



DE LA SALLE UNIVERSITY-DASMARIÑAS

# STUDENT HANDBOOK

SY 2006-2010

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# DE LA SALLE PHILIPPINES MISSION STATEMENT

## **Preamble**

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

## **Declaration**

Inflamed by the Holy Spirit, God's own Fire, we declare our commitment to the following:

- We shall work together as a national network of Lasallian schools in the Philippines for the efficient and effective implementation of the Lasallian Mission, following the directives of the De La Salle Brothers and the Philippine Lasallian Family as a set by the General Chapter and the Philippine Lasallian Family Convocation.
- We shall ensure the integrity of the Lasallian Mission by setting directions and standards applicable to Philippine Lasallian schools and by monitoring their implementation.
- We shall promote the Lasallian Mission by fostering synergy, collaboration and sharing among Lasallian schools.
- We shall uphold the Lasallian values of *faith, zeal in service, and communion in mission*.

## **Prayer**

In all these, we, together and by association, dedicate our life and work to God, who alone guarantees the fulfillment of our Lasallian dream.

# DE LA SALLE UNIVERSITY-DASMARIÑAS

## VISION-MISSION STATEMENT

### Vision

DE LA SALLE UNIVERSITY-DASMARIÑAS is a Filipino Catholic University established and managed by the De La Salle Brothers and their lay partners in the historic province of Cavite in response to the needs of the Church and the Nation for human and Christian education, particularly the youth-at-risk. Guided by the Lasallian values of *Religio*, *Mores*, and *Cultura*, the University participates meaningfully in the process of social transformation by forming God-centered, people-oriented, and patriotic persons who serve as responsible and professionally competent stewards of creation.

### Mission

To realize this vision, the University shall strive to become a leading institution nationally and globally in the integral formation of the youth by offering relevant, responsive, and community-oriented academic programs, research and extension services, and promoting a keen sense of history, arts and culture. Following in the footsteps of Saint John Baptist De La Salle, the University shall continue transforming itself into a caring community guided by Gospel values with a fervent spirit of service, love for learning and excellence through a holistic formation of its members.

## WHO ARE THE LASALLIAN STUDENTS?

**Lasallian learners are unique and gifted individuals who...**

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

*Source:  
Guiding Principles of the Philippine Lasallian Family  
September 30, 2005*

## Section 1

# GENERAL DIRECTIVES

Students of De La Salle University-Dasmariñas are expected to act as mature Christians at all times, whether on or off campus, and show respect for proper authority, for the rights of fellow students, and for the good name of the University. To ensure an atmosphere conducive to the formation of Filipino Christian men and women, and to maintain an order necessary for the common good, students are expected to adhere to the following:

- 1.1 Familiarize themselves with the contents of this Student Handbook, and strictly comply with all the provisions herein.
- 1.2 Bear in mind that the De La Salle University-Dasmariñas is a Catholic University; therefore, all students are required to attend masses, spiritual retreats and recollections, and/or similar activities.
- 1.3 In the performance of their obligations, all students must act in accordance to and/or with respect for the Christian principles, traditions and ideals of the Filipino nation, and within the framework of the policies, rules, and regulations of the University.
- 1.4 The University expects its young men and women to observe/maintain the standards of responsibility and dignity which are part of the spirit of the school. When a student does not measure up to these standards (*e.g.*, when a student undertakes unscrupulous activities; engages in premarital sexual relations; performs acts which malign his personhood as well as the name of the school; and other similar acts) s/he is asked to withdraw from the University.
- 1.5 As a Catholic institution for learning, this university does not tolerate sexual indiscretions. Violation of this policy merits appropriate corrective action, including but not limited to, requiring the student to go on leave or withdraw from the university.
- 1.6 It is considered unethical for any student to make any unfavorable act towards another, including sexist remarks and actions. Areas exclusively used by men/women that are marked accordingly (*i.e.*, ladies' and men's rooms) are off limits to the opposite sex.
- 1.7 **Persons in Authority**

School administrators and faculty members exercise authority "*in loco parentis*" in relation to all students of the University. As such, they shall



have the right and duty to accost and refer any erring student to the Student Welfare and Formation Office (SWAFO) director or student formators for appropriate action. They may also report cases of violation of University rules and regulations committed in their presence. The SWAFO director, student formators, and security guards are also persons in authority and must be accorded proper courtesy.

