attainment of a just, compassionate and orderly society (Sec. 15 (4), Educ. Act of 1982).
- b. Put the welfare of the entire country above their personal, family and regionalistic interest.
- c. Obey duly constituted authorities, laws, rules and regulations.
- d. Settle disputes, problems and conflicts through the channels provided by law and society.
- e. Strive to bring about necessary changes through peaceful means and contribute to the attainment of social justice.

Article 295. Discipline

SECTION 1. At all times, every student must promote and maintain the peace and tranquillity of the school by observing the rules on discipline and by exerting efforts to attain harmonious relationship with fellow students, the teaching and academic staff and other school personnel. The investigation, disposition and corresponding sanctions of students' cases shall follow the proceedings set in this CLSU Student Code of Conduct and Discipline. The maintenance of student conduct and discipline is anchored on the wilful acceptance of the student of all policies, rules and regulations prescribed by the school authority who are implementing this CLSU Student Code of Conduct and Discipline and exercising substitute parental authority.

SECTION 2. Offenses Involving Persons

- A. Sexual Offenses. Display of immoral/sexual desire, including acts of lasciviousness, petting, and similar acts within the University jurisdiction.
 - A.1. Indecent Acts such as necking, petting, exposure of private parts of the

body and other indecent acts committed within the university jurisdiction.

1st offense - Suspension for 3 days to 1 week

2nd offense - Suspension for 2 weeks to 4 weeks

Subsequent offense - Suspension for 1 semester to 1 year

A.2. Acts of Lasciviousness. Forceful physical imposition of sexual desire or lewd desires upon a woman or man against her/his will.

1st offense - Suspension for 1 semester to 1 year

2nd offense - Expulsion from the University

A.3. Attempted/Frustrated rape committed within the University jurisdiction

1st offense - Suspension for 1 year

2nd offense - Expulsion from the University

A.4. Voyeurism, Peeping and Exhibitionism

1st offense - Suspension for 2 weeks to 4 weeks and referral to Guidance Counselor/Psychologist for assessment

2nd offense - Suspension for 1 semester to 1 year and referral to a Psychiatrist/Clinical Psychologist

Subsequent offense - Expulsion from the university

A.5. Consummated rape committed within the University jurisdiction.

Penalty is expulsion from the University.

B. Fighting or Violence Resulting in Physical Injuries

B.1 Slight physical injuries and maltreatment (offended party incapacitated for labor or regular duties or to attend classes from one (1) to nine (9) days. (Article 266, Revised Penal Code).

1st offense - Suspension for 1 week to 2 weeks and payment of hospitalization bill plus community service for 15 days after serving suspension

2nd offense - Suspension for 1 month to 1 semester and payment of hospitalization bill plus community service for 15 days after serving suspension

3rd offense - Suspension for 1 year and payment of hospitalization bill plus community service for 15 days

Subsequent offense - Expulsion from the University and payment of hospitalization bill

B.2 Less serious physical injuries (offended parties incapacitated for labor or regular duties or to attend classes for 10-29 days)

1st offense - Suspension for 2 weeks to 1 semester and payment of hospitalization bill plus 30 days community service after serving suspension.

2nd offense - Suspension for 1 semester to 1 year and payment of hospitalization bill plus 30 days community service after serving suspension

3rd offense - Expulsion from the University and payment of hospitalization bill

B.3 Serious physical injuries (injured person shall become insane, imbecile, impotent, blind, shall have lost an eye, a hand, a foot, an arm, or leg or shall have lost the use of any such member, including deformity or shall have become incapacitated for work for more than thirty (30) days in which the student was therefore habitually engaged (Art. 263, Revised Penal Code).

Penalty is expulsion from the University and payment of hospitalization bill.

B.4 Physical injuries inflicted in a tumultuous affray. When several students quarrel and assault each other in a confused and tumultuous manner, and the persons responsible therefore cannot be identified, all those who appear to have used any violence upon the person of the offended party shall be punished (Art. 252, Revised Penal Code).

Penalty depends upon the nature or physical injuries inflicted in b.1, b.2 and b.3 above.

B.5 Hazing and initiation rites. (Covered by the anti- Hazing law)

1st Offense:

- a. Suspension of the Student Organization for one (1) school year through the Board of Management of Student Organizations (BMSO) after summary hearing; and
- b. Suspension for one (1) year of the officers and members of the organization who are directly involved and payment of hospitalization bill. If serious physical injury or someone dies, penalty is expulsion from the university of the officers and members who are directly involved and perpetual banning of the organization from operating in the university.

B.6 Injuries resulting to death. All of the above offenses if it resulted to death.

Penalty is expulsion from the University and indemnity for the immediate family or next of kin as maybe determined by law.

C. Unlawful utterances, insulting and libelous language, threat and harassment, unlawful information dissemination ,and publication including the use of electronic communication, internet, social media and the like.

C.1 Writing or uttering insulting, derogatory and malicious and libellous or flagrant indecency in language by any means including electronic communication and social media. Use of rude language, pseudonyms or speech that wounds a person's feelings and arouse anger; belittling, disparaging,

speaking slighting of; inflicting injury or suffering on another person; offending against recognized standards of propriety or good taste.

1 st offense	-	Suspension for 1 week to 2 weeks
2 nd offense	-	Suspension for 3 weeks to 1 month
3 rd offense	-	Suspension for 1 semester to 1 year
Subsequent offense	-	Expulsion from the University

C.2. Posting through any form of media, internet or electronic means any derogatory and malicious material including photos and videos that inflicts injury or suffering, and taints the reputation of another person.

1 st offense	-	Suspension for 1 month to 1 semester
2 nd offense	-	Suspension for 1 semester to 1 year
3 rd offense	-	Expulsion from the University

C.3. Cyber-related offenses such as: Establishing and operating unofficial websites that misleads students and taints the image and reputation of the university, its offices, or any organization; Hacking of the e-mail account, social media account, or website of any person or group of persons.

C.4. Unlawful use of means of publication and unlawful utterances. (Art. 154, Revised Penal Code). Printing, publishing, posting false news which may endanger the public order, or cause damage to the interest or credit of the university; any student whom by the same means, or by words, utterances or speeches, shall encourage disobedience to any provision of this code or to the constituted authorities; writing, printing, publishing and distributing or causing to be printed, published or distributed books, pamphlets, periodicals or leaflets which do not bear the real printers' name or which are classified as anonymous.

1 st offense	-	Suspension for 2 weeks to 3 weeks
2 nd offense	-	Suspension for 3 weeks to 1 month
3 rd offense	-	Suspension for 1 semester to 1 year
Subsequent offense	-	Expulsion from the University

C.5. Intimidation, threat and harassment., and all forms of harassment

1 st offense	-	Suspension for 2 weeks to 1semester
2 nd offense	-	Suspension for 1 semester to 1 year
3 rd offense	-	Expulsion from the University

C.6. Making fun or initiating mockery of persons with disabilities (PWDs), Indigenous People, LGBT and other marginalized group whether in words or action due to their impairments, uttering slanderous and abusive statements against PWDs and staging a public activity which incites hatred and ridicule of PWDs.

(Also covered by RA 9442 "Prohibitions on Verbal, Non-Verbal Ridicule and Vilification Against Persons with Disability")

1 st offense	-	Suspension for 1 week to 2 weeks
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2 nd offense	-	Suspension for 3 weeks to 1 month
3 rd offense	-	Suspension for 1 semester to 1 year
Subsequent offense	-	Expulsion from the University

SECTION 3. Offenses Involving Organizations

A. Abuse of authority as officer of an organization

A.1. Misrepresentation of facts, cheating, misleading, coercion of members of an organization into carrying out an activity.

1 st offense	-	Suspension for 1 week to 2 weeks
2 nd offense	-	Suspension for 3 weeks to 1 month
3 rd offense	-	Suspension for 1 semester to 1 year
Subsequent offense	-	Expulsion from the University

A.2. Fraudulent handling and reporting of financial expenditures and technical malversation of the funds of an organization causing damage to the operation of the organization and compromising its members and its clientele.

1 st offense -	Suspension for 2 week to 4 weeks and return/payment of funds
2 nd offense -	Suspension for 2 months to 1 sem and Payment of funds
3 rd offense -	Suspension for 1 year and payment of funds
Subsequent offense -	Expulsion from the University

B. Recruitment/accepting First Year students to any recognized or unrecognized Student Organization except cultural groups, college councils and college/school organ and religious groups.

1st offense:

- Suspension of the student organization for one (1) year.
- Suspension for one (1) semester of the officers and members of the organization who were directly involved.
- First Year student involved shall be suspended for one (1)semester.

2nd offense :

- Suspension of the student organization for three years
- Suspension of the officers and members who were directly involved for one year.
- First year student involved shall be suspended for one semester

3rd offense :

- Perpetual Banning of the organization
- Suspension of the officers and members who were directly involved for one year.

c. First year student involved shall be suspended for one semester

C. Conducting activities inside/ outside the University without seeking approval from proper authorities.

1st offense - The organization/ student group will be suspended for one (1) semester.

In case of non-recognized organizations or outside groups, they will be banned from operating and conducting activities inside/ outside the University.

Students directly responsible for conducting disallowed activities will be suspended as follows:

1st offense	-	Suspension for 2 weeks to 3 weeks
2nd offense	-	Suspension for 1 month to 1 semester
3rd offense	-	Expulsion from the University

SECTION 4. Offenses Involving Property

A. Theft. Unlawful or felonious taking away of another's property, whether personal or government property without consent and with the intention of depriving the person or institution of it.

A.1. Hunting, fishing and destruction of animals and other valuables in restricted areas.

1st offense - Suspension for 1 to 2 weeks and replacement or payment of damages

2nd offense - Suspension for 3 weeks to 1 month and replacement or payment of damages

3rd offense - Suspension for 1 semester to 1 year and replacement or payment of damages

Subsequent offense - Expulsion from the University

A.2. Uprooting and unlawful cutting of trees

**1st offense - Planting of 10 trees for every tree uprooted/cut down.
(based on P.D. 953)**

2nd offense - Suspension for 1 week to 2 weeks and planting of trees.

3rd offense - Suspension for 1 month to 1 semester and planting of trees

A.3. Picking of fruits & experimental plants in restricted areas

1st offense - Warning/Reprimand and restitution or payment of damages

2nd offense - Suspension for 2 to 4 weeks and restitution or payment of damages

3rd offense - Suspension for 1 month to 1 semester and restitution or payment of damages

Subsequent Offense - Expulsion from the university and restitution or payment of damages

A.4 Stealing/shoplifting/pick pocketing and related offenses

1st offense - Suspension for 1 week to 4 weeks and restitution or payment of damage

2nd offense - Suspension for 1 semester to 1 year and restitution or payment of damages

3rd offense - Expulsion from the university and restitution or payment of damages

B. Robbery. Implies the felonious taking of another's property from the person or in the person's immediate presence by the use of violence or intimidation.

1st offense - Suspension until after restitution or payment of damages provided that the suspension shall not be less than 2 weeks to 1 month

2nd offense - Suspension and restitution or payment of damages provided that the suspension shall not be less than 1 semester

3rd offense - Expulsion from the University and restitution or payment of damages

B.1 Attempted or frustrated robbery

1st offense - Suspension for 2-3 weeks

2nd offense - Suspension for 1 month to 2 months

3rd offense - Suspension for 1 semester to 1 year

Subsequent offense - Expulsion from the University

B.2. Consummated robbery

1st offense - Suspension for 1 semester

2nd offense - Suspension for 1 school year

3rd offense - Expulsion from the university

B.3. Consummated robbery accompanied by injury to person/s robbed.

Penalty is expulsion from the University and indemnity for the person injured as may be determined by law.

C. Vandalism or destruction of government/ private property such as books, periodicals, chairs, vehicles, etc.

1st offense - Reprimand and replacement or payment of the equivalent based on prevailing value of damaged property

2nd offense - Suspension for 2 weeks to 1 month and replacement or payment of the equivalent based on prevailing value of damaged property

3rd offense - Suspension for 1 month to 1 semester and replacement or payment of the equivalent based on prevailing value of damaged property

D. Squatting in offices, classrooms and unlawfully using its facilities.

1st offense - Suspension for 1 week to 2 weeks and physical ejection from the site

2nd offense - Suspension for 1 month to 1 semester and physical ejection from the site

3rd offense - Suspension for 1 semester to 1 year and physical ejection from the site

SECTION 5. Offenses Involving the Community

- A. Tumults, fraternity rumbles and or taking part in any tumultuous affairs.
- 1st offense - Suspension for 2 weeks to 2 months for those who are directly involved
- 2nd offense - Suspension for 1 semester to 1 year for those who are directly involved and student organization will be suspended for 1 year through the BMSO after summary hearing
- 3rd offense - Expulsion from the University of those who are directly involved and suspension of student organization for 2 years through BMSO after summary hearing
- B. Other disturbances of public order, disturbances in places or offices, interruption/disturbance of public performance including herein are those rallies and picketing without permit or authority
- 1st offense - Suspension for 1 week to 1 month for those who are directly involved
- 2nd offense - Suspension for 1 semester to 1 year for those who are directly involved
- 3rd offense - Expulsion from the University
- C. Driving a vehicle that causes undue disturbance and violation of campus traffic rules.
- 1st offense - Reprimand and educate the offender, if a minor, impound the vehicle and summon the offender's parents
- 2nd offense - Suspension for 2 weeks to 1 month (including minor offender)
- 3rd offense - Suspension for 1 semester to 1 year (including minor offender)
- Subsequent offense - Expulsion from the University (including minor offender)
- D. Violation, removing and/or marring of legally posted signs and instructions such as but not limited to "No trespassing", "Keep off the Grass," "Off limits," and other signs.
- 1st offense - Community Service for 3 days in designated area/s
- 2nd offense - Community Service for 10 days in designated area/s
- 3rd offense - Suspension for 1 to 2 weeks and Community Service for 15 days in designated area/s
- Subsequent offense - Suspension for 1 month to 1 semester and community service for 30 days in designated areas
- E. Violation of University curfew hours
- | | | |
|-------------------------|---|-----------------------------|
| 1 st offense | - | Warning/Reprimand |
| 2 nd offense | - | Suspension for 1 to 2 weeks |

3 rd offense	-	Suspension for 3 weeks to 1 month and call the attention of the parents/guardian
4 th offense	-	Suspension for 1 semester to 1 year

F. Littering within the University premises*

1 st offense - Community Service for 15 days in designated area/s
2 nd offense - Community Service for 15 days in designated area/s and a fine of PhP100.00
3 rd offense - Community Service for 20 days in designated area/s and a fine of PhP200.00
Subsequent offense - Suspension for 2 weeks to 1 month and community service for 30 days and a fine of Php 300

G. Indiscriminate Burning; Improper sorting and disposal of waste in the dormitories and in the jurisdiction of the university; and throwing/disposal of waste in unauthorized dumping site.

1 st offense - Community Service for 15 days in designated area/s
2 nd offense - Community Service for 15 days in designated area/s and a fine of PhP100.00
3 rd offense - Community Service for 20 days in designated area/s and a fine of PhP200.00
Subsequent offense - Suspension for 2 weeks to 1 month and community service for 30 days and a fine of Php 300. The fine shall be deposited in RM-Cares Trust Fund

SECTION 6. Offenses Involving Academic and Official Business

A. Forging, falsifying public documents, misrepresentation of facts (Art. 169, 171, Revised Penal Code). Erasing, substituting or altering by any means of the figures, letters, words or signatures, making untruthful statements in a narration of facts; alteration in a genuine documents which changes its meaning; using fictitious names and concealing other personal circumstances; and offering/giving an evidence of false witness or testimony.

1 st offense - Suspension for 2 weeks to 1 semester depending on gravity of offense
2 nd offense - Expulsion from the University

B. Cheating in examination and quizzes. Faculty member concerned must report to the Department Chairperson or to the Dean of the College all incidents of cheating, together with evidences. Penalty is for those involved in cheating.

1 st offense - Grade of zero (0) in the exam and suspension for 1 week
2 nd offense - Grade of five (5.00) for the subject where one cheated and suspension for 1 to 2 weeks

3rd offense – Grade of five (5.00) for the subject were one cheated and suspension for 1 semester

C. Presenting copied requirements/plagiarism (also covered by IPR Law)

C.1 Copied Thesis and/or manuscript

1st offense - Grade of 5.00 in Thesis and suspension for 1 semester

2nd offense - Grade of 5.00 and expulsion from the university

C.2 Copied Term paper, projects, exercises, experiments and other class requirements.

1st offense - Grade of zero (0) for the paper/project/experiment submitted

2nd offense – Grade of 5.00 in the subject and suspension for 2 weeks to 1 month

3rd offense – Grade of five (5.00) for the subject and suspension for 1 semester

C.3 Submitting or publishing copied articles and other publication.

1st offense - Suspension for 2 weeks to 1 month

2nd offense - Suspension for 2 months to 1 semester

Subsequent offense - Suspension for 1 semester and offender to be banned from writing in any publication in the university

D. Non-wearing of ID inside the university premises

1st offense - Warning/Reprimand

2nd offense - Suspension for 2-3 days

Subsequent offense - Suspension for 1 week to 2 weeks

E. Wearing of someone else's ID/lending one's ID to another.

1st offense - Suspension for 3 days to 1 week

2nd offense - Suspension for 1 week to 2 weeks

3rd offense - Suspension for 2 weeks to 1 month

F. Wearing inappropriate, indecent, and very revealing clothes in attending classes that causes disturbance on others.

1st offense - Warning/reprimand

2nd offense - Non-acceptance in class and suspension for 3 days

Subsequent offense - Non-acceptance in class and suspension for 1 week to 2 weeks

SECTION 7. Serious Offenses not covered in the Foregoing

A. Commission or violation of any of the provisions under RA 9165 otherwise known as Comprehensive Dangerous Drugs Act of 2002.

Penalty is expulsion from the University.

B. Drunkenness/Possession and/or taking intoxicating drinks within the University jurisdiction

B.1 Possession and/or taking intoxicating drinks within the University jurisdiction

1st offense - Suspension for 3 days to 1 week

2nd Offense - Suspension for 2- 3 weeks

Subsequent offense - Suspension for 1 month to 1 semester

B.2 Drunkenness resulting to public scandal or alarm

1st offense - Suspension for 2 to 3 weeks

2nd offense - Suspension for 3 weeks to 1 month

Subsequent Offense - Suspension for one (1) semester to expulsion from the university

B.3 Drunkenness resulting to physical injury

1st offense - Suspension for 1 month to 1 semester and indemnity for the injured person/s

2nd offense - Suspension for 1 semester to 1 year and indemnity for the injured person/s

Subsequent offense - Expulsion from the University and indemnity for the injured person/s

C. Gambling and betting sports contest (Arts. 195 and 197, Revised Penal Code).

Taking part in any game of “monte”, “jueteng”, “tong-its” or any other scheme wherein wagers consisting of money, articles of values or representative of value are made; betting money or any object or article of value or representative of value upon the result of any sports contest.

1st offense - Suspension for 1 to 2 weeks

2nd offense - Suspension for 3 weeks to 1 month

3rd offense - Suspension for 2 months to 1 semester

D. Ingestion, use, possession and/or peddling of prohibited or regulated drugs or other paraphernalia (R.A. 9165). “Dangerous drugs” include all those listed in the schedules annexed 1961 Single Convention on Narcotic Drugs and in the schedules annexed to the 1971 Single Convention on Psychotropic substances (Sec 3-(j),v,w,x,y,z) R.A. 9165

This case shall be reported by the University authorities to higher bodies, and upon conviction, the penalty is expulsion from the University.

E. Illegal possession of firearms and other deadly weapons

1st offense - Suspension for 1 semester to 1 year

2nd offense - Expulsion from the University

SECTION 8. Miscellaneous minor offenses

A. Any of the following offenses:

A.1. Connecting or disconnecting electrical wires and plumbing device without permission from authorities concerned

A.2. Sleeping, cooking and doing toilet necessities in unauthorized and public places.

A.3. Undue noise or disturbance in classroom, library, dormitory and offices

A.4. Climbing/jumping over the boundary fence of the university.

1 st offense	-	Warning/ Reprimand
2 nd offense	-	Suspension for 3 days to 1 week
3 rd Offense	-	Suspension for 2 weeks to 1 month
Subsequent offense -		Suspension for 1 semester to one year

B. Violation of infirmary rules or visiting hours, cleanliness, silence, picnicking inside the patient's room, sleeping with or watching over patients without permission.

1 st offense	-	Warning/ Reprimand
2 nd offense	-	Suspension for 3 days to 1 week
3 rd offense	-	Suspension for 2 weeks
Subsequent offense -		Suspension for 1 month

SECTION 9. Any student who had been meted a punishment of at least one-month suspension shall be ineligible to receive university honors, i.e., academic honors or other student awards

Article 296. PROCEDURE OF REPORTING VIOLATIONS, INVESTIGATION AND DISPOSITION

SECTION 1. Persons/bodies involved in reporting, investigation and disposition of cases.

1.1. There is hereby created a Student Discipline Board (SDB) which shall receive, review, and evaluate complaints and reports to determine its veracity, and substance. The SDB shall serve as a clearing house for complaints and reports against students.

The Student Discipline Board shall be composed of the Dean of Students or his/her designee as Chair, one OSA faculty, one faculty member from the college where the student complainant(s), one faculty member from the college where the respondent(s) belongs, and one USSC representative.

1.2. There is hereby created a College Investigating Panel that will handle preliminary inquiry, review, and recommend courses of action on minor and less serious cases involving students in their respective colleges. The College Panel shall consist of the College Dean or Dept. Chair, one faculty, College Councilor or College Council President.

1.3. There is hereby created by the University President a Formal Investigating Committee composed of:

- a. The University Legal Counsel as the Chair;
- b. One (1) faculty member to be designated by the Dean from the college

- where the respondent/s belong;
- c. One (1) faculty member from the college where the complainant belongs
 - d. SDB Chair or OSA faculty to be designated by the Dean of Students;
 - e. USSC representative to be designated by the USSC Chair;
 - f. In cases where provision/s of R.A. 9003 are violated, RM-CARES Director or his/her designee

Any member of the CLSU community such as faculty and staff may refer or report cases.

SECTION 2. Procedure for Reporting and Filing Complaints

- 2.1. Any individual who has a complaint or cause of action against a student of CLSU involving any matter covered or embraced by this Code may complain orally or in writing to the Chief of the University Security Force, College Dean, or Student Discipline Board at the Office of Student Affairs who shall immediately take appropriate action by asking complainants to fill up a Complaints Form which will be used to record and monitor all complaints and reports. All written statements of the complainants and those of their witnesses and all other evidences including any Incident Report (if any) from the USF shall be attached to the Complaints form.
- 2.2. Upon receipt of the complaint, the Chief of USF or *SDB Officer at OSA* shall make an entry in an official log book kept for the purpose, specifying the name and course/year level of Complainant, complained person or persons charged of the complaint(s), the witnesses, the date of filing and the nature of the complaint or Section of this Code that covers the violation. Complaints forms shall be filed and kept at the Office of Student Affairs.
- 2.3. Depending on the nature of the case, the Student Discipline Board shall review the case and shall forward to the concerned Dean, the University Legal Officer or higher authorities (as needed) the complete records of the complaint/report within three to five (3-5) days.
- 2.4. The parents/guardian of complainants and students charged/respondents shall be notified accordingly by the College Panel or the Student Development Board.

SECTION 3. Procedure for Investigation

- 3.1. For Fact-finding and Preliminary Investigation

For minor cases, preliminary investigation may be conducted by the Student Discipline Board or the College Dean who shall review the

complaint and evaluate the merits of the case pursuant to the violation of this Code. The SDB shall refer cases to the concerned College Dean or to the Office of the President as deemed appropriate. For major cases, a fact-finding committee to be created by the Office of the President shall perform such function. If a *prima facie* case is established, the SDB or fact-finding committee shall recommend a formal investigation to higher authorities.

- 3.2. Formal Investigation shall be done by the Investigating committee to be created by the University President.
- 3.3. Appropriate recommendation shall be made by the said SDB and Investigating committee for the approval of the University President
- 3.4. No individuals shall be a member of the Investigating Committee in any particular case in which they are related to either party within sixth degree of consanguinity or affinity, to whom they have fraternity/sorority relation to either party or to whom they have been counsel.
- 3.5. The Investigating Committee shall convene not later than six (6) working days after receipt of the respondent(s) answer or after the expiration of the period within which the respondent should answer on the day and hour set by the Chairperson of the Investigating Committee, to hear both parties and their witnesses. For this purpose, the committee may issue summons for the personal appearance of parties and witnesses.
- 3.6. All parties concerned shall be notified of the date set for the hearing at least two (2) working days before such hearing. The respondent or respondents may defend themselves personally or by counsel of their own choice from among the University faculty, staff and studentry.
- 3.7. In the interest of speedy justice, the Investigating Committee shall hold hearings continuously or at least twice a week until the case has been resolved. The committee shall arrive at a resolution of the dispute within fifteen (15) working days from the day it convenes on the first hearing, and at the discretion of the Chairperson, maybe extended not to exceed five (5) working days except in clearly meritorious cases. The complainant who has the burden of proof shall be heard first and the respondent may submit controvertible evidences, if so desired.
- 3.8. Refusal or willful failure of any party or witnesses to appear in compliance with the summons without sufficient cause, the Investigating Committee shall note this fact and thereafter proceed to hear the case *ex parte* without prejudice to their appearance in subsequent hearings.

3.9. The Investigating Committee, on the application of either the complainant or the respondents, or on its own motion, may in its discretion and for cause, postpone the hearing for such period of time as the ends of justice and the right of the parties to a speedy hearing.

3.10. All proceedings by the Investigating Committee shall be public and informal, provided the Chairperson, upon request of a party excludes the public from the proceedings in the interest of privacy, decency or public morals.

The Chairperson and members of the Investigating Committee are hereby authorized to administer in connection with any matter relating to all proceedings provided for in this Code.

If student complainant(s) or respondent(s) are under trauma or emotional crisis, a Guidance Counsellor may be assigned to assist them.

SECTION 4. Procedure for Disposition and Recording of Offenses

- 4.1. The Investigating Committee may recommend the meting out of lighter or heavier penalties provided the merits of the evidence of the case warrant such recommendations.
- 4.2. The records of the case with the report of findings thereon and the recommendation shall be signed by the majority of the members of the committee after the termination of the hearing. The report of the committee shall state findings of the case, the recommended penalty and the specific regulations.
- 4.3. In all cases, any petition for reinvestigation of the case may be ordered by the University President provided it is meritorious and submitted within one (1) week after receipt of notice of the decision.
- 4.4. The respondent or complainant to the case shall enjoy the rights mandated by the Constitution of the Republic of the Philippines (Art. III - Bill of Rights, Phil Constitution of 1987).
- 4.5. In cases where complainants withdrew the complaint and agrees to amicable settlement, such cases shall also be entered in the book of records in order that the second time the same infraction is committed it shall be considered a second offense.
- 4.6. Student offenders shall be subjected to counseling and/or psychotherapy by the Guidance Counselors/Psychologists of the Office of Student Affairs who shall be duly designated therefore. The Student Discipline Board shall facilitate and monitor compliance of offenders to counseling sessions.
- 4.7. All records of student cases shall be filed at the Student Discipline Board at the Office of Student Affairs to be used for purposes of

- issuing Certificate of Good Moral Character by the Guidance Services Unit.
- 4.8. For sanctions requiring community services, the NSTP Director shall facilitate and monitor compliance of offenders.
- 4.9. Any disciplinary action taken against a student shall be reported to the parents or guardians concerned.

Article 297. POWER RESERVED TO THE UNIVERSITY PRESIDENT

SECTION 1. The University President or, in the absence of the President, the Vice-President for Administration, is hereby endowed the authority to cause the investigation and the imposition of corresponding penalties for such other offenses not specified in this Code. The University President may modify the penalties herein provided to suit cases not covered and to serve the cause of justice.

Article 298. REPEALING CLAUSE

SECTION 1. All rules, regulations or penalties contrary or inconsistent with this Code are hereby repealed and/or modified accordingly



CLSU-ASTS STUDENT CODE OF CONDUCT AND DISCIPLINE

Preliminary Title

This code shall be known as the “CLSU-ASTS Student Code of Conduct and Discipline”.

Policy Statement

Being a student entails a commitment to responsibilities. A student must be committed to excellence in academics, self-discipline, integrity in his dealings with his fellow students and other members of the school community and service to his country.

General Responsibilities

It is the responsibility of the students to:

- be aware of all rules and regulations on students' behavior and follow them strictly;
- behave according to school norms at all times and respond to duties and responsibilities expected of every student;
- act as persons whose values, attitudes, and convictions are in accordance with the universal norms of rights, reasons and accepted values and approved levels of conduct in the society;
- show courtesy consideration and respect for others at all times regardless of status, gender, ethnicity or religion;
- be honest, accept shortcomings and strive to improve and change for the better;
- be fair and just in dealing with others;
- respect others' rights to gain the same;
- live by the precepts of love, justice, and consider rights as means to this end;
- resolve problems and conflicts without prejudice to others;
- forego the enjoyment of certain rights and privileges that others more needy be benefited and that the greater good of society may be served;
- devote himself to fulfillment of obligations and consider rights as a means to this end;
- be tolerant to others and humble to accept what is best;
- develop temperance and propriety in words and in action especially against vices;
- participate actively in civic affairs and in the promotion of the general welfare, particularly social, economic, and cultural development of the community and in the attainment of a just, compassionate and orderly society;
- put the welfare of the entire country above personal, family and

- regionalistic interests;
- obey duly constituted authorities, laws, rules and regulation;
- settle disputes, problems and conflict through peaceful and proactive means; and
- contribute to the attainment of social justice.

Specific Rules and Regulations

A. Proper Grooming

A.1 Good Grooming and Hygiene

Students must exemplify proper grooming standards in a manner that projects an appropriate image for the school. Grooming standards are based on several elements including neatness, cleanliness, safety and appearance.

A.2 Proper Dress Code

A.2.1 School

- A.2.1.1. The official uniform must be worn everyday of the week except Friday when students are allowed to wear civilian attire. The students are also required to wear uniforms during quarterly examinations and whenever required by the school.
- A.2.1.2. For male junior students, the uniform consists of light yellow or white short-sleeved polo with collar and breast pocket with properly sewn school patch, moss green or black slacks, white socks and black leather shoes. The polo must be worn with white sando undershirt. For male senior high students, , the uniform consists of green or white short-sleeved polo with collar and breast pocket with properly sewn school patch, black slacks, white socks and black leather shoes. The polo must be worn with white sando undershirt.
- A.2.1.3. For female junior students, the uniform consists of light yellow or white blouse and necktie with logo, appropriate checkered skirt, white socks (medium length) and black leather shoes. For female senior high students, the uniform consists of green or white blouse, black slacks or skirt, white socks (medium length) and black leather shoes.
- A.2.1.4. Students must wear their official PE uniform during days with PE classes. PE uniform consists of prescribed/ official PE jogging pants and t-shirt with the name or logo of the school printed on it.
- A.2.1.5. For CAT, the students must follow the dress code appropriate to their rank as determined by the school commandant based on CAT standards.
- A.2.1.6. The civilian attire worn during Friday should be free from the following: vulgarity, violent images, sexually suggestive phrases

or images, gang related symbols, alcohol, tobacco, drugs or advertisements for such products.

- A.2.1.7. The school identification card, with CLSU lace and prescribed ID holder is also part of the school uniform and must be worn within the school premises. Borrowing, lending, mutilating, and modifying ID cards are strictly prohibited.
- A.2.1.8. Head gear, including hats, caps, bandanas, do-rags, bonnets or other head covers shall not be worn within the school premises unless worn in connection with an approved school activity, a valid religious belief, or a valid medical need.
- A.2.1.9. Sunglasses may not be worn unless a parent provides a doctor's note or as part of instruction.
- A.2.1.10. For special school occasions such as Acquaintance Party and JS Prom, students are expected to wear the appropriate dress code prescribed by the school.

A.2.2. Farm

During Supervised Farming Project (SFP) field work, students must wear appropriate working clothes – light cotton long sleeves and pants (jogging or maong). Farm boots and head gears are required as their personal protective equipment (PPE).

A.2.3. Dorm

Proper dress code in the dorm is also implemented. They can wear any house clothes (pambahay) except wearing only boxer shorts for boys and see-through dresses for girls.

In addition, wearing of the following are prohibited:

- A.2.3.1 Short shorts or mini skirt for girls;
- A.2.3.2 Slippers in classrooms/ during formal activities
- A.2.3.3 Sando or sleeveless shirt;
- A.2.3.4 Backless outfit; and
- A.2.3.5 Ladies' top
 - plunging neckline/low-neck shirts
 - off shoulder
 - spaghetti strap
 - see through/wire mesh clothing unless proper outer garments cover

A.3 Hair Grooming and Haircut

- A.3.1. Boys must have a clean haircut. The proper haircut is 1"x2" (barber's cut). Thus, the hair must not touch the ears and the shirt's collar. In addition, bangs must not touch the eyebrows. Haircut is checked every first Monday of the month by the class adviser.
- A.3.2. Girls must maintain clean and neat hair at all times. They are encouraged to wear hair clip/s, head band, pony tail, etc., during

classes especially in laboratory activities for safety purposes. The bangs must not cover their faces.

A.3.3. Hair coloring is prohibited.

A.4. Earrings, Nail Polish, Contact Lenses and Other Body Accessories

A.4.1. Body piercing is not allowed.

A.4.2. Female students are not allowed to wear flashy and/or dangling earrings and other inappropriate accessories.

A.4.3. Female students can wear only one pair of earrings.

A.4.4. Colored nail polish is prohibited.

A.4.5. Students can wear only natural-colored contact lenses.

A.4.6. Male students are not allowed to wear earrings, chokers and other inappropriate body accessories.

A.4.7. Wearing of tattoo is prohibited.

A.4.8. Makeup is not allowed during school days except during approved school occasions or programs and it is a part of instruction.

B. Attendance

B.1. Regularity in attendance and diligent application to study are part of discipline and are essential for success in school. Prompt and regular attendance in all classes is required for all students.

B.1.1. Classes begin at 7:00 am.

B.1.2. Students are required to attend weekly flag raising ceremony every Monday.

B.1.3. Students are expected to attend their classes everyday from Monday to Friday.

B.1.4. No students are allowed to report during Saturdays, Sundays and Holidays unless they have special task(s) and with permission or authorization of the principal.

B.2. Shortened Periods

The principal of the school declares shortened periods for the day as deemed necessary. Class periods are reduced accordingly to allow all subject teachers to meet their classes.

B.3. Suspension of Classes

In the event of inclement weather such as typhoons, the following are to be observed.

Signal No. 1: No suspension of classes unless an announcement is made by the Office of the University President or concerned government units/agencies.

Signal No. 2 & up: All classes are automatically suspended.

The students are advised to stay home/inside the dorm

The school follows official announcement on radio and television. In the event of other calamities, the declaration of suspension of classes comes from the Office of the President. Announcement of official or special holidays are given

by the Office of the University Registrar. Suspension of classes due to other reasons than those mentioned is announced by the Office of the Vice President for Academic Affairs.

B.4. Tardiness

Students are marked late if they are not in the classroom five minutes after the start of the class or any activity such as flag ceremony, field trips, seminars, convocation, etc. Beyond ten minutes they shall be marked absent on the attendance record.

B.5. Cutting Classes

Students are cutting classes if they skip any of their classes but they are known to be inside the school premises.

B.6. Absences

Students are marked absent by the subject teacher if

- They are not in the ASTS premises during regular school days
- They have incurred three tardiness
- They have incurred two cutting classes in each subject

Excused Absence:

The following are considered valid reasons for absence:

- Hospital confinement of the student (with medical certificate)
- Sickness or home confinement of the student (with medical certificate)
- Death of a family member (parents/guardian, sibling, grandparents)
- Affected by calamities

C. Curfew

Curfew time is 7:00 p.m. in school campus and dormitories. Students are not allowed to stay in school premises beyond curfew time except when students have special task(s) and with permission or authorization from the coach, teacher-in-charge approved by the school principal. Accordingly, the students should be accompanied by the teacher-in-charge.

D. Deportment

Students should contribute to a general sense of order, discipline, and harmony for the efficient functioning of the school system. Courtesy should also be accorded to visitors.

D.1. In the Classroom

D.1.1. Classroom is the formal venue for teaching and learning. Thus, formal behavior is required of students.

D.1.2. They must refrain from making unnecessary movements, conversation and noise that will distract teachers and other students especially when classes going on.

D.1.3. Students should stay inside their classroom while waiting for their teacher.

D.1.4. They are not allowed to go out except it is part of instruction or during break time to eat snacks and to go to the comfort room.

D.1.5. Eating and drinking are prohibited in the classroom during classes.

D.1.6. Unofficial use of electronic devices such as laptop, cell phones, Play Station Portable (PSP), MP3, musical instruments and other recreational materials is strictly prohibited.

D.2. School Premises

School premises include school compound, ASTS farm and dormitories.

D.2.1. Students should spend their free time in the library, canteen, "tambayan" and other authorized school areas. Making noises along the corridors during class hours is absolutely prohibited.

D.2.2. The faculty room is strictly for consultation only.

D.2.3. Card playing, smoking, taking alcoholic drinks and drugs, gambling and engaging in necking and petting, Public Display of Affection (PDA) are also prohibited. Playing loud music (piano, guitar, organ, and other musical instruments) is likewise prohibited otherwise given permission.

D.2.4. Students should keep the school clean and safe. There are garbage bins in every classroom and around the campus where litters can be properly disposed.

D.3. Dormitories

D.3.1. Students are expected to be in their respective dormitories during Sundays (3:00-6:00 PM)

D.3.2. Every student should submit furlough before and after arrival from home

D.3.3. Cellphones and gadgets must surrender to the dorm-in- charge at 8:00pm from Sunday night to Thursday night. Students are allowed to use one hour per day (7:00-8:00pm only)

D.3.4. Every student will be assigned to a proper dorm and will be given a designated bed.

D.4. Regarding School Property

Students are responsible for the care of all school properties lent to them such as school facilities, books, equipment (including agricultural equipment and machineries), etc. In case of damage or loss of these properties, the students will shoulder the repair or replacement of such property.

D.4.1. Students should conserve energy by observing the proper time of turning on and off of lights and electric fans when not in use.

D.4.2. Agricultural equipment and machineries will only be allowed for use by students with supervision of faculty/in- charge.

D.5. Outside the School

Students are representatives of the school and they must uphold and protect its good name and ideals. Responsible behavior is expected of each student on

all occasions especially when they are still wearing their school uniform and IDs.

E. Department Rating/Assessment

E.1. All students will be evaluated by the class adviser and dorm-in-charge with regard to their attitudes and behavior. The following are the criteria on how each student will be assessed.

ATTITUDES and BEHAVIOUR	Grading Period			
	1st	2nd	3rd	4th
1. Sense of Responsibility				
❖ Demonstrates positive attitude in accepting responsibilities ❖ Demonstrates attributes of a responsible member of the community where student belongs ❖ Shows initiative towards work in fulfilling one's duties ❖ Demonstrates sense of responsibility for any action taken ❖ Shows concern for one's environment				
2. Honesty				
❖ Returns borrowed things promptly ❖ Gives notice about/ returns things to rightful owner ❖ Claims only things that belongs to him/her ❖ Does not cheat nor lie ❖ Always tells the truth about others/ what happened				
3. Courtesy				
❖ Uses courteous expressions in conversations ❖ Greets elders and persons in authority politely ❖ Listens attentively to the person speaking ❖ Waits for one's turn ❖ Behaves well in public places				
4. Obedience				
❖ Obeys teachers and elders ❖ Obeys rules and regulations of school and community ❖ Abides by the rule of the majority ❖ Obeys persons in authority ❖ Obeys the laws of the country				
5. Self-reliance				
❖ Has or shows initiative and resourcefulness in doing assigned tasks ❖ Works independently ❖ Does work to the best of one's ability ❖ Tries out ways to do one's work before seeking help from others ❖ Participates in programs and other school activities				
6. Promptness and Punctuality				
❖ Comes to school on time ❖ Attends classes regularly ❖ Finishes assigned tasks promptly ❖ Submits requirements for assigned tasks on time				
7. Industry				
❖ Works without being told ❖ Works without complaining				

<ul style="list-style-type: none"> ❖ Finishes work on time ❖ Promptly works on assigned tasks ❖ Works beyond assigned tasks 				
8. Cleanliness and Orderliness <ul style="list-style-type: none"> ❖ Is clean in thoughts, words and in deed ❖ Keeps working area in order during and after work ❖ Keeps personal things neat and in order ❖ Does one's work neat and orderly 				
9. Consideration for Others <ul style="list-style-type: none"> ❖ Respects the rights of others ❖ Waits for one's turn in speaking, falling in line, playing, working, etc. ❖ Takes good care of borrowed things ❖ Avoids laughing at others mistakes, mishap or disability 				
10. Helpfulness and Cooperation <ul style="list-style-type: none"> ❖ Does one's share of household chores ❖ Does one's share in school work ❖ Does one's share in group work ❖ Voluntarily helps the needy ❖ Cooperates in implementing rules and regulations 				
TOTAL				
x .15(adviser) / 20(DIC)				

*reconstructed from DepEd Order No. 26, Series of 2005 Rating Character/Values Education

E.2. Each item will be graded according to the description as follows:

1-2 Not at all, 3-5 Frequently 6-7 Seldom 8-9 Sometimes 10 Always

E.3. Thirty-five percent (35%) of the final grade in ESP subject will come from the class adviser's (15%) and dorm-in-charge's(20%) evaluation. The remaining 65% will come from the ESP teacher.

Discipline

At all times, the students must promote and maintain the peace and tranquility of the school by observing the rules on discipline and by exerting efforts to attain harmonious relationships with fellow students, teachers and academic staff and other school personnel.

The investigation, disposition and corresponding sanction of disciplinary cases of students shall follow the proceedings set in this code.

The maintenance of students' conduct and discipline is anchored on the willful acceptance of the students of all policies, rules and regulations prescribed by the school as signified by their enrolment and the guidance and counseling provided by the faculty who shall be exercising surrogate parental authority.

Note: Exceptional behavior or an unusual activity (such as not doing assignments and performance task and unable to submit requirements) of a student in a given situation or event will be noted by the teacher in the anecdotal record will be submitted to the class adviser for consolidations and reported to the parents every quarter.