- 1.8 The wearing of prescribed uniform is compulsory unless the student has a written permit from the dean of Student Services or in his/her absence, the SWAFO director.

For males, the prescribed uniform is beige santana *polo barong* with the embroidered logo of the University, white *sando* inside, and chocolate brown slacks. They are enjoined to wear closed leather shoes with dark colored socks. *Maong*/Denim jeans of any color, cargo pants, sandals, and rubber shoes are not allowed.

For females, the prescribed uniform is white blouse with school patch on the left collar, emerald green slacks, and closed black leather shoes. If socks were to be worn, only plain black is acceptable.

Students are required to wear the prescribed uniform, inside the school premises from Mondays through Fridays except on Wednesdays and Saturdays which are washdays.

Students who have no classes but need to come to the University on days that are not washdays must also wear their uniforms.

Students who come to school at 5:00 p.m. onwards are allowed to enter the campus in civilian clothes but are required to put on their IDs.

Students with National Service Training Program (NSTP)/Physical Education (PE) subjects may wear their NSTP/PE uniforms the whole day on which these subjects are scheduled. However, PE shorts are not allowed inside the campus.

The following are not allowed during washdays and summer classes:

- a. all kinds of shorts and torn/worn out jeans
- b. spaghetti straps, razor back, tube
- c. blouses and dresses with plunging neckline/backless
- d. midriffs, hanging blouses, off shoulder blouses and dresses
- e. mini/micro-mini skirts (more than 2 inches above the knee)
- f. rubber slippers, worn out shoes
- g. body hugging blouses and skirts/pants
- h. haltered blouses and dresses
- i. see-through attires

For ladies, light make-ups are acceptable and only a pair of earrings is allowed to be worn. However, cross-dressing (e.g., overt gays sporting make-up and wearing female attire) on campus is not tolerated. Body piercing is likewise not allowed.

## 1.9 Identification Card (ID Card)

Every student officially enrolled must have an identification card validated in each enrollment period and must be displayed at the middle portion of the blouse/polo while on campus. Such identification card must bear the signatures of the University Registrar and the student. Found ID cards must be surrendered at the SWAFO for endorsement to the Registrar's Office. Security guards, student formators, or other persons in authority have the right to ask for the students' ID cards when the need arises.

In case a student has lost his ID card, s/he should:

- a. report the loss to the desk officer as soon as possible.
- b. present an alternate picture-bearing identification card and/or current registration form.
- c. secure the Certificate of Loss Form at the SWAFO.
- d. apply for a new ID card at the Registrar's Office upon referral from the SWAFO.
- e. pay the necessary amount for the new identification card at the Accounting Office. While the new ID card is being processed, the SWAFO issues a temporary gate pass indicating the number of days such gate pass will be in effect.

ID cards may only be confiscated by persons in authority when students commit a violation of school rules and regulations *in flagrante delicto* (caught in the act). Upon confiscation of the identification card, the person in authority will submit the same to the SWAFO which issues a temporary gate pass, good for three (3) days.

## 1.10 Courtesy to Members of the Academic Community

In dealing with all the members of the community, students are expected to observe the usual norms of politeness, etiquette, and courtesy. School administrators, faculty members, and support staff, in their obligation to exercise the judgment of good parents in *loco parentis*, may call the attention of students who display unbecoming behavior on campus or during officially sanctioned University activities outside the campus.

Abusive behavior or discourtesy towards University officials, faculty, staff, student formators, and security guards shall be dealt with appropriate disciplinary action.

- 1.11 Student groups who invite guests from outside the campus e.g., guest lecturers, speakers, and seminar participants are required to inform the Office of the Dean of Student Services, the Office of the Vice President for Finance and Administrative Services, and the respective college dean at least three days before the activity. Guards at *Magdalo*, *Magpuri*, and *Magdiwang* gates must also be informed.

### **1.12 Student Representation**

Students should not participate in any outside activity, contest, play, band, choir, conference, congress, association, society, or group as representatives of the University or any of its recognized student organizations without written authorization from the respective college dean (for academic-related activities) and noted by the dean of Student Services.

### **1.13 Bulletin Boards**

Announcements shall be posted only on bulletin boards. Properly prepared posters or notices may only be posted after being noted by the Institutional Communication Office (ICO) and approved by the director of the Student Development and Activities Office. When posting an announcement on any bulletin board in any college, courtesy dictates that the college dean should be informed.

- a. Students who post announcements without prior approval of the said office shall be penalized accordingly. Posters and streamers from outside entities must be noted by the ICO, and then approved by the Director for Office Operations.
- b. The standard duration of all postings is two (2) weeks. It is the responsibility of the concerned student group to remove all posted information materials after expiration date.
- c. Students caught defacing, mutilating, or removing posters within the validity period shall be subject to disciplinary sanctions.

### **1.14 Smoking**

Smoking is strictly prohibited within the premises of the University.

### **1.15 Boycotting**

Any student who impedes, obstructs, prevents, or defeats the right and obligation of a teacher or professor to teach his subjects or the right of the students to attend classes shall be subject to disciplinary action.

### **1.16 Littering**

Meals, snacks, and drinks should be taken only in the canteen or its immediate vicinity. However, students who wish to eat in other designated areas are advised to dispose of their wrappers, food containers, tissue papers and the like in trash cans and not in open places. Eating inside the classroom is strictly prohibited.

### **1.17 Proper decorum**

Propriety and good taste especially in conduct, manner, or appearance are expected at all times inside and outside the University.

### 1.18 Public display of affection

Healthy interaction among students is encouraged by the university. However, acts or gestures that tend to offend other members of the community are not tolerated in the campus.

The following are considered offending to the members of the Lasallian community:

- a. kissing (lips to lips, smack)
- b. embracing
- c. petting
- d. necking
- e. sitting on somebody else's lap
- f. partners staying in dark, inconspicuous places
- g. partners staying in parked vehicles with lights off and closed windows especially during late afternoon and evening
- h. arm/s on hips of opposite sex

### 1.19 Storm Signals

DLSU-Dasmariñas follows storm signals for both Metro Manila and Southern Luzon; that is, if storm signal number three (3) or four (4) is sounded in either area, classes in the undergraduate and graduate levels shall be automatically suspended. Offices and the entire campus shall be closed.

### 1.20 Floods, earthquakes, jeepney/bus strikes, *coup d'etat*, and other emergency situations

Announcements by the Commission on Higher Education (CHED) or by other government agencies that apply specifically only to Metro Manila concerning floods, earthquakes, transport strike, *coup d'etat*, or other emergencies do not automatically apply to DLSU-Dasmariñas. However, should the need to suspend classes arise, the Executive Vice President (EVP) or the Vice President for Academics and Research (VPAR) shall consider the following:

- a. Both the safety of students, faculty, and staff, on the one hand and the continuation of classes to ensure academic standards, on the other.
- b. Announcements will be made as early as possible. These will be posted at the security guard outposts in all gates and in front of the Gregoria Montoya Hall. Whenever possible, announcements over DZMM AM radio band will be made.
- c. If no announcement was made until five o'clock in the morning, it should be assumed that classes will be held and offices will be opened. However, announcements on suspension of classes may be made later in the day.

### **1.21 Suspension of Classes**

Administration officials authorized to make decisions on suspension of classes are the EVP and the VPAR, in that order.