VIOLATIONS OF THE STUDENT CODE OF CONDUCT

Minor Offenses

1. Disruptive or distractive classroom behavior
2. Eating and drinking inside the classroom at class hours
3. Noise/disturbances of classes and offices
4. Uprooting, picking of plants and fruits, Fishing or hunting of animals
5. Claiming exclusive use of certain school areas such as tambayan, corridors, canteen and others.
6. Repeated disobedience of not fixing their beddings, personal belongings at the dorm
7. Turning on of Air Conditioning Units before the official time

Sanctions for Minor Offenses First Offense:

Oral reprimand

Confiscation/Restitution in Appropriate Cases Written Apology

Second and Subsequent Offenses:

Written Reprimand

Copy furnished the parents through the Guidance Office/Principal Office

Confiscation/Restitution in appropriate cases

Written apology/reflection/realization from the incident Rendition of community service from 1-3 days

MAJOR OFFENSES AND SANCTIONS

A. Offenses Involving Property

1. Damaging or destroying others' personal property

1st offense – Replacement or Payment with 1-2 days suspension
2nd offense – Replacement or Payment with 3-5 days suspension
3rd offense – Replacement or Payment with 6-7 days suspension
Subsequent offenses – Advised to transfer with replacement or payment

2. Robbery

1st offense – 5 days suspension after restitution or payment
2nd offense – 7 days suspension after restitution or payment
3rd offense – 14 days suspension after restitution or payment
Subsequent offenses – Advised to transfer with replacement or payment

- 2.1 Attempted or frustrated robbery

1st offense – 1-3 days suspension
2nd offense – 3-5 days suspension
3rd offense – 7 days suspension
Subsequent offenses – Advised to transfer

- 2.2 Consummated robbery

1st offense – 5 days suspension

2nd offense – 7 days suspension

3rd offense – Advised to transfer

3. Vandalism or indelible writings/drawings on walls, desks, chairs, campus bulletin boards, damaging school properties, tearing of pages of books in the library materials

1st offense – Reprimand and replacement

2nd offense - Reprimand and replacement with 2-3 days suspension

3rd offense - Reprimand and replacement with 5-7 days suspension

B. Offenses Involving Community

1. Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime, or other catastrophe, when such report or warning is false

1st offense – 1-2 days suspension

2nd offense – 3-4 days suspension

3rd offense – 5 days suspension

Subsequent offenses – Advised to transfer

2. Shouting words/expressions that may cause public terror or panic

1st offense – 1-2 days suspension

2nd offense – 3-4 days suspension

3rd offense – 5 days suspension

Subsequent offenses – Advised to transfer

3. Gross/scandalous misbehavior

- 3.1. Inside the campus

- 3.2. During off-campus activities

- 3.3. Outside the campus while still wearing the school uniform

1st offense – 1-2 days suspension

2nd offense – 3-4 days suspension

3rd offense – 5 days suspension

Subsequent offenses – Advised to transfer

4. Setting of firecrackers and other explosives

1st offense – 1-2 days suspension

2nd offense – 3-4 days suspension

3rd offense – 5 days suspension

Subsequent offenses – Advised to transfer

5. Possession of firearms, teargas, poisonous substances, explosive devices and other deadly weapons including brass knuckles

1st offense – 7 days suspension with confiscation

2nd offense – Expulsion

6. Bringing to school intoxicating drinks such as beer, liquor and/or wine

1st offense – 5 days suspension

2nd offense – 7 days suspension

3rd offense – Advised to transfer

7. Engaging in drinking alcoholic beverages in school and/or in its immediate vicinity, and coming to school under the influence of alcohol

1st offense – 3 days suspension

2nd offense – 5 days suspension

3rd offense – 7 days suspension

Subsequent offenses – Advised to transfer

8. Possession of cigarettes and smoking in school and/or in its immediate vicinity

1st offense – 1-2 days suspension

2nd offense – 3-5 days suspension

3rd offense – 7 days suspension

Subsequent offenses – Advised to transfer

9. Driving without license (student, non-professional or professional) within school vicinity (dorm, court, farm) during school hours

1st offense – 5 days suspension

2nd offense – 7 days suspension

3rd offense – 14 days suspension

Subsequent offenses – Advised to transfer

10. Driving a vehicle that causes undue disturbance

1st offense – 5 days suspension

2nd offense – 7 days suspension

3rd offense – 14 days suspension

Subsequent offenses – Advised to transfer

11. Spitting and/or littering within the campus

1st offense – Written Reprimand with community service

2nd offense – 1-2 days suspension with community service

3rd offense – 3-4 days suspension with community service

Subsequent offenses – 7 days suspension with community service

12. Disturbing or interrupting public performances

1st offense – Written Reprimand

2nd offense – 1-2 days suspension

3rd offense – 3-4 days suspension

13. Violation, removing, and/or marring of legally posted signs and instructions such as but not limited to “No Trespassing”, “Keep off the Grass”, “Off Limits”, and other signs

1st offense – Community service for 3 days in designated areas

2nd offense – Community service for 10 days in designated areas

3rd offense – 1-2 weeks suspension with community service for 15 days in designated areas

14. Indiscriminate burning; Improper sorting and disposal of waste in the dormitories and in the jurisdiction of the university; and throwing/ disposal of waste in unauthorized dumping site.

1st offense – Community service in designated areas

2nd offense – Community service for 1-2 days in designated areas

3rd offense – Community service for 3-4 days in designated areas

Subsequent offense – Suspension for 1 week with community service for 7 days in designated area

C. Offenses Involving Academic and Official Business

1. Forging the signature of parents or guardian in school requirements or documents

1st offense – 1-2 days suspension

2nd offense – 3-4 days suspension

3rd offense – 5-7 days suspension

Subsequent offense – Advised to transfer

2. Forging the signature of teachers and persons in authority

1st offense – 2-3 days suspension

2nd offense – 5-7 days suspension

3rd offense – 14 days suspension

Subsequent offense – Advised to transfer

3. Cheating in examination and quizzes

1st offense – Score of zero (0) in the exam or quiz and suspension for 5 days

2nd offense – Grade of 60 for the quarter and subject and suspension for 2 weeks

3rd offense – Advised to transfer

4. Presenting/Submission of copied requirements/plagiarism

4.1. Copied Terminal Report (TR)

1st offense – Failing grade in Terminal Report (TR)

2nd offense – Expulsion

4.2. Copied Term paper, projects, exercises, experiments, and other class requirements

1st offense – Score of zero (0) for the particular requirement submitted

2nd offense – Failing grade in the subject on that quarter and suspension for 3-5 days

3rd offense – Failing grade in the subject on that quarter and suspension for 7 days

5. Tampering test scores

1st offense – 1-2 days suspension

2nd offense – 3-4 days suspension

- 3rd offense – 5-7 days suspension
Subsequent offenses – Advised to transfer
6. Tampering grades in report card or permanent record
1st offense – 2-3 days suspension
2nd offense – 5-7 days suspension
3rd offense – 14 days suspension
Subsequent offenses – Advised to transfer
7. Offering/giving false testimony/witness/evidence (verbal/written)
1st offense – 1-2 days suspension
2nd offense – 3-4 days suspension
3rd offense – 5-7 days suspension
Subsequent offenses – Advised to transfer
8. Using the name or seal of the ASTS or CLSU without due permission
1st offense – 1-2 days suspension
2nd offense – 3-4 days suspension
3rd offense – 5-7 days suspension
Subsequent offenses – Advised to transfer
9. Non-wearing of ID inside the school/university premises
1st offense – Warning/Reprimand (from SBO noted by the Principal)
2nd offense – suspension for 2-3 days
3rd offense – suspension for 1-2 weeks
Subsequent offense – Advised to transfer
10. Wearing someone else's ID/lending one's ID to another
1st offense – Suspension for 3-5 days
2nd offense – suspension for 7 days
3rd offense – suspension for 2 weeks
Subsequent offense – advised to transfer
11. Wearing inappropriate, indecent, and very revealing clothes in attending classes that causes disturbance to others.
1st offense – Warning/Reprimand (from SBO noted by the Principal)
2nd offense – acceptance in class but scores not credited and suspension for 3 days
Subsequent offense – non-acceptance in class and suspension for 1-2 weeks
12. Wearing improper/incomplete uniform (including PE uniforms to be worn on PE days only)
1st offense – Warning/Reprimand (from SBO noted by the Principal)
2nd offense – acceptance in class but scores not credited and suspension for 3 days
Subsequent offense – non-acceptance in class and suspension for 1-2 weeks

D. Offenses Involving Persons

1. Threatening and uttering of derogatory remarks against school authority, personnel and fellow students
 - 1st offense – Suspension for 1-2 days
 - 2nd offense – Suspension for 3-4 days
 - 3rd offense – Suspension for 5-6 days
 - Subsequent offense – Advised to transfer
2. Showing disrespectful actions against school authority and personnel
 - 1st offense – Suspension for 1-2 days
 - 2nd offense – Suspension for 3-4 days
 - 3rd offense – Suspension for 5-6 days
 - Subsequent offense – Advised to transfer
3. Humiliating others through words or actions
 - 1st offense – suspension for 5 days
 - 2nd offense – suspension for 7 days
 - 3rd offense – suspension for 2 weeks
 - Subsequent offense – advised to transfer
4. Rebellious/libelous actions/remarks against the school and the university in different medium of communication such as social media
 - 1st offense – suspension for 7 days
 - 2nd offense – suspension for 2 weeks
 - 3rd offense – advised to transfer
5. Threatening fellow students, teacher and staff, and/or fellow persons in authority using deadly weapons
 - 1st offense – suspension for 7 days
 - 2nd offense – suspension for 2 weeks
 - 3rd offense – advised to transfer
6. Spreading rumors about a person
 - 1st offense – suspension for 5 days
 - 2nd offense – suspension for 7 days
 - 3rd offense – suspension for 2 weeks
 - Subsequent offense – advised to transfer
7. Unauthorized opening/reading of a sealed letter/document, others' messages in cellphones, journal notes and other personal properties of faculty and students
 - 1st offense – suspension for 1-2 days
 - 2nd offense – suspension for 3-4 days
 - 3rd offense – suspension for 5-6 days
 - Subsequent offense – advised to transfer

E. Offenses Involving Persons

1. Threatening and uttering of derogatory remarks against school authority,

personnel and fellow students

1st offense – Suspension for 1-2 days

2nd offense – Suspension for 3-4 days

3rd offense – Suspension for 5-6 days

Subsequent offense – Advised to transfer

2. Showing disrespectful actions against school authority and personnel

1st offense – Suspension for 1-2 days

2nd offense – Suspension for 3-4 days

3rd offense – Suspension for 5-6 days

Subsequent offense – Advised to transfer

3. Humiliating others through words or actions

1st offense – suspension for 5 days

2nd offense – suspension for 7 days

3rd offense – suspension for 2 weeks

Subsequent offense – advised to transfer

4. Rebellious/libelous actions/remarks against the school and the university in different medium of communication such as social media

1st offense – suspension for 7 days

2nd offense – suspension for 2 weeks

3rd offense – advised to transfer

5. Threatening fellow students, teacher and staff, and/or fellow persons in authority using deadly weapons

1st offense – suspension for 7 days

2nd offense – suspension for 2 weeks

3rd offense – advised to transfer

6. Spreading rumors about a person

1st offense – suspension for 5 days

2nd offense – suspension for 7 days

3rd offense – suspension for 2 weeks

Subsequent offense – advised to transfer

7. Unauthorized opening/reading of a sealed letter/document, others' messages in cellphones, journal notes and other personal properties of faculty and students

1st offense – suspension for 1-2 days

2nd offense – suspension for 3-4 days

3rd offense – suspension for 5-6 days

Subsequent offense – advised to transfer

8. Opening other's locker and schoolbags

1st offense – suspension for 1-2 days

2nd offense – suspension for 3-4 days

3rd offense – suspension for 5-6 days

Subsequent offense – advised to transfer

9. Engaging in fights

9.1. Oral fight

1st offense – suspension for 1-2 days

2nd offense – suspension for 3-4 days

3rd offense – suspension for 5-6 days

Subsequent offense – advised to transfer

9.2. Provocation of fight

1st offense – suspension for 1-2 days

2nd offense – suspension for 3-4 days

3rd offense – suspension for 5-6 days

Subsequent offense – advised to transfer

9.3. Quarrel with slight physical injury

1st offense – suspension for 5 days with community service in designated area

2nd offense – suspension for 1-2 weeks

3rd offense – advised to transfer

9.4. Quarrel with serious physical injury

1st offense – suspension for 1 week

2nd offense – advised to transfer]

9.5. Quarrel resulting in death

Expulsion from university and indemnity

10. Assaulting fellow students

10.1. Orally

1st offense – suspension for 2 days

2nd offense – suspension for 4 days

3rd offense – suspension for 6 days

Subsequent – advised to transfer

10.2 In writing

1st offense – suspension for 2 days

2nd offense – suspension for 4 days

3rd offense – suspension for 6 days

Subsequent – advised to transfer

10.3 Through malicious gestures

1st offense – suspension for 3 days

2nd offense – suspension for 5 days

3rd offense – suspension for 7 days

Subsequent – advised to transfer

10.4 With physical contact or physical injury

1st offense – suspension for 5 days

2nd offense – suspension for 7 days

3rd offense – suspension for 14 days

Subsequent – advised to transfer

11. Hazing – Expulsion

12. Extortion

1st offense – suspension for 3 days

2nd offense – suspension for 5 days

3rd offense – suspension for 7 days

Subsequent – advised to transfer

13. Posting derogatory remark online

1st offense – suspension for 5 days

2nd offense – suspension for 7 days

3rd offense – suspension for 2 weeks

Subsequent offense – advised to transfer

14. Uploading, posting, downloading, viewing, and sharing of offensive materials that depict pornography, disturbing and violent scenes, massacre, human torture, crime and gangster, animal cruelty, and cyber-bullying

1st offense – suspension for 5 days

2nd offense – suspension for 7 days

3rd offense – suspension for 2 weeks

Subsequent offense – advised to transfer

15. Hacking/cracking of computer systems (including physical and Wi-Fi connections) of the school, students and school personnel

1st offense – suspension for 3 days

2nd offense – suspension for 5 days

3rd offense – suspension for 7 days

Subsequent offense – advised to transfer

16. Downloading and/or installing program/software without permission

1st offense – suspension for 3 days

2nd offense – suspension for 5 days

3rd offense – suspension for 7 days

Subsequent offense – advised to transfer

17. Unauthorized access to game websites

1st offense – suspension for 3 days

2nd offense – suspension for 5 days

3rd offense – suspension for 7 days

Subsequent offense – advised to transfer

18. Unauthorized use of flash drive or other data storage device that results in damage to files/properties

1st offense – suspension for 3 days

2nd offense – suspension for 5 days

3rd offense – suspension for 7 days

- Subsequent offense – advised to transfer
19. Intentional uploading/downloading of malwares
- 1st offense – suspension for 3 days
- 2nd offense – suspension for 5 days
- 3rd offense – suspension for 7 days
- Subsequent offense – advised to transfer
20. Unauthorized opening/accessing of others' account in social networking sites
- 1st offense – suspension for 3 days
- 2nd offense – suspension for 5 days
- 3rd offense – suspension for 7 days
- Subsequent offense – advised to transfer
21. Intimate display of affection
- 1st offense – Written reprimand
- 2nd offense – suspension for 1-3 days
- 3rd offense – suspension for 3-5 days
- Subsequent offense – suspension for 1 week
22. Engaging in indecent acts such as fondling, kissing, necking and petting
- 1st offense – suspension for 1-3 days
- 2nd offense – suspension for 4-5 days
- 3rd offense – suspension for 6-7 days
- Subsequent offense – advised to transfer
23. Peeping or exhibitionism
- 1st offense – suspension for 5 days
- 2nd offense – suspension for 7 days
- 3rd offense – suspension for 10 days
- Subsequent offense – advised to transfer
24. Acts of lasciviousness
- 1st offense – suspension for 7 days
- 2nd offense – Expulsion
25. Any form of sexual harassment (any action, verbal or non-verbal, that violates the dignity of a person of the same or opposite sex)
- 1st offense – suspension for 7 days
- 2nd offense – Expulsion
26. Engaging in pre-marital sex – Expulsion
27. Consummated rape committed inside the school – Expulsion
28. Voyeurism
- 1st offense – suspension for 5 days
- 2nd offense – suspension for 7 days
- 3rd offense – advised to transfer
29. Attempted/Frustrated Rape – Expulsion

30. Not returning borrowed things promptly

1st offense – written reprimand

2nd offense – suspension for 2 days

3rd offense – suspension for 4 days

Subsequent offense – suspension for 7 days

31. Not giving notice about/returns things to rightful owner

1st offense – written reprimand

2nd offense – suspension for 2 days

3rd offense – suspension for 4 days

Subsequent offense – suspension for 7 days

32. Claiming things that does not belongs to him/her

1st offense – written reprimand

2nd offense – suspension for 2 days

3rd offense – suspension for 4 days

Subsequent offense – suspension for 7 days

33. Not telling the truth about others/what happened

1st offense – written reprimand

2nd offense – suspension for 2 days

3rd offense – suspension for 4 days

Subsequent offense – suspension for 7 days

34. Cyber-related offenses such as: Establishing and operating unofficial websites that misleads students and taints the image and reputation of the university, its offices, or any organization; Hacking of the e-mail account, social media account, or website of any person or group of persons.

1st offense – suspension for 1 week

2nd offense – suspension for 2 weeks

3rd offense – Advised to transfer

35. Unlawful use of means of publication and unlawful utterances. (Art. 154, Revised Penal Code). Printing, publishing, posting false news which may endanger the public order, or cause damage to the interest or credit of the university; any student whom by the same means, or by words, utterances or speeches, shall encourage disobedience to any provision of this code or to the constituted authorities; writing, printing, publishing and distributing or causing to be printed, published or distributed books, pamphlets, periodicals or leaflets which do not bear the real printers' name or which are classified as anonymous.

1st offense – suspension for 5 days

2nd offense – suspension for 7 days

3rd offense – suspension for 2 weeks

Subsequent offense – advised to transfer

36. Making fun or initiating mockery of persons with disabilities (PWDs), Indigenous People, LGBT and other marginalized group whether in words or

action due to their impairments, uttering slanderous and abusive statements against PWDs and staging a public activity which incites hatred and ridicule of PWDs. (Also covered by RA 9442 “Prohibitions on Verbal, Non-Verbal Ridicule and Vilification Against Persons with Disability”)

1st offense – suspension for 3 days

2nd offense – suspension for 5 days

3rd offense – suspension for 7 days

Subsequent offense – advised to transfer

F. Offenses Involving Organizations

1. Misrepresentation of facts, cheating, misleading, coercion of members of an organization into carrying out an activity.

1st offense – suspension for 2 days

2nd offense – suspension for 4 days

3rd offense – suspension for 6 days

Subsequent offense – advised to transfer

2. Fraudulent handling and reporting of financial expenditures and technical malversation of the funds of an organization causing damage to the operation of the organization and compromising its members and its clientele.

1st offense – suspension for 3 days

2nd offense – suspension for 5 days

3rd offense – suspension for 7 days

Subsequent offense – advised to transfer

3. Recruitment/accepting First Year students to any recognized or unrecognized Student Organization except cultural groups, college councils and college/school organ and religious groups.

Expulsion

4. Conducting activities inside/ outside the University without seeking approval from proper authorities.

1st offense – suspension for 5 days

2nd offense – suspension for 7 days

3rd offense – suspension for 14 days

Subsequent offense – advised to transfer

G. Other Serious Offenses

1. Disrespecting the flag and other national symbols

1st offense – suspension for 5 days

2nd offense – suspension for 7 days

3rd offense – suspension for 2 weeks

Subsequent – advised to transfer

2. Gambling and betting in general

1st offense – suspension for 5 days

2nd offense – suspension for 7 days
3rd offense – suspension for 2 weeks
Subsequent – advised to transfer

3. Bringing of indecent materials

1st offense – suspension for 5 days
2nd offense – suspension for 7 days
3rd offense – suspension for 2 weeks
Subsequent – advised to transfer

4. Not attending flag raising ceremony during Mondays.

1st offense – Promissory note
2nd offense – 3 days suspension
3rd offense – 5 days suspension
Subsequent offense – 7 days suspension

H. Offenses at the Dormitory

1. Not arriving and logging in at the dorm at Sundays (3:00-7:00 pm). (Note: Students may be excused if there is a notice thru phone or personal appearance by the parent or guardian).

1st offense – Mass work of at least 2 hours
2nd offense – Mass work of at least 4 hours
3rd offense – Suspension for 1 day
Subsequent offense – Suspension for 3 days

2..Not submitting the furlough duly signed by the Dorm in Charge during Sundays and Fridays. The furlough must be matched with the dorm logbook.

1st offense – Mass work of at least 2 hours
2nd offense – Mass work of at least 4 hours
3rd offense – Suspension for 1 day
Subsequent offense – Suspension for 3 days

3. Not surrendering all gadgets (including pocket wifi) after the allotted time of gadget usage. Laptops may be used for extended hours given that they will be used for educational purposes and must have a request letter duly signed by the subject teacher. The laptops must still be surrendered to the dorm in charge before the student sleeps.

1st offense – written reprimand
2nd offense – suspension for 1 day
3rd offense – Suspension for 3 days
Subsequent offense – Suspension for 5 days

4. Curfew: Not on the dormitory premises/inside dormitory fences after 7:00 pm, and not inside the room after 10:00 pm.

1st offense – written reprimand
2nd offense – suspension for 3 day
3rd offense – Suspension for 5 days

Subsequent offense – Suspension for 7 days

5. Not sleeping in assigned dorm, and designated bed

1st offense – Promissory note

2nd offense – mass work for at least 2 hours

3rd offense – Suspension for 1 day

Subsequent offense – Suspension for 3 days

6. Disrespecting/Not following the dorm in charge

1st offense – Suspension for 3 days with promissory note

2nd offense – suspension for 5 days

3rd offense – Suspension for 7 days

Subsequent offense – advised to transfer

7. Logbook offense – not signing in when arriving at the dorm, and not signing out upon departure from the dorm.

1st offense – Mass work for at least 2 hours with promissory note

2nd offense – Mass work for at least 4 hours

3rd offense – Suspension for 1 day

Subsequent offense – suspension for 3 days

8. Not attending morning activity, or consistently coming late for morning activity, and returning to bed during morning activity.

1st offense – Mass work for at least 4 hours with promissory

2nd offense – suspension for 1 day

3rd offense – Suspension for 3 days

Subsequent offense – suspension for 5 days

9. Undue disturbance caused to other students

1st offense – Mass work for at least 2 hours with promissory note

2nd offense – Mass work for at least 4 hours

3rd offense – Suspension for 1 day

Subsequent offense – suspension for 3 days

10. For Grade 8-10 – not cooking and eating at the dorm for breakfast and dinner.

1st offense – Mass work for at least 2 hours with promissory note

2nd offense – Mass work for at least 4 hours

3rd offense – Suspension for 1 day

Subsequent offense – suspension for 3 days

11. Mess hall violations – for Grade 7 students who do not eat at the Mess hall, throw the food from the mess hall, not practicing CLAYGO rules.

1st offense – Mass work for at least 2 hours with promissory note

2nd offense – Mass work for at least 4 hours

3rd offense – Suspension for 1 day

Subsequent offense – suspension for 3 days

12. Repeated disobedience of not fixing their beddings, personal belongings at the dorm

1st offense – Mass work for at least 2 hours with promissory note

2nd offense – Mass work for at least 4 hours

3rd offense – Suspension for 1 day

Subsequent offense – suspension for 3 days

PROCEDURES OF REPORTING VIOLATIONS, INVESTIGATION AND DISPOSITION

1. The teacher, staff member, or student who witnesses or discovers an offense makes a written report and submits it to the Office of the Principal.

2. The Principal has the authority to exercise his/her power to give direct sanctions to students who will violate any of the minor offense/s.

3. The principal will create an investigating committee to conduct the investigation of the reported major offense/s.

4. The Investigating Committee shall be composed of the following:

Chairman: Asst. Principal Vice Chairman: SBO Adviser

Members: Faculty member/s appointed by the Principal

SBO President and/or SBO Representative/Dorm in Charge

5. The adviser shall notify the students involved and their parents or guardian regarding the reported major alleged violation prior to the investigation.

6. The students named in the incident report, accompanied by the adviser or a teacher the student choose, except the members of the investigating committee and the principal, shall be given the chance to explain their side to the investigating committee. This shall be done within ten school days from the receipt of the incident report.

7. The school guidance counselor or ESP/Values Education teacher/class adviser may be invited to sit as observer during the investigation.

8. After the investigation of a case, a disciplinary action reported by the Investigating Committee will be forwarded to the Office of the Principal. This includes the recommended sanction based on the Student Code of Conduct and Discipline. The recommendation of the investigating committee will be forwarded to the principal for review. She/he will either amend or approve of it and has the final decision.

9. In all cases, any petition for reinvestigation of the case shall be forwarded to the Office of the Dean of the College of Education provided it is meritorious. It should be submitted one (1) week after the receipt of notice of the decision.

10. In cases where complainants withdrew the complaint and agrees to amicable settlement, such cases shall also be entered in the book of records in order that the second time the same infraction is committed it shall be considered a second offense.

11. All records of student cases shall be filed by the Student Body Organization to be used for purposes of issuing Certificate of Good Moral Character by the Guidance Services Unit.
12. Any disciplinary action taken against a student shall be reported to the parents or guardians concerned.

CODE OF IMPLEMENTATION AND DISSEMINATION

1. Each student shall receive a copy of the Code of Conduct during registration. The Code and related materials shall be taken up in the homeroom classes. Further discussion shall be held within the school year.
2. All faculty members shall undergo an orientation on the Code and related materials.
3. The Student Body Organization shall assist in the implementation and the dissemination of the Code and related materials.
4. The school paper shall include the Code as a supplement in its first issue.
5. The Code shall be posted in every classroom.
6. This Code of Conduct shall be subject to amendment as the need arises.



USHS Student Code of Conduct and Discipline

Scholarship is a commitment to responsibility. Students must be committed to excellence in academics, to self-discipline, to integrity in their dealings with their fellow students and the other members of the school community, and to service to their country.

General Responsibilities

It is the responsibility of the students to:

1. Be aware of and obey all rules and regulations on students behavior and conduct themselves accordingly;
2. Act as persons whose values, attitudes, and convictions are in accordance with the universal norms of rights, reasons and accepted values and approved levels of conduct in the society where they live;
3. Be honest to themselves, accept their shortcomings and strive to improve and change;
4. Be fair and just in their dealings with their fellowmen;
5. respect the rights of others as they would want their right to be respected;
6. Live by the precepts of love, justice, and consider rights as means to this end;
7. Resolve their problems and conflicts without prejudice to others;
8. Forego the enjoyment of certain rights and privileges that others more needy be benefited and that the greater good of society may be served;
9. Devote themselves to fulfillment of obligations and consider rights as a means to this end;
10. Be tolerant to others and be humble to accept what is better than theirs;
11. Develop temperance and propriety in words and in action especially against vices;
12. Participate actively in civic affairs and in the promotion of the general welfare, particularly social, economic, and cultural development of their community and in the attainment of a just, compassionate and orderly society;
13. Put the welfare of the entire country above their personal, family and regionalistic interests;
14. Obey duly constituted authorities, laws, rules and regulations;
15. Settle disputes, problems and conflict through peaceful means; and
16. Contribute to the attainment of social justice

Specific Rules and Regulations

A.1. Proper Grooming

A.1.1. Good Grooming and Hygiene

Students must exemplify proper grooming standards in a manner that projects an appropriate image for the school. Grooming standards are based on several elements including neatness, cleanliness, safety and appearance.

A.1.2. Proper Dress Code

The official uniform must be worn everyday of the week except Friday when students are allowed to wear civilian attire.

For male students, the uniform consists of a white short-sleeved polo with collar and breast pocket with properly sewn school patch, black slacks, white socks and black leather shoes appropriate for the grade/year level. The polo must be worn with white sando undershirt.

For female students, the uniform consists of white blouse and properly sewn school patch on the designated part of the blouse, ribbon, orange/pomelo checkered skirt, white socks and black leather shoes.

The school identification (ID) card is also part of the school uniform and must be worn always. Borrowing, lending, mutilating, and modifying ID cards are strictly prohibited.

Students must wear their official PE uniform during days with PE classes. PE uniform consists of prescribed/official PE jogging pants and t-shirt with the name or logo of school printed on it.

For civilian attire worn during Friday, this should be free of the following: profanity, violent images, sexually suggestive phrases or images, gang related symbols, alcohol, tobacco, drugs or advertisements for such products.

For special school occasions such as Acquaintance Party, JS Prom Night, and Graduation Ball students are expected to wear the appropriate dress code prescribed by the school.

Head gear, including hats, caps, bandannas, do-rags, or other head covers shall not be worn inside offices or classrooms unless worn in connection with an approved school activity, unless worn because of a valid religious belief, or unless worn because of a valid medical need. Wearing of bonnets may be permitted during cold days.

Sunglasses may not be worn inside unless a parent provides a doctor's note to the school.

In addition, wearing of the following are prohibited:

- a. shorts or mini skirt;
- b. slippers;

- c. sando or sleeveless shirt;
- d. backless outfit; and
- e. ladies' top;
 - plunging neckline/low-neck shirts
 - off shoulder
 - spaghetti strap
 - see through/wire mesh clothing unless proper outer garments cover it.

A.1.3. Hair Grooming and Haircut

Boys must have a clean haircut. The proper haircut is 1" x 2". Thus, the hair must not touch the ears and the shirt's collar. In addition, bangs must not touch the eyebrows. Haircut is checked every first Monday of the month. Girls must maintain clean and neat hair at all times. The bangs must not cover the face. They are encouraged to wear hair clip/s, head band, pony tail, etc., during classes especially in laboratory activities for safety purposes.

Hair coloring is prohibited.

A.1.3.1. Earrings, Nail Polish, Contact Lenses and Other Body Accessories

- a. Body piercing is not allowed.
- b. Female students are not allowed to wear flashy and/or dangling earrings.
- c. Female students can only wear one pair of earrings.
- d. Nail polish is prohibited.
- e. Students can wear only natural-colored contact lenses.
- f. Male students are not allowed to wear earrings, chokers and other inappropriate body accessories.
- g. Wearing of tattoo is prohibited.

B.1 Attendance

School days are from Monday to Friday. The weekly flag ceremony is every Monday at 7:00 a.m.

B.1.1 Shortened Periods

The principal of the school declares shortened periods for the day as deemed necessary. Class periods are reduced accordingly to allow all subject teachers to meet their classes.

B.1.2 Suspension of Classes

In the event of inclement weather such as typhoons, the following are to be observed.

Signal No. 1: No suspension of classes unless an announcement was made by the Office of the University President or concerned government units/agencies.

Signal No. 2 & up: All classes are automatically suspended. The students are advised to stay home.

The school follows official announcement on radio and television. In the event of other calamities, the declaration of suspension of classes comes from the Office of the President. Announcement of official or special holidays are given by the Office of the Registrar. Suspension of classes due to other reasons than those mentioned is announced by the Office of the Vice President for Academic Affairs through the Office of the Principal.

B.1.3 Tardiness

Students are marked late if they are not in the classroom five minutes after the start of the class or any activity like field trips, seminars, convocation, etc. Beyond ten minutes they shall be marked absent.

B.1.4 Cutting Classes

Students are cutting classes if they skip any of their class but they are known to be inside the school premises.

B.1.5 Absences

Students are marked absent if

1. they have incurred two cutting classes
2. they have incurred three tardiness
3. they are not in the USHS premises during a regular school day

B.2 Curfew

Curfew time is 5:30 p.m. Students are not allowed to stay in school premises beyond curfew time except when students have special task(s) and with permission or authorization from the coach, teacher-in-charge or principal. The students should be accompanied by the teacher-in-charge.

B.3 Department

Students should contribute to a general sense of order, discipline, and harmony for the efficient functioning of the school system. Courtesy should also be accorded to visitors.

B.3.1 In the Classroom

Classroom is the formal avenue for teaching and learning. Thus formal behavior is required of all students. They must refrain from making unnecessary movements, conversation and noise that will distract teachers and students. Eating and drinking are prohibited in the classroom except during special arrangement with the approval from the Office of the Principal. These guidelines are also to be observed in the library, computer room, audio-visual room, laboratories, auditorium etc. Unofficial use of electronic devices like laptop, cell phones, PSP, and other recreational materials is strictly prohibited.

B.3.2 In the School Premises

1. Students should spend their free time in the library, canteen, "tambayan" and other authorized school areas. Making noises along the corridors during class hours is absolutely prohibited.
2. The faculty room is strictly for consultations only.
3. Card playing, smoking, taking alcoholic drinks and drugs, gambling and engaging in necking and petting are also prohibited. Playing loud music (piano, guitar, organ, cassette, and other musical instruments) are likewise prohibited.

B.3.3 On School Property

Students should keep the school clean and safe. There are garbage bins in every classroom and around the campus where litters can be properly disposed.

Students are responsible for the care of all school properties loaned to them like school facilities, books, equipment, etc. In case of damage or loss of these properties, the students will shoulder the repair or replacement of such property. Students should conserve energy by observing the proper time of turning on and off of air conditioning units. This is in addition to turning off lights and electric fans when not in use.

B.3.4 Behavior Outside the School

Students are representatives of the school and they must uphold and protect its good name and ideals. Responsible behavior is expected of all students on all occasions especially when they are still wearing their school uniforms and IDs.

C. Discipline

At all times, the students must promote and maintain the peace and tranquility of the school by observing the rules on discipline and by exerting efforts to attain harmonious relationships with fellow students, teachers and academic staff and other school personnel.

The investigation, disposition and corresponding sanction of disciplinary cases of students shall follow the proceedings set in this code.

The maintenance of students conduct and discipline is anchored on the willful acceptance by the students of all policies, rules and regulations prescribed by the school as signified by their enrolment and the guidance and counseling provided by the faculty who shall be exercising substitute parental authority.

Violations of the Student Code of Conduct

A. Minor Offenses

1. Improper grooming (refer to Section B.1)
2. Disruptive or distractible classroom behavior

- a. eating and drinking
- b. noise/disturbances of classes and offices
- 3. Use of electronic devices (i.e. cellphone, MP3 player, notebook, laptop, etc.) and other recreational materials during classes without permission
- 4. Use of speakers and other audio-visual equipment for unauthorized playing of music or film viewing
- 5. Use electrical outlets without permission
- 6. Fishing or hunting of animals
- 7. Uprooting, picking of plants and fruits
- 8. Chalk writings on the walls, desks, campus bulletin boards and the like
- 9. Violating signs like “Keep off the grass”, “Off limits”, and the like
- 10. Violating USHS or University curfew hours
- 11. Possessing and/or playing of cards, toy guns, replica of deadly weapons and scary toys
- 12. Posting, removing and tampering materials and notices without permission from the school authorities
- 13. Claiming exclusive use of certain school areas such as tambayan, corridors, canteen and others.
- 14. Unauthorized reading of other's messages in cellphones, journal notes and other personal properties
- 15. Unauthorized use of others' personal belongings

B. Major Offenses

1. Offenses Involving Property

- planning/attempting to get others' things without permission
- damaging or destroying others' personal property
- theft
- robbery
 - a. attempted or frustrated robbery
 - b. consumed robbery
- vandalism
- indelible writings/drawings on walls, desks, chairs, campus bulletin boards, damaging school properties, tearing of pages from library materials
- arson

2. Offenses involving Community

- initiating or circulating a report or warning of an alleged or impending fire, explosion, crime, or other catastrophe, knowing that such report or warning is false
- shouting words/expressions that may cause public terror or panic

- gross/scandalous misbehavior
 - a. inside the campus
 - b. during off-campus activities
 - c. outside the campus while still wearing the school uniform
- setting of firecrackers and other explosives
- bringing of firearms and other deadly weapons including brass knuckles
- bringing laser pointers and other harmful electronic equipment
- on dangerous drugs
 - a. possessing
 - b. coming to school under the influence
 - c. peddling or pushing
- bringing to school intoxicating drinks such as beer, liquor and/or wine
- engaging in drinking alcoholic beverages in school and/or in its immediate vicinity
- possession of cigarettes and smoking in school and/or in its immediate vicinity
- driving without license (student, non-professional or professional)
- driving a vehicle that causes undue disturbance
- spitting and/or littering around the campus
- disturbing or interrupting public performances

3. Offenses involving Academic and Official Business

- forging the signature of parents or guardian in school requirements or documents
- forging the signature of teachers and persons in authority
- cheating*
 - a. during quizzes
 - b. during quarterly exams
- copying of school requirements (plagiarism)
 - a. thesis, investigatory project, manuscript
 - b. term paper and projects
 - c. exercises and experiments
- acting as accomplice to copying or cheating
- tampering test scores
- tampering grades in report card or permanent record
- offering/giving false testimony/witness/evidence (verbal/written)
- using the name or seal of the USHS or CLSU without due permission
- bringing home or taking away important school documents without permission
- any offense analogous to any of the above

* writing review notes or answers in any parts of the body during examination will be considered as a form of cheating

4. Offenses Involving Persons

5. Disrespect

- a. threatening uttering of derogatory remarks against school authority (faculty and staff) and fellow students
- b. showing disrespectful actions against school authority (faculty and staff).
- c. humiliating others through words or actions
- d. rebellious/libelous actions/remarks against the school and the university in different medium of communication
- e. threatening fellow students, teacher and staff, and/or fellow persons in authority using deadly weapons
- f. spreading rumors about a person
- g. other forms of bullying to a fellow student or student of any other school
 - any offense analogous to any of the above

5.1. Privacy

- unauthorized opening/reading of a sealed letter/document
- opening of other's lockers

5.2. Fighting or Violence Resulting in Physical Injuries/Death

- engaging in fights
 - a. oral fight
 - b. provocation of fight
 - c. quarrel with slight physical injury
 - d. quarrel with serious physical injury
 - e. quarrel resulting to death
- assaulting fellow students
 - a. orally
 - b. in writing
 - c. through malicious gestures
 - d. with physical contact or physical injury
- enlisting, recruiting, engaging in activities with pseudo-fraternities and sororities, gangs and similar groups
- hazing
- extortion
- any offense analogous to any of the above

5.3. Computer Technology Offenses

- posting derogatory remark online
- uploading, posting, downloading, viewing and sharing of offensive

materials that depict:

- a. pornography
- b. disturbing and violent scenes
- c. massacre
- d. human torture
- e. crime and gangster
- f. animal cruelty
- hacking/cracking of computer systems (including physical and Wi-Fi connections) of the school, students and school personnel
- downloading and/or installing program/software without permission
- unauthorized access to game websites
- unauthorized use of flash drive or other data storage device that results to damage to files/properties
- intentional uploading/downloading of malwares
- unauthorized opening/accessing of other's account in social networking site

5.4. Sexual Offenses

5.4.1. intimate display of affection

5.4.2. engaging in immodest acts such as:

- a. fondling
- b. kissing
- c. necking and petting

5.4.3. peeping or exhibitionism

5.4.4. any form of sexual harassment (any action, verbal or non-verbal, that violates the dignity of a person of the same or opposite sex)

5.4.5. engaging in pre-marital sex

5.4.6. acts of lasciviousness

5.4.7. attempted and consummated rape committed inside the university jurisdiction

6. Other Serious Offenses (Not covered in the Foregoing)

- disrespecting the flag and other national symbols
- gambling and betting in general
- joining fraternity and sorority
- bringing of indecent materials

Procedure of Reporting Violations, Investigation and Disposition

1. The teacher, staff member, or student who witnesses or discovers an offense makes a written report and submits it to the Office of the Principal. The principal forms the investigating committee to conduct the investigation of the reported offense.

2. The Investigating Committee shall be composed of the following: Chairman: SBO Adviser
Members: Faculty members appointed by the Principal SBO President/SBO Representative
3. The adviser shall notify the student/s involved and their parent/s or guardian regarding the reported offense.
4. The student named in the incident report, accompanied by the adviser or a teacher of his/her choice, except the members of the investigating committee and the principal, shall be given the chance to explain his/ her side to the investigating committee. This shall be done within ten school days from the receipt of the incident report. In the case of the witness, permission shall be sought from his/her parents or guardian. The school guidance counselor or ESP/Values Education teacher may be invited to sit as observer during the investigation.
5. After the investigation of a case, a disciplinary action reported by the Investigating Committee will be forwarded to the Office of the Principal. This includes the recommended penalty based on the Student Code of Conduct and Discipline. The recommendation of the investigating committee will be forwarded to the principal for review and final decision.
6. The Principal's decision is final. The principal will hand down the sanction to the student as the case maybe.
7. In all cases, any petition for reinvestigation of the case shall be forwarded to the Office of the University President provided it is meritorious and submitted one (1) week after the receipt of notice of the decision.

Disciplinary Actions

Sanctions for Minor Offenses

First Offense:

- Oral reprimand
- Confiscation/Restitution in Appropriate Cases
- Written Apology

Second and Subsequent Offenses (any or combination of these as the case maybe):

- Written Reprimand
- Copy furnished the parents through the Guidance Office/Principal Office
- Confiscation/Restitution in appropriate cases
- Written apology/reflection/realization from the incident
- Rendition of community service from 1-3 days

Sanctions for Major Offenses

Principal Sanctions:

- Written reprimand
- Suspension (not exceeding 10 school days) and rendition of community service not exceeding 10 school days
- A suspension is an unexcused absence
- Advise to transfer
- Any student who had been meted out punishment of ten (10) school days suspension in a single offense shall be ineligible to receive university honors, i.e. academic honors or student awards
- Counseling session with the school's guidance counselor

Special Sanction:

- If found guilty, the student will receive a grade of zero in the class activity where he/she cheated or plagiarized.
- Any student who had been meted out of disciplinary action in committing the following acts: (1) cheating, (2) plagiarism and (3) forgery for two times in any grade level shall be ineligible to receive academic honors.

Accessory Sanctions:

- Rendition of special tasks not exceeding 10 days shall be imposed
- Restitution in appropriate cases
- Counseling session with the school's guidance counselor or referral to the guidance counselor
- Confiscation in appropriate cases
- The faculty and/or staff confiscating materials/equipment shall issue an acknowledgement receipt. Confiscated materials shall be deposited at the Office of the SBO Adviser and shall be dealt as follows:
 - cards and toy guns and other confiscated materials shall be returned to the owners at the end of the school year, while cigarette and pornographic materials shall be burned;
 - materials like knuckles, bladed and pointed instruments shall be returned to the parents; and
 - prohibited materials like drugs and guns shall be turned over to appropriate government agencies.

CODE OF IMPLEMENTATION AND DISSEMINATION

1. Each student shall receive a copy of the Code of Conduct during registration. The Code and related materials shall be taken up in the homeroom classes. Further discussion shall be held within the school year.

2. All faculty members shall undergo an orientation on the Code and related materials.
3. The Student Body Organization shall assist in the implementation and the dissemination of the Code and related materials.
4. The school paper shall include the Code as a supplement in its first issue.
5. The Code shall be posted in every classroom.
6. This Code of Conduct shall be subject to amendment as the need arises every opening of the school year.

Acknowledgment

The works of the people who drafted the Code of Conduct and Discipline of the following institutions: Washington School District (USA), De La Salle University – Lipa Integrated School, Philippine Science High School and Central Luzon State University are gratefully acknowledged as the basis for this document.

Reviewed and Checked:

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Dean, Office of Student Affairs

(SGD)Atty. Thristan B. Escudero
Legal Consultant, CLSU

APPENDICES

CLSU MAP



CLSU-ACTS

I. PURPOSE

Central Luzon State University - Assistance Committed To Solutions or CLSU-ACTS is a program under the Student Information Drive Task Force that aims to ensure all students are reached out and empowered. This platform will receive, process, document, and address the academic concerns of students while adhering to the principles of professionalism, transparency, accountability, and confidentiality. Consequently, concerns and issues of students will be properly channeled to the various concerned offices/departments/units of the university for appropriate action.

II. SCOPE

These Guidelines cover the reporting and resolving of academic related issues and concerns of students

III. DEFINITION OF TERMS

Academic Issues and Concerns – refer to concerns and issues related to course, faculty member, grades, academic requirements, student council, learning difficulties, stress and burnout related to academics and college adjustment.

CLSU-ACTS Google Form - refers to an online platform that will receive, process, and document the academic concerns of students; Each college has its own CLSU-ACTS google form link/QR code for inquiries and/or reporting of academic concern monitored and supervised by the Committee on Students' Academic Concerns. On the other hand, CLSU-ACTS google form for parents/guardians will be managed and supervised by the Steering Committee; CLSU-ACTS google form links shall be posted on CLSU-ACTS Facebook Page and other CLSU Facebook Pages

Google Spreadsheet – refers to a tool that will be used to monitor, document, and record the academic concerns of the student, and the action taken by the concerned office/department/unit

IV. RESPONSIBILITIES OF THE COMMITTEES AND CONCERNED OFFICES/UNIT

A. Steering Committee

1. Oversees the implementation of all the process/procedures of SIDTF and provides guidance and supervision in the operation of all the committees;
2. Acknowledges, documents, and refers the issues and concerns of parents/guardians regarding the academic related concerns of their child;

3. Follows-up the concerned office/unit for the action taken or for the resolution of the issues/concerns after 3 days of referral;
4. Writes a remark on the spread sheet file about the action taken/resolution of the concerned office/department/unit;
5. Monitors the CLSU-ACTS google form on daily basis; and
6. Each member of the committee will be given two (2) Equivalent Teaching Load for faculty members.

B. Technical Committee

1. Assists in the formulation of the implementing guidelines, programs and activities;
2. Coordinates the execution of the program;
3. Serves an oversight function and recommends guidelines for the approval of the Steering Committee; and
4. Each member of the committee will be given one (1) Equivalent Teaching Load for faculty members, and two (2) days service credits for the non-academic staff.