### **1.22 Students' Compliance with Classroom Policies and Procedures**

Students should follow the usual classroom policies and procedures as well as those set by the teacher. Students who violate such policies may be referred to the SWAFO for proper action.

### **1.23 Students' Duty to Inform Parents/Guardians**

It is the duty of the students to keep their parents/guardians informed of their academic standing and the consequences of excessive absences or failures. Notices that may be sent by the University to parents/guardians are merely by way of courtesy. They do not relieve the students of their obligation to inform their parents/guardians of their standing in school. Therefore, the lack of knowledge about the student's status on the part of the parents/guardians shall not be blamed on the University nor shall the latter be held responsible for such ignorance.

### **1.24 Use of University Facilities**

The University encourages students' use of campus facilities for meetings as well as social, cultural, and recreational activities. Misuse or careless use of such facilities however disqualifies the students from using the same facilities in the future. Unauthorized use of facilities shall be charged with either a minor or a major offense.

### **1.25 Change of Residence or Status**

Students who have transferred residence or have changed their civil status should inform the University Registrar's Office in writing at the earliest possible time. Students are liable for incorrect information on their identification card, registration forms, and other school documents. A letter sent to the addressee will be considered delivered.

### **1.26 Campus curfew**

For campus security reasons, all students, except those residing in the school dormitories, should be out of the campus by 9:00 p.m. unless authorized by the Director for Office Operations.

## Section 2

# PROGRAM OFFERINGS

De La Salle University-Dasmariñas offers various programs under its seven (7) colleges. These programs are as follows:

### College of Business Administration

- BS Accountancy
- BS Business Administration major in:
  - Agribusiness Management
  - Business Management
  - Economics
  - Entrepreneurial Management
  - Entrepreneurial Management with concentration on Microfinance
  - Human Resource Development
  - Management Accounting
  - Marketing and Advertising Management
- BS Office Administration
- Associate in Office Administration (2years)
- Free Evening Program – Business Management
- Diploma in Business Administration
- Master of Business Administration – Executive Program
- Master of Business Administration
  - Information Technology (IT) concentration (Techno-MBA program)
- Master of Business Administration – Regular Program
- Doctor of Philosophy in Business Administration

### College of Education

- Bachelor of Elementary Education
- Bachelor of Elementary Education with area of specialization in Early Childhood Education
- Bachelor of Secondary Education major in (a)English, (b)Filipino, (c)Social Studies, (d)Biological Science, (e)Physical Science, (f)Mathematics
- Master of Arts in Education major in (a)Educational Management, (b)Guidance and Counseling, (c) Religious and Values Education
- Doctor of Philosophy major in (a)Educational Management, (b)Counseling Psychology with concentration in Community Counseling

### College of Engineering and Technology

- BS Architecture
- BS Civil Engineering
- BS Mechanical Engineering
- BS Electrical Engineering

- BS Electronics and Communications Engineering
- BS Environmental and Sanitary Engineering
- BS Industrial Engineering
- BS Industrial Technology
- Two-Year Certificate in: Automotive Technology, Computer Technology, Electrical Technology, Consumer Electronics, Industrial Electronics
- Dual Training System

### **College of International Hospitality Management**

- BS Hotel and Restaurant Management with Certificate in Culinary Arts
- BS Tourism Management

### **College of Law Enforcement, Administration, and Public Safety**

- BS Criminology (semestral program)
- BS Criminology (trimester program)

### **College of Liberal Arts**

- Bachelor of Arts in Broadcast Journalism
- Bachelor of Arts in Communication
- Bachelor of Arts in Development Studies
- Bachelor of Arts in Community Development
- Bachelor of Arts in Philosophy
- Bachelor of Arts in Political Science
- Bachelor of Arts in Psychology
- Master of Arts in Teaching English
- Master of Arts in Teaching Social Sciences
- Master of Arts in Filipino

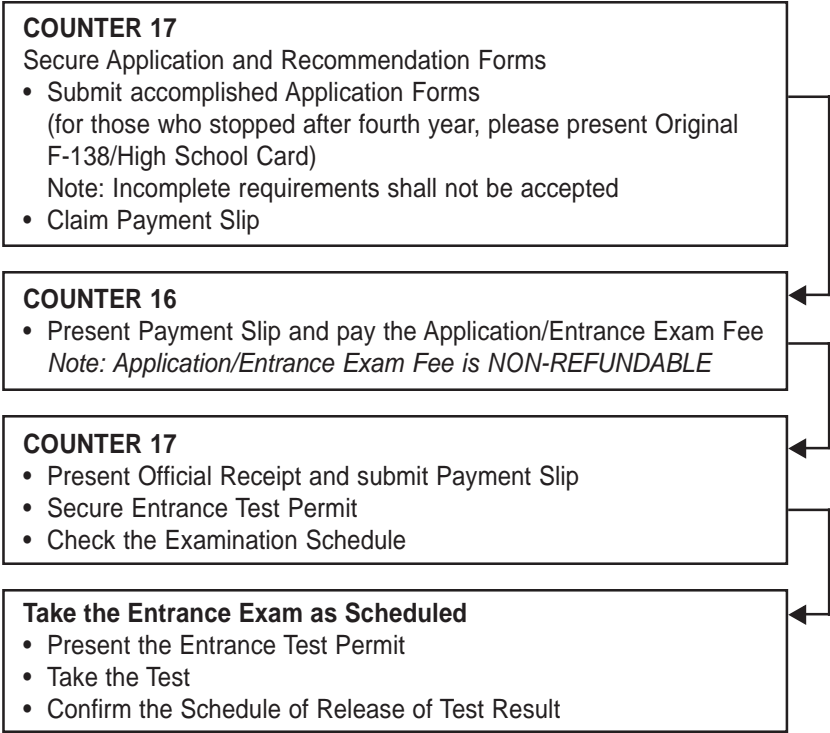
### **College of Science**

- BS Applied Mathematics
- BS Biology major in Human Biology
- BS Biology with concentration in Environmental Science
- BS Computer Science
- Associate in Computer Science (2yrs.) with specialization in:
  - CISCO Networking Technology
  - Internet Technology
- BS Information Technology
- BS Physical Science
- Master of Arts in Mathematics
- Master of Science in Biology