C. Committee on Information and University Promotion (OSA Dean, GAD Director, USSC Chairperson, USSC PIO, CCL Speaker, SO Presidents, College Council Presidents, Department Council Presidents, Block Presidents)

1. Promotes and disseminates information about CLSU ACTS through infographics, video contents and other online materials; and
2. Each member of the committee will be given one (1) Equivalent Teaching Load for faculty members, and two (2) days service credits for the non-academic staff.

D. Committee on Students' Academic Concerns

1. Acknowledges, documents, and refers the concern to the appropriate academic unit for review and investigation;
2. Provides/reports the resolution as soon as it becomes available;
3. Reports resolved cases every month to the steering Committee. Likewise, unresolved cases shall be referred to the Steering Committee for appropriate action; and
4. Each member of the committee will be given one (1) Equivalent Teaching Load for faculty members, and two (2) days service credits for the non-academic staff.

D.1 Guidance Counselor/ Advocate

- a. Documents and refers the issues and concerns related to admissions, library services, NSTP, financial related transactions, faculty members' evaluations and other university related concerns

- to concerned office for appropriate action;
- b. Follows-up the concerned office/unit for the action taken or for the resolution of the issues/concerns after 3 days of referral;
- c. Writes a remark on the spread sheet file about the action taken/resolution of the concerned office/department/unit;
- d. Monitors the CLSU-ACTS google form on daily basis; and
- e. Sends a monthly report to the Steering Committee.

D.2 GAD Focal Person

- a. Documents and refers the issues and concerns related to course, grades, academic requirements, and faculty members to the College Dean and/or concerned department for appropriate action;
- b. Follows-up the concerned department for the action taken or for the resolution of the issues/concerns after 3 days of referral;
- c. Writes a remark on the spread sheet file about the action taken/resolution of the concerned office/department/unit; and
- d. Monitors the CLSU-ACTS google form on daily basis.

D.3 College Guidance Coordinator

- a. Documents and refers the issues and concerns related to learning difficulties, stress and burnout due to academics and college adjustment to the College Dean, concerned department and/or guidance counselors for appropriate action;
- b. Follows-up the concerned unit for the action taken or for the resolution of the issues/concerns after 3 days of referral;
- c. Writes a remark on the spread sheet file about the action taken/resolution of the concerned office/department/unit; and
- d. Monitors the CLSU-ACTS google form on daily basis.

D.4 USSC College Councilor

- a. Acknowledges the receipt of the concern by sending an email to the student;
- b. Gives information on the inquiry of students regarding office contact information and other academic inquiries;
- c. Writes a remark on the spread sheet file about the action taken on the inquiries of students;
- d. Sends resolution or status report to student via email as soon as it becomes available; and
- e. Monitors the CLSU-ACTS google form on daily basis.

E. Concerned Office/Unit/ Department

- 1. Assesses the issue and concern of the student for a thorough review and resolution; and
- 2. Gives feedback to the Guidance Counselor/GAD Focal Person/College Guidance Coordinator about the action

taken/resolution after 2 days of receiving the academic issues/concerns.

F. Committee on Information and University Promotion

1. Provides necessary information to address the inquiries of all stakeholders concerning the university through CLSU-ACTS Facebook page; and
2. Disseminates legitimate, quality and relevant information and promote the CLSU image among the clients, and other stakeholders.

F.1. Chair - OSA Dean

- a. Oversees the implementation of the procedure on information dissemination and university promotion;
- b. Manages and supervise the CLSU-ACTS Facebook Page;
- c. Approves infographic, photo and video contents that will help promote CLSU branding and image among stakeholders; and
- d. Directly coordinates with the Strategic Communication for the dissemination of legitimate, quality, and relevant information to the clients, and other stakeholders.

F.2. Members

F.2.1 UGADO Director

- a. Assists the Chair in overseeing the implementation of the procedure on information dissemination and university promotion;
- b. Manages and supervise the CLSU-ACTS Facebook Page;
- c. Assists the Chair in the approval of infographics, photo and video contents that will help promote CLSU branding and image among stakeholders; and
- d. Directly coordinates with the Strategic Communication for the dissemination of legitimate, quality, and relevant information to the clients, and other stakeholders.

F.2.2 USSC Chairperson CLSU Collegian EIC

- a. Assists the Chair in overseeing the implementation of the procedure on information dissemination and university promotion;
- b. Manages and supervise the CLSU-ACTS Facebook Page;
- c. Assist the Chair in the approval of infographics, photo and video contents that will help promote CLSU branding and image among stakeholders;
- d. Directly coordinates with the Strategic Communication for the dissemination of legitimate, quality, and relevant information to the clients, and other stakeholders; and
- e. Manages and supervises the Messenger Group Chat for the CCL

Speaker, SO Presidents, College Council Presidents, Department Council Presidents and Block Presidents for dissemination of legitimate, quality, and relevant information to the clients, and other stakeholders.

F.2.3 PIO of USSC

- a. Manages and supervises the CLSU-ACTS Facebook Page;
- b. Creates infographics, photo and video contents that will provide necessary information to address inquiries and promote the CLSU branding and image of/among stakeholders; and
- c. Updates regularly the CLSU-ACTS Facebook Page by posting informative and legitimate contents; and
- d. Assists the Chairperson of USSC in managing and supervising the Messenger Group Chat for the CCL Speaker, SO Presidents, College Council Presidents, Department Council Presidents and Block Presidents for dissemination of legitimate, quality, and relevant information to the clients, and other stakeholders.

F.2.4 Speaker of CCL

- a. Disseminate legitimate, quality, and relevant information relative to curricular, co-curricular and extra-curricular information, programs, and activities of students among its subordinate students; and
- b. Assist the Chairperson of USSC in managing and supervising the Messenger Group Chat for the CCL Speaker, SO Presidents, College Council Presidents, Department Council Presidents and Block Presidents for dissemination of legitimate, quality, and relevant information to the clients, and other stakeholders.

F.2.5 SO Presidents, College Council Presidents, Department Council Presidents, Block Presidents

- a. Disseminates legitimate, quality, and relevant information relative to curricular, co-curricular and extra-curricular information, programs, and activities for all students under the scope of their functions and responsibilities; and
- b. Encourages and empowers students within their reach to voice out their concerns and issues in a legitimate platform and manner through the CLSU-ACTS links.

V. PROCEDURE OF OPERATIONS

1. Academic Concerns and Issues

1.1 Reporting Students' Academic Concerns

1.1.1. The students fills-out the google form link dedicated to his/her college which is available on CLSU-ACTS Facebook Page and other CLSU Facebook Pages

1.1.2. All reports/concerns will be taken seriously and treated with the utmost confidentiality and anonymity

1.2 Acknowledgement and Referral

1.2.1. USSC College Councilor acknowledges the receipt of the concern of the student via email.

1.2.2 Depending on the case, the Guidance

Counselor/Advocate, GAD Focal Person, College Guidance Coordinator or Steering Committee documents and refers the issues and concerns to the concerned office/unit/department for appropriate action.

1.2.3. The USSC Councilor gives information on the inquiry of students regarding office contact information and other academic inquiries.

1.3 Review and Investigation

1.3.1. The concerned office/unit/department assesses the issue and concern of the student for a thorough review and resolution.

1.3.2. The concerned office/unit/department gives feedback to the Guidance Counselor/GAD Focal Person/College Guidance Coordinator/Steering Committee after 2 days of receiving the concern.

1.4 Feedback and Resolution

1.4.1. Depending on the case, the Guidance Counselor/Advocate, GAD Focal Person, College Guidance Coordinator or Steering Committee follow- ups the concerned department for the action taken or for the resolution of the issues/concerns after 3 days of referral.

1.4.2. Depending on the case, the Guidance Counselor/Advocate, GAD Focal Person, College Guidance Coordinator or Steering Committee writes a remark on the spread sheet file about the action taken/resolution of the concerned office, department/unit.

1.4.3. The USSC Councilor sends resolution or status report as soon as it becomes available

1.4.4. Depending on the case, USSC Councilor or Steering Committee sends Client Satisfaction Survey Form to the student complainant together with the resolution report.

1.5 Reporting of Resolved and Unresolved Cases

1.5.1 The Guidance Counselor/Advocate as the chair of the

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Committee on Students' Academic Concerns sends resolved cases report every month to the steering Committee. Likewise, unresolved cases shall be referred to the Steering Committee for appropriate action.

Responsible	Activity	Documents
Student	Reporting (See Section 5.1) ↓	CLSU-ACTS Google Form
Committee on Students' Academic Concern/ Steering Committee	Acknowledgement and Referral (See Section 5.2) ↓	Email Receipt
Concerned Office/Unit/ Department	Review and Investigation (See Section 5.3) ↓	Email Receipt
Committee on Students' Academic Concern/ Steering Committee	Feedback and Resolution (See Section 5.4) ↓	Email Receipt; Client Satisfaction Survey Form
Committee on Students' Academic Concern/ Steering Committee	Reporting of Resolved and Unresolved Cases (See Section 5.5)	Spreadsheet file of CLSU-ACTS

2. Information Dissemination and University Promotion

2.1 Creation and Coordination of Information

- 2.1.1. The OSA Dean, GAD Director and USSC Chairperson directly coordinate with the Strategic Communication and other university offices for the dissemination of curricular, co-curricular and extra-curricular information, programs and student activities in the form of CMO, memoranda, policies, guidelines, infographics, photo and video contents, etc.
- 2.1.2. The USSC PIO creates infographics, photo and video contents that will provide necessary information to address inquiries and promote the CLSU branding and image of/among stakeholders

2.2 Posting and Dissemination

- 2.2.1. The OSA Dean, GAD Director, USSC Chairperson and USSC PIO, as administrators of CLSU-ACTS Facebook Page update regularly it regularly by posting of informative and useful contents that will increase awareness, create interest, generate engagement in all CLSU activities among its stakeholders

2.2.2. The USSC Chairperson with the assistance of USSC PIO and CCL Speaker creates, manages and supervises the Messenger Group Chat for the CCL Speaker, SO Presidents, College Council Presidents, Department Council Presidents and Block Presidents for the dissemination of legitimate, quality, and relevant information to the clients, and other stakeholders

2.2.2.1. The SO Presidents disseminate legitimate, quality, and relevant information relative to curricular, co-curricular and extra-curricular information, programs, and activities of students among its members.

2.2.2.1.2. The College Council Presidents disseminate legitimate, quality, and relevant information relative to curricular, co-curricular and extra-curricular information, programs, and activities of students among its subordinate students/unit.

2.2.2.1.3. The Department Council Presidents disseminate legitimate, quality, and relevant information relative to curricular, co-curricular and extra-curricular information, programs, and activities of students among its subordinate students/department.

2.2.2.1.4. The College Council Presidents disseminate legitimate, quality, and relevant information relative to curricular, co-curricular

Responsible	Activity	Documents
Dean of the Office of Student Affairs, Director of GAD, Chairperson of USSC, EIC, Collegian StratCom and other University Offices	Creation and Coordination (See Section 5.1)	CMO, memoranda, policies, guidelines, infographics, photo and video contents, etc.
USSC Chairperson, USSC PIO, CCL Speaker, SO Presidents	Posting and Dissemination (See Section 5.2)	CMO, memoranda, policies, guidelines, infographics, photo and video contents, etc.
College Council Presidents	Dissemination (College Level) (See Section 5.2.2.1.2)	CMO, memoranda, policies, guidelines, infographics, photo and video contents, etc.
Department Council Presidents	Dissemination (Department Level) (See Section 5.2.2.1.3)	CMO, memoranda, policies, guidelines, infographics, photo and video contents, etc.
Block Presidents	Dissemination (Classroom Level) (See Section 5.2.2.1.4)	CMO, memoranda, policies, guidelines, infographics, photo and video contents, etc.

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and extra-curricular information, programs, and activities of students among its subordinate students/class.

VI. BUDGETARY NEEDS

The operations of the SIDTF-CLSU ACTS shall be funded by the University Gender and Development Office, subject to existing accounting and auditing procedures.

VII. POWER RESERVED TO THE UNIVERSITY PRESIDENT

The University President may modify or repeal certain provisions of this program through a memorandum.

VIII. EFFECTIVITY

The creation of the SIDTF-CLSU ACTS was approved by the University President through OUP Memo No. 2021-07-27(02) and shall be in full operation upon approval of these Implementing Guidelines and its launching on the fourth week of August 2021.



College of Agriculture
Academic Assistance Link
<https://forms.gle/zgNEjuUNYV37VhET6>

- Inquiries
- Student Care Desk
- Office Contact Information
- For All Academic Concerns of Students



College of Arts and Social Sciences
Academic Assistance Link
<https://forms.gle/E6cEop1TaTr8SwqG7>

- Inquiries
- Student Care Desk
- Office Contact Information
- For All Academic Concerns of Students



College of Business Administration and Accountancy

Academic Assistance Link

<https://forms.gle/czLeEIPBgGVuqqHZ>

- Inquiries
- Student Care Desk
- Office Contact Information
- For All Academic Concerns of Students



CBAA Assistance Link



College of Engineering

Academic Assistance Link

<https://forms.gle/7g8hrcuaDWqmSx4C>

- Inquiries
- Student Care Desk
- Office Contact Information
- For All Academic Concerns of Students



CEn Assistance Link



College of Education

Academic Assistance Link

<https://forms.gle/hq1KwqWiRKNQ8RRm>

- Inquiries
- Student Care Desk
- Office Contact Information
- For All Academic Concerns of Students



CEd Assistance Link





College of Fisheries

Academic Assistance Link

<https://forms.gle/seoQPymwwwgmez4C8>

- Inquiries
- Student Care Desk
- Office Contact Information
- For All Academic Concerns of Students



College of Home Science and Industry

Academic Assistance Link

<https://forms.gle/crSKVLrAjtY5TMpS6>

- Inquiries
- Student Care Desk
- Office Contact Information
- For All Academic Concerns of Students



College of Science

Academic Assistance Link

<https://forms.gle/YboRSjLw7n9QzdH48>

- Inquiries
- Student Care Desk
- Office Contact Information
- For All Academic Concerns of Students





College of Veterinary Science and Medicine

Academic Assistance Link

<https://forms.gle/ffKhviFSKMRewTNg9>

- Inquiries
- Student Care Desk
- Office Contact Information
- For All Academic Concerns of Students



Distance, Open and Transnational University

Academic Assistance Link

<https://forms.gle/75nkYsYcEy9YMBXg9>

- Inquiries
- Student Care Desk
- Office Contact Information
- For All Academic Concerns of Students



Parents/Guardians

Academic Assistance Link

<https://forms.gle/3Gmgph4zBgze7Fg9>

- Inquiries
- Student Care Desk
- Office Contact Information
- For All Academic Concerns of Students



DORMITORY RULES AND REGULATIONS

a. For Undergraduate Students

The University provides student housing services through the dormitory system where residents live in simulated home conditions. The residents are expected to comply with the dormitory rules and regulations.

These regulations shall bind the applicant for admission to the dormitory. Violators of any of these regulations shall be punished accordingly based on the Code of Conduct and Discipline for Students.

Admission/Withdrawal Rules

1. All students seeking accommodation in the university dormitories shall file an application for admission to the respective dorm manager/house parent.
2. For as long as the dormitory space is insufficient, priority will be given to freshmen for accommodation.
3. Dormitory accommodation shall be made available to all students, irrespective of social and economic status and condition in life.
4. Students shall not be permitted to move from one dorm to another within the semester except on a case-to-case basis.
5. Student shall not be allowed to leave the dormitory within the semester without the approval of the dorm manager or houseparent.
6. Resident should take all their belongings with them during vacation; no stockroom shall be provided for the purpose.
7. In between semestral breaks, students who are not endorsed by the Dean of Students (for special purpose e.g. cultural performers, student athletes etc.) may be accommodated as transients.

Norms of Living

1. CLSU students are expected to have concern for others as they have for themselves. The honor system of conduct and the high sense of responsibility are trademarks of CLSU students.
2. Dormitory living must be in the spirit of harmony, peace, cooperation, love and decency.
3. Sincerity, honesty, love and devotion must be the order of daily living.
4. Drinking of intoxicating liquor, taking of prohibited drug, and/or possession hereof is not permitted in the dormitory.
5. Gambling in any form is not allowed in the dormitories.
6. Cases of accident or illness must be immediately brought to the attention of the dorm manager.

Dormitory Facilities

1. Residents are permitted to use the facilities within their dormitories such as beds, cabinets, tables, and other room fixtures and utilities such as light and water

2. All facilities are in good and operational conditions upon occupancy of the dormitory. The dorm manager or houseparent should be immediately notified of any disorder or malfunction thereof. Should facilities be destroyed for reason other than the usual wear and tear, the following procedures shall be followed:
 - 2.1 replacement in kind or cash equivalent of destroyed facilities by the one responsible;
 - 2.2 replacement in kind or cash equivalent by all the residents in the rooms should there be no evidence to pinpoint the one responsible.
3. No marking on the walls or on furniture shall be allowed.
4. Residents are not permitted to make unauthorized electrical connections for appliances and other gadgets other than those provided for by the University neither are they permitted to tamper the dormitory facilities thereat. However, they may bring their own electoral appliances and gadgets provided these are declared and appropriate payment is made. Outright confiscation of appliance(s) shall be made in all unauthorized use of appliances needing electrical power.
5. The room leader must submit a report on the operational conditions of the facilities to the dorm manager for immediate repair.

Cleanliness

1. Residents are responsible for the upkeep and cleanliness of their own rooms and surroundings using their own cleaning materials. They are required to render monthly masswork and general cleaning.
2. Beds must be neatly arranged as soon as one gets up in the morning.
3. Toilets, bathrooms, and kitchen must be kept clean and sanitary always. These must be properly used.
4. No animals should be kept in the building, hall or room or even in the premises except on a case-to-case basis.
5. Garbage must be properly disposed in the pit or garbage can for the purpose. Garbage receptacle should have covers for sanitary purposes. Premises and buildings are to be kept clean and properly maintained by the residents.
6. Laundry should be hanged in the clothesline provided for and not in the room or inside the building except on rainy days.
7. The room and the beddings must be arranged in an army barracks style, as much as possible.

Visitors

1. Visitors are required to register in the log book intended for the purpose. No visitors will be entertained in the room.

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2. In case there is no space available in the dorm the following shall be followed:
 - 2.1 inform the in-charge of the University Guest House before 6:00 PM that you have a visitor who will stay overnight;
 - 2.2 visitors will be charged for their overnight stay, and
 - 2.3 students are not allowed to sleep with the visitor(s) in the Guest House.

Curfew Hours

1. All students are supposed to be in the dormitories at 8:00 PM to 4:00 AM. Permission is needed to stay out during this time and need to be reflected in the logbook.
2. Silence must be observed from 8:00 PM to 4 AM This is the study hour observed for residents in the dormitories.
3. Occupants arriving later than the curfew hour will be listed in the logbook as violators.
4. Anyone caught entering or leaving the premises through the fence shall be dealt with accordingly based on the Code of Conduct and Discipline for Students

Others

1. Residents are required to sign furlough whenever they go to a place other than their classes.
2. Residents should take all their belongings with them during long vacation; no stockroom shall be provided for the purpose.
3. In between semestral breaks, students may be accommodated in the dormitories as transients.

Penalty

Violations of dormitory rules and regulations shall be treated in accordance with the CLSU Code of Conduct and Discipline for Students.

b. For Graduate Students

The Office of Student Affairs through the Student Housing Unit allots dormitories for graduate students. These dormitories are apartment type where residents live in simulated home situations and conditions.

Graduate student dormitories are categorized into two: IGS Dorm 1, 2, 3) for single or married students without children and spouse in CLSU; and Couples Dorm (IGS Family Dorm) for married students with spouse and/or children in CLSU.

Admission Policies and Procedures

1. All students enrolled in any graduate program may be accommodated in the available dormitories intended for graduate students.

- 1.1 Applicants seeking accommodation shall present their ADMISSION SLIP issued by the registrar's office to the assigned dormitory manager/houseparent.
 - 1.2 Renewal of dormitory reservation/admission is required every end of the semester/summer. In between semestral breaks, students may be accommodated as transients.
 - 1.3 In the family dorm, two separate listing of applicants shall be observed on a first come, first served basis: one for Filipino students and one for foreign students. Accommodation will be awarded alternately.
 - 1.4 In case of a tie, priority should be given to Ph.D. students.
 - 1.5 All applicants must submit to the dorm manager/houseparent not later than the last day of late registration the necessary accommodation papers.
2. Maximum tenure of residency in the dormitory is three and a half years (3½) for those enrolled in Ph.D. programs and two and half years (2½) for MS programs.
 3. Dormitory housing privilege is absolutely non-transferable to any member of the family. Should the awardee graduate or did not enroll, his/her family will be obliged to transfer to other lodging houses.
 4. In case the spouse and/or children of the resident leave CLSU, he/she should transfer to the non-family dormitory IGS Dorms 1, 2 & 3).
 5. Priority in dormitory accommodation shall be given to full-time graduate students.

Norms of Living

CLSU students must have a deep concern for others as they have for themselves. The honor system of conduct and high sense of responsibility are trademarks of CLSU students.

Dormitory living must be in a spirit of harmony, peace, cooperation, love and decency. Sincerity, honesty, and respect for one another must be the order of daily living.

1. Residents are enjoined to OBSERVE SILENCE TO PRESERVE PEACE AND PRIVACY of others.
2. Any activity to be held within the dormitory premises needs permission from the dorm manager/houseparent before undertaking the said affair.
3. Dormitory managers/houseparents must be informed of all vacations (long, short or permanent) or transfer of domicile made by the residents.
4. Residents are obliged to SIGN IN and OUT in the furlough book when going to a place outside CLSU.

STUDENT HANDBOOK

5. A student may leave his/her personal belongings during semestral breaks for storage but must pay storage fee.
6. All payments shall be made at the university cashier's office and a photocopy of the receipt shall be given to the dormitory manager/houseparent for record purposes.

Duties and Responsibilities

1. The residents are responsible for the upkeep of their own room and premises. They are required to acquire their own cleaning supplies and materials.
2. Residents and family members are enjoined to cooperate in the preservation and maintenance of cleanliness, beautification and sanitation of the dormitory.
3. Dormitory facilities and other properties destroyed or missing shall be replaced in kind or be paid in cash equivalent by the one responsible.
4. Malfunctioning dormitory facilities should be brought to the attention of the dormitory manager/houseparent for proper action.
5. Proper use of light, water, tables, chairs, cabinets and other fixtures must be observed.

Visiting Rules and Curfew Hours

All visitors shall be entertained at the lobby or visitors area to preserve the right to privacy of other residents.

Residents are obliged to observe the university and dormitory curfew hours from 10:00 PM to 5:00 AM. Dormitory main gate shall be closed at 10:00 PM.

A resident found guilty of an offense as reported by the dormitory manager, or by a purposely created committee of the SHU Head, the OSA Dean, or the University, shall be dealt with accordingly.

Others

1. Residents shall abide by the Student Code of Conduct and Discipline and other memoranda and circulars that apply to students.
2. Laundry services to the IGS Dorm 1, 2 & 3 are available from accredited laundry groups on scheduled days (Tuesday, Thursday and Saturday).
3. Dormitory residents with more than two weeks suspension order shall automatically be deprived of dormitory privileges.
4. All bonafide residents shall be automatically members of the residents' association and are entitled to vote for and be voted upon as officers of the dorm association.
5. Elected officers shall help the management in the implementation of dorm rules/regulations and plan activities and projects for the welfare of dormitory residents.

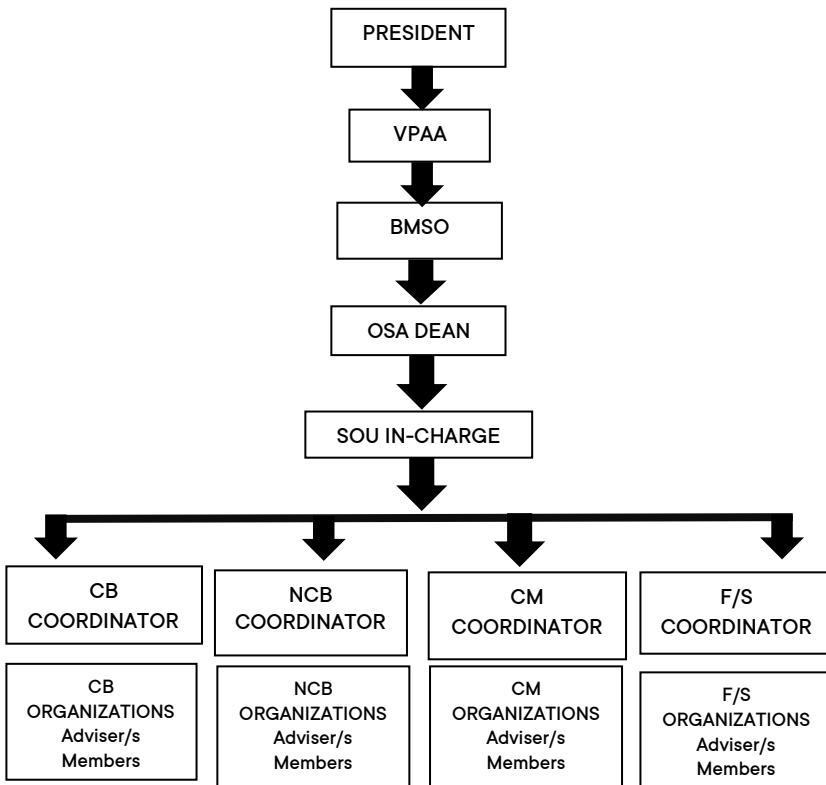
POLICIES GOVERNING STUDENT ORGANIZATIONS

Pursuant to the provisions of the Commission on Higher Education (CHED) Memorandum Circular no. 09, s 2013 on matters related to student organizations and activities which cover supervision, recognition/ accreditation and monitoring of student organizations and their activities this policy on the management and operation of student organizations is hereby adopted. These guidelines also provide the processes renewal, meeting, activities, conduct and discipline of organizations including the roles and functions of the parties involved.

Section 1. Statement of Policies and Principles

- A. It is the policy of the Student Organizations Unit (SOU) of the Office of Student Affairs (OSA) to align its goals and objectives to the University's vision and mission, Philippine Agenda and international cooperation programs.
- B. The Board of Management for Student Organizations (BMSO) shall craft policies that will foster youth development and welfare and these shall be the springboard of the operations of the SOU.
- C. The SOU shall implement programs and projects which will develop the leadership capabilities and social responsibilities that will contribute to the life-long learning opportunities and values of youth leaders. Moreover, the SOU will implement the rules and regulations promulgated by the BMSO.
- D. The student organizations shall conduct activities which are approved by the authorized personnel of the SOU and comply with the rules and regulations set forth by the university.
- E. It is the primary principle of the SOU to recognize, unite and support the student organizations of the university and hone their talents and skills through their extra- curricular and co- curricular activities, thus acquiring a lifelong learning, skills, values, and attitudes.
- F. The SOU shall promote active involvement of students, responsive to the university and the community it serves.
- G. The SOU shall develop leadership skills and social responsibility among CLSU students.

3. Organizational Structure



Section 3. Board of Management for Student Organizations (BMSO)

The BMSO is a body responsible in the operation and control on matters pertaining to student organizations and in updating policies governing them that are responsive to the needs of time.

3.1 Composition

It shall be composed of the following members:

- a. Dean of Students as Chairperson and Presiding Officer;
- b. Legal Counsel Officer;
- c. University and Board Secretary;
- d. Chief Security Officer;
- e. Student Organizations In-Charge;
- f. SO Faculty Adviser which shall be the selected as SO Adviser of the Year in the preceding year.; and
- g. SO Leader which shall be the selected as SO Leader of the Year in the preceding year, and
- h. four (4) student representatives from the SO's by category (College Based, Non-College Based, Campus Ministry Based, and Fraternity/Sorority Based student organizations).

The four BMSO representatives must be the President (or equivalent) of a recognized SO in their respective category upon election. The election of student representatives to the BMSO shall be done every year in which the term of office shall be one (1) year. However, in case the representative is not enrolled or is resigned or incapacitated to function his /her duties in the position, a special election shall be called.

3.2. The functions of the BMSO are as follows:

- 3.2.1. Recognize/review and or cancel the recognition granted to student organizations based on pertinent and existing regulations and guidelines of the university.
- 3.2.2. Formulate, update and review existing policies, rules and regulations governing student organizations.
- 3.2.3. Formulate solutions to problems/conflicts that may come up in connection with student organizations and other related matters thereto.
- 3.2.4. Grant annual awards to deserving student organizations based on established criteria.

Section 4. The Student Organizations Unit

The Student Organizations Unit (SOU) is one of the four (4) units of the Office of Student Affairs which is involved in the implementation of the operations, control and supervision of recognized student organizations in the university and their activities. It is concerned with the planning, programming and identifying the existing resources that can be fully utilized by recognized student organizations for the benefit of its members and the entire students of

the university.

The unit is headed by the SOU In-Charge and is responsible for the implementation of the provisions set by the BMSO. As the head of the unit, he/she takes charge of the supervision and management of activities of all recognized student organizations under the unit.

4.1 Upper Management (SOU Coordinators)

This is composed of the SOU In-charge and four (4) SOU Coordinators who are faculty members and/or staff designated by the Dean of Students. The College Based, Non-College Based, Campus Ministry and Fraternity/ Sorority Based Coordinators are responsible for reviewing and coordinating the activities of student organizations for implementation. Reviewed activities shall be recommended for approval by the SOU In-Charge to the Dean of Students.

4.2 Lower Management (Cluster Heads)

The lower management is composed of the different Heads or Presidents and one Officer of each recognized Student Organization.

Their duties are as follows:

1. Represent the organizations under category in the SO meetings.
2. Coordinate with the SOs under category the problems involving student activities to the SOU In-Charge/Officer.
3. Coordinate regularly with the SO Unit In- Charge regarding the calendar of activities, meetings, seminars and the like for proper programming to avoid overlapping and conflicts with the SO category.
4. Work with the Faculty Adviser and SOU-Charge in their involvement to the unit programs.

4.1. Categories/Clusters of Student Organizations

4.1.1. College-Based Organizations refer to student organizations related to the course/program whose members belong to a particular college and whose major activities are related to their fields of specialization.

4.1.2. Non-College Based Organizations refer to non-political student organizations whose members belong to different colleges with specific objectives/interests as socio-civic, community oriented and the like.

4.1.3. Campus Ministry Based Organizations refer to student organizations which are religious in nature. Activities of which are focused on spiritual aspects and values for the benefits of its members and clienteles.

4.1.4. Fraternity/Sorority refers to non-political university-wide student organization whose members belong to different colleges with the primary aim of brotherhood and sisterhood. Generally, names of which are Greek

words and or letters.

5. SO Adviser. The adviser of the recognized SO shall be designated by the BMSO upon recommendation of the members of the organization to the Dean of Students. He/She shall come from the ranks of the faculty, employed in the university on a full time basis at the time of his/her designation. A faculty adviser may handle two organizations provided that the other organization which he/she will handle will have two advisers. The term of the faculty adviser for any student organization shall be one school year and may be renewed.

The faculty adviser shall:

1. Supervise and regulate the election of officers of the organization.
2. Sign reports or financial statements, report of collection and disbursement of funds of the organization.
3. Be held liable for any illegal activity and misconduct of the organization without prejudice to criminal prosecution.
4. Make himself/herself available for consultation of all members of the organization.
5. Attend meetings of the organization and require the organization to submit copy of the minutes of every meeting; and,
6. Be present in the activities of the organization, especially when the organization is representing the university in off campus activities.

Section 5. Accreditation and Recognition

5.1 Accreditation and Recognition

- A. No student organization shall be allowed to function in the university without prior approval by the Board of Management for Student Organization (BMSO).
- B. Each student organization shall have a constitution and by-laws which reflects its unique thrust and/or goals different from other existing organizations.
- C. Any group of twenty (20) students may apply to the Dean of Students to organize and operate an organization, fraternity, sorority, and other similar student organizations. Membership shall be limited to students of the CLSU.
- D. Student organizations shall submit the e-copy of the requirements for recognition (SOU Forms, scanned copy Form 6, Members Report of grades of the preceding semester) to the SOU for preliminary processing and review one (1) month before the start of classes during the First Semester of School Year. No member must have a failing grade upon application for recognition.

- E. An organization that has complied with all the requirements shall be granted a probationary status for a period of one school year by the BMSO. The certificate of recognition shall be issued to each student organization upon the submission of requirements for probationary status.
- F. Membership in any organization is limited to two organizations. For purposes of adjustment to university life, first year college students must be given enough time to adjust, orient and observe activities in the campus, hence, no first year college student shall qualify as member of recognized student organizations.
- G. Any organization which does not meet the requirements set by the BMSO for renewal shall be placed on conditional status.

Definition of Terms

Probationary Status - it is the status of the organization when it is under observation for a period of one school year. Organizations applying for recognition for the first time who have complied with all the requirements for recognition shall be put on probationary status.

Conditional Status - it is the status of the organization when it is under observation for a period of one school year. It refers to previously a recognized organization that did not meet the requirements for renewal for the current year and placed on conditional status.

Recognized Status- is a regular organization having met or complied with the requirements for recognition set by the BMSO.

Re-activation- such organization which was previously recognized but inactive for two or three years and applying for recognition for the current year. The organization shall be placed under conditional status upon approval by the BMSO.

Section 6. Student Activities

6.1 The BMSO shall issue guidelines on classification of SO activities to serve as a guide to its stakeholders. Likewise, procedures on the operation, implementation, monitoring and evaluation of activities will be promulgated by the BMSO. This includes guidelines in accomplishing and submitting the activity permits and completion reports as part of the merit system.

6.2 Recruitment Policy. The SOU shall craft a relevant recruitment policy which shall be presented to the BMSO for approval. The policy shall in any case preserve and protect the applicants, members and the student organization itself. Moreover, the crafted recruitment policy should be aligned to the rules and regulations issued by the government particularly the Anti Hazing Law and Data Privacy Act.

Section 7 Merit System

- 7.1 Guidelines in Evaluating SO Activities. The BMSO shall establish a comprehensive merit system which shall be administered by the Committee on Merits. The comprehensive merit system shall include, but not limited to, provisions on activities, student leaders and student organizations.

Section 8 Discipline

The rules and regulations related to the disciplinary actions or penalties for misconduct committed by any member or members, alumni and guest/s, neophytes of the organizations shall include the following:

8.1 Abuse of authority as officer of an organization

Misrepresentation of facts, cheating, misleading, coercion of members of an organization into carrying out an activity.

1st offense - Suspension for 1 week to 2 weeks

2nd offense - Suspension for 3 weeks to 1 month

3rd offense - Suspension for 1 semester to 1 year

Subsequent offense - Expulsion from the University

8.2 Recruitment/accepting First Year students to any recognized or unrecognized Student Organization

1st offense:

- a. Suspension of the student organization for one (1) year.
- b. Suspension for one (1) semester of the officers and members of the organization who were directly involved.
- c. First Year student involved shall be suspended for one (1) semester.

2nd offense:

- a. Indefinite Suspension of the student organization
- b. suspension of the officers and members who were directly involved for one year.
- c. First year student involved shall be suspended for one semester

The organization under investigation on this case shall be automatically put under *preventive suspension* until the case is resolved.

8.3 Conducting activities inside/ outside the University without seeking approval from proper authorities.

1st offense

- a. The organization/ student group will be suspended for one (1) semester.

In case of non-recognized organizations or outside groups, they will be banned from operating and conducting activities inside/ outside the University.

Students directly responsible for conducting disallowed activities will be suspended as follows:

1st offense - Suspension for 2 weeks to 3 weeks

2nd offense - Suspension for 1 month to 1 semester

3rd offense - Expulsion from the University

8.4 Other offenses and penalty not covered by this rule shall be dealt with the laws of the institution, the student code of conduct and discipline and the laws of the land.

Section 9 Request of Application for Amendments in the Constitution and By Laws

- a. The proposed amendments must first be presented to the SOU office to be forwarded to the BMSO.
- b. The wordings of the article(s), suggested amendment and incorporation must be indicated by underscoring. After a review of the proposed amendments, the approved changes shall be returned to the organization.
- c. Implementation of the proposed changes by the organization concerned shall be made after receipt of such approval from the BMSO. Any amendment in the constitution and By Laws of organization shall take effect upon approval of the BMSO.

Section 10 Dissolution of Student Organizations

When the dissolution of the student organization is through voluntary action of its members, it shall be the responsibility of its president to formally issue a corresponding written notice to the BMSO, through the Dean of Students. The proper notation of such temporary dissolution shall be indicated on the Registry Book of the SOU. They will be given a year to revitalize their group before the organization will be considered under regular status. Otherwise, it will be considered totally dissolved. On the other hand, if the organization is temporarily dissolved without communication to and approval from the SOU, the organization shall go through the usual process of application as new organization applying for recognition.

Whether the dissolution of the student organization is voluntary or otherwise, the BMSO is empowered to require the officers of each organization to secure a clearance from money and/or property accountabilities from the university authorities concerned as may be called for under existing school rules and regulations.

Section 11 Meetings

11.1. Regular and Special Meetings. While the request for recognition is under consideration, organizational meetings may be held. The President with the consent of the adviser of the organization shall file a request stating the type of meeting, purpose, facilities to be used, and the day, time and place of meeting. He/She submits the letter of request to conduct the activity meeting three days in advance to the SOU officer and a copy of the request to the security chief especially if the meeting will be held beyond 6 o'clock in the evening.

11.2. Any activity to be conducted during night time or beyond six 6 pm should be duly approved by the Dean of Students.

Section 12 Effectivity Clause

These policies and guidelines shall take effect immediately upon the approval of the Board of Management for Student Organizations and will be consequently forwarded to the Records Section of the university for proper recording of its revision and shall be in circulation for publication within 30 days.

CLSU PROCEDURES ON LOCAL OFF-CAMPUS ACTIVITIES

All requests and permits to conduct Local Off-Campus Activities whether curricular and non-curricular activities shall be filed to the Office of the Vice President for Academic Affairs to recommend for approval of the President of the university.

Local off-campus activities are curricular and non-curricular activities authorized by the university to be undertaken outside the premises of the institution.

Curricular activities are local off-campus activities that includes educational tours and field trips such as visiting government sites, reputable firms and other sites identified by the concerned local government units, culture and the arts museums, cultural sites, landmarks, plant industries, host training establishments and other related venues and visits. Other activities such as participation and attendance in degree program related events, field studies, experiential learning and other related learning experience shall also cover under curricular activities.

Non-Curricular activities are local off-campus activities which are non-program based activities . These includes mission based activities such as retreat and recollections; attendance and participation to trainings, seminars, workshops, symposiums conventions ,team building ; volunteer work, relief operations, community outreach and immersions, advocacy projects and campaigns; participation in sports activities; inter school competitions; culture and the arts performances and activities initiated by recognized student organizations.

Who may attend, participate and conduct the local off-campus activities?

Students who are officially enrolled in the university are qualified to conduct, attend and participate in the local off-campus activities.

Colleges/ departments and other curricular units of the university may design a local off-campus activity as long as it is related to or in accordance to curricular requirements and are included in the syllabi of the subject. The lists of curricular off-campus activities shall be submitted to the respective college deans to be included in the review and plan of action of the college or unit and to be submitted to OVPA prior to the opening of schedule of classes. It shall be the responsibility of the Dean of the college/unit or VPAA and or Administration to designate an official **personnel in- charge (PIC)** who have appropriate qualifications to handle off-campus activities. The PIC shall have at least a basic training on first aid and shall be properly oriented to the functions and responsibilities in conducting the off-campus program. To ensure the safety of the students a 1:35-50 Personnel-Student ratio shall be adopted for the purpose.

Recognized student organizations of the university may attend, participate and conduct local off -campus activities such as community service projects provided that such projects are included in their program of work. The faculty adviser who will serve as the personnel in-charge must be present in the duration of their activities. A ratio of 1: 35-50 Adviser (personnel in charge)-student members shall also be adopted for student organizations conducting the said activities.

What are the requirements to be submitted?

It shall be part of the requirements that before the activity to be attended, participated or conducted, a duly notarized CERTIFICATE of COMPLIANCE must be acquired which will be issued and recommended by OVPAA and approved by the President of the University. Otherwise, the conduct of the activity will be unofficial and the university has no liability for such activity. The consequences of penalty or sanctions shall be imposed based on the existing guidelines of the university and the sanctions stipulated in CMO no. 63 s 2017.

No Certificate of Compliance shall be issued without the REPORT OF COMPLIANCE where the requirements are properly accomplished and submitted.

The following requirements for submission to the OVPAA in conducting Curricular Activities (CA) and Non-Curricular Activities(NCA):

A. BEFORE THE ACTIVITY

(Adopted and based on CMO 63 s. 2017)

Requirements	Proof
1. Curriculum The activity is included in the approved syllabi of the subject. (For curricular off-campus activity only)	Course syllabus which reflects the relevance of requiring an educational tour and field trip.
2. Destinations In order to minimize cost and whenever practicable, destinations of off-campus activities should be near the HEI and the safety and welfare of the students and relevance to the subject matter should be considered.	Advanced and properly coordinated activities to the local LGU and NGO with letter of acknowledgement / approval
4. Handbook or Manual The requirements and guidelines in conducting off-campus activities should be updated and included in the students' handbook or manual.	Updated rules and regulations in conducting local off-campus activities.
Students Handbook or Manual	

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4. Parents/Guardian Consent SOU F 12 for recognized student organizations	Duly notarized parents/guardian consent Duly notarized SOU form 12
5. Medical Clearance	Certification from University Infirmary
6. Personnel In Charge The personnel in-charge must be Faculty member or employee of the university designated by the Dean of the college or unit/VPA/Administration with appropriate qualifications (appropriate first aid and medical emergency training) and experiences in off campus activities	List of PIC and its Official designation ; Cert of First Aid and or emergency training; and Faculty Advisers will served as PIC for recognized Student Organizations
7. First aid Kit Complete first aid kit -to be brought during the off campus activity	First aid Kit
8. Fees / Fund Source The fees to be collected must be duly approved and disseminated to concerned stakeholders. (Include the breakdown of Fees and fund sources)	Resolution for collection of fees/fund; Budgetary Plan
9. Insurance – individual or group insurance for the faculty member/PIC, students	Certification of provision
Mobility of Students (Vehicles) - Owned by HEI - Third Party or subcontracting <ul style="list-style-type: none"> • Franchisee • Travel Agency/Tour operator	<ul style="list-style-type: none"> - List of students with basic information (Name, Course, Year, contact number, address; - Official Itinerary of Travel; - Certification from LTFRB for the Validity of the Franchise of the operator; - Special Permit from LTFRB if Transportation is out line; - Updated/Valid Driver's license; - Accreditation Certificate of Travel and Tour Certificate by the Dept of Tourism. - Updated and Valid documents pertaining to registration, insurance, driver's license and assurance of road worthiness

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<p>A. Activities</p> <ul style="list-style-type: none">- Provide general orientation to students, and/or members of the organization and Consultation to concerned students, faculty/PIC and stakeholders;- Briefing to concerned faculty/PIC and provide the needed materials before the trip;- Learning journals for students- Emergency preparedness plan.	<p>Minutes and attendance of the orientation, briefing and consultation conducted to concerned students, faculty adviser/PIC and stakeholders.;</p> <p>Provide copy communications to parents regarding the off-campus activity. Itinerary Standard format to be given to students</p> <p>Appropriate emergency plans</p>
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B. DURING THE ACTIVITY

Requirements	Proof
<p>Faculty adviser and/or Personnel In- Charge</p> <ul style="list-style-type: none">- Shall accompany the students from the time they assemble for the off- campus activity up to debriefing;- Shall ensure the provision of the allowable seating capacity of the vehicles used.- Shall ensure that program of activities/Itinerary is properly followed as planned.	Attendance of faculty adviser/ PIC and students.