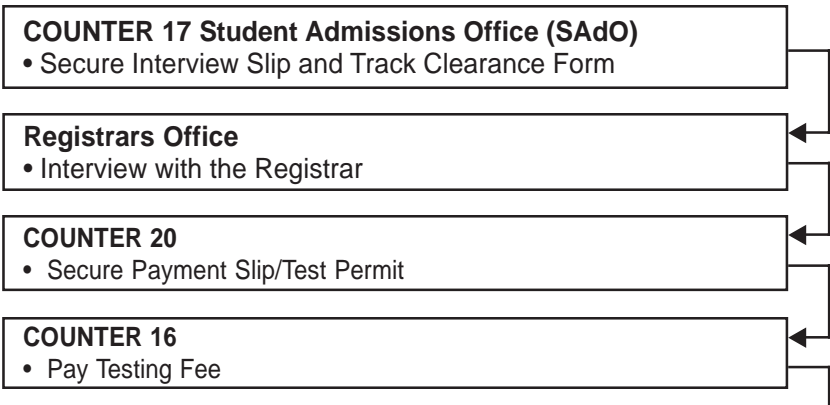
## Section 3

# ADMISSION TO THE UNIVERSITY

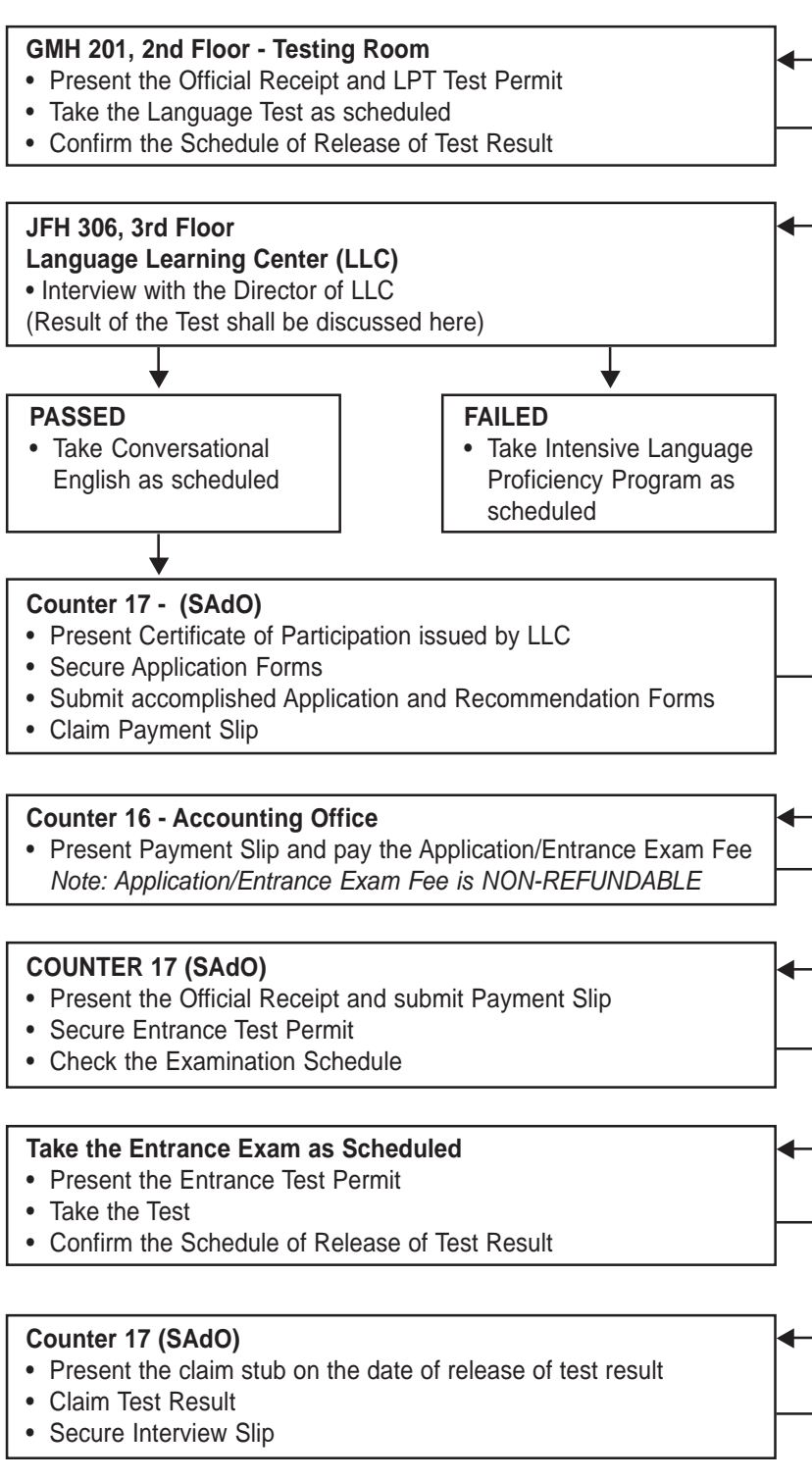
### 3.1 Freshman Application Procedure (Filipino Applicants)

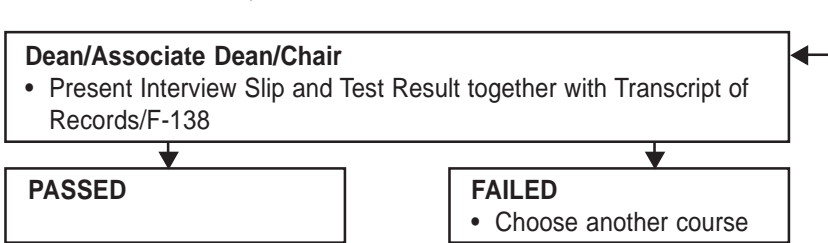


### 3.2 Freshman Application Procedure (Foreign Applicants)



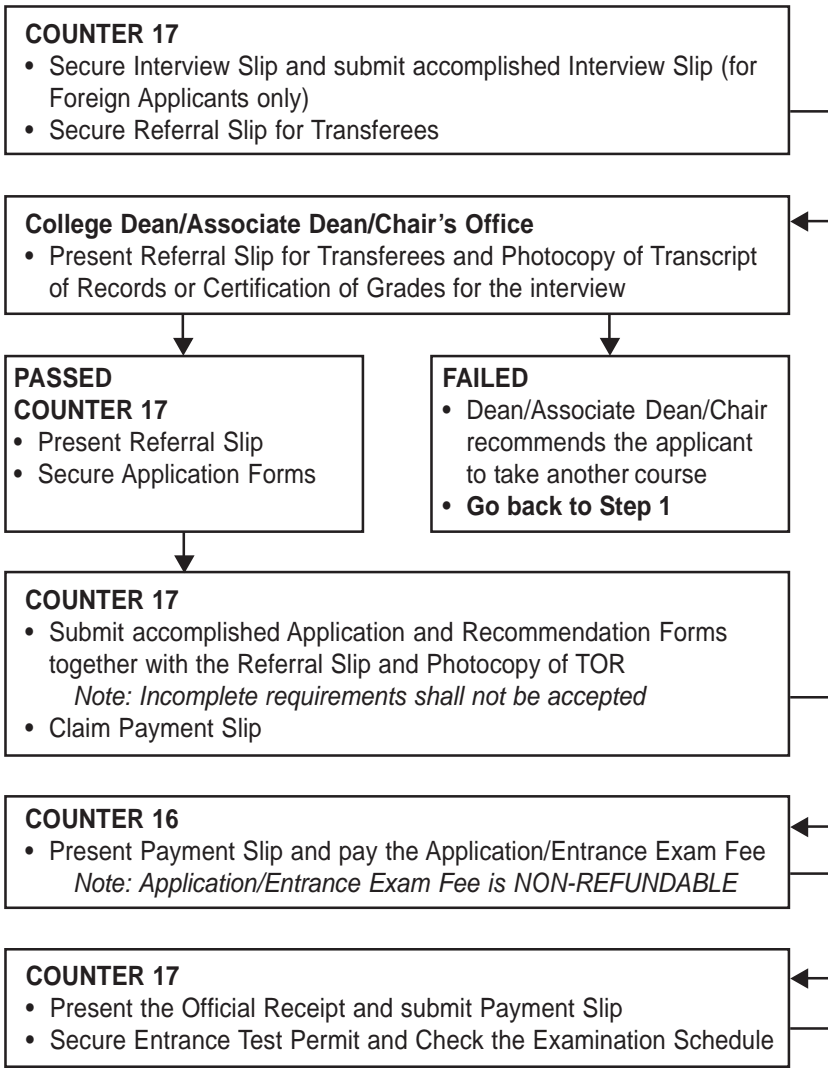






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### 3.3 Freshman Application Procedure (Transferees and Second Course Takers)



**GMH 201 - TESTING ROOM**

- Present the Entrance Test Permit and take the Test
- Confirm the Schedule of Release of Test Result

----- END -----

**3.4 Application Procedure (for Unit-Earners)****COLLEGE OF EDUCATION**

- Interview with the College Dean/Professional Education Department Chair

**PASSED  
COUNTER 17**

- Present Referral Slip
- Secure Application Form
- Submit accomplished Application Form
- Secure Student Number