C. AFTER THE ACTIVITY

Requirements	Proof
Learning journal for students and assessment of learning	Appropriate report
Assessment/Evaluation report	Report of completion and Financial Statement with breakdown of expenses
Expenditures report	

PROCEDURES ON LOCAL OFF-CAMPUS ACTIVITIES

1. Purpose

Local off campus activities help promote, supplement and facilitate the learning experience of students. Thus, this procedure is used to provide a documented system on the processes related to the approval and implementation of conducting, attending and participating in local off-campus

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activities. It also helps to ensure the students welfare and safety whenever they conduct curricular and non-curricular activities outside the campus.

2. Scope

This procedure covers the activities from filing of applications to compliance on the requirements before, during and after the conduct of off-campus activity. It applies to the students, student organizations, faculty advisers/ personnel in-charge, parents or guardians in the process of attending, participating and conducting Local off-campus activities.

3. Definitions

Local off-campus activities	These are curricular and non-curricular activities authorized by the university to be undertaken outside the premises of the institution.
Curricular activities	These are local off-campus activities that includes educational tours and field trips such as visiting government sites, reputable firms and other sites identified by the concerned local government units, culture and the arts museums, cultural sites, landmarks, plant industries, host training establishments and other related venues and visits. Other activities such as participation and attendance in degree program related events, field studies, experiential learning and other related learning experience shall also cover under curricular activities.
Non-Curricular activities	These are local off-campus activities which are non- program based activities . These includes mission based activities such as retreat and recollections; attendance and participation to trainings, seminars, workshops, symposiums conventions .team building : volunteer work, relief operations, community outreach and immersions, advocacy projects and campaigns; participation in sports activities; inter school competitions; culture and the arts performances and activities initiated by recognized student organizations

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Field Trip	Refer to off - campus learning activity involving mobility of students with the supervision of authorized personnel outside the premises of the institution but is of relatively shorter duration usually lasting only for one day and with fewer places of destinations.
Educational Tour	Refer to off -campus learning activity involving mobility of students with the supervision of authorized personnel outside the premises of the institution which lasts for more than one day, and involves relatively more places of destination.
Field Study/Experiential Learning / related learning experience	Refer to off-campus activity which is congruent to the learning outcomes of the course in terms of time and context. The activity requires substantial off – campus learning as curriculum delivery.

4. Responsibilities

Students	Shall be officially enrolled in the university who is responsible for the submission of duly signed parent's / guardian's consent, his/her medical clearance certificate pay appropriate fee if required and submit a terminal report of activity upon completion of the off-campus activity.
Recognized Student organizations	Shall be responsible in submitting the SOU F 12 including parent's/guardians consent together with the program of work for the semester.
Parent or guardian	Shall approve/sign consent to the off – campus activity to be attended, participated and or undertaken by the student.

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Designated Personnel -in-charge (PIC) / Faculty-in-charge or Faculty Adviser	A faculty member or an employee of the university who is in all processes pertinent to the conduct of local off- campus activity. He/She is responsible in certifying the correctness of the report of compliance and also responsible also in coordinating with the appropriate LGU's and NGO's. Provide students parallel activities for curricular and alternative activities, guide the students during the activity, coordination to the different destinations and the like.
University Driver	Responsible in ensuring the safety and welfare of mobility of students and PIC in transporting to their destinations.
Third Party or Sub- Contracting Party: Travel and Tour Operator Franchisee Driver	Responsible in ensuring the safety and welfare of mobility of students and PIC in transporting to their destinations. Submit an updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of road worthiness.
Dean of the College /Unit	Shall review the proposed local off- campus activity and submit to the VPAA for his/her recommendation for approval.
Vice-President of Academic Affairs	Shall recommend the approval of off- campus activity and sign and issue the Report of Compliance and certificate of Compliance upon completing all requirements for the approval of the President of the University. Adopt and implement this guidelines and adherence to the policy that are stipulated under CMO no. 63, s. 2017
President	Shall sign and approved the Report of Compliance and Certificate of Compliance upon completing the requirements in conducting off-campus activity. Adopt and implement this guidelines and adherence to the policy that are stipulated under CMO no. 63, s. 2017

5. Procedure Outline

Responsible	Activity	Documents
Personnel- in-charge (PIC), Faculty Adviser and Students Student Organization (SO) Leader	Preparation for the Curricular Off-Campus Activity Plan Program of Work for the Semester for SO	Detailed Curricular off campus activity and course syllabus SOU Form 5
PIC/ Students and Student Organizations and stakeholders	Secure requirements/forms from the OVPAA and accomplish the required documents	Local off campus activity Forms and checklist (Report of Compliance)
Dean of the College/ Unit	Reviewing of the Off- campus Activity Plan / Program of Work with the Documents for submission to the OVPAA	Course syllabus, Local off campus activity Forms and checklist (Report of Compliance) documents
Vice President for Academic Affairs (VPA)	Recommend the Off Campus Plan for Approval and issue a report of compliance and Cert of Compliance	Report of Compliance and Certificate of Compliance
President	Approval of Report of Compliance and Compliance Certificate	Approved Report of Compliance and Certificate of Compliance
Personnel- in-charge (PIC), Faculty Adviser and Students Student Organization/leaders)	Implementation of the Off- Campus activity	Attendance of students and PIC /Faculty Adviser
Personnel- in-charge (PIC), Faculty Adviser and Students Student Organization/leaders)	Assessment and Evaluation and Submission of Terminal/ Completion Report	Completion Reports, Financial Report

PROCEDURE DETAILS

5.1. Preparation for the Curricular Off-Campus Activity Plan and Program of Work for the Semester for SO.

5.1.1. The Personnel-in-charge shall prepare the Curricular of Campus

activity plan that shall be included in the attainment of course objective as defined in the syllabus. It shall also include the plans for giving parallel activities for those who cannot join the activity which will provide similar acquisition of knowledge and learning competencies.

- 5.1.2. The faculty adviser and student leader of the recognized student organization shall prepare the program of work for the whole semester.
- 5.1.3. The off-campus activity plan and program of work for SO shall include purpose, schedule of activities, destinations, budgetary requirements
- 5.1.4. It shall be the responsibility of the PIC and faculty adviser to take into consideration upon preparing the off- campus activity plan the security, welfare and safety of the students/participants.
- 5.1.5. The plan shall also include the orientation, communication, information and briefing of students, other PIC's and faculty advisers and other stake holders

5.2. Secure requirements/forms from the OVPAA and accomplish the required documents.

- 5.2.1. The PIC and faculty adviser shall secure requirements/ forms to be filled up/ accomplished and provide the necessary documents.
- 5.2.2. The PIC and faculty adviser shall accomplish the following: syllabus, itinerary of travel, destinations with the coordination with the LGU's/NGO's as necessary, duly notarized consent of parents/guardians, medical certificates, first aid kit, schedule of funds/fees, coordinating the mobility of students/participants and activities such as communications, orientations, briefing, announcements, learning journals, emergency plans for the students , other PIC's , faculty advisers, and other stakeholders.
- 5.2.3. The PIC and faculty adviser shall then certify the correctness of the accomplished documents as provided in the Report of Compliance.

5.3. Reviewing of the Off -campus Activity Plan / Program of Work with the Documents for submission to the OVPAA.

- 5.3.1. The Dean of the college / unit shall review the proposed off-campus activity plan based in accordance with the requirements of the CMO no. 63 S. 2017.
- 5.3.2. The forms and required documents shall then forwarded to the OVPAA.

5.4. Recommend the Off Campus Plan for Approval and issue a report of compliance and Cert of Compliance

- 5.4.1. The Vice President for Academic Affairs shall recommend to the President of the University for approval the off-campus activity plan together with the accomplished documents as required in the Report of Compliance.

- 5.4.2. The VPA shall issue a Certificate of Compliance and recommend the same to the President of the University for approval.

5.5. Approval of the Report of Compliance and Compliance Certificate

- 5.5.1. The President of the University shall approve the Report of Compliance and Certificate of Compliance for the implementation of the proposed off-campus activity plan/Program of Work(For SO).

5.6. Implementation

- 5.6.1. At least one PIC/faculty adviser for every 45-50 students shall be designated to guide and monitor the students during the off-campus activity.

5.7. Assessment and Evaluation and Submission of Terminal/ Completion Report

- 5.7.1. The PIC/faculty adviser shall prepare the terminal report of accomplishments and or completion report of the off-campus activity.
- 5.7.2. The students shall prepare their learning output and sharing their experiences for the course requirement
- 5.7.3. Financial report shall also be made with the breakdown of expenses.
- 5.7.4. A copy of the report shall be submitted to the OVPAA.

6. Interfaces

- University Code 2010
- CLSU Procedure for Field Trips 2016
- CHED Memorandum Order no. 17, s. 2012
- CHED Memorandum Order no. 63, s. 2017

BILL OF RIGHTS

Every CLSU student shall enjoy all the rights and privileges guaranteed by the 1987 Constitution of the Republic of the Philippines, the Education Act of 1982 and the pertinent laws of the land.

1. Rights under the 1987 Philippine Constitution:

1. The right of life, liberty and property under due process of law;
2. The right to equal protection of law;
3. The right against unreasonable search and seizures and illegal arrest;
4. The right to privacy of communication and correspondence;
5. The freedom of speech and expression;
6. The right to peaceful assembly and petition the lawful authorities for readiness of grievances;
7. The right to free exercise and enjoyment of religious profession and worship;
8. The liberty of abode and the right to travel;
9. The right to public information;
10. The right to form organizations and associations;
11. The right to free access of the court and quasi-judicial bodies and adequate legal assistance;
12. All rights of the accused as provided for under pertinent sections of Article III Bill of Rights of the 1987 Philippine Constitution;
13. The right against arbitrary detention;
14. The right to effective and reasonable participation in matters affecting their welfare and student life;
15. The right to academic freedom within the limitations provided for by law;
16. The right to suffrage;
17. The right to health;
18. The right to quality education;
19. The right to select a profession or course of study subject to fair, reasonable and equitable admission and academic requirements;
20. The right to balanced and healthful ecology in accord with rhythm and harmony of nature; and
21. All other rights guaranteed under the 1987 Philippine Constitution not mentioned above.

2. Rights under the Education Act of 1982

1. The right to receive primarily thorough competent instruction relevant quality education in line with national goals and conducive to the full development as persons with human dignity;

2. The right to freely choose their field of study to continue therein up to graduation, except in case of academic deficiency or violation of academic regulations;
3. The right to school guidance and counseling services for making decisions and selecting the alternatives of works suited to this potentialities;
4. The right to access to his own school records, the confidentiality of which the school must maintain and preserve;
5. The right to the issuance of official certificates, diploma, transcript of records, grades, transfer credentials and other similar documents within thirty days from requests;
6. The right to publish a student newspaper and similar publication, as well as the right to invite resource persons during symposium or assembly and other activities of similar nature;
7. The right to free expression of options and suggestions and to effective channels of communication with appropriate academic and administrative bodies of the school institution;
8. The right to form, establish, join and participate in organizations and societies recognized by the school to foster their intellectual, cultural, spiritual and physical growth and development, or to form, establish, join and maintain organization and societies for purpose not contrary to law;
9. The right to participate in the formulation and development of policies affecting the school in relation to the locality/region and nation through representation in the appropriate body/bodies of the school to be determined by the governing board; and
10. The right to be free from involuntary contribution except those approved by their own organizations or societies.

NATIONAL SERVICE TRAINING PROGRAM

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 and Skills Development Authority (TESDA) and Department of National Defense (DND) in consultation with concerned agencies, the Philippine Association of State Universities and Colleges (PASUC), Coordinating Council of Private Educational Association of Philippines (COCOPEA), Non-Government Organizations (NGOs) and recognized student organizations, hereby jointly issue, adopt and promulgate the following implement 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, literary, 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 Regulations (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 undergoing training in any of the three (3) program components, specially designed to enhance the youths active contribution to the general welfare.
- b. 'Reserve Officers Training Corps" (ROTC) – refers to the program component, institutionalized under Sections 38 and 39 of Republic

Act No. 7077, designed to provide military training 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 numeric 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 morale of the citizenry and other social services;
- e. “Program Component” – refers to the service components of the NSTP as Defined herein;
- f. ‘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;
- g. “Cross Enrollment” – refers to a system of enrollment where a student is officially enrolled in an academic program of a school, but is allowed to enroll in the NSTP component of another school; and
- h. ‘Non-Government Organization’ (NGO) – refers to any private organizations duly accredited by CHED or organized by TESDA.

RULE III PROGRAM IMPLEMENTATION

Section 4. Coverage

All incoming freshmen students, male and female, starting School Year (SY) 2002-2003, enrolled in and baccalaureate and in at least two (2) year technical-vocational or associate courses, are required to complete one (1) NSTP component of their school as a graduation requirement.

- a. All higher and technical-vocational education institutions must offer at least one (1) of the NSTP components.
- b. State University and Colleges (SUCs) shall offer the ROTC program and at least one (1) other NSTP component.
- c. The Philippine Military Academy (PMA), Philippine Merchant Marine Academy (PMMA), Philippine National Police Academy (PNPA), and other SUCs of similar nature, in view of special character of these institutions, are exempted from the NSTP.
- d. Private higher and technical-vocational education institution with at least three hundred fifty (350) student cadets, may offer the ROTC program and

consequently establish/ maintain a Department of Military and Tactics (DMST), subject to 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 Officers Training Corps (ROTC), Literacy Training Service (LTS), and Civic Welfare Training Service (CWTS).
- b. All program components, the ROTC in particular, shall give emphasis on 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 concern government agencies may design and implement such other non-military training components as may be necessary in consonance with the provision of RA 9163.
- d. With thirty (30) days from the approval of this IRR, the CHED, TESDA and the DND shall issue the minimum standard for the three (3) 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, fifty four (54) to ninety (90) training hours per semester.

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 semester 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 in managing the program.
- b. School 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 such school is under CHED or TESDA, and in the case of students taking ROTC component, 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 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
- d. 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.
- e. Graduates of the ROTC program shall form part of the Citizen Armed Force pursuant to RA 7077, subject to the requirements of DND.

RULE IV TRANSITORY PROVISIONS

Section 12. Suspension of ROTC Requirements.

- a. The completion of ROTC training as a requisite for graduation is set-aside for students who have completed all their academic requirements for their respective courses on or before the affectivity of the NSTP Act on 2001, which is March 23, 2002. The concerned students may apply for graduation with their respective schools.

Section 13. Transitory Provision

- a. Male students who are currently enrolled but have not taken any of the Military Service (MS), Civic Welfare Service (CWS) or Law Enforcement Service (LES) programs shall be covered by the NSTP Law.
- b. Male students who have completed two semesters of the Expanded ROTC (E-ROTC)/National Service Program (NSP) is deemed to have complied with the NSTP requirement.
- c. Students who are not covered by Section 13 of these Rules and have taken only one (1) semester of Basic ROTC or E- ROTC.NSP shall take one or more semester of any of the NSTP components to qualify for graduation purposes.
- d. Students who want to qualify for enlistment in the Reserve Force or attend the Advance ROTC program shall undertake a special program for this purpose.

RULE V MISCELLANEOUS PROVISIONS

Section 14. Information Dissemination

The CHED, TESDA and DND shall provide information on this Act and IRR to all concerned through different modes of disseminating information.

Section 15. Amendatory Clause

- a. Section 35 of Commonwealth Act No. 1, Executive Order No. 207 of 1939, Section 2 and 3 of Presidential Decree No. 1706, and Sections 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. This Rules may be amended, modified, or replace jointly by CHED, TESDA, and DND in consultation with PASUC, COCOPEA, NGOs and recognized student organizations.

Section 16. Separability Clause

- a. If any section or provision of this IRR shall be declared unconstitutional or invalid, the other section or provisions not affected thereby, shall remain in full force and effect.

Section 17. Effectivity

- a. These Rules shall take effect immediately upon adoption and issuance.

Rule VII Miscellaneous Provisions

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DATA PRIVACY ACT OF 2012

REPUBLIC ACT NO. 10173

AN ACT PROTECTING INDIVIDUAL PERSONAL INFORMATION IN INFORMATION AND COMMUNICATIONS SYSTEMS IN THE GOVERNMENT AND THE PRIVATE SECTOR, CREATING FOR THIS PURPOSE A NATIONAL PRIVACY COMMISSION, AND FOR OTHER PURPOSES

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

CHAPTER I GENERAL PROVISIONS

Section 1. Short Title. – This Act shall be known as the “Data Privacy Act of 2012”.

Section 2. Declaration of Policy. – It is the policy of the State to protect the fundamental human right of privacy, of communication while ensuring free flow of information to promote innovation and growth. The State recognizes the vital role of information and communications technology in nation-building and its inherent obligation to ensure that personal information in information and communications systems in the government and in the private sector are secured and protected.

Section 3. Definition of Terms. – Whenever used in this Act, the following terms shall have the respective meanings hereafter set forth:

- a. *Commission* shall refer to the National Privacy Commission created by virtue of this Act.
- b. *Consent of the data subject* refers to any freely given, specific, informed indication of will, whereby the data subject agrees to the collection and processing of personal information about and/or relating to him or her. Consent shall be evidenced by written, electronic or recorded means. It may also be given on behalf of the data subject by an agent specifically authorized by the data subject to do so.
- c. *Data subject* refers to an individual whose personal information is processed.
- d. *Direct marketing* refers to communication by whatever means of any advertising or marketing material which is directed to particular individuals.
- e. *Filing system* refers to any act of information relating to natural or juridical persons to the extent that, although the information is not processed by equipment operating automatically in response to instructions given for that purpose, the set is structured, either by reference to individuals or by reference to criteria relating to individuals, in such a way that specific information relating to a particular person is readily accessible.
- f. *Information and Communications System* refers to a system for generating,

sending, receiving, storing or otherwise processing electronic data messages or electronic documents and includes the computer system or other similar device by or which data is recorded, transmitted or stored and any procedure related to the recording, transmission or storage of electronic data, electronic message, or electronic document.

g. *Personal information* refers to any information whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.

h. *Personal information controller* refers to a person or organization who controls the collection, holding, processing or use of personal information, including a person or organization who instructs another person or organization to collect, hold, process, use, transfer or disclose personal information on his or her behalf. The term excludes:

1. A person or organization who performs such functions as instructed by another person or organization; and
2. An individual who collects, holds, processes or uses personal information in connection with the individual's personal, family or household affairs.
3. Personal information processor refers to any natural or juridical person qualified to act as such under this Act to whom a personal information controller may outsource the processing of personal data pertaining to a data subject.
4. Processing refers to any operation or any set of operations performed upon personal information including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.
5. Privileged information refers to any and all forms of data which under the Rules of Court and other pertinent laws constitute privileged communication.

i. *Sensitive personal information* refers to personal information:

1. About an individual's race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations;
2. About an individual's health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceedings;
3. Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or

current health records, licenses or its denials, suspension or revocation, and tax returns; and

4. Specifically established by an executive order or an act of Congress to be kept classified.

Section 4. Scope. – This Act applies to the processing of all types of personal information and to any natural and juridical person involved in personal information processing including those personal information controllers and processors who, although not found or established in the Philippines, use equipment that are located in the Philippines, or those who maintain an office, branch or agency in the Philippines subject to the immediately succeeding paragraph: Provided, That the requirements of Section 5 are complied with.

This Act does not apply to the following:

- a. Information about any individual who is or was an officer or employee of a government institution that relates to the position or functions of the individual, including:
 1. The fact that the individual is or was an officer or employee of the government institution;
 2. The title, business address and office telephone number of the individual;
 3. The classification, salary range and responsibilities of the position held by the individual; and
 4. The name of the individual on a document prepared by the individual in the course of employment with the government;
- b. Information about an individual who is or was performing service under contract for a government institution that relates to the services performed, including the terms of the contract, and the name of the individual given in the course of the performance of those services;
- c. Information relating to any discretionary benefit of a financial nature such as the granting of a license or permit given by the government to an individual, including the name of the individual and the exact nature of the benefit;
- d. Personal information processed for journalistic, artistic, literary or research purposes;
- e. Information necessary in order to carry out the functions of public authority which includes the processing of personal data for the performance by the independent, central monetary authority and law enforcement and regulatory agencies of their constitutionally and statutorily mandated functions. Nothing in this Act shall be construed as to have amended or repealed Republic Act No. 1405, otherwise known as the Secrecy of Bank Deposits Act; Republic Act No. 6426, otherwise known as the Foreign Currency Deposit Act; and Republic Act No. 9510, otherwise

- known as the Credit Information System Act (CISA);
- f. Information necessary for banks and other financial institutions under the jurisdiction of the independent, central monetary authority or Bangko Sentral ng Pilipinas to comply with Republic Act No. 9510, and Republic Act No. 9160, as amended, otherwise known as the Anti-Money Laundering Act and other applicable laws; and Personal information originally collected from residents of foreign jurisdictions in accordance with the laws of those foreign jurisdictions, including any applicable data privacy laws, which is being processed in the Philippines.

Section 5. Protection Afforded to Journalists and Their Sources.

Nothing in this Act shall be construed as to have amended or repealed the provisions of Republic Act No. 53, which affords the publishers, editors or duly accredited reporters of any newspaper, magazine or periodical of general circulation protection from being compelled to reveal the source of any news report or information appearing in said publication which was related in any confidence to such publisher, editor, or reporter.

Section 6. Extraterritorial Application. – This Act applies to an act done or practice engaged in and outside of the Philippines by an entity if:

- a. The act, practice or processing relates to personal information about a Philippine citizen or a resident;
- b. The entity has a link with the Philippines, and the entity is processing personal information in the Philippines or even if the processing is outside the Philippines as long as it is about Philippine citizens or residents such as, but not limited to, the following:
 1. A contract is entered in the Philippines;
 2. A juridical entity unincorporated in the Philippines but has central management and control in the country; and
 3. An entity that has a branch, agency, office or subsidiary in the Philippines and the parent or affiliate of the Philippine entity has access to personal information; and
- c. The entity has other links in the Philippines such as, but not limited to:
 1. The entity carries on business in the Philippines; and
 2. The personal information was collected or held by an entity in the Philippines.

CHAPTER II
THE NATIONAL PRIVACY COMMISSION

Section 7. Functions of the National Privacy Commission. – To administer and implement the provisions of this Act, and to monitor and ensure compliance of the country with international standards set for data protection, there is hereby

created an independent body to be known as the National Privacy Commission, which shall have the following functions:

- a. Ensure compliance of personal information controllers with the provisions of this Act;
- b. Receive complaints, institute investigations, facilitate or enable settlement of complaints through the use of alternative dispute resolution processes, adjudicate, award indemnity on matters affecting any personal information, prepare reports on disposition of complaints and resolution of any investigation it initiates, and, in cases it deems appropriate, publicize any such report: Provided, That in resolving any complaint or investigation (except where amicable settlement is reached by the parties), the Commission shall act as a collegial body. For this purpose, the Commission may be given access to personal information that is subject of any complaint and to collect the information necessary to perform its functions under this Act;
- c. Issue cease and desist orders, impose a temporary or permanent ban on the processing of personal information, upon finding that the processing will be detrimental to national security and public interest;
- d. Compel or petition any entity, government agency or instrumentality to abide by its orders or take action on a matter affecting data privacy;
- e. Monitor the compliance of other government agencies or instrumentalities on their security and technical measures and recommend the necessary action in order to meet minimum standards for protection of personal information pursuant to this Act;
- f. Receive complaints, institute investigations, facilitate or enable settlement of complaints through the use of alternative dispute resolution processes, adjudicate, award indemnity on matters affecting any personal information, prepare reports on disposition of complaints and resolution of any investigation it initiates, and, in cases it deems appropriate, publicize any such report: Provided, That in resolving any complaint or investigation (except where amicable settlement is reached by the parties), the Commission shall act as a collegial body. For this purpose, the Commission may be given access to personal information that is subject of any complaint and to collect the information necessary to perform its functions under this Act;
- g. Issue cease and desist orders, impose a temporary or permanent ban on the processing of personal information, upon finding that the processing will be detrimental to national security and public interest;
- h. Compel or petition any entity, government agency or instrumentality to abide by its orders or take action on a matter affecting data privacy;

- i. Monitor the compliance of other government agencies or instrumentalities on their security and technical measures and recommend the necessary action in order to meet minimum standards for protection of personal information pursuant to this Act;
- j. Coordinate with other government agencies and the private sector on efforts to formulate and implement plans and policies to strengthen the protection of personal information in the country;
- k. Publish on a regular basis a guide to all laws relating to data protection;
- l. Publish a compilation of agency system of records and notices, including index and other finding aids;
- m. Recommend to the Department of Justice (DOJ) the prosecution and imposition of penalties specified in Sections 25 to 29 of this Act;
- n. Review, approve, reject or require modification of privacy codes voluntarily adhered to by personal information controllers: Provided, That the privacy codes shall adhere to the underlying data privacy principles embodied in this Act: Provided, further, That such privacy codes may include private dispute resolution mechanisms for complaints against any participating personal information controller. For this purpose, the Commission shall consult with relevant regulatory agencies in the formulation and administration of privacy codes applying the standards set out in this Act, with respect to the persons, entities, business activities and business sectors that said regulatory bodies are authorized to principally regulate pursuant to the law: Provided, finally, That the Commission may review such privacy codes and require changes thereto for purposes of complying with this Act;
- o. Provide assistance on matters relating to privacy or data protection at the request of a national or local agency, a private entity or any person;
- p. Comment on the implication on data privacy of proposed national or local statutes, regulations or procedures, issue advisory opinions and interpret the provisions of this Act and other data privacy laws;
- q. Propose legislation, amendments or modifications to Philippine laws on privacy or data protection as may be necessary;
- r. Ensure proper and effective coordination with data privacy regulators in other countries and private accountability agents, participate in international and regional initiatives for data privacy protection;
- s. Negotiate and contract with other data privacy authorities of other countries for cross-border application and implementation of respective privacy laws;
- t. Assist Philippine companies doing business abroad to respond to foreign privacy or data protection laws and regulations; and
- u. Generally perform such acts as may be necessary to facilitate cross-border

enforcement of data privacy protection.

Section 8. Confidentiality. – The Commission shall ensure at all times the confidentiality of any personal information that comes to its knowledge and possession.

Section 9. Organizational Structure of the Commission. – The Commission shall be attached to the Department of Information and Communications Technology (DICT) and shall be headed by a Privacy Commissioner, who shall also act as Chairman of the Commission. The Privacy Commissioner shall be assisted by two (2) Deputy Privacy Commissioners, one to be responsible for Data Processing Systems and one to be responsible for Policies and Planning. The Privacy Commissioner and the two (2) Deputy Privacy Commissioners shall be appointed by the President of the Philippines for a term of three (3) years and may be reappointed for another term of three (3) years. Vacancies in the Commission shall be filled in the same manner in which the original appointment was made.

- a. The Privacy Commissioner must be at least thirty-five (35) years of age and of good moral character, unquestionable integrity and known probity, and a recognized expert in the field of information technology and data privacy. The Privacy Commissioner shall enjoy the benefits, privileges and emoluments equivalent to the rank of Secretary.
- b. The Deputy Privacy Commissioners must be recognized experts in the field of information and communications technology and data privacy. They shall enjoy the benefits, privileges and emoluments equivalent to the rank of Undersecretary.
- c. The Privacy Commissioner, the Deputy Commissioners, or any person acting on their behalf or under their direction, shall not be civilly liable for acts done in good faith in the performance of their duties. However, he or she shall be liable for willful or negligent acts done by him or her which are contrary to law, morals, public policy and good customs even if he or she acted under orders or instructions of superiors: Provided, That in case a lawsuit is filed against such official on the subject of the performance of his or her duties, where such performance is lawful, he or she shall be reimbursed by the Commission for reasonable costs of litigation.

Section 10. The Secretariat. – The Commission is hereby authorized to establish a Secretariat. Majority of the members of the Secretariat must have served for at least five (5) years in any agency of the government that is involved in the processing of personal information including, but not limited to, the following offices: Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Bureau of Internal Revenue (BIR), Philippine Health Insurance Corporation (PhilHealth),

Commission on Elections (COMELEC), Department of Foreign Affairs (DFA), Department of Justice (DOJ), and Philippine Postal Corporation (Philpost).

CHAPTER III PROCESSING OF PERSONAL INFORMATION

Section 11. General Data Privacy Principles. – The processing of personal information shall be allowed, subject to compliance with the requirements of this Act and other laws allowing disclosure of information to the public and adherence to the principles of transparency, legitimate purpose and proportionality.

Personal information must, be;

- a. Collected for specified and legitimate purposes determined and declared before, or as soon as reasonably practicable after collection, and later processed in a way compatible with such declared, specified and legitimate purposes only;
- b. Processed fairly and lawfully;
- c. Accurate, relevant and, where necessary for purposes for which it is to be used the processing of personal information, kept up to date; inaccurate or incomplete data must be rectified, supplemented, destroyed or their further processing restricted;
- d. Adequate and not excessive in relation to the purposes for which they are collected and processed;
- e. Retained only for as long as necessary for the fulfillment of the purposes for which the data was obtained or for the establishment, exercise or defense of legal claims, or for legitimate business purposes, or as provided by law; and
- f. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data were collected and processed: Provided, That personal information collected for other purposes may lie processed for historical, statistical or scientific purposes, and in cases laid down in law may be stored for longer periods: Provided, further, That adequate safeguards are guaranteed by said laws authorizing their processing. The personal information controller must ensure implementation of personal information processing principles set out herein.

Section 12. Criteria for Lawful Processing of Personal Information. – The processing of personal information shall be permitted only if not otherwise prohibited by law, and when at least one of the following conditions exists:

- a. The data subject has given his or her consent;
 - a. The processing of personal information is necessary and is related to the fulfillment of a contract with the data subject or in order to take

- steps at the request of the data subject prior to entering into a contract;
- b. The processing is necessary for compliance with a legal obligation to which the personal information controller is subject;
 - c. The processing is necessary to protect vitally important interests of the data subject, including life and health;
 - d. The processing is necessary in order to respond to national emergency, to comply with the requirements of public order and safety, or to fulfill functions of public authority which necessarily includes the processing of personal data for the fulfillment of its mandate; or
 - e. The processing is necessary for the purposes of the legitimate interests pursued by the personal information controller or by a third party or parties to whom the data is disclosed, except where such interests are overridden by fundamental rights and freedoms of the data subject which require protection under the Philippine Constitution.

Section 13. Sensitive Personal Information and Privileged Information. – The processing of sensitive personal information and privileged information shall be prohibited, except in the following cases:

- a. The data subject has given his or her consent, specific to the purpose prior to the processing, or in the case of privileged information, all parties to the exchange have given their consent prior to processing;
- b. The processing of the same is provided for by existing laws and regulations: Provided, That such regulatory enactments guarantee the protection of the sensitive personal information and the privileged information: Provided, further, That the consent of the data subjects are not required by law or regulation permitting the processing of the sensitive personal information or the privileged information;
- c. The processing is necessary to protect the life and health of the data subject or another person, and the data subject is not legally or physically able to express his or her consent prior to the processing;
- d. The processing is necessary to achieve the lawful and noncommercial objectives of public organizations and their associations: Provided, That such processing is only confined and related to the bona fide members of these organizations or their associations: Provided, further, That the sensitive personal information are not transferred to third parties: Provided, finally, That consent of the data subject was obtained prior to processing;
- e. The processing is necessary for purposes of medical treatment, is carried out by a medical practitioner or a medical treatment institution, and an adequate level of protection of personal information is ensured; or
- f. The processing concerns such personal information as is necessary for the

protection of lawful rights and interests of natural or legal persons in court proceedings, or the establishment, exercise or defense of legal claims, or when provided to government or public authority.

Section 14. Subcontract of Personal Information. – A personal information controller may subcontract the processing of personal information: Provided, That the personal information controller shall be responsible for ensuring that proper safeguards are in place to ensure the confidentiality of the personal information processed, prevent its use for unauthorized purposes, and generally, comply with the requirements of this Act and other laws for processing of personal information. The personal information processor shall comply with all the requirements of this Act and other applicable laws.

Section 15. Extension of Privileged Communication. – Personal information controllers may invoke the principle of privileged communication over privileged information that they lawfully control or process. Subject to existing laws and regulations, any evidence gathered on privileged information is inadmissible.

CHAPTER IV

RIGHTS OF THE DATA SUBJECT

Section 16. Rights of the Data Subject. – The data subject is entitled to:

- a. Be informed whether personal information pertaining to him or her shall be, are being or have been processed;
- b. Be furnished the information indicated hereunder before the entry of his or her personal information into the processing system of the personal information controller, or at the next practical opportunity:
 1. Description of the personal information to be entered into the system;
 2. Purposes for which they are being or are to be processed;
 3. Scope and method of the personal information processing;
 4. The recipients or classes of recipients to whom they are or may be disclosed;
 5. Methods utilized for automated access, if the same is allowed by the data subject, and the extent to which such access is authorized;
 6. The identity and contact details of the personal information controller or its representative;
 7. The period for which the information will be stored; and
 8. The existence of their rights, i.e., to access, correction, as well as the right to lodge a complaint before the Commission.

Any information supplied or declaration made to the data subject on these matters shall not be amended without prior notification of data subject: Provided, That the notification under subsection (b) shall not

apply should the personal information be needed pursuant to a subpoena or when the collection and processing are for obvious purposes, including when it is necessary for the performance of or in relation to a contract or service or when necessary or desirable in the context of an employer-employee relationship, between the collector and the data subject, or when the information is being collected and processed as a result of legal obligation;

- c. Reasonable access to, upon demand, the following:
 1. Contents of his or her personal information that were processed
 2. Sources from which personal information were obtained;
 3. Names and addresses of recipients of the personal information;
 4. Manner by which such data were processed;
 5. Reasons for the disclosure of the personal information to recipients;
 6. Information on automated processes where the data will or likely to be made as the sole basis for any decision significantly affecting or will affect the data subject;
 7. Date when his or her personal information concerning the data subject were last accessed and modified; and
 8. The designation, or name or identity and address of the personal information controller;
 9. Dispute the inaccuracy or error in the personal information and have the personal information controller correct it immediately and accordingly, unless the request is vexatious or otherwise unreasonable. If the personal information have been corrected, the personal information controller shall ensure the accessibility of both the new and the retracted information and the simultaneous receipt of the new and the retracted information by recipients
- d. : Provided, That the third parties who have previously received such processed personal information shall be informed of its inaccuracy and its rectification upon reasonable request of the data subject;
- e. Suspend, withdraw or order the blocking, removal or destruction of his or her personal information from the personal information controller's filing system upon discovery and substantial proof that the personal information are incomplete, outdated, false, unlawfully obtained, used for unauthorized purposes or are no longer necessary for the purposes for which they were collected. In this case, the personal information controller may notify third parties who have previously received such processed personal information; and
- f. Be indemnified for any damages sustained due to such inaccurate, incomplete, outdated, false, unlawfully obtained or unauthorized use of personal information.

Section 17. Transmissibility of Rights of the Data Subject. –The lawful heirs and assigns of the data subject may invoke the rights of the data subject for, which he or she is an heir or assignee at any time after the death of the data subject or when the data subject is incapacitated or incapable of exercising the rights as enumerated in the immediately preceding section.

Section 18. Right to Data Portability. – The data subject shall have the right, where personal information is processed by electronic means and in a structured and commonly used format, to obtain from the personal information controller a copy of data undergoing processing in an electronic or structured format, which is commonly used and allows for further use by the data subject. The Commission may specify the electronic format referred to above, as well as the technical standards, modalities and procedures for their transfer.

Section 19. Non-Applicability. – The immediately preceding sections are not applicable if the processed personal information are used only for the needs of scientific and statistical research and, on the basis of such, no activities are carried out and no decisions are taken regarding the data subject: *Provided, That the personal information shall be held under strict confidentiality and shall be used only for the declared purpose.* Likewise, the immediately preceding sections are

CHAPTER V SECURITY OF PERSONAL INFORMATION

Section 20. Security of Personal Information.

- a. The personal information controller must implement reasonable and appropriate organizational, physical and technical measures intended for the protection of personal information against any accidental or unlawful destruction, alteration and disclosure, as well as against any other unlawful processing.
- b. The personal information controller shall implement reasonable and appropriate measures to protect personal information against natural dangers such as accidental loss or destruction, and human dangers such as unlawful access, fraudulent misuse, unlawful destruction, alteration and contamination.
- c. The determination of the appropriate level of security under this section must take into account the nature of the personal information to be protected, the risks represented by the processing, the size of the organization and complexity of its operations, current data privacy best practices and the cost of security implementation. Subject to guidelines as the Commission may issue from time to time, the measures implemented must include:

1. Safeguards to protect its computer network against accidental, unlawful or unauthorized usage or interference with or hindering of their functioning or availability;
 2. A security policy with respect to the processing of personal information;
 3. A process for identifying and accessing reasonably foreseeable vulnerabilities in its computer networks, and for taking preventive, corrective and mitigating action against security incidents that can lead to a security breach; and
 4. Regular monitoring for security breaches and a process for taking preventive, corrective and mitigating action against security incidents that can lead to a security breach.
- d. The personal information controller must further ensure that third parties processing personal information on its
- e. Serious harm to any affected data subject. The notification shall at least describe the nature of the breach, the sensitive personal information possibly involved, and the measures taken by the entity to address the breach. Notification may be delayed only to the extent necessary to determine the scope of the breach, to prevent further disclosures, or to restore reasonable integrity to the information and communications system.
 1. In evaluating if notification is unwarranted, the Commission may take into account compliance by the personal information controller with this section and existence of good faith in the acquisition of personal information.
 2. The Commission may exempt a personal information controller from notification where, in its reasonable judgment, such notification would not be in the public interest or in the interests of the affected data subjects.
 3. The Commission may authorize postponement of notification where it may hinder the progress of a criminal investigation related to a serious breach.

**CHAPTER VI ACCOUNTABILITY
FOR TRANSFER OF PERSONAL INFORMATION**

Section 21. Principle of Accountability. – Each personal information controller is responsible for personal information under its control or custody, including information that have been transferred to a third party for processing, whether domestically or internationally, subject to cross-border arrangement and cooperation.

- a. The personal information controller is accountable for complying with the requirements of this Act and shall use contractual or other reasonable means to provide a comparable level of protection while the information are being processed by a third party.
- b. The personal information controller shall designate an individual or individuals who are accountable for the organization's compliance with this Act. The identity of the individual(s) so designated shall be made known to any data subject upon request.

CHAPTER VII

SECURITY OF SENSITIVE PERSONAL INFORMATION IN GOVERNMENT

Section 22. Responsibility of Heads of Agencies. – All sensitive personal information maintained by the government, its agencies and instrumentalities shall be secured, as far as practicable, with the use of the most appropriate standard recognized by the information and communications technology industry, and as recommended by the Commission. The head of each government agency or instrumentality shall be responsible for complying with the security requirements mentioned herein while the Commission shall monitor the compliance and may recommend the necessary action in order to satisfy the minimum standards.

Section 23. Requirements Relating to Access by Agency Personnel to Sensitive Personal Information. –

- a. On-site and Online Access – Except as may be allowed through guidelines to be issued by the Commission, no employee of the government shall have access to sensitive personal information on government property or through online facilities unless the employee has received a security clearance from the head of the source agency.
- b. Off-site Access – Unless otherwise provided in guidelines to be issued by the Commission, sensitive personal information maintained by an agency may not be transported or accessed from a location off government property unless a request for such transportation or access is submitted and approved by the head of the agency in accordance with the following guidelines:
 1. Deadline for Approval or Disapproval – In the case of any request submitted to the head of an agency, such head of the agency shall approve or disapprove the request within two (2) business days after the date of submission of the request. In case there is no action by the head of the agency, then such request is considered disapproved;
 2. Limitation to One thousand (1,000) Records – If a request is approved, the head of the agency shall limit the access to not more than one

- thousand (1,000) records at a time; and
- 3. Encryption – Any technology used to store, transport
 - c. or access sensitive personal information for purposes of off-site access approved under this subsection shall be secured by the use of the most secure encryption standard recognized by the Commission.
 - d. The requirements of this subsection shall be implemented not later than six (6) months after the date of the enactment of this Act.
 - e. or access sensitive personal information for purposes of off-site access approved under this subsection shall be secured by the use of the most secure encryption standard recognized by the Commission.
 - f. The requirements of this subsection shall be implemented not later than six (6) months after the date of the enactment of this Act.

Section 24. Applicability to Government Contractors. – In entering into any contract that may involve accessing or requiring sensitive personal information from one thousand (1,000) or more individuals, an agency shall require a contractor and its employees to register their personal information processing system with the Commission in accordance with this Act and to comply with the other provisions of this Act including the immediately preceding section, in the same manner as agencies and government employees comply with such requirements.

CHAPTER VIII PENALTIES

Section 25. Unauthorized Processing of Personal Information and Sensitive Personal Information. –

- a. The unauthorized processing of personal information shall be penalized by imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons who process personal information without the consent of the data subject, or without being authorized under this Act or any existing law.

Section 26. Accessing Personal Information and Sensitive Personal Information Due to Negligence.

- a. Accessing personal information due to negligence shall be penalized by imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons who, due to negligence, provided access to personal information without being authorized under this Act or any existing law.
- b. Accessing sensitive personal information due to negligence shall be penalized by imprisonment ranging from three (3) years to six (6) years and

a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Four million pesos (Php4,000,000.00) shall be imposed on persons who, due to negligence, provided access to personal information without being authorized under this Act or any existing law.

Section 27. Improper Disposal of Personal Information and Sensitive Personal Information. –

- a. The improper disposal of personal information shall be penalized by imprisonment ranging from six (6) months to two (2) years and a fine of not less than One hundred thousand pesos (Php100,000.00) but not more than Five hundred thousand pesos (Php500,000.00) shall be imposed on persons who knowingly or negligently dispose, discard or abandon the personal information of an individual in an area accessible to the public or has otherwise placed the personal information of an individual in its container for trash collection.
- b. The improper disposal of sensitive personal information shall be penalized by imprisonment ranging from one year to three (3) years and a fine of not less than One hundred thousand pesos (Php100,000.00) but not more than One million pesos (Php1,000,000.00) shall be imposed on persons who knowingly or negligently dispose, discard or abandon the personal information of an individual in an area accessible to the public or has otherwise placed the personal information of an individual in its container for trash collection.

Section 28. Processing of Personal Information and Sensitive Personal Information for Unauthorized Purposes. –

- a. The processing of personal information for unauthorized purposes shall be penalized by imprisonment ranging from one (1) year and six (6) months to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00) shall be imposed on persons processing personal information for purposes not authorized by the data subject, or otherwise authorized under this Act or under existing laws.
- b. The processing of sensitive personal information for unauthorized purposes shall be penalized by imprisonment ranging from two (2) years to seven (7) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons processing sensitive personal information for purposes not authorized by the data subject, or otherwise authorized under this Act or under existing laws.

Section 29. Unauthorized Access or Intentional Breach. –

- a. The penalty of imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos

(Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons who knowingly and unlawfully, or violating data confidentiality and security data systems, breaks in any way into any system where personal and sensitive personal information is stored.

Section 30. Concealment of Security Breaches Involving Sensitive Personal Information. –

- a. The penalty of imprisonment of one (1) year and six (6) months to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00) shall be imposed on persons who, after having knowledge of a security breach and of the obligation to notify the Commission pursuant to Section 20(f), intentionally or by omission conceals the fact of such security breach.

Section 31. Malicious Disclosure. –

- a. Any personal information controller or personal information processor or any of its officials, employees or agents, who, with malice or in bad faith, discloses unwarranted or false information relative to any personal information or personal sensitive information obtained by him or her, shall be subject to imprisonment ranging from one (1) year and six (6) months to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00).

Section 32. Unauthorized Disclosure. –

- a. Any personal information controller or personal information processor or any of its officials, employees or agents, who discloses to a third party personal information not covered by the immediately preceding section without the consent of the data subject, shall be subject to imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00).
- b. Any personal information controller or personal information processor or any of its officials, employees or agents, who discloses to a third party sensitive personal information not covered by the immediately preceding section without the consent of the data subject, shall be subject to imprisonment ranging from three (3) years to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00).

Section 33. Combination or Series of Acts. – Any combination or series of acts as defined in Sections 25 to 32 shall make the person subject to imprisonment ranging from three (3) years to six (6) years and a fine of not less than One million pesos (Php1,000,000.00) but not more than Five million pesos (Php5,000,000.00).

Section 34. Extent of Liability. – If the offender is a corporation, partnership or any juridical person, the penalty shall be imposed upon the responsible officers, as the case may be, who participated in, or by their gross negligence, allowed the commission of the crime. If the offender is a juridical person, the court may suspend or revoke any of its rights under this Act. If the offender is an alien, he or she shall, in addition to the penalties herein prescribed, be deported without further proceedings after serving the penalties prescribed. If the offender is a public official or employee and lie or she is found guilty of acts penalized under Sections 27 and 28 of this Act, he or she shall, in addition to the penalties prescribed herein, suffer perpetual or temporary absolute disqualification from office, as the case may be disqualification from office, as the case may be.

Section 35. Large-Scale. – The maximum penalty in the scale of penalties respectively provided for the preceding offenses shall be imposed when the personal information of at least one hundred (100) persons is harmed, affected or involved as the result of the above mentioned actions.

Section 36. Offense Committed by Public Officer. – When the offender or the person responsible for the offense is a public officer as defined in the Administrative Code of the Philippines in the exercise of his or her duties, an accessory penalty consisting in the disqualification to occupy public office for a term double the term of criminal penalty imposed shall be applied.

Section 37. Restitution. – Restitution for any aggrieved party shall be governed by the provisions of the New Civil Code.

CHAPTER IX MISCELLANEOUS PROVISIONS

Section 38. Interpretation. – Any doubt in the interpretation of any provision of this Act shall be liberally interpreted in a manner mindful of the rights and interests of the individual about whom personal information is processed.

Section 39. Implementing Rules and Regulations (IRR). – Within ninety (90) days from the effectivity of this Act, the Commission shall promulgate the rules and regulations to effectively implement the provisions of this Act.

Section 40. Reports and Information. – The Commission shall annually report to the President and Congress on its activities in carrying out the provisions of this Act. The Commission shall undertake whatever efforts it may determine to be necessary or appropriate to inform and educate the public of data privacy, data protection and fair information rights and responsibilities.

Section 41. Appropriations Clause. – The Commission shall be provided with an initial appropriation of Twenty million pesos (Php20,000,000.00) to be drawn from the national government. Appropriations for the succeeding years shall be included in the General Appropriations Act. It shall likewise receive Ten million

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pesos (Php10,000,000.00) per year for five (5) years upon implementation of this Act drawn from the national government.

Section 42. Transitory Provision. – Existing industries, businesses and offices affected by the implementation of this Act shall be given one (1) year transitory period from the effectivity of the IRR or such other period as may be determined by the Commission, to comply with the requirements of this Act. In case that the DICT has not yet been created by the time the law takes full force and effect, the National Privacy Commission shall be attached to the Office of the President.

Section 43. Separability Clause. – If any provision or part hereof is held invalid or unconstitutional, the remainder of the law or the provision not otherwise affected shall remain valid and subsisting.

Section 44. Repealing Clause. – The provision of Section 7 of Republic Act No. 9372, otherwise known as the “Human Security Act of 2007”, is hereby amended. Except as otherwise expressly provided in this Act, all other laws, decrees, executive orders, proclamations and administrative regulations or parts thereof inconsistent herewith are hereby repealed or modified accordingly.

Section 45. Effectivity Clause. – This Act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.

Approved,

(Sgd.) **FELICIANO BELMONTE JR.**

Speaker of the House of Representatives

(Sgd.) **JUAN PONCE ENRILE**

President of the Senate

This Act which is a consolidation of Senate Bill No. 2965 and House Bill No. 4115 was finally passed by the Senate and the House of Representatives on June 6, 2012.

(Sgd.) **MARILYN B. BARUA-YAP**

Secretary General House of Representatives

(Sgd.) **EMMA LIRIO-REYES**

Secretary of the Senate

Approved: **AUG 15 2012**

(Sgd.) **BENIGNO S. AQUINO III**

President of the Philippines

CYBERCRIME PREVENTION ACT OF 2012

REPUBLIC ACT NO. 10175

**AN ACT DEFINING CYBERCRIME, PROVIDING FOR THE PREVENTION,
INVESTIGATION, SUPPRESSION AND THE IMPOSITION OF PENALTIES
THEREFOR AND FOR OTHER PURPOSES**

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

CHAPTER I PRELIMINARY PROVISIONS

Section 1. Title. — This Act shall be known as the "Cybercrime Prevention Act of 2012".

Section 2. Declaration of Policy. — The State recognizes the vital role of information and communications industries such as content production, telecommunications, broadcasting electronic commerce, and data processing, in the nation's overall social and economic development. The State also recognizes the importance of providing an environment conducive to the development, acceleration, and rational application and exploitation of information and communications technology (ICT) to attain free, easy, and intelligible access to exchange and/or delivery of information; and the need to protect and safeguard the integrity of computer, computer and communications systems, networks, and databases, and the confidentiality, integrity, and availability of information and data stored therein, from all forms of misuse, abuse, and illegal access by making punishable under the law such conduct or conducts. In this light, the State shall adopt sufficient powers to effectively prevent and combat such offenses by facilitating their detection, investigation, and prosecution at both the domestic and international levels, and by providing arrangements for fast and reliable international cooperation.

Section 3. Definition of Terms. — For purposes of this Act, the following terms are hereby defined as follows:

- a. Access refers to the instruction, communication with, storing data in, retrieving data from, or otherwise making use of any resources of a computer system or communication network.
- b. Alteration refers to the modification or change, in form or substance, of an existing computer data or program.
- c. Communication refers to the transmission of information through ICT media, including voice, video and other forms of data.
- d. Computer refers to an electronic, magnetic, optical, electrochemical, or other data processing or communications device, or grouping of such devices, capable of performing logical, arithmetic, routing, or storage

functions and which includes any storage facility or equipment or communications facility or equipment directly related to or operating in conjunction with such device. It covers any type of computer device including devices with data processing capabilities like mobile phones, smart phones, computer networks and other devices connected to the internet.

- e. Computer data refers to any representation of facts, information, or concepts in a form suitable for processing in a computer system including a program suitable to cause a computer system to perform a function and includes electronic documents and/or electronic data messages whether stored in local computer systems or online.
- f. Computer program refers to a set of instructions executed by the computer to achieve intended results.
- g. Computer system refers to any device or group of interconnected or related devices, one or more of which, pursuant to a program, performs automated processing of data. It covers any type of device with data processing capabilities including, but not limited to, computers and mobile phones. The device consisting of hardware and software may include input, output and storage components which may stand alone or be connected in a network or other similar devices. It also includes computer data storage devices or media.
- h. Without right refers to either: (i) conduct undertaken without or in excess of authority; or (ii) conduct not covered by established legal defenses, excuses, court orders, justifications, or relevant principles under the law.
 - 1. Cyber refers to a computer or a computer network, the electronic medium in which online communication takes place.
- i. Critical infrastructure refers to the computer systems, and/or networks, whether physical or virtual, and/or the computer programs, computer data and/or traffic data so vital to this country that the incapacity or destruction of or interference with such system and assets would have a debilitating impact on security, national or economic security, national public health and safety, or any combination of those matters.
- j. Cybersecurity refers to the collection of tools, policies, risk management approaches, actions, training, best practices, assurance and technologies that can be used to protect the cyber environment and organization and user's assets.
- k. Database refers to a representation of information, knowledge, facts, concepts, or instructions which are being prepared, processed or stored or have been prepared, processed or stored in a formalized manner and which are intended for use in a computer system.
- l. Interception refers to listening to, recording, monitoring or surveillance of

the content of communications, including procuring of the content of data, either directly, through access and use of a computer system or indirectly, through the use of electronic eavesdropping or tapping devices, at the same time that the communication is occurring.

- m. Service provider refers to:
 - 1. Any public or private entity that provides to users of its service the ability to communicate by means of a computer system; and
 - 2. Any other entity that processes or stores computer data on behalf of such communication service or users of such service. Subscriber's information refers to any information contained in the form of computer data or any other form that is held by a service provider, relating to subscribers of its services other than traffic or content data and by which identity can be established:
 - i. The type of communication service used, the technical provisions taken thereto and the period of service;
 - ii. The subscriber's identity, postal or geographic address, telephone and other access numbers, any assigned network address, billing and payment information, available on the basis of the service agreement or arrangement; and
 - iii. Any other available information on the site of the installation of communication equipment, available on the basis of the service agreement or arrangement.
- n. Traffic data or non-content data refers to any computer data other than the content of the communication including, but not limited to, the communication's origin, destination, route, time, date, size, duration, or type of underlying service.

CHAPTER II PUNISHABLE ACTS

Section 4. Cybercrime Offenses. — The following acts constitute the offense of cybercrime punishable under this Act:

- a. Offenses against the confidentiality, integrity and availability of computer data and systems:
- 1. Illegal Access. — The access to the whole or any part of a computer system without right.
- 2. Illegal Interception. — The interception made by technical means without right of any non-public transmission of computer data to, from, or within a computer system including electromagnetic emissions from a computer system carrying such computer data.
- 3. Data Interference. — The intentional or reckless alteration, damaging, deletion or deterioration of computer data, electronic document, or electronic data message, without right, including the introduction or

- transmission of viruses.
4. **System Interference.** — The intentional alteration or reckless hindering or interference with the functioning of a computer or computer network by inputting, transmitting, damaging, deleting, deteriorating, altering or suppressing computer data or program, electronic document, or electronic data message, without right or authority, including the introduction or transmission of viruses.
1. **Misuse of Devices.**
- The use, production, sale, procurement, importation, distribution, or otherwise making available, without right, of:
 - (aa) A device, including a computer program, designed or adapted primarily for the purpose of committing any of the offenses under this Act; or
 - (bb) A computer password, access code, or similar data by which the whole or any part of a computer system is capable of being accessed with intent that it be used for the purpose of committing any of the offenses under this Act.
 - The possession of an item referred to in paragraphs 5(i)(aa) or (bb) above with intent to use said devices for the purpose of committing any of the offenses under this section.
2. **Cyber-squatting.** – The acquisition of a domain name over the internet in bad faith to profit, mislead, destroy reputation, and deprive others from registering the same, if such a domain name is:
- Similar, identical, or confusingly similar to an existing trademark registered with the appropriate government agency at the time of the domain name registration;
 - Identical or in any way similar with the name of a person other than the registrant, in case of a personal name; and
 - Acquired without right or with intellectual property interests in it.
- b. **Computer-related Offenses:**
1. **Computer-related Forgery.** —
- The input, alteration, or deletion of any computer data without right resulting in inauthentic data with the intent that it be considered or acted upon for legal purposes as if it were authentic, regardless whether or not the data is directly readable and intelligible; or
 - The act of knowingly using computer data which is the product of computer-related forgery as defined herein, for the purpose of perpetuating a fraudulent or dishonest design.
2. **Computer-related Fraud.** — The unauthorized input, alteration, or deletion of computer data or program or interference in the functioning of a computer system, causing damage thereby with fraudulent intent: Provided, That if no

damage has yet been caused, the penalty imposable shall be one (1) degree lower.

3. Computer-related Identity Theft. – The intentional acquisition, use, misuse, transfer, possession, alteration or deletion of identifying information belonging to another, whether natural or juridical, without right: Provided, That if no damage has yet been caused, the penalty imposable shall be one (1) degree lower.
 - c. Content-related Offenses:
 1. Cybersex. — The willful engagement, maintenance, control, or operation, directly or indirectly, of any lascivious exhibition of sexual organs or sexual activity, with the aid of a computer system, for favor or consideration.
 2. Child Pornography. — The unlawful or prohibited acts defined and punishable by Republic Act No. 9775 or the Anti-Child Pornography Act of 2009, committed through a computer system: Provided, That the penalty to be imposed shall be (1) one degree higher than that provided for in Republic Act No. 9775.1âwphi1
 3. Unsolicited Commercial Communications. — The transmission of commercial electronic communication with the use of computer system which seek to advertise, sell, or offer for sale products and services are prohibited unless:
 - i. There is prior affirmative consent from the recipient; or
 - ii. The primary intent of the communication is for service and/or administrative announcements from the sender to its existing users, subscribers or customers; or
 - iii. The following conditions are present:
 - (aa) The commercial electronic communication contains a simple, valid, and reliable way for the recipient to reject receipt of further commercial electronic messages (opt-out) from the same source;
 - (bb) The information in any part of the message in order to induce the recipients to read the message.

4. Libel. — The unlawful or prohibited acts of libel as defined in Article 355 of the Revised Penal Code, as amended, committed through a computer system or any other similar means which may be devised in the future.

Section 5. Other Offenses. — The following acts shall also constitute an offense:

- a. Aiding or Abetting in the Commission of Cybercrime. – Any person who willfully abets or aids in the commission of any of the offenses enumerated in this Act shall be held liable.
- b. Attempt in the Commission of Cybercrime. – Any person who willfully attempts to commit any of the offenses enumerated in this Act shall be held liable.

Section 6. All crimes defined and penalized by the Revised Penal Code, as amended, and special laws, if committed by, through and with the use of information and communications technologies shall be covered by the relevant provisions of this Act: Provided, That the penalty to be imposed shall be one (1) degree higher than that provided for by the Revised Penal Code, as amended, and special laws, as the case may be.

Section 7. Liability under Other Laws. — A prosecution under this Act shall be without prejudice to any liability for violation of any provision of the Revised Penal Code, as amended, or special laws.

CHAPTER III PENALTIES

Section 8. Penalties. — Any person found guilty of any of the punishable acts enumerated in Sections 4(a) and 4(b) of this Act shall be punished with imprisonment of *prisión mayor* or a fine of at least Two hundred thousand pesos (PhP200,000.00) up to a maximum amount commensurate to the damage incurred or both.

Any person found guilty of the punishable act under Section 4(a)(5) shall be punished with imprisonment of *prisión mayor* or a fine of not more than Five hundred thousand pesos (PhP500,000.00) or both.

If punishable acts in Section 4(a) are committed against critical infrastructure, the penalty of *reclusión temporal* or a fine of at least Five hundred thousand pesos (PhP500,000.00) up to maximum amount commensurate to the damage incurred or both, shall be imposed.

Any person found guilty of any of the punishable acts enumerated in Section 4(c)(1) of this Act shall be punished with imprisonment of *prisión mayor* or a fine of at least Two hundred thousand pesos (PhP200,000.00) but not exceeding One million pesos (PhP1,000,000.00) or both.

Any person found guilty of any of the punishable acts enumerated in Section 4(c)(2) of this Act shall be punished with the penalties as enumerated in Republic Act No. 9775 or the «Anti-Child Pornography Act of 2009»: *Provided*, that the penalty to be imposed shall be one (1) degree higher than that provided for in Republic Act No. 9775, if committed through a computer system.

Any person found guilty of any of the punishable acts enumerated in Section 4(c)(3) shall be punished with imprisonment of *arresto mayor* or a fine of at least Fifty thousand pesos (PhP50,000.00) but not exceeding Two hundred fifty thousand pesos (PhP250,000.00) or both.

Any person found guilty of any of the punishable acts enumerated in Section 5 shall be punished with imprisonment one (1) degree lower than that of the prescribed penalty for the offense or a fine of at least One hundred thousand pesos (PhP100,000.00) but not exceeding Five hundred thousand pesos (PhP500,000.00) or both.

Section 9. Corporate Liability. — When any of the punishable acts herein defined are knowingly committed on behalf of or for the benefit of a juridical person, by a natural person acting either individually or as part of an organ of the juridical person, who has a leading position within, based on: (a) a power of representation of the juridical person provided the act committed falls within the scope of such authority; (b) an authority to take decisions on behalf of the juridical person: Provided, that the act committed falls within the scope of such authority; or (c) an authority to exercise control within the juridical person, the juridical person shall be held liable for a fine equivalent to at least double the fines imposable in Section 7 up to a maximum of Ten million pesos (PhP10,000,000.00).

If the commission of any of the punishable acts herein defined was made possible due to the lack of supervision or control by a natural person referred to and described in the preceding paragraph, for the benefit of that juridical person by a natural person acting under its authority, the juridical person shall be held liable for a fine equivalent to at least double the fines imposable in Section 7 up to a maximum of Five million pesos (PhP5,000,000.00).

The liability imposed on the juridical person shall be without prejudice to the criminal liability of the natural person who has committed the offense.

CHAPTER IV ENFORCEMENT AND IMPLEMENTATION

Section 10. Law Enforcement Authorities. — The National Bureau of Investigation (NBI) and the Philippine National Police (PNP) shall be responsible for the efficient and effective law enforcement of the provisions of this Act. The NBI and the PNP shall organize a cybercrime unit or center manned by special investigators to exclusively handle cases involving violations of this Act.

Section 11. Duties of Law Enforcement Authorities. — To ensure that the technical nature of cybercrime and its prevention is given focus and considering the procedures involved for international cooperation, law enforcement authorities specifically the computer or technology crime divisions or units responsible for the investigation of cybercrimes are required to submit timely and regular reports including pre-operation, post-operation and investigation results and such other documents as may be required to the Department of Justice (DOJ) for review and monitoring.

Section 12. Real-Time Collection of Traffic Data. — Law enforcement authorities, with due cause, shall be authorized to collect or record by technical or electronic means traffic data in real-time associated with specified communications transmitted by means of a computer system.

Traffic data refer only to the communication's origin, destination, route, time, date, size, duration, or type of underlying service, but not content, nor identities.

All other data to be collected or seized or disclosed will require a court warrant. Service providers are required to cooperate and assist law enforcement authorities in the collection or recording of the above-stated information.

The court warrant required under this section shall only be issued or granted upon written application and the examination under oath or affirmation of the applicant and the witnesses he may produce and the showing: (1) that there are reasonable grounds to believe that any of the crimes enumerated hereinabove has been committed, or is being committed, or is about to be committed; (2) that there are reasonable grounds to believe that evidence that will be obtained is essential to the conviction of any person for, or to the solution of, or to the prevention of, any such crimes; and (3) that there are no other means readily available for obtaining such evidence.

Section 13. Preservation of Computer Data. — The integrity of traffic data and subscriber information relating to communication services provided by a service provider shall be preserved for a minimum period of six (6) months from the date of the transaction. Content data shall be similarly preserved for six (6) months from the date of receipt of the order from law enforcement authorities requiring its preservation.

Law enforcement authorities may order a one-time extension for another six (6) months: Provided, that once computer data preserved, transmitted or stored by a service provider is used as evidence in a case, the mere furnishing to such service provider of the transmittal document to the Office of the Prosecutor shall be deemed a notification to preserve the computer data until the termination of the case.

The service provider ordered to preserve computer data shall keep confidential the order and its compliance.

Section 14. Disclosure of Computer Data. — Law enforcement authorities, upon securing a court warrant, shall issue an order requiring any person or service provider to disclose or submit subscriber's information, traffic data or relevant data in his/its possession or control within seventy-two (72) hours from receipt of the order in relation to a valid complaint officially docketed and assigned for investigation and the disclosure is necessary and relevant for the purpose of investigation.

Section 15. Search, Seizure and Examination of Computer Data. — Where a search and seizure warrant is properly issued, the law enforcement authorities shall likewise have the following powers and duties. Within the time period specified in the warrant, to conduct interception, as defined in this Act, and:

- a. To secure a computer system or a computer data storage medium;
- b. To make and retain a copy of those computer data secured;
- c. To maintain the integrity of the relevant stored computer data;
- d. To conduct forensic analysis or examination of the computer data storage

- medium; and
- e. To render inaccessible or remove those computer data in the accessed computer or computer and communications network.

Pursuant thereof, the law enforcement authorities may order any person who has knowledge about the functioning of the computer system and the measures to protect and preserve the computer data therein to provide, as is reasonable, the necessary information, to enable the undertaking of the search, seizure and examination.

Law enforcement authorities may request for an extension of time to complete the examination of the computer data storage medium and to make a return thereon but in no case for a period longer than thirty (30) days from date of approval by the court.

Section 16. Custody of Computer Data. — All computer data, including content and traffic data, examined under a proper warrant shall, within forty-eight (48) hours after the expiration of the period fixed therein, be deposited with the court in a sealed package, and shall be accompanied by an affidavit of the law enforcement authority executing it stating the dates and times covered by the examination, and the law enforcement authority who may access the deposit, among other relevant data. The law enforcement authority shall also certify that no duplicates or copies of the whole or any part thereof have been made, or if made, that all such duplicates or copies are included in the package deposited with the court. The package so deposited shall not be opened, or the recordings replayed, or used in evidence, or then contents revealed, except upon order of the court, which shall not be granted except upon motion, with due notice and opportunity to be heard to the person or persons whose conversation or communications have been recorded.

Section 17. Destruction of Computer Data. — Upon expiration of the periods as provided in Sections 13 and 15, service providers and law enforcement authorities, as the case may be, shall immediately and completely destroy the computer data subject of a preservation and examination.

Section 18. Exclusionary Rule. — Any evidence procured without a valid warrant or beyond the authority of the same shall be inadmissible for any proceeding before any court or tribunal.

Section 19. Restricting or Blocking Access to Computer Data. — When a computer data is *prima facie* found to be in violation of the provisions of this Act, the DOJ shall issue an order to restrict or block access to such computer data.

Section 20. Noncompliance. — Failure to comply with the provisions of Chapter IV hereof specifically the orders from law enforcement authorities shall be punished as a violation of Presidential Decree No. 1829 with imprisonment of prison correctional in its maximum period or a fine of One hundred thousand

pesos (Php100,000.00) or both, for each and every noncompliance with an order issued by law enforcement authorities.

CHAPTER V JURISDICTION

Section 21. Jurisdiction. — The Regional Trial Court shall have jurisdiction over any violation of the provisions of this Act, including any violation committed by a Filipino national regardless of the place of commission. Jurisdiction shall lie if any of the elements was committed within the Philippines or committed with the use of any computer system wholly or partly situated in the country, or when by such commission any damage is caused to a natural or juridical person who, at the time the offense was committed, was in the Philippines. There shall be designated special cybercrime courts manned by specially trained judges to handle cybercrime cases.

CHAPTER VI INTERNATIONAL COOPERATION

Section 22. General Principles Relating to International Cooperation. — All relevant international instruments on international cooperation in criminal matters, arrangements agreed on the basis of uniform or reciprocal legislation, and domestic laws, to the widest extent possible for the purposes of investigations or proceedings concerning criminal offenses related to computer systems and data, or for the collection of evidence in electronic form of a criminal offense shall be given full force and effect.

CHAPTER VII COMPETENT AUTHORITIES

Section 23. Department of Justice (DOJ). — There is hereby created an Office of Cybercrime within the DOJ designated as the central authority in all matters related to international mutual assistance and extradition.

Section 24. Cybercrime Investigation and Coordinating Center. — There is hereby created, within thirty (30) days from the effectivity of this Act, an inter-agency body to be known as the Cybercrime Investigation and Coordinating Center (CICC), under the administrative supervision of the Office of the President, for policy coordination among concerned agencies and for the formulation and enforcement of the national cybersecurity plan.

Section 25. Composition. — The CICC shall be headed by the Executive Director of the Information and Communications Technology Office under the Department of Science and Technology (ICTO- DOST) as Chairperson with the Director of the NBI as Vice Chairperson; the Chief of the PNP; Head of the DOJ Office of Cybercrime; and one (1) representative from the private sector and academe, as members. The CICC shall be manned by a secretariat of selected

existing personnel and representatives from the different participating agencies.

Section 26. Powers and Functions. — The CICC shall have the following powers and functions:

- a. To formulate a national cybersecurity plan and extend immediate assistance for the suppression of real-time commission of cybercrime offenses through a computer emergency response team (CERT);
- b. To coordinate the preparation of appropriate and effective measures to prevent and suppress cybercrime activities as provided for in this Act;
- c. To monitor cybercrime cases being bandied by participating law enforcement and prosecution agencies;
- d. To facilitate international cooperation on intelligence, investigations, training and capacity building related to cybercrime prevention, suppression and prosecution;
- e. To coordinate the support and participation of the business sector, local government units and nongovernment organizations in cybercrime prevention programs and other related projects;
- f. To recommend the enactment of appropriate laws, issuances, measures and policies;
- g. To call upon any government agency to render assistance in the accomplishment of the CICC's mandated tasks and functions; and
- h. To perform all other matters related to cybercrime prevention and suppression, including capacity building and such other functions and duties as may be necessary for the proper implementation of this Act.

CHAPTER VIII FINAL PROVISIONS

Section 27. Appropriations. — The amount of Fifty million pesos (PhP50,000,000_00) shall be appropriated annually for the implementation of this Act.

Section 28. Implementing Rules and Regulations. — The ICTO-DOST, the DOJ and the Department of the Interior and Local Government (DILG) shall jointly formulate the necessary rules and regulations within ninety (90) days from approval of this Act, for its effective implementation.

Section 29. Separability Clause — If any provision of this Act is held invalid, the other provisions not affected shall remain in full force and effect.

Section 30. Repealing Clause. — All laws, decrees or rules inconsistent with this Act are hereby repealed or modified accordingly. Section 33(a) of Republic Act No. 8792 or the "Electronic Commerce Act" is hereby modified accordingly.

Section 31. Effectivity. — This Act shall take effect fifteen (15) days after the completion of its publication in the Official Gazette or in at least two (2) newspapers of general circulation.

STUDENT HANDBOOK

Approved,

(Sgd.) **FELICIANO BELMONTE JR.**
Speaker of the House of Representatives

(Sgd.) **JUAN PONCE ENRILE**
President of the Senate

This Act which is a consolidation of Senate Bill No. 2796 and House Bill No. 5808 was finally passed by the Senate and the House of Representatives on June 5, 2012 and June 4, 2012, respectively.

(Sgd.) **MARILYN B. BARUA-YAP**
Secretary General House of
Representatives

(Sgd.) **EMMA LIRIO-REYES**
Secretary of Senate

Approved: SEP 12 2012

(Sgd.) **BENIGNO S. AQUINO III**
President of the Philippines

MENTAL HEALTH ACT OF 2018

REPUBLIC ACT No. 11036

AN ACT ESTABLISHING A NATIONAL MENTAL HEALTH POLICY FOR THE PURPOSE OF ENHANCING THE DELIVERY OF INTEGRATED MENTAL HEALTH SERVICES, PROMOTING AND PROTECTING THE RIGHTS OF PERSONS UTILIZING PSYCHOSOCIAL HEALTH SERVICES, APPROPRIATING FUNDS THEREOF AND OTHER PURPOSES

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

CHAPTER I GENERAL PROVISIONS

Section 1. Short Title. - This Act shall be known as the '**Mental Health Act.**'

Section 2. Declaration of Policy. - The state affirms the basic right of all Filipinos to mental health as well as the fundamental rights of people who require mental health services.

The state commits itself to promoting the well-being of people by ensuring that; mental health is valued, promoted and protected; mental health conditions are treated and prevented; timely, affordable, high quality, and culturally-appropriate mental health care is made available to the public; mental health service are free from coercion and accountable to the service users; and persons affected by mental health conditions are able to exercise the full range of human rights, and participate fully in society and at work free from stigmatization and discrimination.

The State shall comply strictly with its obligations under the United Nations Declaration of Human Rights, the Convention on the rights of Persons with Disabilities, and all other relevant international and regional human rights conventions and declarations. The applicability of Republic act No. 7277, as amended, otherwise known as the «Magna Carta for Disabled Persons», to person with mental health conditions, as defined herein, is expressly recognized.

Section 3. Objectives. - The objectives of this Act are as follows:

- a. Strengthen effective leadership and governance for mental health by, among others, formulating, developing, and implementing national policies, strategies, programs, and regulations relating to mental health;
- b. Develop and establish a comprehensive, integrated effective and efficient national mental health care system responsive to the psychiatric, neurologic, and psychosocial needs of the Filipino people;
- c. Protect the rights and freedoms of persons with psychiatric, neurologic, and psychosocial needs; Filipino people;
- d. Strengthen information systems, evidence and research for mental health;

- e. Integrated mental health care in the basic health services; and
- f. Integrate strategies promoting mental health in educational institutions, the workplace, and in communities.

Section 4. Definitions. - As used in this Act, the following terms are defined as follows:

- a. *Addiction* refers to a primary chronic relapsing disease of brain reward, motivation, memory, and related circuitry. Dysfunctions in the circuitry lead to characteristic biological, psychological, social, and spiritual manifestations. It is characterized by the inability to consistently abstain impairment and behavioral control, craving, diminished recognition of significant problems with one's behavior and interpersonal relationships and a dysfunctional emotional response;
- b. *Carer* refers to the person, who may or may not be patient's next-of-kin or relative, who maintains a close personal relationship and manifests concern for the welfare of the patient;
- c. *Confidentiality* refers to ensuring that all relevant information related to persons with psychiatric, neurologic, and psychological health needs is kept safe from access or use by, or disclosure to, persons or entities who are not authorized to access, use, or possess such information;
- d. *Deinstitutionalization* refers to the process of transitioning service users, including persons with mental health conditions and psychosocial disabilities, from institutional and other segregated settings to community-based settings that enable social participation, recovery-based approaches to mental health, and individualized care in accordance with the service user's will and preference;
Discrimination refers to any distinction, exclusion or restriction which has the purpose or effect of nullifying the recognition, enjoyment or exercise, on an equal basis with others, of all human rights and fundamental freedoms in the political, economic, social cultural, civil or any other field. It includes all forms of discrimination, including denial of reasonable accommodation. Special measure solely to protect the rights or secure the advancement of persons with decision-making impairment capacity shall not be deemed to be discriminatory;
- e. *Drug Rehabilitation* refers to the processes of medical or psychotherapeutic treatment of dependency on psychoactive substances such as alcohol, prescription drugs, and other dangerous drugs pursuant to Republic Act, 9165, otherwise known as the "Comprehensive Dangerous Drugs Act of 2002". Rehabilitation process may also be applicable to diagnosed behavioral addictions such as gambling, internet and sexual addictions. The general intent is to enable the patient to confront the psychological, legal, financial, social, and physical consequences.

Treatment includes medication for co-morbid psychiatric or other medical disorders, counseling by experts and sharing of experience with other addicted individuals;

- f. Impairment or Temporary Loss of Decision-Making Capacity refers to a medically-determined inability on the part of a service user or any other person affected by a mental health condition, to provide informed consent. A service user has impairment or temporary loss of decision-making capacity when the service user as assessed by a mental health professional is unable to do the following:
 1. Understand information concerning the nature of a mental health condition;
 2. Understand the consequences of one's decisions and actions on one's life or health, or the life or health of others;
 3. Understand information about the nature of the treatment proposed, including methodology, direct effects, and possible side effects; and
 4. Effectively communicate consent voluntarily given by a service user to a plan for treatment or hospitalization, or information regarding one's own condition;
- g. *Informed Consent* refers to consent voluntarily given by service user to a plan for treatment, after a full disclosure communicated in plain language by the attending mental health service provider, of the nature, consequences, benefits, and risks of the proposed treatment, as well as available alternatives;
- h. *Legal Representatives* refers to a person designated by the service user, appointed by a court of competent jurisdiction, or authorized by this Act or any other applicable law, to act on the service user's behalf. The legal representative may also be a person appointed in writing by the service user to act on his or her behalf through an advance directive;
- i. *Mental Health* refers to a state of well-being in which the individual realizes one's own abilities and potentials, scopes adequately with the normal stresses of life, displays resilience in the face of extreme life events, works productively and fruitfully, and is able to make a positive contribution to the community;
- j. *Mental Health Condition* refers to a neurologic or psychiatric condition characterized by the existence of a recognizable, clinically-significant disturbance in an individual's cognition, emotional regulation, or behavioral that reflects a genetic or acquired dysfunction in the neurological, psychosocial, or developmental process underlying mental functioning. The determination of neurologic and psychiatric conditions shall be based on scientifically-accepted medical nomenclature and best available scientific and medical evidence;

- k. *Mental Health Facility* refers to any establishment, or any unit of an establishment, which has, as its primary function, the provision of mental health services;
- l. *Mental Heath Professional* refers to a medical doctor, psychologist, nurse social worker or any other appropriately-trained and qualified person with specific skills relevant to the provision of mental health services.
- m. *Mental Health Service Provider* refers to an entity or individual providing mental health services as defines in this Act, whether public or private, including, but not limited to mental health professionals and workers, social workers and counselors, informal community caregivers, mental health advocates and their organizations, personal ombudsmen, and persons or entities offering nonmedical alternative therapies.
- n. *Mental Health Service* refer to psychosocial psychiatric or neurologic activities and programs along the whole range of the mental health support services including promotion, prevention, treatment, and aftercare, which are provided by mental health facilities and mental health professionals;
- o. *Mental Health Worker* refers to a trained person, volunteer or advocate engaged in mental health promotion, providing support services under the supervision of a mental health professional;
- p. *Psychiatric or Neurologic Emergency* refers to a condition presenting a serious and immediate threat to the health and well being of a service user or any other person affected by a mental health facilities and mental health condition, or any other person affected by a metal condition, or to the health or well-being of others, requiring immediate medical intervention;
- q. *Psychosocial Problems* refers to a condition that indicates the existence of dysfunctions in a person's behavior, thoughts and feelings brought about by sudden extreme, prolonged or cumulative stressors in the physical or social environment;
- r. *Recovery-Based Approach* refers to an approach to intervention and treatment centered on the strengths of a service user and involving the active participation, as equal partners in care, of persons with lived experiences in mental health. This requires integrating a service user's understanding of his or her condition into any plan for treatment and recovery;
- s. *Service User* refers to a person with lived experience of any mental health condition including persons who require or are undergoing psychiatric, neurologic or psychosocial care;
- t. *Support* refers to the spectrum of informal and formal arrangements or services of varying types and intensities, provided by the State, private

entities, or communities, aimed at assisting a service user in the exercise of his or her legal capacity or rights, including; community services; personal assistants and ombudsman; powers of attorney and other legal and personal planning tools; peer support; support for self -advocacy; non formal community caregiver networks; dialogue systems; alternative , and manual communication; and the use of assistive devices and technology; and

- u. *Supported Decision Making* refers to the act of assisting a service user who is not affected by an impairment or loss of decision-making capacity, in expressing a mental health- related preference, intention or decision. It includes all the necessary support, safeguards and measures to ensure protection from undue influence, coercion or abuse.

CHAPTER II RIGHTS OF SERVICE USERS AND OTHER STAKEHOLDER

Section 5. Rights of Service Users. - Service users shall enjoy , on an equal and nondiscriminatory basis, all rights guaranteed by the Constitution as well as those recognizes under the United Nations Universal Declaration of Human Rights and the Convention on the Rights of Persons with Disabilities and all other relevant international and regional human rights conventions and declarations, including the right to:

- a. Freedom from social economic, and political discrimination and stigmatization, whether committed by public or private actors;
- b. Exercise all their inherit civil, political, economic, social, religious, educational, and cultural rights respecting individual qualities, abilities, and diversity of background
- c. , without discrimination on the basis of physical disability, age, gender, sexual orientation, race, color, language, religion or nationality, ethnic, or social origin;
- d. Access to evidence-based treatment of the same standard and quality, regardless of age, sex, socioeconomic status, race, ethnicity or sexual orientation;
- e. Access to affordable essential health and social services for the purpose of achieving the highest attainable standard of mental health;
- f. Access to metal health service at all levels of the national health care system;
- g. Access to comprehensive and coordinated treatment integrating holistic prevention, promotion, rehabilitation, care and support, aimed at addressing mental health care needs through a multidisciplinary, user-driven treatment and recovery plan;
- h. Access to psychosocial care and clinical treatment in the least restrictive environment and manner;

- i. Humane treatment free from solitary confinement, torture, and other forms of cruel inhumane, harmful or degrading treatment and invasive procedures not backed by scientific evidence;
- j. Access to aftercare and rehabilitation when possible in the community for the purpose of social reintegration and inclusion;
- k. Access to adequate information regarding available multidisciplinary mental health services;
- l. Participate in mental health advocacy, policy planning, legislation, service provision, monitoring, research and evaluation;
- m. Confidentiality of all information, communications, and records, in whatever form or medium stored, regarding the service user, any aspect of the service user's mental health, or any treatment or care received by the service user, which information, communications, and records shall not be disclosed to third parties without the written consent of the service user concerned or the service user's legal representative, except in the following circumstances:
 - 1. Disclose is required by law or pursuant to an order issued by a court of competent jurisdiction;
 - 2. The service user has expressed consent to the disclosure;
 - 3. A life-threatening emergency exists and such disclosure is necessary to prevent harm or injury to the service user or other persons;
 - 4. The service user is a minor and the attending mental health professional reasonably believes that the service user is a victim of child abuse; or
 - 5. Disclosure is required in condition with an administrative, civil, or criminal case against a mental health professional ethics, to the extent necessary to completely adjudicate, settle, or resolve any issue or controversy involved therein;
- b. Give informed consent before receiving treatment or care, including the right to withdraw such consent. Such consent shall be recorded in the service user's clinical record;
- c. Participate in the development and formulation of the psychosocial care or clinical treatment plan to be implemented;
- d. Designate or appoint a person of legal age to act as his or her legal representative in accordance with this Act, except in cases of impairment or temporary loss of decision-making capacity;
- e. Send or receive uncensored private communication which may include communication by letter, telephone, or electronic means, and receive visitors at reasonable times, including the service user's legal representative and representatives from the commission on Human Rights (CHR);

- f. Legal services, through competent counsel of the service user's choice. In case the service user cannot afford the service user cannot afford the services of a counsel, the Public Attorney's Office, or a legal aid institution of the service user or representative's choice, shall assist the service user;
- g. Access to their clinical records unless, in the opinion of the attending mental health professional, revealing such information would cause harm to the service user's health or put the safety of others at risk. When any such clinical records are withheld, the service user or his or her legal representative may contest such decision with the internal review board created pursuant to this Act authorized to investigate and resolve disputes, or with the CHR;
- h. Information, within the twenty-four (24) hours of admission to a mental health facility, of the rights enumerated in this section in a form and language understood by the service user; and
- i. By oneself or through a legal representative, to file with the appropriate agency, complaints of improprieties, abuses in mental health care, violations of rights of persons with mental health needs, and seek to initiate appropriate investigation and action against those who authorized illegal or unlawful involuntary treatment or confinement, and other violations.

Section 6. Rights of Family Members, Carers and Legal Representatives. Family members, carers and duly designated or appointed legal representative of the service user shall have the right to:

- a. Receive appropriate psychosocial support from the relevant government agencies.;
- b. With the consent of the concerned service user, participate in the formulation, development and implementation of the service user's individual treatment plan;
- c. Apply for release and transfer of the service user to an appropriate mental health facility;
- d. Participate in mental health advocacy, policy planning, legislation, service provision, monitoring, research and evaluation.

Section 7. Rights of Mental Health Professionals. Mental health professional shall have the right to:

- a. A safe and supportive work environment;
- b. Participate in a continuous professional development program;
- c. Participate in the planning, development, and management of mental health services;
- d. Contribute to the development and regular review of standards for evaluating mental health services provided to service users;
- e. Participate in the development of mental and health policy and service

- delivery guidelines;
- f. Except in emergency situations, manage and control all aspects of his or her practice, including whether or not to accept or decline a service user for treatment; and
 - g. Advocate for the rights of a service user, in cases where the service user's wishes are at odds with those of his or her family or legal representatives.

CHAPTER III TREATMENT AND CONSENT

Section 8. Informed Consent to Treatment. - Service users must provide informed consent in writing prior to the implementation by mental health professionals, workers, and other service providers of any plan or program of therapy or treatment, including physical or chemical restraint. All persons, including physical or chemical restraint. All persons, including service users, person with disabilities, and minors, shall be presumed to possess legal capacity for the purpose of this Act or any other applicable law, irrespective of the nature or effects of their mental health conditions or disability. Children shall have the right to express their views on all matters affecting themselves and have such views given due consideration in accordance with their age and maturity.

Section 9. Advance Directive. - A service user may set out his/her preference in relation to treatment through a signed, dated, and notarized advance directive executed for the purpose. An advance directive may be revoked by a new advance directive or by a notarized revocation.

Section 10. Legal Representative. - A service user may designate a person of legal age to act as his or her legal representative through a notarized document executed for that purpose.

- a. Functions. A service user's legal representative shall:
 1. Provide the service user with support and help: represent his or her interests; and receive medical information about the service user in accordance with this Act;
 2. Act as substitute decision maker when the service user has been assessed by a mental health professional to have temporary impairment of decision-making capacity;
 3. Assist the service user vis-a-vis the exercise of any right provided under this Act; and
 4. Be consulted with respect to any treatment or therapy received by the service user. The appointment of a legal representative may be revoked by the appointment of a new legal representative or by a notarized revocation.
- b. Declining an Appointment. A person thus appointed may decline to act as a service user's legal representative. However, a person who declines to

continue being a service user's legal representative must take reasonable steps to inform the service user, as well as the service user's attending mental health professional or worker, of such decision.

- c. Failure to Appoint. - If the service user fails to appoint a legal representative, the following persons shall act as the service user's representative, in the order provided below:

The spouse, if any, unless permanently separated from the service user by a decree issued by a court of competent jurisdiction, or unless such spouse has abandoned or been abandoned by the service user for any period which has not yet come to an end:

1. Non-minor children;
2. Either parent by mutual consent, if the service user is a minor;
3. Chief, administrator, or medical director of a mental health care facility; or
4. A person appointed by a Court.

Section 11. Supported Decision Making. - A service user may designate up to three (3) persons or "supporters", including the service user's legal representative, for the purposes of supported decision making. These supporters shall have the authority to: access the service user's medical information; consult with the service user *vis-a-vis* any proposed treatment or therapy; and be present during service user's appointments and consultations with mental health professionals, workers and other service providers during the course of treatment or therapy.

Section 12. Internal Review Board. - Public and private health facilities are mandated to create their respective internal review boards to expeditiously review all cases, disputes, and controversies involving the treatment, restraint or confinement of service users within their facilities.

- a. The Board shall be composed of the following:
 1. A representative from the Department of Health (DOH);
 2. A representative from the CHR;
 3. A person nominated by an organization representing service users and their families duly accredited by the Philippine Council for Mental Health; and
 4. Other designated members deemed necessary, to be determined under the implementing rules and regulations (IRR).
- b. Each internal review board shall have the following powers and functions:
 1. Conduct regular review, monitoring, and audit of all cases involving the treatment, confinement or restraint of service users within its jurisdiction;
 2. Inspect mental health facilities to ensure that service users therein are not being subjected to cruel, inhumane, or degrading conditions or treatment;

3. Motu proprio, or upon the receipt of a written complaint or petition filed by a service user or a service user's immediate family or legal representative, investigate cases, disputes, and controversies involving the involuntary treatment, confinement or restraint of a service user; and
4. Take all necessary action to rectify or remedy violations of a service user's rights vis-à-vis treatment, confinement or restraint, including recommending that an administrative, civil or criminal case be filed by the appropriate government agency.

Section 13. Exceptions to Informed Consent. – During psychiatric or neurologic emergencies, or when there is impairment or temporary loss of decision-making capacity in whether physical or chemical, may be administered or implemented pursuant to the following safeguards and conditions:

- a. In compliance with the service user's advance directives, if available, unless doing so would pose an immediate risk of serious harm to the patient or another person;
- b. Only to the extent that such treatment or restraint is necessary, and only while a psychiatric or neurologic emergency, or impairment or temporary loss of capacity, exists or persists;
- c. Upon the order of the service user's attending mental health professional, which order must be reviewed by the internal review board of the mental health facility where the patient is being treated within fifteen (15) days from the date such order was issued, and every fifteen (15) days thereafter while the treatment or restraint continues; and
- d. That such involuntary treatment or restraint shall be in strict accordance with guidelines approved by the appropriate authorities, which must contain clear criteria regulating the application and termination of such medical intervention, and fully documented and subject to regular external independent monitoring, review, and audit by the internal review boards established by this Act.

CHAPTER IV MENTAL HEALTH SERVICES

Section 14. Quality of Mental Health Services. – Mental health services provided pursuant to this Act shall be:

- a. Based on medical and scientific research findings;
- b. Responsive to the clinical, gender, cultural and ethnic and other special needs of the individuals being served;
- c. Most appropriate and least restrictive setting;
- d. Age appropriate; and
- e. Provided by mental health professionals and workers in a manner that ensures accountability.

Section 15. Mental Heath Services at the Community Level. - Responsive primary mental health services shall be developed and integrated as part of the basic health services at the appropriate level of care, particularly at the city, municipal, and barangay level. The standards of metal health services shall be determined by the DOH in consultation with stakeholders based on current evidences.

Every local government unit (LGU) and academic institution shall create their own program in accordance with the general guidelines set by the Philippine Council for Mental Health, created under this Act, in coordination with other stakeholders. LGUs and academic institutions shall coordinate with all concerned government agencies and the private sector for the implementation of the program.

Section 16. Community-based Mental Heath Care Facilities. - The national government through the DOH shall fund the establishment and assist in the operation of community-based mental health care facilities in the provinces, cities and cluster of municipalities in the entire country based on the needs of the population, to provide appropriate mental health care services, and enhance the rights-based approach to mental health care.

Each community-based mental health care facility shall in addition to adequate room, office or clinic, have a complement of mental health professionals, allied professionals, support staff, trained barangay health workers (BHWs) volunteer, family members of patients or service users, basic equipment and supplies and adequate stock of medicines appropriate at that level.

Section 17. Reportorial Requirements. - LGUs through their health offices shall make a quarterly report to the Philippine Council for Mental Health through the DOH. The report shall include, among others, the following data: number of patients/service users attended to and or served, the respective kinds of mental illness or disability, duration and result of the treatment, and patients/users> age, gender, educational attainment and employment without disclosing the identities of such patients/ service user for confidentiality.

Section 18. *Psychiatric, Psychosocial, and Neurologic Services in Regional, Provincial, and Tertiary Hospitals.* - All regional, provincial, and tertiary hospitals, including private hospitals rendering service to paying patients, shall provide the following psychiatric, psychosocial, and neurologic services:

- a. Short-term, in-patient, hospital care in a small psychiatric or neurologic ward for service users exhibiting acute psychiatric or neurologic symptoms;
- b. Partial hospital care for those exhibiting psychiatric symptoms or experiencing difficulties vis-à-vis their personal and family circumstances;
- c. Out-patient in close collaboration with existing mental health programs at primary health care centers in the same area;

- d. Home care services for services users with special needs as a result of, among others, long-term hospitalization, non-compliances with or inadequacy of treatment, and absence of immediate family;
- e. Coordination with drug rehabilitation center vis-a-vis the care, treatment, and rehabilitation of persons suffering from addiction and other substance-induced mental health conditions; and
- f. A referral system involving other public and private health and social welfare service providers, for the purpose of expanding access to programs aimed at preventing mental illness and managing the condition of persons at risk of developing mental, neurologic, and psychosocial problems.

Section 19. Duties and Responsibilities of Mental Health Facilities. - Mental health facilities shall:

- a. Establish policies, guidelines, and protocols for minimizing the use of restrictive care and involuntary treatment;
- b. Inform service user of their rights under this Act and all other pertinent laws and regulations;
- c. Provide every service user, whether admitted for voluntary treatment, with complete information regarding the plan of treatment to be implemented;
- d. Ensure that informed consent is obtained from service users prior to the implementation of any medical procedure or plan of treatment or care, except during psychiatric or neurologic emergencies or when the service user has impairment or temporary loss of decision-making capacity;
- e. Maintain a register containing information on all medical treatments and procedures administered to service users; and
- f. Ensure that legal representatives are designated or appointed only after the requirements of this Act and the procedures established for the purpose have been observed, which procedures should respect the autonomy and preferences of the patient as far as possible.

Section 20. Drug Screening Services. - Pursuant to its duty to provide mental health service and consistent with the policy of treating drug dependency as a mental health issue, each local health care facility must be capable of conducting drug screening.

Section 21. Suicide Prevention. - Mental health services shall also include mechanisms for suicide intervention, prevention, and response strategies, with particular attention to the concerns of the youth. Twenty-four seven (24/7) hotlines, to provide assistance to individuals with mental health conditions, especially individuals at risk of committing suicide, shall be set up, and existing hotlines shall be strengthened.

Section 22. Public Awareness. - The DOH and the LGUs shall initiate and sustain a heightened nationwide multimedia campaign to raise the level of

public awareness on the protection and promotion of mental health and rights including, but not limited to, mental health and nutrition, stress handling, guidance and counseling, and other elements of mental health.

CHAPTER V EDUCATION, PROMOTION OF MENTAL HEALTH IN EDUCATIONAL INSTITUTIONS AND IN THE WORKPLACE

Section 23. Integration of Mental Health into the Educational System. - The State shall ensure the integration of mental health into the educational system, as follows:

- a. Age-appropriate content pertaining to mental health shall be integrated into the curriculum at all educational levels; and
- b. Psychiatry and neurology shall be required subjects in all medical and allied health courses, including post-graduate courses in health.

Section 24. Mental Health Promotion in Educational Institutions. - Educational Institutions, such as schools, colleges, universities, and technical schools, shall develop policies and programs for students, educators, and other employees designed to: raise awareness on mental health issues, identified and provide support and services for individuals at risk, and facility access, including referral mechanisms of individual with mental health conditions to treatment and psychosocial support.

All public and private educational institutions shall be required to have a complement of mental health professionals.

Section 25. Mental Health Promotion and Policies in the Workplace. - Employers shall develop appropriate policies and programs on mental health issues, correct the stigma and discrimination associated with mental conditions, identify and provide support for individuals with mental health conditions to treatment and psychosocial support.

CHAPTER VI CAPACITY BUILDING, RESEARCH AND DEVELOPMENT

Section 26. Capacity Building, Reorientation, and Training. - In close coordination with mental health facilities, academic institutions, and other stakeholders, mental health professionals, workers, and other service providers shall undergo capacity building, reorientation, and training to develop their ability to deliver evidence-based, gender-sensitive, culturally appropriate and human rights-oriented mental health services, with emphasis on the community and public health aspects of mental health.

Section 27. Capacity Building of Barangay Health Workers (BHWs). - The DOH shall be responsible for disseminating information and providing training programs to LGUs. The LGUs, with technical assistance from the DOH, shall be responsible for the training of BHWs and other barangay volunteers on the promotion of mental health. The DOH shall provide assistance to LGUs with

medical supplies and equipment needed by BHWs to carry out their functions effectively.

Section 28. Research and Development. - Research and development shall be undertaken, in collaboration with academic institutions, psychiatric, neurologic, and related associations, and nongovernment organizations, to produce the information, data, and evidence necessary to formulate and develop a culturally relevant national mental health program incorporating indigenous concepts and practices related to mental health.

High ethical standards in mental health research shall be promoted to ensure that: research is conducted only with the free and informed consent of the persons involved; researchers do not receive any privileges, compensation or remuneration in exchange for encouraging or recruiting participants; potentially harmful or dangerous research is not undertaken all research is approved by an independent ethics committee, in accordance with applicable law.

Research and development shall also be undertaken vis-à-vis non-medical, traditional or alternative practices.

Section 29. The National Center for Mental Health (NCMH). - The NCMH, formerly the National Mental Hospital being the premiere training and research center development of interventions on mental and neurological services in the country.

CHAPTER VII DUTIES AND RESPONSIBILITIES OF GOVERNMENT AGENCIES

Section 30. Duties and Responsibilities of the Department of Health (DOH). - To achieve the policy and objectives of this Act, the DOH shall:

- a. Formulate, develop, and implement a national mental health program. In coordination with relevant government agencies, create a framework for Mental Health Awareness Program to promote effective strategies regarding mental healthcare, its components, and services, as well as to improve awareness on stigmatized medical conditions;
Ensure that a safe, therapeutic, and hygienic environment with sufficient privacy exists in all mental health facilities and, for this purpose, shall be responsible for the regulation, licensing, monitoring, and assessment of all mental health facilities;
- b. Integrated mental health into the routine health information systems and identify, collate, routinely report and use core mental health data disaggregated by sex and age, and health outcomes, including data on complete and attempted suicides, in order to improve mental health service delivery; promotion and prevention strategies;
- c. Improve research capacity and academic collaboration on national priorities for research in mental health, particularly operational research

with direct relevance to service development, implementation, and the exercise of human rights by persons with mental health conditions, including establishment of centers of excellence;

- d. Ensure that all public and private mental health institution uphold the right of patients to be protected against torture or cruel, inhumane, and degrading treatment;
- e. Coordinate with the Philippine Health Insurance Corporation to ensure that insurance packages equivalent to those covering physical disorders of comparable impact to the patient, as measured by Disability-Adjusted Life Year or other methodologies, are available to patients affected by mental health conditions;
- f. Prohibit forced or inadequately remunerated labor within mental health facilities, unless such labor is justified as part of an accepted therapeutic treatment program;
- g. Provide support services for families and co-workers of service users, mental professionals, workers, and other service providers;
- h. Develop alternatives to institutionalization, particularly community, recovery-based approaches to treatment aimed at receiving patients discharged from hospitals, meeting the needs expressed by persons with mental health conditions, and respecting their autonomy, decisions, dignity, and privacy;
- i. Ensure that all health facilities shall establish their respective internal review boards. In consultation with stakeholders, the DOH shall promulgate the rules and regulations, necessary for the efficient disposition of all proceedings, matters, and cases referred to or reviewed by the internal review board;
Establish a balanced system of community-based and hospital-based mental health services at all levels of the public health care system from the barangay, municipal, city, provincial, regional to the national level; and
- j. Ensure that all health workers shall undergo human rights trainings in coordination with appropriate agencies or organizations.

Section 31. Duties and Responsibilities of the Commission on Human Rights (CHR). - The CHR shall:

- a. Establish mechanisms to investigate, address, and set upon complaints to impropriety and abuse in the treatment and care received by service users, particularly when such treatment or care is administered or implemented voluntarily;
- b. Inspect mental health facilities to ensure that service users therein are not being subjected to cruel, inhumane, or degrading conditions or treatment;
- c. Investigate all cases involving involuntary treatment, confinement, or care or service users, for the purpose of ensuring strict compliance with

- domestic and international standards respecting the legality, quality, and appropriateness of such treatment, confinement, or care; and
- d. Appoint a focal commissioner for mental health tasked with protecting and promoting the rights of service users and other persons utilizing mental health services or confined in mental health facilities, as well as the rights of mental health professionals and workers. The focal commissioner shall, upon a finding that a mental health facility, mental health professional, or mental health worker has violated any of the rights provided for in this Act, take all necessary actions to rectify or remedy such violation, including recommending that an administrative, civil, or criminal case be filed by the appropriate government agency.

Section 32. Investigative Role of the Commission on Human Rights (CHR). - The investigative role of the CHR as provided in the pertinent provisions of this Act shall be limited to all violations of human rights involving civil and political rights consistent with the powers and functions of the CHR under Section 18 of Article XIII of the Constitution.

Section 33. Compliant and Investigation. - The DOJ, CHR and Department of Justice shall receive all complaints of improprieties and abuses in mental health care and shall initiate appropriate investigation and action.

Further, the CHR shall inspect all places where psychiatric service users are held for involuntary treatment or otherwise, to ensure full compliance with domestic and international standards governing the legal basis for treatment or otherwise, to ensure full compliance with domestic and international standards governing the legal basis for treatment and detention quality of medical care and living standards.

The CHR may, *motu proprio*, file a complaint against erring mental health care institutions should they find any noncompliance, based on its investigations.

Section 34. Duties and Responsibilities of the Department of Education (DepED), Commission on Higher Education (CHED), and the Technical Education and Skills Development Authority (TESDA). - The DepED, CHED and TESDA shall:

- a. Integrate age-appropriate content pertaining to mental health into curriculum at all educational levels both in public and private institutions;
- b. Develop guidelines and standards on age-appropriate and evidence-based mental health programs both in public and private institutions;
- c. Pursue strategies that promote the realization of mental health and well-being in educational institutions; and
- d. Ensure that mental health promotions in public and private educational institutions shall be adequately complemented with qualified mental health professionals.

Section 35. Duties and Responsibilities of the Department of Labor and Employment (DOLE) and the Civil Service Commission (CSC). - The DOLE and CSC shall:

- a. Develop guidelines and standards on appropriate and evidence-based mental health programs for the workplace as described in this Act; and
- b. Develop policies that promote mental health in the workplace and address stigma and discrimination suffered by people with mental health conditions.

Section 36. Duties and responsibilities of the Department of Social Welfare and Development (DSWD). - The DSWD shall:

- a. Refer service users to mental health facilities, professionals, workers, and other service providers for appropriate care;
Provide or facilitate access to public or group housing facilities, counselling, therapy, and livelihood training and other available skills development programs; and
- b. In coordination with the LGUs and the DOH, formulate, develop, and implement community resilience and psychosocial well-being training, including psychosocial support services during and after natural disaster and other calamities.

Section 37. Duties and Responsibilities of the Local Government Units (LGUs).

- The LGUs shall:

- a. Review, formulate, and develop the regulations and guidelines necessary to implement an effective mental health care and wellness policy within the territorial jurisdiction of each LGU, including the passage of a local ordinance on the subject of mental health, consistent with existing relevant national policies and guidelines;
- b. Integrate mental health care services in the basic health care services, and ensure that mental health services are provided in primary health care facilities and hospitals, within their respective territorial jurisdictions;
- c. Establish training programs necessary to enhance the capacity of mental health care service providers at the LGU level, in coordination with appropriate national government agencies and other stakeholders;
- d. Promote deinstitutionalization and other recovery-based approaches to the delivery of mental health care services;
- e. Establish, reorient, and modernize mental health care facilities necessary to adequately provide mental health services, within their respective territorial jurisdictions;
- f. Where independent living arrangements are not available, provide or facilitate access to public housing facilities, vocational training and skills development programs, and disability or pension benefits;
- g. Refer service users to mental health facilities, professionals, workers, and

- other service providers for appropriate care; and
- h.* Establish a multi-sectoral stakeholder network for the identification, management, and prevention of mental health conditions.

Section 38. Upgrading of Local Hospitals and Health Care Facilities. – Each LGU, Upon its determination of necessity based on well-supported data provided by its local health office, shall establish or upgrade hospitals and facilities with adequate and qualified personnel, equipment and supplies to be able to provide mental health services and to address psychiatric emergencies: Provided, That people in geographically isolated and/or high populated and depressed areas shall have the same level of access and shall not be neglected by providing other means such as home visits or mobile health care clinic, as needed; Provided further, That the national government shall provide additional funding and other necessary assistance for the effective implementation of this provision.

CHAPTER VIII THE PHILIPPINE COUNCIL FOR MENTAL HEALTH

Section 39. Mandate. The Philippine Council for Mental health, herein referred to as the Council, is hereby established as a policy-making planning, coordinating and advisory body, attached to the DOH to oversee the implementation of this Act, particularly the protection of the rights and freedom of persons with psychiatric, neurologic, and psychosocial needs and the delivery of rational, unified and integrated mental health services responsive to the needs of the Filipino people.

Section 40. Duties and Functions. – The Council shall exercise the following duties;

- a. Develop and periodically update, in coordination with the DOH, a national multi-sectoral strategic plan for mental health that further operationalizes the objectives of this Act which shall include the following:
- (1) The country's target and strategies in protecting the rights of Filipinos with mental health needs and in promoting mental health and the well-being of Filipinos, as provided in this Act;
 - (2) The government's plan in establishing a rational, unified and integrated service delivery network for mental health services including the developmental health human resources and information system for mental health; and
 - (3) The budgetary requirements and a corollary investment plan that shall identify the sources of funds for its implementation; Monitor the implementation of the rules and regulations of this Act and the strategic plan for mental health, undertake mid-term assessments and evaluations of the impact of the interventions in achieving the objectives of this Act;

- b. Ensure the implementation of the policies provided in this Act, and issue or cause issuance of orders, or make recommendations to the implementing agencies as the Council considers appropriate;
- c. Coordinate the activities and strengthen working relationships among national government agencies, LGUs, and nongovernment agencies involved in mental health promotion;
- d. Coordinate with foreign and international organizations regarding data collection, research and treatment modalities for persons with psychiatric, neurologic and substance use disorder and other addictions;
- e. Coordinate joint planning and budgeting of relevant agencies to ensure funds for programs and projects indicated in the strategic medium-term plan are included in the agency's annual budget;
- f. Call upon other government agencies and stakeholders to provide data and information in formulating policies and programs, and to assist the Council in the performance of its functions; and
- g. Perform other duties and functions necessary to carry out the purpose of this Act.

Section 41. Composition. - The Council shall be composed of the following:

- a. Secretary of DOH as Chairperson;
- b. Secretary of DepED;
- c. Secretary of DOLE;
- d. Secretary of the Department of the Interior and Local Government (DILG);
- e. Chairperson of CHR;
- f. Chairperson of CHED;
- g. One (1) from the academe/research;
- h. One (1) representative from medical or health professional organizations; One (1) one representative from nongovernment organizations (NGOs) involved in mental health issues. The members of the Council from the government may designate their permanent authorized representatives. Within thirty (30) days from the effectivity of this Act, the members of the Council from the academe/research, private sector and NGOs shall be appointed by the President of the Philippines from a list of three (3) nominees submitted by the organizations, as endorsed by the Council. Members representing the academe/research, private sector and NGOs of the Council shall serve for a term of three (3) years. In case a vacancy occurs in the Council, any person chosen to fill the position vacated by a member of the Council shall only serve the unexpired term of said member.

Section 42. Creation of the DOH Mental Health Division. - There shall be created in the DOH, a Mental Health Division, under the Disease Prevention and Control Bureau, staffed by qualified mental health specialists and supported

with an adequate yearly budget. It shall implement the National Mental Health Program and, in addition, shall also serve as the secretariat of the Council.

CHAPTER IX MENTAL HEALTH FOR DRUG DEPENDENTS

Section 43. Voluntary Submission of a Drug Dependent to Confinement, treatment and Rehabilitation. - Persons who avail of the voluntary submission provision and persons charged pursuant to Republic Act No. 9165, otherwise known as the "Comprehensive Dangerous Drugs Act of 2002", shall undergo an examination for mental health conditions and, if found to have mental health conditions, shall be covered by the provision of this Act.

CHAPTER X MISCELLANEOUS PROVISIONS

Section 44. Penalty Clause. - Any person who commits any of the following acts shall, upon conviction by final judgment, be punished by imprisonment of not less than six (6) months, but not more than two (2) years, or a fine of not less than Ten thousand pesos (P10,000.00), but not more than Two hundred thousand pesos (P200,000.00), or both, at the discretion of the court: Failure to secure informed consent of the service user, unless it falls under the exceptions provided under Section 18 of this Act;

- a. Violation of confidentiality of information, as defined under Section 4(c) of this Act;
- b. Discrimination against a person with mental-health condition, as defined under Section 4(e) of this Act; and
- c. Administering inhumane, cruel, degrading or harmful treatment not based on medical or scientific evidence as indicated in Section 5(h) of this Act;
If the violation is committed by a juridical person, the penalty provided for in this Act shall be imposed the directors, officers, employees or other officials or persons therein responsible for the offense.

If the violation is committed by an alien, the alien offender shall be immediately deported after service of sentence without need of further proceedings.

These penalties shall be without prejudice to the administrative or civil liability of the offender, or the facility where such violation occurred.

Section 45. Appropriations. - The amount needed for the initial implementation of this Act shall be charged against the 2018 appropriations of the DOH for the following maintenance and other operating expenses of the national mental health program, capital outlays for the development of psychiatric facilities among selected DOH hospitals, and formulation of the strategic plan for mental health.

For the succeeding years, the amount allocated for mental health in the DOH budget and in the budget of other agencies with specific mandates provided

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in this Act shall be based on the strategic plan formulated by the Council, in coordination with other stakeholders. The amount shall be included in the National Expenditure Program (NEP) as basis for the General Appropriations Bill (GAB).

Section 46. Implementing Rules and Regulations (IRR). - The Secretary of Health in coordination with the CHR, DSWD, DILG, DepED, CHED, TESDA, DOLE, CSC and together with associations or organizations representing service users and mental professionals, workers, and other service providers, shall issue the IRR necessary for the effective implementation of this Act within one hundred twenty (120) days from the effectivity thereof.

Section 47. Separability Clause. - If any provision on this Act is declared unconstitutional or invalid by a court of competent jurisdiction, the remaining provisions not affected thereby shall continue to be in full force and effect.

Section 48. Repealing Clause. - All laws, decrees, executive orders, department or memorandum orders and other administrative issuances or parts thereof which are inconsistent with the provisions of this Act are hereby modified, suspended or repealed accordingly. accordingly.

Section 49. Effectivity. This Act shall take effect fifteen (15) days after its publication in the *Official Gazette* or in at least two (2) newspapers of general circulation.

Approved,

PANTALEON D. ALVAREZ

Speaker of the House of Representatives

AQUILINO "KOKO" PIMENTEL III

President of the Senate

This Act which is a consolidation of Senate Bill No. 1354 and House Bill 6452 was finally passed by the Senate and the House of Representatives on February 12, 2018.

CESAR STRAIT PAREJA

Secretary General

LUTGARDO B. BARBO

**Secretary of Senate House of
Representatives**

Approved: June 20, 2018

RODRIGO ROA DUTERTE

President of the Philippines

ANTI-SEXUAL HARASSMENT CODE OF 1995

ACT NO. 7B77

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

Be it enacted by the Senate and House or Representatives 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, instructions 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 Harassment Defined.

- Work, education or training related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach or any other person, who, having authority, influence or moral ascendancy over another in 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, sexual harassment is committed when: 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, conditions, promotions, or privileges; or the refusal to grant the sexual favor result in the limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee.

1. The above acts would impair the employee's rights or privileges under existing labor laws; or
 2. 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 considerations; 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 Office in a Work-related Education or Training Environment - It shall be the duty of the employer or the head of the work-related, educational or training environment or institution to prevent or defer the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

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

- a. 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, trainers, and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall conduct the investigation of alleged cases constituting sexual harassment.
- b. In the case of work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees.
- c. In the case of the educational or training institutions, the committee shall be composed of at least one (1) representative from the administration, the trainers, teachers, instructors, professors or coaches and students or trainees, as the case may be.
- d. The employer or head of office, educational or training institutions shall disseminate or post a copy of this Act for the information of all concerned.

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 solidarity liable for damages arising from the acts of sexual

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harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken thereon.

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

Section 7. Penalties. - Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten Thousand pesos (10,000.00) 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 regulation, 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.

Approved

(SGD.) EDGARDO J. ANGARA
President of the Senate
Representative

(SGD.) JOSE DE VENECIA, JR.
Speaker of the House of

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

(SGD.) EDGARDO E. TUMANGAN
Secretary of Senate
House of Representatives

(SGD.) CAMILO L. SABIO
Secretary General

(SGD.) FIDEL V. RAMOS
President of the Philippines

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

CAMPUS JOURNALISM ACT OF 1991

REPUBLIC ACT NO. 7079

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

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

Section 2. Declaration of Policy - It is the declared policy of the State to uphold and protect the freedom of the press even at the campus level and to promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of 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; chan robles virtual law library
- b. Student Publication - The issue of any printed material that is independently published by, and which meets the needs and interests of, the studentry;
- c. Student Journalist. - Any bona fide student enrolled for the current semester or term, who was passed or met the qualification and standards of the editorial board. He must likewise maintain a satisfactory academic standing.
- d. Editorial Board - In the tertiary level, the editorial board shall be composed of student journalists who have qualified in placement examinations. In the case of elementary and high school levels, the editorial board shall be composed of a duly appointed faculty adviser, the editor who qualified and a representative of the Parents-Teachers Association, who will determine the editorial policies to be implemented by the editor and staff members of the student publication concerned. At the tertiary level, the editorial board may include a publication adviser at the option of its members.
- e. Editorial Policies - A set of guidelines by which a student publication is operated and managed, taking into account pertinent laws as well as the school administration's policies. Said guidelines shall determine the frequency of the publication, the manner of selecting articles and features and other similar matters.

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

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

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

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

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

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

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

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

Section 10. Tax Exemption. - Pursuant to paragraph 4, Section 4, Article XIV of the Constitution, all grants, endowments, donations, or contributions used

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actually, directly and exclusively for the promotion of campus journalism as provided for in this Act shall be exempt from donor's or gift tax.

Section 11. Appropriations. - For the initial year of implementation, the sum of Five million pesos (P5,000,000.000) is hereby authorized to be charged against the saving from the current appropriations of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.

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

Approved : July 5,
1991 ORIGINAL

SIGNED:

RAMON V. MITRA
Speaker of the House of Representatives

JOVITO R. SALONGA
President of the Senate

CAMILO SABIO
Secretary of the Senate House of Representatives

EDWIN P. ACOBA

ORIGINAL SIGNED:
CORAZON C. AQUINO
REPUBLIC ACT NO. 8044

YOUTH IN NATION BUILDING ACT OF 1997

AN ACT CREATING THE NATIONAL YOUTH COMMISSION, ESTABLISHING A NATIONAL COMPREHENSIVE AND COORDINATED PROGRAM ON YOUTH DEVELOPMENT, APPROPRIATING FUNDS THEREOF, AND FOR OTHER PURPOSES.

Section 1. Title. — This Act shall be known as the ‘**Youth in Nation- Building Act.**’

Section 2. Policy. — The State recognizes its responsibility to enable the youth to fulfill their vital role in nation-building and hereby establishes the National Comprehensive and Coordinated Program on Youth Development, creates the structures to implement the same and appropriates adequate funds to provide support for the program and implementing structures on a continuing sustained basis.

The State hereby declares that “Youth” is the critical period in a person’s growth and development from the onset of adolescence towards the peak of mature, self-reliant and responsible adulthood comprising the considerable sector of the population from the age of fifteen (15) to thirty (30) years.

The State further declares the National Comprehensive and Coordinated Program on Youth Development shall be based on the following principles:

- a. Promotion and protection of the physical, moral, spiritual, intellectual and social well-being of the youth to the end that the youth realize their potential for improving the quality of life;
- b. Inculcation in the youth of patriotism, nationalism and other basic desirable values to infuse in them faith in the Creator, belief in the sanctity of life and dignity of the human person, conviction for the strength and unity of the family and adherence to truth and justice;
- c. Encouragement of youth involvement in character-building and development activities for civic efficiency, stewardship of natural resources, agricultural and industrial productivity, and an understanding of world economic commitments on tariffs and trade and participation in structures of policy-making and program implementation to reduce the incidence of poverty and accelerate socioeconomic development; and
- d. Mobilization of youth’s abilities, talents and skills and redirecting their creativity, inventive genius and wellspring of enthusiasm and hope for the freedom of our people from fear, hunger and injustice.

Section 3. Development Program. — In order to attain the declared national policy, there is hereby established the ‘National Comprehensive and Coordinated Program on Youth Development’, hereinafter referred to as the “Development Program.”

The components of the development program are the following:

- a. Formulation, approval and implementation of the Medium-Term Youth Development Program for four (4) years following the approval of this Act and every three (3) years thereafter, which shall be aligned to and shall complement the Medium-Term Philippine Development Plan for the corresponding period, taking into account the existing National Youth Development Plan as provided for in Executive Order No. 176, series of 1994;
- b. A national study on the “Situation of Youth in the Philippines”, for the period up to the approval of this Act, and every three (3) years thereafter which identifies priority needs, prevailing attitudes and values of youth, the existing services, and the gaps in services delivery of the basic needs of youth;
- c. A “National Review, Evaluation and Reform” of all organizations delivering services to youth for the period up to the approval of this Act and every three (3) years thereafter;
- d. Activities to operationalize the implementing structures of the Development Program, preparations and participation in activities of youth of global significance including World Youth Day, and provide leadership and support thereof on a continuing sustained basis:
The comprehensive, coordinated nationwide service delivery system comprising (i) existing public and civic services for youth which after review and reform or realignment fully support the policy and program framework under this Act; and (ii) innovative services and delivery systems institutionalized in areas without or with inadequate services and which are responsive to needs, following pilot demonstration projects to test the validity and feasibility of the services; and
- e. The participation of Filipino youth in the Biennial World Youth Day starting 1997 in Paris, France and every two (2) years thereafter.

Section 4. Definition of Terms. — For purposes of this Act. the following terms are hereby defined:

- a. “Youth” shall refer to those persons whose age ranges from fifteen (15) to thirty (30) years old;
- b. “Youth Organizations” shall refer to those organizations whose membership/composition are youth;
- c. “Youth-Serving Organizations” shall refer to those registered organizations or institutions whose principal programs, projects and activities are youth-oriented and youth-related; and
- d. “Commission” shall refer to the National Youth Commission.

Section 5. National Youth Commission. — There is hereby created the “National Youth Commission,” hereinafter referred to as the “Commission”.

It shall be composed of the following:

- a. A chairman;
- b. One commissioner representing Luzon;
- c. One commissioner representing Visayas;
- d. One commissioner representing Mindanao;
- e. Two (2) commissioners to be chosen at large; and
- f. The President of the Pambansang Katipunan ng mga Sangguniang Kabataan, as commissioner, who shall serve in an ex officio capacity.

The first set of chairman and commissioners, which shall have a term of four (4) years, shall be constituted by the President of the Philippines from among the list of nominees submitted by youth organizations or institutions with national or regional constituencies and which have been in existence for at least three (3) years as of the approval of this Act.

The succeeding chairman and the two (2) commissioners to be chosen at large shall be appointed by the President from a list of at least three (3) but not more than five (5) nominees for each position, submitted by youth and youth-serving organizations or institutions with national constituencies duly registered with the Commission.

The succeeding commissioners representing Luzon, Visayas and Mindanao, respectively, shall be appointed by the President from a list of at least three (3) but not more than five (5) nominees for each position, submitted by youth and youth-serving organizations or institutions in their respective areas duly registered with the Commission. The chairman and the appointive commissioners shall serve for a term of three (3) years, with reappointment for another term. The chairman shall have the rank and privileges of a department undersecretary, and the appointive commissioner shall have the rank and privileges of assistant secretaries of a department. The ex officio commissioner shall also have the rank and privileges of assistant secretary of a department.

Section 6. Status and Nature of the Commission. — The Commission shall be independent and autonomous and shall have the same status as that of national government agency attached to the Office of the President.

The Commission shall exercise corporate powers. It shall have a seal, may sue and be sued, and shall be the sole policy-making coordinating body of all youth-related institutions, programs, projects and activities of the government.

Section 7. Qualifications of the Chairman and the Commissioners. — The chairman shall not be more than forty-five (45) years of age, and the appointive commissioners no more than forty (40) years of age, at any time during their incumbency; natural-born citizens of the Philippines; have occupied positions of responsibility and leadership in duly registered youth and youth-serving organizations or institutions; of good moral character and not have been convicted of any crime involving moral turpitude. chan robles virtual law library

The chairman shall serve as the chief executive officer of the Commission.

Section 8. Objectives of the Commission. — The objectives of the Commission are:

- a. To provide the leadership in the formulation of policies and in the setting of priorities and direction of all youth promotion and development programs and activities;
- b. To encourage wide and active participation of the youth in all government and nongovernmental programs, projects and activities affecting them;
- c. To harness and develop the full potential of the youth as partners in nation-building; and
- d. To supplement government appropriations for youth promotion and development with funds from other sources.

Section 9. Powers of the Commission. — The Commission shall have the following powers:

- a. To appoint the officers and other personnel of the Commission and fix their compensation, allowances and other emoluments, subject to the civil service and other existing applicable laws, rules and regulations;
- b. To suspend, dismiss, or otherwise discipline for cause, any employee, and/or to approve or disapprove the appointment, transfer or detail of employees, subject to the provisions of existing laws and regulations;
- c. To enter into contracts;
- d. To acquire, use and control any land, building, facilities, equipment, instrument, tools, and rights required or otherwise necessary for the accomplishment of the objectives of the Commission;
- e. To acquire, own, possess and dispose of any real or personal property;
- f. To accept donations, gifts, bequests, and grants;
- g. To ensure the implementation by various government departments and agencies of their youth developmental projects and activities as indicated in their respective annual budgets;
- h. To issue rules and regulations in pursuance of the provisions of this Act; and
- i. To perform any and all other acts incident to or required by virtue of its creation.

Section 10. Functions of the Commission. — The Commission shall have the following functions:

To formulate and initiate the national policy or policies on youth;

- a. To plan, implement, and oversee a national integrated youth promotion and development program;
- b. To establish a consultative mechanism which shall provide a forum for continuing dialogue between the government and the youth sector on the proper planning and evaluation of policies, programs and projects

- affecting the youth, convening for the purpose, representatives of all youth organizations and institutions, including the sangguniang kabataan from barangay, municipal, city, provincial and national levels;
- c. To assist and coordinate with governmental and nongovernmental organizations or institutions in the implementation of all laws, policies, programs and projects relative to youth promotion and development;
 - d. To seek or request the assistance and support of any government agency, office or instrumentality including government-owned or -controlled corporations, local government units as well as nongovernmental organizations or institutions in pursuance of its policies, programs and projects;
 - e. To conduct scientific interdisciplinary and policy-oriented researches and studies on youth-related matters, as well as trainings, seminars and workshops that will enhance the skills and leadership potentials of the youth, instilling in them nationalism and patriotism, with particular emphasis on Filipino culture and values;
 - f. To establish and maintain linkages with international youth and youth-serving organizations or institutions and counterpart agencies of foreign governments in order to facilitate and ensure the participation of Filipino youth in international functions and affairs;
 - g. To administer youth exchange programs as well as monitor and coordinate all foreign-sponsored youth programs and projects such as the Ship for Southeast Asia Youth Program and other similar exchanges and goodwill missions;
 - h. To establish such organizational structures including regional offices, as may be required to effectively carry out its functions;
 - i. To conduct promotion and fund-raising campaigns in accordance with existing laws;
 - j. To allocate resources for the implementation of youth programs and projects;
 - k. To extend and provide support or assistance to deserving youth and youth organizations including scholarship grants;
 - l. To register, establish and/or facilitate and help in the establishment of the youth organizations and youth-serving organizations;
 - m. To participate in international youth fora, symposia and organizations such as the International Youth Forum, Asian Youth Council, ASEAN Youth Forum, United Nations Commission for International Youth Year (IYY) and other similar bodies;
 - n. To provide training and a national secretariat for the Sangguniang Kabataan National Federation pursuant to R.A. No. 7160, otherwise known as the Local Government Code;

- o. To submit an annual report on the implementation of this Act to the President and to Congress; and
- p. To perform such other functions as may be necessary to effectively and efficiently carry out the provisions of this Act.

Section 11. The Secretariat and the Executive Director. — The Commission shall organize a secretariat to be headed by an executive director who shall serve as the chief operating officer.

The executive director shall be appointed by the President of the Philippines upon the recommendation of the national commission for a term of three (3) years with reappointment for another term, and must have the qualifications, rank and privileges of a bureau director. He must not be more than forty-five (45) years of age during his incumbency, and must possess executive and management experience of at least three (3) years and with considerable exposure to youth affairs, projects and programs management. He shall be responsible for the effective implementation of the policies promulgated by the Commission and shall also direct and supervise the day-to-day operations of the Commission.

The first executive director shall have a term of four (4) years.

The staffing pattern and compensation schedule of the secretariat shall be drawn up in accordance with existing laws, rules and regulations.

Section 12. Duties and Responsibilities of the Secretariat. — The Secretariat shall be responsible for:

- a. Ensuring an effective and efficient performance of the functions of the Commission and prompt implementation of the programs;
- b. Proposing specific allocation of resources for projects instated under the approved programs;
- c. Submitting periodic reports to the Commission on the progress and accomplishment of programs and projects;
- d. Preparing an annual report on all activities of the Commission;
- e. Providing and performing general administrative and technical staff support; and
- f. Performing such other functions as the Commission may deem necessary.

Section 13. Parliament of Youth Leaders. — There is hereby constituted the "Youth Parliament." The "Youth Parliament" shall be initially convened not later than six (6) months upon the full constitution of the Commission, and shall meet at the call of the National Commission, and thereafter be convened every two (2) years. The Youth Parliament shall have a regular session from two (2) to three (3) days every time it is convened, but may form task forces which may meet during the period between the convening thereof.

Delegates to the Youth Parliament shall be chosen by the Commission taking into consideration equal and geographical representation among men and

women. All delegates shall be of good moral character, able to read and write, has not been convicted of any crime involving mortal turpitude, and shall not be more than thirty (30) years of age on the day of election to the position by virtue of which he qualifies as a delegate and on the day the Parliament is convened. The delegates shall elect the President of the Youth Parliament who shall preside during the session of the Youth Parliament.

The Youth Parliament at the end of each regular session shall present its proceedings, declarations and resolutions to the Commission.

Section 14. Advisory Council. — There shall be an Advisory Council which shall be composed of the Secretary of the Department of Education, Culture and Sports (DECS), as chairman, and the Secretaries of the Department of Budget and Management (DBM), the Department of Social Welfare and the Development (DSWD), the Department of the Interior and Local Government (DILG), the Department of Agriculture (DA), the Department of Foreign Affairs (DFA), Department of Labor and Employment (DOLE), the Department of Environment and Natural Resources (DENR), Director-General of the National Economic and Development Authority (NEDA), the Chairman of the Philippine Charity Sweepstake Office (PCSO), and the chairman of both Senate and House committees dealing with youth and sports development, and the Philippine Sports Commission (PSC), as members.

The Council shall meet once every three (3) months, or as often as may be necessary upon call of its chairman, advise and be consulted by the Commission on important matters relating to youth affairs, welfare and development.

The Council may form task forces which shall convene between the meetings of the Council. The Commission shall provide the technical support and the secretariat required by the Council to function according to this Act.

Section 15. Appropriations. — There is hereby authorized to be appropriated the amount of Fifty million pesos (P50,000,000) as additional funding for the Commission to be charged against the unexpended contingency funds of the Office of the President. Thereafter, the amount needed for the operation and maintenance of the Commission shall be included in the annual General Appropriations Act: Provided, that operating expenses of the Commission itself shall not exceed fourteen percent (14%) of the annual appropriation and that at least eighty-six percent (86%) of said annual appropriation shall be disbursed for the national youth development program, projects and activities.

Section 16. Transfer of Assets, Properties and Funds. — Assets, properties, and funds of the Pambansang Katipunan ng Kabataang Barangay and that of the Presidential Council for Youth Affairs under the Office of the President pursuant to Executive Order No. 274, series of 1987 and of all other youth-serving agencies under said Office shall be transferred to the Commission.

Section 17. Effect of Separation from the Service as a Result of this Act. — Any official or employee of the Presidential Council for Youth Affairs created under Executive Order No. 274 or any other personnel of the national or local government separated from the service as a result of the operation and effect of this Act may be absorbed, if qualified, by the Commission for the good of the service, or where qualified therefore, may opt to transfer to another office or elect to apply for separation pay or retirement benefits: *Provided*, That the official or employee who may be absorbed by the Commission shall not suffer any loss or diminution of pay, seniority or rank; *Provided, further*, that benefits for separation or retirement of an official or employee of the Presidential Council for Youth Affairs shall be derived from the funds of said Council transferred to the Commission.

Section 18. Tax Deduction or Exemption of Donations and Contributions. — Any donation, contribution, bequest and grant which may be made to the Commission shall constitute as allowable deduction from the income of the donor for income tax purposes and shall be exempt from donor's tax, subject to such conditions as provided under the National Internal Revenue Code, as amended.

Section 19. Presidential Land Grant. — The provisions of any existing law to the contrary notwithstanding, the President may, upon the authority of Congress, grant by donation, sale, lease, or otherwise to the Commission, portion of the land of the public domain as may be necessary for the establishment of youth development and training centers in all regions of the country and for the accomplishment of any of its purposes.

Section 20. Stamps and Gold Coins for the Youth. — The Philippine Postal Corporation and the Bangko Sentral ng Pilipinas are hereby authorized to print paper stamps and mint gold coins which shall depict youth events and such other motif as they may decide at the expense of the Commission.

Section 21. Separability Clause. — If for any reason or reasons, any part or provision of this Act shall be held to be unconstitutional or invalid, other parts or provisions thereof not affected thereby shall continue to be in full force and effect.

Section 22. Repealing Clause. — Presidential Decrees Nos. 604 and 1191, Executive Order No. 274, Series of 1987, and all other laws, decrees, rules and regulations, other issuance or parts thereof which are inconsistent with this Act are hereby repealed or modified accordingly.

Section 23. Effectivity Clause. — This Act shall take effect upon its publication in at least one (1) national newspaper of general circulation.

Approved: June 7, 1995

ANTI-HAZING LAW

REPUBLIC ACT No. 8049

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

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

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

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

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

Section 4. If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the

infliction of physical harm shall be liable as principals. The person or persons who participated in the hazing shall suffer:

1. The penalty of reclusion perpetua (life imprisonment) if death, rape, sodomy or mutilation results there from.
2. The penalty of reclusion temporal in its maximum period (17 years, 4 months and 1 day to 20 years) if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
3. The penalty of reclusion temporal in its medium period (14 years, 8 months and one day to 17 years and 4 months) if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.
4. The penalty of reclusion temporal in its minimum period (12 years and one day to 14 years and 8 months) if in consequence of the hazing the victim shall become deformed or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than ninety (90) days.
5. The penalty of prison mayor in its maximum period (10 years and one day to 12 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than thirty (30) days.
6. The penalty of prison mayor in its medium period (8 years and one day to 10 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of ten (10) days or more, or that the injury sustained shall require medical assistance for the same period.
The penalty of prison mayor in its minimum period (6) years and one day to 8 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical assistance for the same period.
7. The penalty of prison correctional in its maximum period(4 years, 2 months and one day to 6 years) if in consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.

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

imposed in any of the following instances:

- a. when the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;
- b. when the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting;
- c. when the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to the police authorities, through force, violence, threat or intimidation;
- d. when the hazing is committed outside of the school or institution; or
- e. when the victim is below twelve (12) years of age at the time of the hazing.

The owner of the place where hazing is conducted shall be liable as an accomplice, when he has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. If the hazing is held in the home of one of the officers or members of the fraternity, group, or organization, the parents shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. The school authorities including faculty members who consent to the hazing or who have actual knowledge thereof, but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators. The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. A fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring shall be liable as principal.

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

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

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

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

STUDENT HANDBOOK

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

Section 7. This Act shall take effect fifteen (15) calendar days after its publication in at least two (2) national newspapers of general circulation

(SGD) JOSE DE VENECIA, JR. (SGD) EDGARDO J. ANGARA

Speaker of the House of Representative President of the Senate

This act, which is a consolidation of Senate Bill No. 176 and House Bill No. 12401 was finally passed by the Senate and the House of Representative on June 2, 1995.

(SGD) CAMILO L. SABIO

Secretary General

(SGD) EDGARDO E. TUMANGAN

Secretary of the Senate

House of Representatives

Approved : JUN 07 1985

FIDEL V. RAMOS

President of the Philippines

HIGHER EDUCATION MODERNIZATION ACT OF 1997

REPUBLIC ACT NO. 8292

AN ACT PROVIDING FOR THE UNIFORM COMPOSITION AND POWERS OF THE GOVERNING BOARDS, THE MANNER OF APPOINTMENT AND TERM OF OFFICE OF THE PRESIDENT OF CHARTERED STATE UNIVERSITIES AND COLLEGES, AND FOR OTHER PURPOSES.

Section 1. Short title. — This Act shall be known as the “Higher Education Modernization Act of 1997.”

Section 2. Declaration of policy.— It is the declared policy of the State to establish, maintain, and support a complete, adequate and integrated system of education relevant to the needs of the people society. Towards this end, the composition of the governing boards of chartered state universities and colleges is hereby modified in order to:

- a. achieve a more coordinated and integrated system of higher education;
- b. render them more effective in the formulation and implementation of policies on higher education;
- c. provide for more relevant direction in their governance; and
- d. ensure the enjoyment of academic freedom as guaranteed by the Constitution.

Section 3. The Governing Boards; manner of appointment. —

- a. Composition — The governing body of state universities and colleges is hereby in the Board of Regents for universities and in the Board of Trustees for colleges which shall be composed of the following:
 - i. Chairman of the Commission on Higher Education (CHED), Chairman;
 - ii. President of the university or college, Vice Chairman;
 - iii. Chairmen of the Congressional Committees on Education and Culture;
 - iv. Regional Director of the National Economic Development Authority (NEDA) where the main campus of the university or college is located; Regional Director of the Department of Science and Technology (DOST) in case of science and technological colleges; or the Regional Director of the Department of Agriculture colleges; or the Secretary of Education for an Autonomous Region. In lieu of such representation, the commanding generals of the Philippine Air Force and the Philippine Navy shall sit as members of the Board of the Philippine State College of Aeronautics and the Philippine Merchant marine Academy, respectively;
 - v. President of the faculty association;
 - vi. President of the supreme student council or the student representative elected by the student council: Provided, That in

- the absence of a student council president or student representative elected by the student council, the university or college shall schedule one (1) weekly for the campaign and election of student representative;
- vii. President of the alumni association of the institution concerned;
- viii. Two (2) prominent citizens who have distinguished themselves in their professions or fields of specialization chosen from among lists of at least five (5) persons qualified in the city or the province where the school is located, as recommended by the search committee constituted by the President consultation with the Chairman of the CHED based on the normal standards and qualifications for the position;

The faculty and the student council shall be represented of their respective federations in multi- campus universities and colleges. The private sector representatives shall be appointed by the Board of Regents/Trustees upon recommendation of a duly constituted search committee.

- b. Term of office — The president of the faculty and alumni associations and the student regents or trustees shall sit in the board until expiration of their term of office in such capacities.

The prominent citizens shall serve for a term of two (2) years.

Meetings; *quorum* — The Board of Regents/Trustees shall regularly convene at least once every quarter. The Chairman of the Board of Regents/Trustees may call a special meeting whenever necessary: *Provided*, That members are notified in writing at least three (3) days prior to said meeting.

A majority of all members holding office shall constitute a quorum for board meetings: *Provided*, that the Chairman of the CHED who is the chairman of the Board or the president of the university or college is among those present in the meeting. In the absence of the Chairman of the CHED, a commissioner of the CHED, duly designed by him, shall represent him in the meeting all the rights and responsibilities of a regular member: *Provided*, however, That in the said meeting, the president of the university or college as vice chairman shall be the presiding officer: *Provided*, further, That this proviso notwithstanding, the Chairman of the CHED is hereby authorized to designate a CHED Commissioner the regular Chair to the Board of a particular university or college, in which case said CHED Commissioner shall act as the presiding officer.

The members shall serve without compensation, but they shall be reimbursed for necessary expense incurred in their attendance of meetings of the Board or in connection with their official business authorities by resolution of the Board.

Section 4. Powers and duties of Governing Boards. — The governing board shall have the following specific powers and duties in addition to its general

powers of administration and the exercise of all the powers granted to the board of directors of a corporation under Sec. 36 of Batas Pambansa Blg. 68, otherwise known as the Corporation Code of the Philippines:

- a. to enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the university or college;
- b. to receive the appropriate all sums as may be provided, for the support of the university or college in the manner it may determine, in its discretion, to carry out the purposes and functions of the university or college;
- c. to receive in trust legacies, gifts and donations of real and personal properties of all kinds, to administer and dispose the same when necessary for the benefit of the university or college, subject to limitations, directions and instructions of the donors, if any. Such donations shall be exempt from all taxes and shall be considered as deductible items from the income tax of the donor: Provided, however, that the rights, privileges and exemptions extended by this Act shall likewise be extended to non-stock, non-profit private universities and colleges: Provided, finally, that the same privileges shall also be extended to city colleges and universities with the approval of the local government to city colleges and universities with the approval of the local government unit concerned and in coordination with the CHED;
- d. to fix the tuition fees and other necessary school charges, such as but not limited matriculation fees, graduation fees and laboratory fees, as their respective boards may deem proper to impose after due consultations with the involved sectors.

Such fees and charges, including government subsidies and other income generated by the university or college, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests shall accrue therefrom shall part of the same fund for the use of the university or college: Provided, that income derived from university hospitals shall be exclusively earmarked for the operating expenses of the hospitals.

Any provision of existing laws, rules and regulations to the contrary notwithstanding, any income generated by the university or college from tuition fees and other charges, as well as from the operation of auxiliary services and land grants, shall be retained by the university or college, and may be disbursed by the Board of Regents/Trustees for instruction, research, extension, or other programs/projects of the university or college: Provided, That all fiduciary fees shall be disbursed for the specific purposes for which they are collected.

If, for reason of control, the university or college, shall not be able to pursue any project for which funds have been appropriated and, allocated under its approved program of expenditures, the Board of Regents/Trustees may

authorize the use of said funds for any reasonable purpose which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the universities or college;

to adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;

- e. to authorize the construction or repair of its buildings, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties including necessary supplies, materials and equipment. Purchases and other transactions entered into by the university or college through the Board of Regents/Trustees shall be exempt from all taxes and duties;
- f. to appoint, upon the recommendation of the president of the university or college, vice presidents, deans, directors, head of the departments, faculty members and other officials and employees;
- g. to fix and adjust salaries of faculty members and administrative officials and employees subject to the provisions of the revised compensation and classification system and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;
- h. to approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as herein provided;
- i. to set policies on admission and graduation of students;
- j. to award honorary degrees upon persons in recognition of outstanding contribution in the field of education, public service, arts, science and technology or in any field of specialization within the academic competence of the university or college and to authorize the award of certificates of completion of non degree and non-traditional courses;
- k. to absorb non-chartered tertiary institutions within their respective provinces in coordination with the CHED and in consultation with the Department of Budget and Management, and to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;
- l. to establish research and extension centers of the SUC where such will promote the development of the latter;
- m. to establish chairs in the university or college and to provide fellowships for qualified faculty members and scholarships to deserving students;
- n. to delegate any of its powers and duties provided for hereinabove to the president and/or other officials of the university or college as it may deem appropriate so as to expedite the administration of the affairs of the

university or college;

- o. to authorize an external management audit of the institution, to be financed by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- p. to collaborate with other governing boards of SUCs within the province or the region, under the supervision of the CHED and in consultation with the Department of Budget and Management, the restructuring of said colleges and universities to become more efficient, relevant, productive, and competitive;
- q. to enter into joint ventures with business and industry for the profitable development and management of the economic assets of the college or institution, the proceeds from which to be used for the development and strengthening of the college or university;
- r. to develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the institution;
- s. to develop academic arrangements for institution capability building with appropriate institutions and agencies, public or private, local or foreign, and to appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;
- t. to set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, etc., for the promotion of greater access to higher education;
- u. to establish policy guidelines and procedures for participative decision-making and transparency within the institution;
- v. to privatize, where most advantageous to the institution, management and non-academic services such as health, food, building or grounds or property maintenance and similar such other objectives; and
- w. to extend the term of the president of the college or university beyond the age of retirement but not later than the age of seventy (70), whose performance has been unanimously rated as outstanding and upon unanimous recommendation by the search committee for the president of the institution concerned.

Section 5. Promulgation and implementation of policies. — The governing boards shall promulgate and implement policies in accordance with the declared state policies on education and other pertinent provisions of the Philippine Constitution on education, science and technology, arts, culture and sports; as well as the policies, standards and thrusts of the CHED under Republic Acts No. 7722.

Section 6. The Administration. — The administration of the university or college shall be vested in the president of the university or college who

shall render full-time service. He shall be appointed by the Board of Regents/Trustees, upon the recommendation of a duly constituted search committee. He shall have a term of four (4) years and shall be eligible for reappointment for another term: Provided, that this provision shall not adversely affect the terms of the incumbents. The president shall be assisted by a vice president for academic affairs who shall be appointed by the Board upon the former's recommendation without prejudice to the appointment of more than one vice president when so warranted. In case of vacancy by reason of death, resignation, removal for cause or incapacity of the president to perform the functions of his office, the Board shall have the authority to designate an officer-in-charge pending the appointment of a new president. In case of vacancy in the office of the president as mentioned in the immediately preceding paragraph, his successors shall hold office for the unexpired term.

Section 7. The Secretary of the University or College. — The Board shall appoint a secretary who shall serve as such for both the Board and the university or college and shall keep all records and proceedings of the Board. He shall communicate to each member of the Board notice of meetings.

Section 8. The Treasurer of the Philippines. — The Treasurer of the Philippines shall be the ex-officio treasurer of the university or college. All accounts and expenses of the university or college shall be audited by the Commission on Audit or its duly authorized representative.

Section 9. Administrative Council. — There shall be an administrative council consisting of the president of the university or college as Chairman, the vice president(s), deans, directors and other officials of equal rank as members, and whose duty is to review and recommend to the Board of Regents/Trustees policies governing the administration, management and development planning of the university or college for appropriate action.

Section 10. Academic Council. — There shall be an academic council with the president of the university or college as Chairman and all members of the instructional staff with the rank of not lower than assistant professor as members. The academic council shall have the power to review and recommend the curricular offerings and rules of discipline of the university or college subject for appropriate action of the Board of Regents/Trustees. It shall fix the requirements for the admission of students as well as for graduation and the conferment of degrees subject to review and/or approval by the Board of Regents/Trustees through the president of the university or college.

Section 11. Academic freedom. — Pursuant to paragraph 2, Sec. 5 of Article XIV of the Constitution of the Republic of the Philippines, all institutions of higher learning, public or private, shall enjoy academic freedom and institutional autonomy.

Section 12. Admission. — No student shall be denied admission to any university or college by reasons of sex, nationality, religion, political affiliation, or physical disability.

Section 13. Exclusion clause. — Except for the chairmanship of the Board, the provisions of this Act shall not affect the charter of the University of the Philippines System. Likewise, this Act shall not affect the charter of the Mindanao State University (MSU) except for the provision of this Act on chairmanship of the Board, and the membership of the Chairmen of the Congressional Committees on Education and Culture.

Section 14. Filing of report. — On or before the fifteenth (15th) day of the second month after the opening of regular classes each year, the president of the university or college shall file with the Office of the President of the Philippines through the Chairman of the CHED, and with the Senate and House of Representatives a detailed report on the progress, conditions and needs of the university or college.

Section 15. Implementation. — The Chairman of the CHED is hereby directed to take such steps as are necessary for the immediate implementation of this Act.

Section 16. Separability clause. — If, for any reason, any part or provision of this Act is declared invalid or unconstitutional, the remaining parts or provisions not affected thereby shall remain in full force and effect.

Section 17. Repealing clause. — All laws, presidential decrees, executive orders, letters of instruction and SUC charters contrary to or inconsistent with this Act are hereby repealed or amended accordingly.

Section 18. Effectivity clause. — This Act shall take effect upon its approval.

Approved: June 6, 1997.

UNIVERSAL ACCESS TO QUALITY TERTIARY EDUCATION ACT

REPUBLIC ACT No. 10931

AN ACT PROMOTING UNIVERSAL ACCESS TO QUALITY TERTIARY EDUCATION BY PROVIDING FOR FREE TUITION AND OTHER SCHOOL FEES IN STATE UNIVERSITIES AND COLLEGES, LOCAL UNIVERSITIES AND COLLEGES AND STATE-RUN TECHNICAL-VOCATIONAL INSTITUTIONS, ESTABLISHING THE TERTIARY EDUCATION SUBSIDY AND STUDENT LOAN PROGRAM, STRENGTHENING THE UNIFIED STUDENT FINANCIAL ASSISTANCE SYSTEM FOR TERTIARY EDUCATION, AND APPROPRIATING FUND THEREOF

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

Section 1. Short Title. - This Act shall be known as the “Universal Access to Quality Tertiary Education Act”.

Section 2. Declaration of Policy. - It is hereby declared that quality education is an inalienable right of all Filipinos and it is the policy of the State to protect and promote the rights of all students to quality education at all levels. Therefore, the State shall take appropriate steps to make such education accessible to all.

Likewise, the State hereby recognizes the complementary roles of public and private higher education institutions and technical-vocational institutions in the educational system and the invaluable contribution that the private tertiary schools have made and will make to education. For these intents, the State shall:

- a. Provide adequate funding and such other mechanisms to increase the participation rate among all socioeconomic classes in tertiary education;
- b. Provide all Filipinos with equal opportunity to quality tertiary education in both the private and public educational institutions;
- c. Give priority to students who are academically able and who come from poor families;
- d. Ensure the optimized utilization of government resources in education;
- e. Provide adequate guidance and incentives in channeling young Filipinos in their career choices and towards the proper development and utilization of human resources; and
- f. Recognize the complementary roles of public and private institutions in tertiary educational system.

Section 3. Definition of Terms. - As used in this Act:

- a. Cost of Tertiary Education refers to (1) tuition and other school fees, (2) educational expenses and (3) the cost of living allowance;

- b. Graduate courses refers to higher education programs leading to a certificate, diploma, masters or doctorate degrees, as may be authorized and recognized by the Commission on Higher Education (CHED);
- c. Higher education refers to the stage of formal education, or its equivalent, requiring completion of secondary education and covering programs of study leading to bachelor and advanced degrees, including associate degrees;
- d. Higher Education Institution (HEI) refers to an education institution authorized and recognized by the CHED to offer bachelors degree or graduate courses;
- e. Local universities and colleges (LUCs) refers to CHED- accredited public HEIs established by local government units (LGUs) through an enabling ordinance, financially supported by the LGU concerned, and complaint with the policies, standards and guidelines of the CHED;
- f. National Household Targeting System for Poverty Reduction (NHTS-PR) or Listahanan 2.0 refers to the information management of the Department of Social Welfare and Development (DSWD) that identifies who and where the poor are in the country. The system makes available to national government agencies and other social protection stakeholders a database of poor families as reference in identifying potential beneficiaries of social protection programs;
- g. Other education-related expenses refers to expenses related to the education of a student such as books, school supplies, uniforms, reproduction of materials, electronic devices necessary for education and other fees such as for practical teaching devices student publication, yearbook, insurance and student trust funds;
- h. Other school fees refers to fees charges by HEIs and technical-vocational institutions which cover other necessary costs supportive of instructions, specifically the following: library fees, computer fees, laboratory fees, school ID fees, athletic fees, admission fees, development fees, guidance fees, handbook fees, entrance fees, registration fees, medical and dental fees, cultural fees and other similar or related fees;
- i. Private higher education institution refers to HEI not owned and controlled by the government or its instrumentalities;
- j. Private technical-vocational institution refers to post- secondary technical-vocational institution run by the private sector offering programs registered with the Technical Education and Skills Development Authority (TESDA);
- k. Qualified student refers to any student who possesses all the qualifications under Section 4 and 5 and none of the disqualifications under Section 6 hereof;
- l. State-run technical-vocational institutions refers to technical-vocational

- institutions operated by the TESDA or LGUs: Provided, That in the latter case, the same should be accredited by the TESDA;
- m. State universities and colleges (SUCs) refers to public HEIs established by national government and are governed by their respective independent boards of trustees or regents;
 - n. Student loan program for tertiary education refers to a loan program established under Section 8 of this Act;
 - o. Technical-Vocational Education and Training (TVET) refers to the education process designed a post-secondary and lower tertiary levels, officially recognized as nondegree programs aimed at preparing technicians, paraprofessionals and other categories of middle-level workers by providing them with a board range of general education, theoretical, scientific and technological studies, and related job skills training;
 - p. Technical-Vocational Institutions (TVIs) refers to learning institutions offering post-secondary (TVET; Tertiary education refers to the stage of education following these secondary cycle which covers post-secondary nondegree diploma, TVET, and higher education programs, including graduate education;
 - q. Tertiary education subsidy (TES) refers to a subsidy established under Section 7 of this Act;
 - r. Tuition fees refer to fees or school charges for subjects or course enrolled in by a tertiary education student;
 - s. Undergraduate courses refers to any program leading to a degree as may be authorized and recognized by the CHED; and
 - t. Unified Student Financial Assistance System for Tertiary Education (UniFAST) refers to the harmonized, state-run and administered system of higher education and technical- vocational scholarships, grants-in-aid, student loans, and other modalities of student financial assistance program under Republic Act No. 10687.

Section 4. Free Higher Education in SUCs and LUCs. - All Filipino students who are either currently enrolled at the time of the effectivity of this Act, or shall enroll at any time thereafter, in courses in pursuance of a bachelor's degree, certificate degree, or any comparable undergraduate degree in other school fees for units enrolled in: Provided, that they pass the entrance examination and other admission and retention requirements of the SUCs and LUCs: provided. Further, that all SUCs and LUCs shall create a mechanism to enable students with the financial capacity to pay for their education in the SUC and LUC to voluntarily opt out of the tuition and other school fees subsidy or make a contribution to the school. SUCs and LUCs must report the tuition payments and contributions collected from these students to the CHED: Provided, finally, That the amount required to implement the free tuition and other school fees

in SUCs and LUCs shall be determined by the respective governing boards of SUCs and LUCs based on the projected number of enrollees for each academic years, which shall be the primary factor in computing the annual proposed budget of SUCs and, in the case of LUCs, the CHED for such purpose. This shall in turn serve as the baseline during the preparation of the annual National Expenditure Program (NEP) by the Department of Budget and Management (DBM).

Section 5. Free TVET in Post-Secondary TVIs. - All Filipino students who are currently enrolled at the time of the effectivity of this Act, or shall enroll at any time thereafter in any post-secondary TVET leading to nondegree certificate or diploma programs offered by any state-run TVI under the TESDA shall be exempt from paying tuition and other school fees: Provided, that all state-run TVIs shall create a mechanism to enable students with the financial capacity to pay for their education in the TVI to voluntarily opt out of the tuition and other school fees subsidy or make a contribution to the TVI. TVIs must report the tuition payments and contributions collected from these students.

The amount required to implement the free tuition and other school fees in state-run TVIs shall be determined by the governing board of the TESDA based on the projected number of enrollees for each course, which shall be primary factor in computing for the annual proposed budget of the TESDA for such purpose. This shall in turn serve as the baseline during the preparation of the annual NEP by the DBM.

Section 6. Exceptions to Free Tertiary Education. - The following students are ineligible to avail of the free tertiary education:

- a. In SUCs and LUCs:
 1. Students who have already attained a bachelor's degree or comparable undergraduate degree from any HEI, whether public or private;
 2. Students who fail to comply with the admission and retention policies of the SUC or LUC;
 3. Students who fail to complete their bachelor's degree or comparable undergraduate degree within a year after the period prescribed in their program; and
- b. In State-Run TVIs:
 1. Students who have obtained a bachelor's degree, as well as those who have received a certificate or diploma for a technical-vocational course equivalent to at least National Certificate III and above;
 2. Students who fail in any course enrolled in during the course of the program.

Students ineligible to avail of the free tertiary education shall be charged the tuition and other school fees, as determined by the respective boards of the SUCs and LUCs, and in the case of the state-run TVIs, to be determined by the TESDA.

Section 7. TES for Filipino Students. - To support the cost of tertiary education or any part or portion thereof, a TES is hereby established for all Filipino students who shall enroll in undergraduate-post-secondary programs of SUCs, LUCs private HEIs and all TVIs. The TES shall be administered by the UniFAST Board and the amount necessary to fund the TES shall be included in the budgets of the CHED and the TESDA: Provided, that prioritization shall be given to students in the following order: (a) students who are part of households included in the Listahanan 2.0, ranked according to the estimated per capita household income; and (b) students not part of the Listahanan 2.0, ranked according to estimated per capita household income based on submitted documentation of proof of income to be determined by the UniFAST Board: Provided, further, that such prioritization shall not apply to Filipino students in cities and municipalities with no existing SUC or LUC campus.

The TES may, among others, and to support the cost of tertiary education or any part or portion thereof, cover the following:

- a. Tuition and other school fees in private HEIs, and private or LGU-operated TVIs, which shall be equivalent to the tuition and other school fees of the nearest SUC or state- run TVI in their respective areas;
- b. All allowance for books, supplies transportation and miscellaneous personal expenses including a reasonable allowance for the documented rental or purchase of a personal computer or laptop and other education-related expenses;
- c. An allowance for room and board costs incurred by the student;
- d. For a student with a disability, an allowance for expenses related to the student's disability, an allowance for expenses related to the student's disability including special services, personal assistance, transportation, equipment, and supplies that are reasonably incurred: and
- e. For a student in a program requiring professional license or certification, the one (1)-time cost of obtaining the first professional credentials or qualifications, which may include the following: application fees, notarial fees, review classes fees, insurance premium fees and documentation fees: Provided, that the amount of subsidy shall be based on the guidelines set forth by the UniFAST Board and on the annual budgetary appropriation for this purpose.

Section 8. Student Loan Program for Tertiary Education. - To support further the cost of tertiary education or any part or portion thereof, a student loan program for tertiary education is hereby likewise established for all Filipino students who shall enroll in SUC, LUC, private HEI and TVET program in all TVIs

registered under the TESDA. The Loan program shall be administered by the UniFAST Board and the amount necessary to fund the program shall be included in the budgets of the CHED and the TESDA: Provided, that the UniFAST may offer short-term or long-term loans: Provided, further, that those who availed of the loan during their undergraduate degree may still avail of another cycle of student loan for their pursuit of graduate studies, including medicine and law after they have fully paid the previously availed loan: Provided, furthermore, that those who did not avail of the loan program during their undergraduate studies may avail of it to pursue graduate studies including medicine and law: Provided, finally, that those who did not avail of the loan program during their undergraduate studies may avail of the loan program for their review expenses for licensure examinations administered by the Professional Regulation Commission (PRC).

Repayment shall be effected by the incorporating a portion of the loan amount or a percentage thereof in the employee's monthly Social Security System (SSS) or Government Service Insurance System (GSIS) contribution, as the case may be based on a reasonable schedule of repayment and interest rates. As may be formulated by the UniFAST Board.

Payment of the loan amount will commence once the beneficiary secures any gainful employment with compensation, remuneration or earnings that reaches the Compulsory Repayment Threshold (CRT). For purposes of this Act, the CRT shall be set and reviewed by the UniFAST Board, and adjusted when necessary. The UniFAST Board, in consultation with relevant agencies, shall formulate loan payment guidelines for loan beneficiaries whose earnings are not covered by the GSIS or the SSS programs, including those of overseas Filipino workers (OFWs), emigrants, and self-employed persons and professionals (SEPs).

Section 9. Requirements for SUCs and LUCs. - SUCs and LUCs are hereby mandated to:

- a. Establish a learner information system in accordance with the guidelines to be developed by the CHED in order to facilitate the tracking of students and their performance;
- b. Submit relevant information as determined by the CHED on school quality and performance; and
- c. Formulate and submit to the CHED and to the Joint Congressional Oversight Committee on Universal Access to Tertiary Education created under Section 17 of this Act, a detailed SUC development plan updated every ten (10) years which shall include plans for facilities and infrastructure development and expansion.

Section 10. Quality Standard for SUC and LUC Budgets, TES and Student Loan Programs. - The CHED and the TESDA shall ensure quality standards in the review and consequent endorsement of the budget of the SUCs, LUCs and

state-run TVIs, respectively. The detailed design of the TES and student loan programs shall also be subject to similar quality indicators defined by the UniFAST Board.

Section 11. Prohibited Act. - Upon effectivity of this Act, it shall be unlawful for any person, SUC and state-run TVI to collect tuition and other school fees from qualified students who voluntarily opt out of the tuition and other school fees subsidy or make a contribution to the school.

Section 12. Penalties. - A violation of the prohibited act under Section 11 of this Act shall be meted a penalty of imprisonment of not less than six (6) months but not more than one (1) year or a fine of not less than Twenty thousand pesos (?20,000.00) but not more than One hundred thousand pesos (?100,000.00), or both, at the discretion of the court. In case of a university, college or any other judicial entity, the penalty shall be imposed on the president, treasurer or the officer or person responsible for the violation.

Section 13. Expansion of the UniFAST Board. - The UniFAST Board shall be expanded to include the following:

- a. President of the Philippine Association of State Universities and Colleges as Member;
- b. Chairman of the Coordinating Council of Private Educational Associations as Member;
- c. President of the Association of Local Colleges and Universities as Member;
- d. President of the GSIS as a nonvoting Member; and
- e. President of the SSS as a nonvoting Member.

The UniFAST Board is authorized to establish an enhanced organizational structure, staff development and incentives and such other administrative measures needed for the efficient discharge of tasks and commensurate to the level and scope of its responsibilities. It may tap the expertise and management services of eligible service providers subject to the appropriate guidelines promulgated by the UniFAST Board.

Section 14. Reporting Requirements. - All SUCs, LUCs and state-run TVIs shall submit to the CHED and the TESDA respectively, within five (5) days after the last day of late registration for each semester, a report detailing the names of students eligible for the free tuition and other school fees in their institutions.

Section 15. Appropriations. - The amounts necessary to carry out the provisions of this Act, specifically Section 4, 5, 7 and 8 shall be included in the annual General Appropriations Act (GAA) and shall be appropriated under SUCs, CHED and TESDA in accordance with the provisions of this Act: *Provided*, That an amount equivalent to not more than three percent (3%) of the TES and student loan program for tertiary education provided under this Act may be used as administrative cost under the UniFAST.

Section 16. Other Sources of Funds. The national government is hereby authorized to prioritize funding this measure in negotiating and utilizing loan-term deeply concessional official development assistance (ODA). Other sources of funds such as grants, donations, collections, and other forms of assistance from local and foreign donors or other public or private entities, and other private domestic and international sources may be tapped and facilitated by the UniFAST Board to support the programs under this Act, subject to the regular auditing guidelines and procedures;

Provided, that in case of donations from foreign sources, acceptance thereof shall be subject to existing government rules and regulations.

Section 17. Joint Congressional Oversight Committee on Universal Access to Tertiary Education. There is hereby created a Joint Congressional Oversight Committee to oversee, monitor and evaluate the implementation of this Act. The Oversight Committee shall be composed of five (5) members each from the Senate and from the House of Representatives, and shall include the following: Chairperson of the Senate Committee on Education, Arts and Culture; Chairperson of the House Committee on Higher and Technical Education; Chairperson of the House Committee on Higher and Technical Education by the Senate President and the House of Representatives and in the Senate. Funding for the expenses of the Committee shall be taken from the appropriations of both the Senate and the House of Representatives.

Section 18. Implementing Rules and Regulations. - Within sixty (60) days from the effectivity of this Act, the UniFAST Board, in consultation with the CHED, the TESDA, and other relevant stakeholders in higher and technical education, shall promulgate the implementing rules and regulation necessary to ensure the efficient and effective implementation of this Act: Provided, that the failure of the Board to promulgate the said rules and regulations shall not prevent or delay the effectivity and implementation of this Act in accordance with Section 21 hereof.

Section 19. Separability Clause. - Should any part of this Act be declared unconstitutional or invalid, the other parts or provisions hereof not affected not thereby shall continue to be in full force and effect.

Section 20. Repealing Clause. - All laws, executive orders, presidential decrees, implementing rules and regulations or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

Section 21. Effectivity. - This Act shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation.

STUDENT HANDBOOK

Approved,

(Sgd.) PANTALEON ALVAREZ
Speaker of the House of
Representatives

**(Sgd.) AQUILINO “KOKO”
PIMENTEL, III**
President of the Senate

This Act which is a consolidation of Senate Bill No. 1304 and House Bill No. 5633 was finally passed by the Senate and the House of Representatives on May 30, 2017 and May 29, 2017, respectively.

(Sgd.) CESAR STRAIT PAREJA
Secretary General House of
Representatives

(Sgd.) LUTGARDO B. BARBO
Secretary of the Senate

Approved: August 3, 2017

(Sgd.) RODRIGO ROA DUTERTE
President of the Philippines

SMOKE-FREE ENVIRONMENT IN PUBLIC PLACES

EXECUTIVE ORDER NO. 26

PROVIDING FOR THE ESTABLISHMENT OF SMOKE-FREE ENVIRONMENTS IN PUBLIC AND ENCLOSED PLACES

WHEREAS, the 1987 Constitution of the Republic of the Philippines declares that the State shall protect and promote the right to health of the people and install health consciousness among them;

WHEREAS, the Republic of the Philippines, under the world Health Organization Framework Convention on Tobacco Control (FCTC) to which it is a Party, being determined to give priority to the right to protect public health and to promote measures of tobacco control based on current and relevant scientific, technical and economic considerations, agreed to implement the measures provided in that treaty;

WHEREAS, in pursuit of the policy of the State to guarantee the enjoyment of the right of every citizen to breathe clean air, Republic Act No. 8749, or the Philippine Clean Air Act of 1999, prohibits smoking inside enclosed public places including public vehicles and other means of transport, and other enclosed areas, and directs local government units to implement the prohibition;

WHEREAS, Republic Act No. 9211, or the Tobacco Regulation Act of 2003, prohibits smoking in certain public places, and prohibits the purchases and sale of cigarettes and other tobacco products to and by minors and in certain places frequented by minors and provides penalties for any violation of the prohibitions;

WHEREAS, scientific evidence has unequivocally established that tobacco consumption and exposure to tobacco smoke cause death, disease and disability, lead to devastating health, social, economic and environmental consequences, and places burdens on families, on the poor, and on national and local health systems;

WHEREAS, public health takes precedence over any commercial or business interest;

WHEREAS, an increasing number of Filipinos become afflicted with and die each year of tobacco-related diseases such as stroke, heart disease, emphysema, various cancers and nicotine addiction, and both the public and workers in facilities where smoking is allowed are most risk from these other tobacco-related diseases.

WHEREAS, the FCTC provides that each Party shall adopt and implement in areas of existing national jurisdiction as determined by national law, and actively promote at other jurisdictional levels, the adoption and implementation of effective legislative, executive, administrative and/or other measures, providing protection from exposure to tobacco smoke in indoor workplaces, public transport, indoor public places and, as appropriate, other public places;

WHEREAS, in order to minimize access, particularly of minors, to tobacco products and in order to provide a more supportive environment for those who are attempting to quit tobacco use, there is a need strengthen existing measures on access restriction, including the regulation of sales, distribution and availability, and the measures prescribed under the FCTC;

NOW, THEREFORE, I, RODRIGO ROA DUTERTE, President of the Philippines, by virtue of the powers vested in me by the Constitution and existing laws, do hereby order;

Section 1. Definition. For the purpose of this Executive Order, the following terms shall mean:

- a. Advertising and promotion means any form of commercial communication, recommendation or action with the aim, effect or likely effect of promoting a tobacco products or tobacco use either directly or indirectly.
- b. Designated Smoking Area (DSA) refers to an area of a building or conveyance where smoking may be allowed, which may be in an open space or separate area with proper ventilation subject to the specific standards provided in this order.
- c. Enclosed means being covered by a roof or other structure serving the purpose of a roof, and having one or more walls or sides, wherein the openings on the walls or sides have an aggregate area that is less than half of the total space, regardless of the type of material used for the roof, wall or sides, and regardless of whether the structure is permanent or temporary. Doors and windows that can be opened and shut shall not be considered as opening under this paragraph. The enclosed character of a building or conveyance shall attach to all its areas, including its open spaces.
- d. Minor refers to any below eighteen (18) years old. «Non-Smoking Buffer Zone» is a ventilated area between the door of a DSA not located in open space and the smoke free-area. There shall be no opening that will allow air to escape from such Non-Smoking Zone to the smoke-free area, except for a single door equipped with an automatic door closer. Such door is distinct from the door of the DSA, which shall be at least two (2) meters away from the other.
- e. Open spaces refers to those areas forming part of a building or conveyance, which are not covered by a roof or similar structure.

- f. Person-in-charge refers to president/manager in case of a company, corporation, partnership or association, the owner/proprietor/operator in case of a single proprietorship, or the administrator in case of government or private property, facility, office or building, and the city/ municipality, schools, superintendent, school president, dean or principal in case of school.
- g. Point-of-sale refers to any location at which an individual can purchase or otherwise obtain tobacco products.
- h. Public conveyances refers to modes of transportation servicing the general population, such as, but not limited to, elevators, airplanes, ships, jeepneys, buses, taxicabs, trains, light rail transits, tricycles and other similar vehicles.
- i. Public places means all places, fixed or mobile, that are accessible or open to the public or places for collective use, regardless of ownership or right to access, including but not limited to, schools, workplaces, government facilities, establishment that provide food and drinks, accommodation, merchandise, professional services, entertainment or other services. It also includes outdoor spaces where facilities are available for the public or where a crowd of people would gather, such as, but not limited to, playgrounds, sports ground or centers, church grounds, health/hospital compounds, transportation terminals, market, parks, resorts, walkways/sideways, entrance ways, waiting areas, and the like.
- j. Smoke-Free refers to air that is 100% free from tobacco smoke. This Definitions includes, But is not limited to, air in which tobacco smoke control cannot be seen, smelled, sensed or measured.
- k. Smoking means being a possession or control of a lit tobacco products regardless of whether the smoke is being actively inhaled or exhaled.
- l. Tobacco Products means products entirely or partly made of tobacco leaf as raw material which are manufactured to be used for smoking, sucking, chewing or snuffing, such as but not limited to cigarette, cigar, pipe, shisha/ hookah and chew tobacco.
- m. Workplace means any place used by people during their employment or work, whether done for compensation or voluntarily, including all attached or associated places commonly used by the workers in the course of their work (for example, corridors, elevators, stairwells, toilets, lobbies, lounges). Vehicles used in the course of work are considered workplaces, such as, but not limited to taxis, ambulances and delivery vehicles.

Section 2. Coverage. This Order shall apply to all persons, whether resident or not, and in all places, found within the territorial jurisdiction of the Philippines.

Section 3. Prohibited Acts. The following acts are declared unlawful and prohibited:

- a. Smoking within enclosed public places conveyances, whether stationary

- or in motion, except in DSAs fully compliant with the requirements of Section 4 of his Order;
- b. For persons-in-charge to allow, abet or tolerate smoking in places enumerated in the preceding paragraph, outside of DSAs fully compliant with Section 4 of this Order;
 - c. For any person to sell, distribute or purchase tobacco products to and from minors. It shall not be a defense for the person selling or distributing that he/she did not know or was not aware of the real age of the minor. Neither shall it be a defense that he/she did not know nor had any reason to believe that the cigarette or any other tobacco product was for the consumption of the minor to whom it was sold;
 - d. For a minor to smoke, sell or buy cigarettes or any tobacco products;
 - e. Ordering, instructing or compelling a minor to use, light up, buy, sell, distribute, deliver, advertise or promote tobacco products;
 - f. Selling or distributing tobacco products in a school, public playground, youth hostels and recreational facilities for minors, including those frequented by minors, or within 100 meters from any point of the perimeter of these places;
 - g. Placing, posting, displaying or distributing advertisement and promotional materials of tobacco products, such as but not limited to leaflets, posters, display structures and other materials within 100 meters from the perimeter of a school, public playground, and other facilities frequented particularly by minors, hostel and recreational facilities for minors, including those frequented by them, or in an establishment when such establishments or its location is prohibited from selling tobacco products.
 - h. Placing any form of tobacco advertisement outside of the premises of point-of-sale retail establishments; and
 - i. Placing any stall, booth, and other displays concerning tobacco promotions to areas outside the premises of point- of-sale locations or adult-only facilities.

Section 4. Standards for DSAs. All DSAs shall strictly comply with the following standards:

- 1. There shall be no opening that will allow air to escape from the DSA to the smoke-free area of the building or conveyance, except for a single door equipped with an automatic door closer; provided that, if the DSA is not located in an open space, such door shall open directly towards a Non-smoking Buffer Zone (Buffer Zone) as defined in this Order;
- 2. The DSA shall not be located in or within ten (10) meters from entrances, exits, or any place where people where people pass or congregate, or in front of air intake ducts;
- 3. The combined area of the DSA and the Buffer Zone shall not be larger than

- 20% of the total floor area of the building or conveyance, provided that in no case shall such area be less than ten (10) square meters;
4. No building or conveyance shall have more than one DSA;
 5. The ventilation system for the DSA other than in an open space and for the Buffer Zone shall be independent of all ventilation systems servicing the rest of the building or conveyance;
 6. Minors shall not be allowed inside the DSA and the Buffer Zone;
 7. The DSA shall have the following signages highly visible and prominently displayed:
 - 7.1. Smoking Area signage;
 - 7.2. Graphic health warnings on the effects of tobacco use; and
 - 7.3. Prohibition on the entry of persons below eighteen
 8. (18) years old. Other standards and specifications to better ensure a smoke-free environment as may be prescribed by the inter-Agency Committee-Tobacco under Republic Act No. 9211, provided that such standards and specifications are consistent with this Order and that persons-in-charge are given sixty (60) days to comply.

However, there shall be no DSAs in the following public places:

- a. Centers of youth activity such as playschools, preparatory schools, elementary schools, high schools, colleges and universities, youth hostels and recreational facilities for minors;
- b. Elevators and stairwells;
- c. Locations in which fire hazards are present, including gas stations and storage areas for flammable liquids, gas, explosives or combustible materials;
- d. Within the buildings and premises of public and private hospitals, medical, dental, and optical clinics, health centers, nursing homes, dispensaries and laboratories; and
- e. Food preparation areas.

Nothing in this order shall compel persons-in-charge to establish DSAs nor prevent them from instituting more stringent measures in their buildings and establishments to better ensure a smoke-free environment in their premises.

Section 5. Duties and Obligations of Persons-in-Charge. Persons in charge shall:

- a. prominently post and display the “No Smoking” signage, in the locations most visible to the public in the areas where smoking is prohibited. At the very least, the “No Smoking” signage must be posted at the entrance to the area, which shall be at least 8 x 11 inches in size, where the symbol shall occupy no less than 60% of the signage, while the remaining 40% of the signage shall show the pertinent information, as follows:

As for the DSA, after complying with the specifications in Section 4, prominently display the following elements in the signage:

“DESIGNATED SMOKING AREA” or “SMOKING AREA”



- b. prominently post and display the “No Smoking” signage in the most conspicuous location within the public conveyance. At the very least, a three and a half (3.5) square inch “No Smoking” signage shall be placed on a windshield and a ten (10) square inch “No Smoking” sign at the drivers back seat.
- c. Remove the places where smoking is prohibited all ashtrays and other receptacles for disposing of cigarette refuse;
- d. For persons-in-charge of schools, public playgrounds, youth hostels and recreational facilities for minors, including those frequented by minors, post the following statement in a clear and conspicuous manner.

SELLING, ADVERTISING AND PROMOTING OTHER CIGARETTES OR TOBACCO PRODUCTS NOT ALLOWED WITHIN 100 METERS FROM ANY POINT IN THE PERIMETER OF [name of SCHOOL/ PLAYGROUND/FACULTY FOR MINORS/ETC.]

For persons-in-charge of schools, public playgrounds, youth hostels and recreational facilities for minors, including those frequented by minors, to report to the nearest Smoke-Free Task Force of the concerned city or municipality any tobacco product selling, advertising and/ or promotion located within 100 meters from its perimeter.

- a. For persons-in-charge of point-of-sale establishments, post the following notice, together with a graphic/picture-based health warning on the health consequences of tobacco use, as prescribed by the Department of Health, in clear and conspicuous manner.

SALE/DISTRIBUTION OF TOBACCO PRODUCTS TO MINORS IS UNLWAFUL

- b. Establish internal procedure and measures through which this Order shall be implemented and enforces within the area of which he or she is in charge. This includes compliance with the smoking, sales. Distribution advertising and promotions restrictions (e.g. warning smoking violators in

- banned areas and requesting them to stop smoking), and if they refuse to comply, reporting the incident to the City/ Municipal Health Office, the nearest peace officer, or to any member of the Smoke-Free Task Force;
- c. Ensure that all the employees in the establishment are aware of this Order and the procedure and measures for implementing and enforcing it;
 - d. For all signage required to be posted under (a), (b) (d) and (f) above, provide for versions of them in the local dialect or in English;

Section 6. Persons Liable. The following persons shall be liable and be punished in accordance with the governing provisions of RA No. 9211 and other applicable laws;

- a. Any person or entry who commits any of the prohibited acts stated in Section 3 hereof;
- b. Persons-in-charge who knowingly allow, abet, authorize or tolerate the prohibited acts enumerated in Section 3, or who otherwise fail to fulfill the duties and obligations enumerated in Section 3 hereof.

Section 7. Penalties. Violations of this Order shall be punishable in accordance with the applicable penalties provided under Section 32 of RA No. 9211 and other applicable laws.

Section 8. Smoking Cessation Program. Local Government Units (LGUs) particularly the respective City/Municipal Health Officer, in coordination with the Department of Health are enjoined to develop, promote and implement their respective Local Smoking Cessation Programs consistent with the National Smoking Cessation Program established pursuant to RA No. 9211, and to encourage the participation of public and private facilities which may be able to provide for the requirements of program. Smokers who are willing to quit and/or those found violating this Order may be referred to the Local Smoking Cessation Program and its facilities.

Section 9. Smoke-Free Task Force. All cities and municipalities are enjoined to form a local Smoke-Free Task Force to help carry out the provisions of this Order. Members of the Philippine National Police and Smoke-Free Task Forces are directed to carry out the provisions of this Order, including the apprehension of violators and the institution of criminal proceedings for violations of this Order, in accordance with relevant laws, rules and regulations, and strictly observing due process.

Section 10. Funding. The amount necessary to implement the provisions of this Order shall be identified by the Department of Budget and Management. The appropriations necessary for the continued implementation of this Order in succeeding years shall be prepared in accordance with regular government budget procedures and shall be included in the budget of the concerned national government agencies under the annual General Appropriations Act.

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Section 11. Separability Clause. If any section or part of this Order is held unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain in full force or effect.

Section 12. Repealing Clause. All orders, rules and regulations, issuances or any part thereof inconsistent with the provisions of this Order are hereby repealed amended or modified accordingly.

Section 13. Effectivity. This Order shall take effect sixty (60) days after publication in a newspaper of general circulation.

DONE in the City of Manila this 16th day of May in the year of our Lord, Two Thousand and Seventeen.

By the President:

(Sgd.) SALVADOR C. MEDIALDEA

Executive Secretary

ANTI-BULLYING ACT OF 2013

REPUBLIC ACT NO. 10627

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

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

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

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

- a. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
- b. Any act that causes damage to a victim’s psyche and/or emotional well-being;
- c. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim’s looks, clothes and body; and
- d. Cyber-bullying or any bullying done through the use of technology or any electronic means.

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

- a. Prohibit the following acts:
 1. Bullying on school grounds; property immediately adjacent to school grounds; at school-sponsored or school-related activities, functions or programs whether on or off school grounds; at school bus stops; on school buses or other vehicles owned, leased or used by a school; or

- through the use of technology or an electronic device owned, leased or used by a school;
2. Bullying at a location, activity, function or program that is not school-related and through the use of technology or an electronic device that is not owned, leased or used by a school if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or the orderly operation of a school; and
 3. Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying;
- b. Identify the range of disciplinary administrative actions that may be taken against a perpetrator for bullying or retaliation which shall be commensurate with the nature and gravity of the offense: *Provided*, That, in addition to the disciplinary sanctions imposed upon a perpetrator of bullying or retaliation, he/she shall also be required to undergo a rehabilitation program which shall be administered by the institution concerned. The parents of the said perpetrator shall be encouraged by the said institution to join the rehabilitation program;
- c. Establish clear procedures and strategies for:
1. Reporting acts of bullying or retaliation;
 2. Responding promptly to and investigating reports of bullying or retaliation;
 3. Restoring a sense of safety for a victim and assessing the student's need for protection;
 4. Protecting from bullying or retaliation of a person who reports acts of bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying; and
 5. Providing counseling or referral to appropriate services for perpetrators, victims and appropriate family members of said students;
 6. Enable students to anonymously report bullying or retaliation: *Provided*, however, that no disciplinary administrative action shall be taken against a perpetrator solely on the basis of an anonymous report;
- d. Subject a student who knowingly makes a false accusation of bullying to disciplinary administrative action;
- e. Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms of such school for the anonymous reporting of acts of bullying or retaliation;
- f. Educate parents and guardians about the dynamics of bullying, the anti-bullying policies of the school and how parents and guardians can provide

- support and reinforce such policies at home; and
- g. Maintain a public record of relevant information and statistics on acts of bullying or retaliation in school: Provided, that the names of students who committed acts of bullying or retaliation shall be strictly confidential and only made available to the school administration, teachers directly responsible for the said students and parents or guardians of students who are or have been victims of acts of bullying or retaliation.
 - h. All elementary and secondary schools shall provide students and their parents or guardians a copy of the anti-bullying policies being adopted by the school. Such policies shall likewise be included in the school's student and/or employee handbook and shall be conspicuously posted on the school walls and website, if there is any.
 - i. The Department of Education (DepED) shall include in its training programs, courses or activities which shall provide opportunities for school administrators, teachers and other employees to develop their knowledge and skills in preventing or responding to any bullying act.

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

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

- a. Notify the law enforcement agency if the school principal or designee believes that criminal charges under the Revised Penal Code may be pursued against the perpetrator;
- b. Take appropriate disciplinary administrative action;
- c. Notify the parents or guardians of the perpetrator; and
- d. Notify the parents or guardians of the victim regarding the action taken to prevent any further acts of bullying or retaliation.

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

Section 5. Reporting Requirement. – All schools shall inform their respective schools division superintendents in writing about the anti-bullying policies formulated within six (6) months from the effectivity of this Act. Such

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notification shall likewise be an administrative requirement prior to the operation of new schools.

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

Section 6. Sanction for Noncompliance. – In the rules and regulations to be implemented pursuant to this Act, the Secretary of the DepED shall prescribe the appropriate administrative sanctions on school administrators who shall fail to comply with the requirements under this Act. In addition thereto, erring private schools shall likewise suffer the penalty of suspension of their permits to operate.

Section 7. Implementing Rules and Regulations. – Within ninety (90) days from the effectivity of this Act, the DepED shall promulgate the necessary rules and regulations to implement the provisions of this Act.

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

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

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

Approved,

(Sgd.) JINGGOY EJERCITO
ESTRADA
Acting Senate President

(Sgd.) FELICIANO BELMONTEJR.
Speaker of the House of
Representatives

This Act which originated in the House of Representatives was finally passed by the House of Representatives and the Senate on June 5, 2013.

(Sgd.) EMMA LIRIO-REYES
Secretary of the Senate

(Sgd.) MARILYN B. BARUA-YAP
Secretary General House of
Representatives

Approved: SEP 12 201

MAGNA CARTA FOR PERSONS WITH DISABILITY

REPUBLIC ACT No. 10754

AN ACT EXPANDING THE BENEFITS AND PRIVILEGES OF PERSONS WITH DISABILITY (PWD)

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

Section 1. Section 32 of Republic Act No. 7277, as amended, otherwise known as the '**Magna Carta for Persons with Disability**', is hereby further amended to read as follows:

SEC. 32. Persons with disability shall be entitled to:

- a. At least twenty percent (20%) discount and exemption from the value-added tax (VAT), if applicable, on the following sale of goods and services for the exclusive use and enjoyment or availment of the PWD:
 1. On the fees and charges relative to the utilization of all services in hotels and similar lodging establishments; restaurants and recreation centers;
 2. On admission fees charged by theaters, cinema houses, concert halls, circuses, carnivals and other similar places of culture, leisure and amusement.
 3. On the purchase of medicines in all drugstores;
 4. On medical and dental services including diagnostic and laboratory fees such as, but not limited to, x-rays, computerized tomography scans and blood tests, and professional fees of attending doctors in all government facilities, subject to the guidelines to be issued by the Department of Health (DOH), in coordination with the Philippine Health Insurance Corporation (PhilHealth);
 5. On medical and dental services including diagnostic and laboratory fees, and professional fees of attending doctors in all private hospitals and medical facilities, in accordance with the rules and regulations to be issued by the DOH, in coordination with the PhilHealth.
 6. On fare for domestic air and sea travel;
 7. On actual fare for land transportation travel such as, but not limited to, public utility buses or jeepneys (PUBs/PUJs), taxis, Asian utility vehicles (AUVs), shuttle services and public railways, including light Rail Transit (LRT), Metro Rail Transit (MRT) and Philippine National Railways (PNR); and
 8. On funeral and burial services for the death of the PWD: Provided, That the beneficiary or any person who shall shoulder the funeral and burial expenses of the deceased PWD shall claim the discount under this rule for the deceased PWD upon presentation of the death

- certificate. Such expenses shall cover the purchase of casket or urn, embalming, hospital morgue, transport of the body to intended burial site in the place of origin, but shall exclude obituary publication and the cost of the memorial lot.
- b. Educational assistance to PWD, for them to pursue primary, secondary, tertiary, post tertiary, as well as vocational or technical education, in both public and private schools, through the provision of scholarships, grants, financial aids, subsidies and other incentives to qualified PWD, including support for books, learning materials, and uniform allowance to the extent feasible; Provided, that PWD shall meet the minimum admission requirements;
 - c. To the extent practicable and feasible, the continuance of the same benefits and privileges given by the Government Service Insurance System (GSIS), Social Security System (SSS), and Pag-IBIG, as the case may be, as are enjoyed by those in actual service;
 - d. To the extent possible, the government may grant special discounts in special programs for PWD on purchase of basic commodities, subject to the guidelines to be issued for the purpose by the Department of Trade and Industry (DTI) and the Department of Agriculture (DA); and
 - e. Provision of express lanes for PWD in all commercial and government establishments; in the absence thereof, priority shall be given to them.

The abovementioned privileges are available only to PWD who are Filipino citizens upon submission of any of the following as proof of his/her entitlement thereto:

- i. An identification card issued by the city or municipal mayor or the barangay captain of the place where the PWD resides;
- ii. The passport of the PWD concerned; or
- iii. Transportation discount fare Identification Card (ID) issued by the National Council for the Welfare of Disabled Persons (NCWDP).

“The privileges may not be claimed if the PWD claims a higher discount as may be granted by the commercial establishment and/or under other existing laws or in combination with other discount program/s.

“The establishments may claim the discounts granted in subsection (a), paragraphs (1), (2), (3), (5), (6), (7), and (8) as tax deductions based on the net cost of the goods sold or services rendered: Provided, however, that the cost of the discount shall be allowed as deduction from the gross income for the same taxable year that the discount is granted: Provided, further, that the total amount of the claimed tax deduction net of value-added tax, if applicable, shall be included in their gross sales receipts for tax purposes and shall be subject to proper documentation and to the provisions of the National Internal Revenue Code (NIRC), as amended.”

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Section 2. Section 33 of Republic Act No. 7277, as amended, is hereby further amended to read as follows:

SEC. 33. Incentives. – Those caring for and living with a PWD shall be granted the following incentives:

- a. PWD, who are within the fourth civil degree of consanguinity or affinity to the taxpayer, regardless of age, who are not gainfully employed and chiefly dependent upon the taxpayer, shall be treated as dependents under Section 35(b) of the NIRC of 1997, as amended, and as such, individual taxpayers caring for them shall be accorded the privileges granted by the Code insofar as having dependents under the same section are concerned; and “x x x.”

Section 3. Implementing Rules and Regulations. – The Department of Social Welfare and Development (DSWD), in consultation with the Department of Health (DOH), the Department of Finance (DOF), and the National Council on Disability Affairs (NCDA), shall promulgate the necessary rules and regulations for the effective implementation of the provisions of this Act: Provided, That the failure of the concerned agencies to promulgate the said rules and regulations shall not prevent the implementation of this Act upon its effectiveness.

Section 4. Separability Clause. – If any provision of this Act is declared invalid or unconstitutional, other provisions hereof which are not affected thereby shall remain in full force and effect.

Section 5. Repealing Clause. – All laws, orders, decrees, rules and regulations, and other parts thereof inconsistent with the provisions of this Act are hereby repealed, amended or modified accordingly.

Section 6. Effectivity. – This Act shall take effect fifteen (15) days after its publication in the Official Gazette or in two (2) newspapers of general circulation.

Approved,

(Sgd.) FRANKLIN M. DRILON

President of the Senate

(Sgd.) FELICIANO BELMONTE JR.

Speaker of the House of Representatives

This Act which is a consolidation of House Bill No. 1039 and Senate Bill No. 2890 was passed by the House of Representatives and the Senate on December 16, 2015 and December 15, 2015, respectively.

(Sgd.) OSCAR G. YABES

Secretary of the Senate

(Sgd.) MARILYN B. BARUA-YAP

Secretary General House of

Representatives

Approved: MAR 23 2016

(Sgd.) BENIGNO S. AQUINO, III

President of the Philippines

ANTI-VIOLENCE AGAINST WOMEN AND CHILDREN ACT

Republic Act No. 9262

AN ACT DEFINING VIOLENCE AGAINST WOMEN AND THEIR CHILDREN, PROVIDING FOR PROTECTIVE MEASURES FOR VICTIMS, PRESCRIBING PENALTIES THEREFORE, AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the Philippine Congress Assembled:

Section 1. Short Title.- This Act shall be known as the “**Anti-Violence Against Women and Their Children Act of 2004**”.

Section 2. Declaration of Policy.- It is hereby declared that the State values the dignity of women and children and guarantees full respect for human rights. The State also recognizes the need to protect the family and its members particularly women and children, from violence and threats to their personal safety and security.

Towards this end, the State shall exert efforts to address violence committed against women and children in keeping with the fundamental freedoms guaranteed under the Constitution and the Provisions of the Universal Declaration of Human Rights, the convention on the Elimination of all forms of discrimination Against Women, Convention on the Rights of the Child and other international human rights instruments of which the Philippines is a party.

Section 3. Definition of Terms.- As used in this Act,

a. *“Violence against women and their children”* refers to any act or a series of acts committed by any person against a woman who is his wife, former wife, or against a woman with whom the person has or had a sexual or dating relationship, or with whom he has a common child, or against her child whether legitimate or illegitimate, within or without the family abode, which result in or is likely to result in physical, sexual, psychological harm or suffering, or economic abuse including threats of such acts, battery assault, coercion, harassment or arbitrary deprivation of liberty. It includes, but is not limited to, the following acts:

1. “Physical Violence” refers to acts that include bodily or physical harm;
2. “Sexual violence” refers to an act which is sexual in nature, committed against a woman or her child. It includes, but is not limited to:
 - i. rape, sexual harassment, acts of lasciviousness, treating a woman or her child as a sex object, making demeaning and sexually suggestive remarks, physically attacking the sexual parts of the victim’s body, forcing her/him to watch obscene publications and indecent shows or forcing the woman or her child to do indecent acts and/or make films thereof, forcing the wife and mistress/ lover

- to live in the conjugal home or sleep together in the same room with the abuser;
 - ii. acts causing or attempting to cause the victim to engage in any sexual activity by force, threat of force, physical or other harm or threat of physical or other harm or coercion;
 - iii. Prostituting the woman or child.
- 3. "*Psychological violence*" refers to acts or omissions causing or likely to cause mental or emotional suffering of the victim such as but not limited to intimidation, harassment, stalking, damage to property, public ridicule or humiliation, repeated verbal abuse and mental infidelity. It includes causing or allowing the victim to witness the physical, sexual or psychological abuse of a member of the family to which the victim belongs, or to witness pornography in any form or to witness abusive injury to pets or to unlawful or unwanted deprivation of the right to custody and/or visitation of common children.
- 4. "*Economic abuse*" refers to acts that make or attempt to make a woman financially dependent which includes, but is not limited to the following:
 - i. withdrawal of financial support or preventing the victim from engaging in any legitimate profession, occupation, business or activity, except in cases wherein the other spouse/partner objects on valid, serious and moral grounds as defined in Article 73 of the Family Code;
 - ii. deprivation or threat of deprivation of financial resources and the right to the use and enjoyment of the conjugal, community or property owned in common;
 - iii. destroying household property;
 - iv. controlling the victims' own money or properties or solely controlling the conjugal money or properties.
- b. "*Battery*" refers to an act of inflicting physical harm upon the woman or her child resulting to the physical and psychological or emotional distress.
- c. "*Battered Woman Syndrome*" refers to a scientifically defined pattern of psychological and behavioral symptoms found in women living in battering relationships as a result of cumulative abuse.
- d. "*Stalking*" refers to an intentional act committed by a person who, knowingly and without lawful justification follows the woman or her child or places the woman or her child under surveillance directly or indirectly or a combination thereof.
- e. "*Dating relationship*" refers to a situation wherein the parties live as husband and wife without the benefit of marriage or are romantically involved over time and on a continuing basis during the course of the

- relationship. A casual acquaintance or ordinary socialization between two individuals in a business or social context is not a dating relationship.
- f. "*Sexual relations*" refers to a single sexual act which may or may not result in the bearing of a common child.
 - g. "*Safe place or shelter*" refers to any home or institution maintained or managed by the Department of Social Welfare and Development (DSWD) or by any other agency or voluntary organization accredited by the DSWD for the purposes of this Act or any other suitable place the resident of which is willing temporarily to receive the victim.
 - h. "*Children*" refers to those below eighteen (18) years of age or older but are incapable of taking care of themselves as defined under Republic Act No. 7610. As used in this Act, it includes the biological children of the victim and other children under her care.

Section 4. Construction.- This Act shall be liberally construed to promote the protection and safety of victims of violence against women and their children.

Section 5. Acts of Violence Against Women and Their Children.- The crime of violence against women and their children is committed through any of the following acts:

- a. Causing physical harm to the woman or her child;
- b. Threatening to cause the woman or her child physical harm;
- c. Attempting to cause the woman or her child physical harm;
- d. Placing the woman or her child in fear of imminent physical harm;
- e. Attempting to compel or compelling the woman or her child to engage in conduct which the woman or her child has the right to desist from or desist from conduct which the woman or her child has the right to engage in, or attempting to restrict or restricting the woman's or her child's freedom of movement or conduct by force or threat of force, physical or other harm or threat of physical or other harm, or intimidation directed against the woman or child. This shall include, but not limited to, the following acts committed with the purpose or effect of controlling or restricting the woman's or her child's movement or conduct:
 1. Threatening to deprive or actually depriving the woman or her child of custody to her/his family;
 2. Depriving or threatening to deprive the woman or her children of financial support legally due her or her family, or deliberately providing the woman's children insufficient financial support;
 3. Depriving or threatening to deprive the woman or her child of a legal right;
 4. Preventing the woman in engaging in any legitimate profession, occupation, business or activity or controlling the victim's own mon4ey or properties, or solely controlling the conjugal or common

money, or properties;

- f. Inflicting or threatening to inflict physical harm on oneself for the purpose of controlling her actions or decisions;
- g. Causing or attempting to cause the woman or her child to engage in any sexual activity which does not constitute rape, by force or threat of force, physical harm, or through intimidation directed against the woman or her child or her/his immediate family;
- h. Engaging in purposeful, knowing, or reckless conduct, personally or through another, that alarms or causes substantial emotional or psychological distress to the woman or her child. This shall include, but not be limited to, the following acts:
 1. Stalking or following the woman or her child in public or private places;
 2. Peering in the window or lingering outside the residence of the woman or her child;
 3. Entering or remaining in the dwelling or on the property of the woman or her child against her/his will;
 4. Destroying the property and personal belongings or inflicting harm to animals or pets of the woman or her child; and
 5. Engaging in any form of harassment or violence;
 - (i) Causing mental or emotional anguish, public ridicule or humiliation to the woman or her child, including, but not limited to, repeated verbal and emotional abuse, and denial of financial support or custody of minor children of access to the woman's child/children.

Section 6. Penalties.- The crime of violence against women and their children, under Section 5 hereof shall be punished according to the following rules:

- a. Acts falling under Section 5(a) constituting attempted, frustrated or consummated parricide or murder or homicide shall be punished in accordance with the provisions of the Revised Penal Code.
If these acts resulted in mutilation, it shall be punishable in accordance with the Revised Penal Code; those constituting serious physical injuries shall have the penalty of prison mayor; those constituting less serious physical injuries shall be punished by prisjon correccional; and those constituting slight physical injuries shall be punished by arresto mayor.
- b. Acts falling under Section 5(b) shall be punished by imprisonment of two degrees lower than the prescribed penalty for the consummated crime as specified in the preceding paragraph but shall in no case be lower than arresto mayor.
- c. Acts falling under Section 5(c) and 5(d) shall be punished by arresto mayor;
- d. Acts falling under Section 5(e) shall be punished by prisjon correccional;
- e. Acts falling under Section 5(f) shall be punished by arresto mayor;
- f. Acts falling under Section 5(g) shall be punished by prisjon mayor;

- g. Acts falling under Section 5(h) and Section 5(i) shall be punished by prision mayor.

If the acts are committed while the woman or child is pregnant or committed in the presence of her child, the penalty to be applied shall be the maximum period of penalty prescribed in the section.

In addition to imprisonment, the perpetrator shall (a) pay a fine in the amount of not less than One hundred thousand pesos (P100,000.00) but not more than three hundred thousand pesos (300,000.00); (b) undergo mandatory psychological counseling or psychiatric treatment and shall report compliance to the court.

Section 7. Venue.- The Regional Trial Court designated as a Family Court shall have original and exclusive jurisdiction over cases of violence against women and their children under this law. In the absence of such court in the place where the offense was committed, the case shall be filed in the Regional Trial Court where the crime or any of its elements was committed at the option of the complainant.

Section 8. Protection Orders.- A protection order is an order issued under this act for the purpose of preventing further acts of violence against a woman or her child specified in Section 5 of this Act and granting other necessary relief. The relief granted under a protection order serve the purpose of safeguarding the victim from further harm, minimizing any disruption in the victim's daily life, and facilitating the opportunity and ability of the victim to independently regain control over her life. The provisions of the protection order shall be enforced by law enforcement agencies. The protection orders that may be issued under this Act are the barangay protection order (BPO), temporary protection order (TPO) and permanent protection order (PPO). The protection orders that may be issued under this Act shall include any, some or all of the following reliefs:

- a. Prohibition of the respondent from threatening to commit or committing, personally or through another, any of the acts mentioned in Section 5 of this Act;
- b. Prohibition of the respondent from harassing, annoying, telephoning, contacting or otherwise communicating with the petitioner, directly or indirectly;
- c. Removal and exclusion of the respondent from the residence of the petitioner, regardless of ownership of the residence, either temporarily for the purpose of protecting the petitioner, or permanently where no property rights are violated, and if respondent must remove personal effects from the residence, the court shall direct a law enforcement agent to accompany the respondent has gathered his things and escort respondent from the residence;

- d. Directing the respondent to stay away from petitioner and designated family or household member at a distance specified by the court, and to stay away from the residence, school, place of employment, or any specified place frequented by the petitioner and any designated family or household member;
- e. Directing lawful possession and use by petitioner of an automobile and other essential personal effects, regardless of ownership, and directing the appropriate law enforcement officer to accompany the petitioner to the residence of the parties to ensure that the petitioner is safely restored to the possession of the automobile and other essential personal effects, or to supervise the petitioner's or respondent's removal of personal belongings;
- f. Granting a temporary or permanent custody of a child/ children to the petitioner;
- g. Directing the respondent to provide support to the woman and/or her child if entitled to legal support. Notwithstanding other laws to the contrary, the court shall order an appropriate percentage of the income or salary of the respondent to be withheld regularly by the respondent's employer for the same to be automatically remitted directly to the woman. Failure to remit and/or withhold or any delay in the remittance of support to the woman and/or her child without justifiable cause shall render the respondent or his employer liable for indirect contempt of court;
- h. Prohibition of the respondent from any use or possession of any firearm or deadly weapon and order him to surrender the same to the court for appropriate disposition by the court, including revocation of license and disqualification to apply for any license to use or possess a firearm. If the offender is a law enforcement agent, the court shall order the offender to surrender his firearm and shall direct the appropriate authority to investigate on the offender and take appropriate action on matter;
- i. Restitution for actual damages caused by the violence inflicted, including, but not limited to, property damage, medical expenses, childcare expenses and loss of income;
- j. Directing the DSWD or any appropriate agency to provide petitioner may need; and
- k. Provision of such other forms of relief as the court deems necessary to protect and provide for the safety of the petitioner and any designated family or household member, provided petitioner and any designated family or household member consents to such relief.

Any of the reliefs provided under this section shall be granted even in the absence of a decree of legal separation or annulment or declaration of absolute nullity of marriage. The issuance of a BPO or the pendency of an application for

BPO shall not preclude a petitioner from applying for, or the court from granting a TPO or PPO.

Section 9. Who may file Petition for Protection Orders. – A petition for protection order may be filed by any of the following:

- a. the offended party;
- b. parents or guardians of the offended party;
- c. ascendants, descendants or collateral relatives within the fourth civil degree of consanguinity or affinity;
- d. officers or social workers of the DSWD or social workers of local government units (LGUs);
- e. police officers, preferably those in charge of women and children's desks;
- f. Punong Barangay or Barangay Kagawad;
- g. lawyer, counselor, therapist or healthcare provider of the petitioner;
- h. At least two (2) concerned responsible citizens of the city or municipality where the violence against women and their children occurred and who has personal knowledge of the offense committed.

Section 10. Where to Apply for a Protection Order. – Applications for BPOs shall follow the rules on venue under Section 409 of the Local Government Code of 1991 and its implementing rules and regulations. An application for a TPO or PPO may be filed in the regional trial court, metropolitan trial court, municipal trial court, municipal circuit trial court with territorial jurisdiction over the place of residence of the petitioner. Provided, however, That if a family court exists in the place of residence of the petitioner, the application shall be filed with that court.

Section 11. How to Apply for a Protection Order. – *The application for a protection order* must be in writing, signed and verified under oath by the applicant. It may be filed as an independent action or as incidental relief in any civil or criminal case the subject matter or issues thereof partakes of a violence as described in this Act. A standard protection order application form, written in English with translation to the major local languages, shall be made available to facilitate applications for protections order, and shall contain, among other, the following information:

- a. names and addresses of petitioner and respondent;
- b. description of relationships between petitioner and respondent;
- c. a statement of the circumstances of the abuse;
- d. description of the reliefs requested by petitioner as specified in Section 8 herein;
- e. request for counsel and reasons for such;
- f. request for waiver of application fees until hearing; and
- g. an attestation that there is no pending application for a protection order in another court.

If the applicants is not the victim, the application must be accompanied by an affidavit of the applicant attesting to (a) the circumstances of the abuse suffered by the victim and (b) the circumstances of consent given by the victim for the filling of the application. When disclosure of the address of the victim will pose danger to her life, it shall be so stated in the application. In such a case, the applicant shall attest that the victim is residing in the municipality or city over which court has territorial jurisdiction, and shall provide a mailing address for purpose of service processing.

An application for protection order filed with a court shall be considered an application for both a TPO and PPO. Barangay officials and court personnel shall assist applicants in the preparation of the application. Law enforcement agents shall also extend assistance in the application for protection orders in cases brought to their attention.

Section 12. Enforceability of Protection Orders. – All TPOs and PPOs issued under this Act shall be enforceable anywhere in the Philippines and a violation thereof shall be punishable with a fine ranging from Five Thousand Pesos (P5,000.00) to Fifty Thousand Pesos (P50,000.00) and/or imprisonment of six (6) months.

Section 13. Legal Representation of Petitioners for Protection Order. – If the woman or her child requests in the applications for a protection order for the appointment of counsel because of lack of economic means to hire a counsel de parte, the court shall immediately direct the Public Attorney's Office (PAO) to represent the petitioner in the hearing on the application. If the PAO determines that the applicant can afford to hire the services of a counsel de parte, it shall facilitate the legal representation of the petitioner by a counsel de parte. The lack of access to family or conjugal resources by the applicant, such as when the same are controlled by the perpetrator, shall qualify the petitioner to legal representation by the PAO.

However, a private counsel offering free legal service is not barred from representing the petitioner.

Section 14. Barangay Protection Orders (BPOs); Who May Issue and How.

- Barangay Protection Orders (BPOs) refer to the protection order issued by the *Punong Barangay* ordering the perpetrator to desist from committing acts under Section 5 (a) and (b) of this Act. A *Punong Barangay* who receives applications for a BPO shall issue the protection order to the applicant on the date of filing after *ex parte* determination of the basis of the application. If the *Punong Barangay* is unavailable to act on the application for a BPO, the application shall be acted upon by any available *Barangay Kagawad*. If the BPO is issued by a *Barangay Kagawad* the order must be accompanied by an attestation by the *Barangay Kagawad* that the *Punong Barangay* was unavailable at the time for the issuance of the BPO. BPOs shall be effective for

fifteen (15) days. Immediately after the issuance of an *ex parte* BPO, the *Punong Barangay or Barangay Kagawad* shall personally serve a copy of the same on the respondent, or direct any barangay official to effect is personal service. The parties may be accompanied by a non-lawyer advocate in any proceeding before the Punong Barangay.

Section 15. Temporary Protection Orders. – Temporary Protection Orders (TPOs) refers to the protection order issued by the court on the date of filing of the application after *ex parte* determination that such order should be issued. A court may grant in a TPO any, some or all of the reliefs mentioned in this Act and shall be effective for thirty (30) days. The court shall schedule a hearing on the issuance of a PPO prior to or on the date of the expiration of the TPO. The court shall order the immediate personal service of the TPO on the respondent by the court sheriff who may obtain the assistance of law enforcement agents for the service. The TPO shall include notice of the date of the hearing on the merits of the issuance of a PPO.

Section 16. Permanent Protection Orders. – Permanent Protection Order (PPO) refers to protection order issued by the court after notice and hearing.

Respondents non-appearance despite proper notice, or his lack of a lawyer, or the non-availability of his lawyer shall not be a ground for rescheduling or postponing the hearing on the merits of the issuance of a PPO. If the respondents appears without counsel on the date of the hearing on the PPO, the court shall appoint a lawyer for the respondent and immediately proceed with the hearing. In case the respondent fails to appear despite proper notice, the court shall allow *ex parte* presentation of the evidence by the applicant and render judgment on the basis of the evidence presented. The court shall allow the introduction of any history of abusive conduct of a respondent even if the same was not directed against the applicant or the person for whom the applicant is made.

The court shall, to the extent possible, conduct the hearing on the merits of the issuance of a PPO in one (1) day. Where the court is unable to conduct the hearing within one (1) day and the TPO issued is due to expire, the court shall continuously extend or renew the TPO for a period of thirty (30) days at each particular time until final judgment is issued. The extended or renewed TPO may be modified by the court as may be necessary or applicable to address the needs of the applicant.

The court may grant any, some or all of the reliefs specified in Section 8 hereof in a PPO. A PPO shall be effective until revoked by a court upon application of the person in whose favor the order was issued. The court shall ensure immediate personal service of the PPO on respondent.

The court shall not deny the issuance of protection order on the basis of the lapse of time between the act of violence and the filing of the application.

Regardless of the conviction or acquittal of the respondent, the Court must determine whether or not the PPO shall become final. Even in a dismissal, a PPO shall be granted as long as there is no clear showing that the act from which the order might arise did not exist.

Section 17. Notice of Sanction in Protection Orders. – The following statement must be printed in bold-faced type or in capital letters on the protection order issued by the *Punong Barangay* or court: VIOLATION OF THIS ORDER IS PUNISHABLE BY LAW

Section 18. Mandatory Period For Acting on Applications For Protection Orders – Failure to act on an application for a protection order within the reglementary period specified in the previous section without justifiable cause shall render the official or judge administratively liable.

Section 19. Legal Separation Cases. – In cases of legal separation, where violence as specified in this Act is alleged, Article 58 of the Family Code shall not apply. The court shall proceed on the main case and other incidents of the case as soon as possible. The hearing on any application for a protection order filed by the petitioner must be conducted within the mandatory period specified in this Act.

Section 20. Priority of Application for a Protection Order. – Ex parte and adversarial hearings to determine the basis of applications for a protection order under this Act shall have priority over all other proceedings. Barangay officials and the courts shall schedule and conduct hearings on applications for a protection order under this Act above all other business and, if necessary, suspend other proceedings in order to hear applications for a protection order.

Section 21. Violation of Protection Orders. – A complaint for a violation of a BPO issued under this Act must be filed directly with any municipal trial court, metropolitan trial court, or municipal circuit trial court that has territorial jurisdiction over the barangay that issued the BPO. Violation of a BPO shall be punishable by imprisonment of thirty (30) days without prejudice to any other criminal or civil action that the offended party may file for any of the acts committed.

A judgement of violation of a BPO may be appealed according to the Rules of Court. During trial and upon judgment, the trial court may motu proprio issue a protection order as it deems necessary without need of an application.

Violation of any provision of a TPO or PPO issued under this Act shall constitute contempt of court punishable under Rule 71 of the Rules of Court, without prejudice to any other criminal or civil action that the offended party may file for any of the acts committed.

Section 22. Applicability of Protection Orders to Criminal Cases. – The foregoing provisions on protection orders shall be applicable in impliedly instituted with the criminal actions involving violence against women and their children.

Section 23. Bond to Keep the Peace. – The Court may order any person against whom a protection order is issued to give a bond to keep the peace, to present two sufficient sureties who shall undertake that such person will not commit the violence sought to be prevented.

Should the respondent fail to give the bond as required, he shall be detained for a period which shall in no case exceed six (6) months, if he shall have been prosecuted for acts punishable under Section 5(a) to 5(f) and not exceeding thirty (30) days, if for acts punishable under Section 5(g) to 5(l).

The protection orders referred to in this section are the TPOs and the PPOs issued only by the courts.

Section 24. Prescriptive Period. – Acts falling under Sections 5(a) to 5(f) shall prescribe in twenty (20) years. Acts falling under Sections 5(g) to 5(l) shall prescribe in ten (10) years.

Section 25. Public Crime. – Violence against women and their children shall be considered a public offense which may be prosecuted upon the filing of a complaint by any citizen having personal knowledge of the circumstances involving the commission of the crime.

Section 26. Battered Woman Syndrome as a Defense. – Victim-survivors who are found by the courts to be suffering from battered woman syndrome do not incur any criminal and civil liability notwithstanding the absence of any of the elements for justifying circumstances of self-defense under the Revised Penal Code. In the determination of the state of mind of the woman who was suffering from battered woman syndrome at the time of the commission of the crime, the courts shall be assisted by expert psychiatrists/ psychologists.

Section 27. Prohibited Defense. – Being under the influence of alcohol, any illicit drug, or any other mind-altering substance shall not be a defense under this Act.

Section 28. Custody of children. – The woman victim of violence shall be entitled to the custody and support of her child/children. Children below seven (7) years old older but with mental or physical disabilities shall automatically be given to the mother, with right to support, unless the court finds compelling reasons to order otherwise.

A victim who is suffering from battered woman syndrome shall not be disqualified from having custody of her children. In no case shall custody of minor children be given to the perpetrator of a woman who is suffering from Battered woman syndrome.

Section 29. Duties of Prosecutors/Court Personnel. – Prosecutors and court personnel should observe the following duties when dealing with victims under this Act:

- a. communicate with the victim in a language understood by the woman or her child; and
- b. inform the victim of her/his rights including legal remedies available and procedure, and privileges for indigent litigants.

Section 30. Duties of Barangay Officials and Law Enforcers. – Barangay officials and law enforcers shall have the following duties:

- a. respond immediately to a call for help or request for assistance or protection of the victim by entering the necessary whether or not a protection order has been issued and ensure the safety of the victim/s;
- b. confiscate any deadly weapon in the possession of the perpetrator or within plain view;
- c. transport or escort the victim/s to a safe place of their choice or to a clinic or hospital;
- d. assist the victim in removing personal belongs from the house;
- e. assist the barangay officials and other government officers and employees who respond to a call for help;
- f. ensure the enforcement of the Protection Orders issued by the *Punong Barangay* or the courts;
- g. arrest the suspected perpetrator without a warrant when any of the acts of violence defined by this Act is occurring, or when he/she has personal knowledge that any act of abuse has just been committed, and there is imminent danger to the life or limb of the victim as defined in this Act; and
- h. immediately report the call for assessment or assistance of the DSWD, social Welfare Department of LGUs or accredited non-government organizations (NGOs).

Any barangay official or law enforcer who fails to report the incident shall be liable for a fine not exceeding Ten Thousand Pesos (P10,000.00) or whenever applicable criminal, civil or administrative liability.

Section 31. Healthcare Provider Response to Abuse – Any healthcare provider, including, but not limited to, an attending physician, nurse, clinician, barangay health worker, therapist or counselor who suspects abuse or has been informed by the victim of violence shall:

- a. properly document any of the victim's physical, emotional or psychological injuries;
- b. properly record any of victim's suspicions, observations and circumstances of the examination or visit;
- c. automatically provide the victim free of charge a medical certificate concerning the examination or visit;

- d. safeguard the records and make them available to the victim upon request at actual cost; and
- e. provide the victim immediate and adequate notice of rights and remedies provided under this Act, and services available to them.

Section 32. Duties of Other Government Agencies and LGUs – Other government agencies and LGUs shall establish programs such as, but not limited to, education and information campaign and seminars or symposia on the nature, causes, incidence and consequences of such violence particularly towards educating the public on its social impacts.

It shall be the duty of the concerned government agencies and LGUs to ensure the sustained education and training of their officers and personnel on the prevention of violence against women and their children under the Act.

Section 33. Prohibited Acts. – A *Punong Barangay*, *Barangay Kagawad* or the court hearing an application for a protection order shall not order, direct, force or in any way unduly influence the applicant for a protection order to compromise or abandon any of the reliefs sought in the application for protection under this Act. Section 7 of the Family Courts Act of 1997 and Sections 410, 411, 412 and 413 of the Local Government Code of 1991 shall not apply in proceedings where relief is sought under this Act. Failure to comply with this Section shall render the official or judge administratively liable.

Section 34. Persons Intervening Exempt from Liability. – In every case of violence against women and their children as herein defined, any person, private individual or police authority or barangay official who, acting in accordance with law, responds or intervenes without using violence or restraint greater than necessary to ensure the safety of the victim, shall not be liable for any criminal, civil or administrative liability resulting therefrom.

Section 35. Rights of Victims. – In addition to their rights under existing laws, victims of violence against women and their children shall have the following rights:

- a. to be treated with respect and dignity;
- b. to avail of legal assistance from the PAO of the Department of Justice (DOJ) or any public legal assistance office;
- c. To be entitled to support services from the DSWD and LGUs;
- d. To be entitled to all legal remedies and support as provided for under the Family Code; and
- e. To be informed of their rights and the services available to them including their right to apply for a protection order.

Section 36. Damages. – Any victim of violence under this Act shall be entitled to actual, compensatory, moral and exemplary damages.

Section 37. Hold Departure Order. – The court shall expedite the process of issuance of a hold departure order in cases prosecuted under this Act.

Section 38. Exemption from Payment of Docket Fee and Other Expenses.

-If the victim is an indigent or there is an immediate necessity due to imminent danger or threat of danger to act on an application for a protection order, the court shall accept the application without payment of the filing fee and other fees and of transcript of stenographic notes.

Section 39. Inter-Agency Council on Violence Against Women and Their Children (IAC-VAWC). In pursuance of the abovementioned policy, there is hereby established an Inter-Agency Council on Violence Against Women and their children, hereinafter known as the Council, which shall be composed of the following agencies:

- a. Department of Social Welfare and Development (DSWD);
- b. National Commission on the Role of Filipino Women (NCRFW);
- c. Civil Service Commission (CSC);
- d. Commission on Human rights (CHR)
- e. Council for the Welfare of Children (CWC);
- f. Department of Justice (DOJ);
- g. Department of the Interior and Local Government (DILG);
- h. Philippine National Police (PNP);
- i. Department of Health (DOH);
- j. Department of Education (DepEd);
- k. Department of Labor and Employment (DOLE); and
- l. National Bureau of Investigation (NBI).

These agencies are tasked to formulate programs and projects to eliminate VAW based on their mandates as well as develop capability programs for their employees to become more sensitive to the needs of their clients. The Council will also serve as the monitoring body as regards to VAW initiatives.

The Council members may designate their duly authorized representative who shall have a rank not lower than an assistant secretary or its equivalent. These representatives shall attend Council meetings in their behalf, and shall receive emoluments as may be determined by the Council in accordance with existing budget and accounting rules and regulations.

Section 40. Mandatory Programs and Services for Victims. – The DSWD, and LGUs shall provide the victims temporary shelters, provide counseling, psycho-social services and /or, recovery, rehabilitation programs and livelihood assistance.

The DOH shall provide medical assistance to victims.

Section 41. Counseling and Treatment of Offenders. – The DSWD shall provide rehabilitative counseling and treatment to perpetrators towards learning constructive ways of coping with anger and emotional outbursts and reforming their ways. When necessary, the offender shall be ordered by the Court to submit to psychiatric treatment or confinement.

Section 42. Training of Persons Involved in Responding to Violence Against Women and their Children Cases. – All agencies involved in responding to

violence against women and their children cases shall be required to undergo education and training to acquaint them with:

- a. the nature, extend and causes of violence against women and their children;
- b. the legal rights of, and remedies available to, victims of violence against women and their children;
- c. the services and facilities available to victims or survivors;
- d. the legal duties imposed on police officers to make arrest and to offer protection and assistance; and
- e. techniques for handling incidents of violence against women and their children that minimize the likelihood of injury to the officer and promote the safety of the victim or survivor. The PNP, in coordination with LGU's shall establish an education and training program for police officers and barangay officials to enable them to properly handle cases of violence against women and their children.

Section 43. Entitled to Leave. – Victims under this Act shall be entitled to take a paid leave of absence up to ten (10) days in addition to other paid leaves under the Labor Code and Civil Service Rules and Regulations, extendible when the necessity arises as specified in the protection order.

Any employer who shall prejudice the right of the person under this section shall be penalized in accordance with the provisions of the Labor Code and Civil Service Rules and Regulations. Likewise, an employer who shall prejudice any person for assisting a co-employee who is a victim under this Act shall likewise be liable for discrimination.

Section 44. Confidentiality. – All records pertaining to cases of violence against women and their children including those in the barangay shall be confidential and all public officers and employees and public or private clinics to hospitals shall respect the right to privacy of the victim. Whoever publishes or causes to be published, in any format, the name, address, telephone number, school, business address, employer, or other identifying information of a victim or an immediate family member, without the latter's consent, shall be liable to the contempt power of the court.

Any person who violates this provision shall suffer the penalty of one (1) year imprisonment and a fine of not more than Five Hundred Thousand pesos (P500,000.00).

Section 45. Funding – The amount necessary to implement the provisions of this Act shall be included in the annual General Appropriations Act (GAA).

The Gender and Development (GAD) Budget of the mandated agencies and LGU's shall be used to implement services for victim of violence against women and their children.

Section 46. Implementing Rules and Regulations. – Within six (6) months from the approval of this Act, the DOJ, the NCRFW, the DSWD, the DILG, the DOH,

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and the PNP, and three (3) representatives from NGOs to be identified by the NCRCFW, shall promulgate the Implementing Rules and Regulations (IRR) of this Act.

Section 47. Suppletory Application – For purposes of this Act, the Revised Penal Code and other applicable laws, shall have suppletory application.

Section 48. *Separability Clause.* – If any section or provision of this Act is held unconstitutional or invalid, the other sections or provisions shall not be affected.

Section 49. Repealing Clause – All laws, Presidential decrees, executive orders and rules and regulations, or parts thereof, inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

Section 50. Effectivity – This Act shall take effect fifteen (15) days from the date of its complete publication in at least two (2) newspapers of general circulation.

Approved,

JOSE DE VENECIA JR.

Speaker of the House of Representatives **FRANKLIN DRILON**

This Act, which is a consolidation of Senate Bill No. 2723 and House Bill Nos. 5516 and 6054, was finally passed by the Senate and the House of Representatives on January 29, 2004 and February 2, 2004, respectively.

ROBERTO P. NAZARENO

Secretary General House of
Representatives

OSCAR G. YABES

Secretary of Senate

Approved: March 08, 2004

GLORIA MACAPAGAL-ARROYO

President of the Philippines

THE ECOLOGICAL SOLID WASTE MANAGEMENT ACT

Ang Solid Waste Management ay tumutukoy sa disiplina ng pagkokontrol, pag-iimbak, pangongolekta, paglilipat, pagpoproseso at pagtatapon ng basura na sang-ayon sa pampublikong kalusugan, ekonomiya, at pangangalaga at pagpapaganda ng kapaligiran.

Kabilang sa mga batayan ng Ecological Solid Waste Management ay ang mga sumusunod;

1. Ang basura ay mapagkukunan ng yaman.
2. Ang pag-iwas sa pagtapon ng basura ay mas mainam kaysa sa pamamahala at pagkontrol nito.
3. Walang iisang epektibong teknolohiya tungo sa solid waste management.
4. Ang lahat ng kabilang sa lipunan ay kinakailangang maging responsible sa solid waste management.
5. Ang solid waste management ay dapat gawin alinsunod sa pag-iingat ng likas na yaman, sa pagkalinga ng kapaligiran at sa kaunlaran.
6. Ang dapat isaalang-alang sa mga programang ukol sa solid waste management ay ang mga pangangailangan, pisikal at socio- ekonomikong kalagayan ng komunidad.

Ang mga sumusunod ay ipinagbabawal sa ilalim ng R.A. 9003 oang Ecological Solid Waste Management Act;

1. Pagkakalat, pagtatapon o pagtatambak ng basura sa mga pampublikong lugar tulad ng mga kalsada, mga bangketa, mga kanal o parke.
2. Pagsusunog ng basura.
3. Pagbibigay o pagpapahintulot sa koleksyon ng hindi pinagbukod- bukod na basura.
4. Paninirahan ng malapit sa tambakan ng basura.
5. Pagtatambak at pagbabaon ng nabubulok o di-nabubulok sa basura sa lugar na malimit bahain.
6. Ang paggawa, pamamahagi at paggamit ng mga bagay na maaaring magdulot ng panganib sa kalikasan.
7. Pagtatayo, pagpapalawak at pagpapalakad gn mga pasilidad na walang Environmental Compliance Certificate (ECC)

Ang sinumang mapatunayang lumamabag sa mga alituntuning ito ay maparurusahan ayon sa mga sumusunod na batayan;

1. Kung nilabag ang una (1), siya ay pagbabayarin ng mula P300 hanggang P1,000 o magsasagawa ng serbisyong pangkomunidad ng hanggang 15 araw, o pareho.
2. Kung nilabag ang pangalawa (2), siya ay pagbabayarin ng multang mula P300 hanggang P1,000 o pagkakulong ng hanggang 15 araw, o pareho.
3. Kung (3), (4) at (5) siya ay pagbabayarin ng mula (P1,000 hanggang P3,000 o pagkakulong ng mula 15 hanggang anim na buwan.
4. Kung (6), siya ay pagbabayarin ng P50,000 na may karagdagang 5-10 porsiyento ng kanyang kita sa nakaraang taon.
5. Kung nilabag ang (7) siya ay pagbabayarin ng mula P100,000 hanggang isang milyon o kaya'y pagkakulong ng mula isa hanggang anim na taon, o pareho

Kung ang may sala ay isang dayuhan, siya ay ipapatapon sa ibang bansa pagkatapos maisagawa ang kaparusahan.

Ang mga opisyal ng gobyerno pati na rin ang mga ahensyang may kinalaman sa RA 9003 na hindi sumusunod at hindi ipinatutupad ang mga nasabing alituntunin ay masasampahan ng kasong administratibo alinsunod na rin sa RA 7160 at iba pang umiiral na batas.

Paghiga-hiwalayin ang basura ayon sa :

- Nabubulok (Biodegradable)
- Di-Nabubulok pero maari pang gamitin (Non-biodegradable but recyclable)
- Di-Nabubulok/Dina magagamit (Non-biodegradable/non-recyclable)
- Basurang papel (Paper waste)



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CLSU Hymn

**C-L-S-U Alma Mater dear,
O hail to thee!
Full glory and honor,
May yours forever be,
The lights we share,
From the torch you hold,
Vanquish darkness and spread cheers
All over the whole wide world
C-L-S-U, C-L-S-U
Patriotic service to the country
We'll prove to you our love and loyalty
So hail, hail to thee,
Alma Mater.**