**FAILED**

Applicant is not allowed to continue

Applicant is referred to take the Entrance Exam (For Non-DLSU-D Graduate)

- Secure Payment Slip from COUNTER 20
- Pay Entrance Exam Fee at COUNTER 16
- Take the Entrance Exam as Scheduled (GMH 201)
- Confirm the Schedule of Release of Test Result

**PASSED  
COLLEGE OF EDUCATION  
DEAN/CHAIR**

- Secure Advising Form
- Secure Enrollment Permit

**FAILED**

Applicant is not allowed to continue his/her application

**REGISTRAR'S OFFICE**

- Enrollment
- Note: Observe Enrollment Procedure*

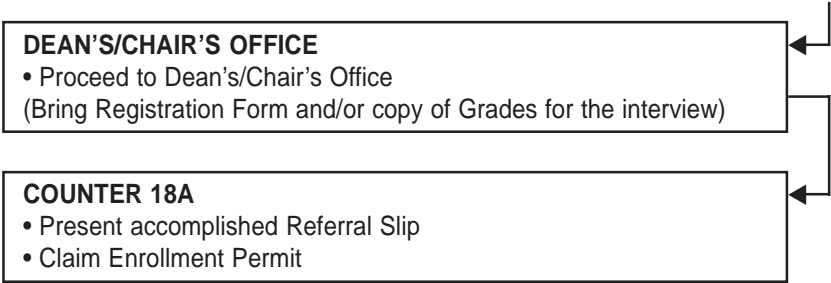
**COUNTER 17**

- Present the Original and Photocopy of the Registration Form

----- END -----

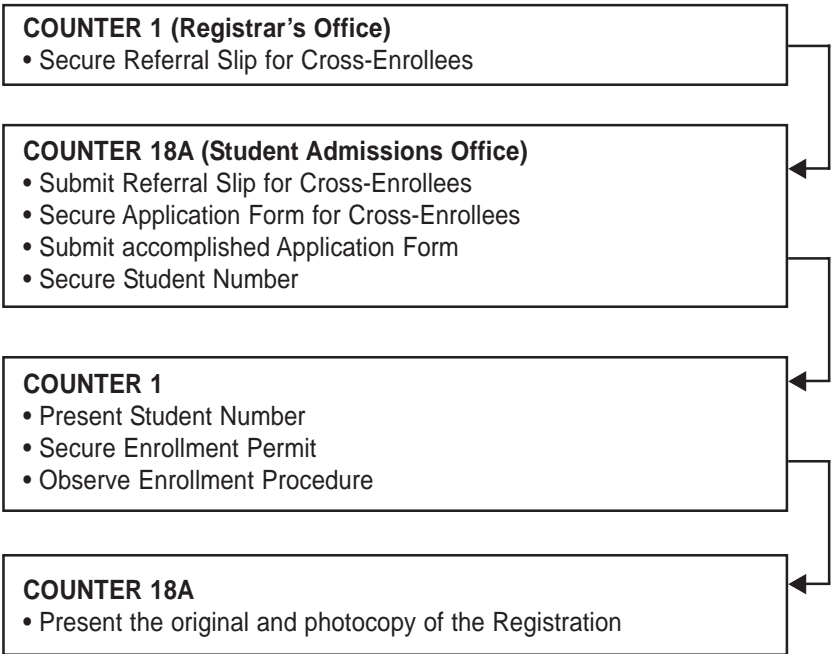
**3.5 Application Procedure (Re-enrollees)****COUNTER 17**

- Secure Referral Slip



----- END -----

### 3.6 Application Procedure (Cross-enrollees)



----- END -----

## Section 4

# ENROLLMENT MATTERS

### Enrollment Guidelines

- 4.1 Each student should maintain a curriculum flowchart where he records his grades every end of the semester. During his college's Pre-Registration Period, the updated curriculum flowchart is presented to his adviser or dean to facilitate evaluation of subjects taken and units earned, as well as the subjects to be taken in the ensuing semester.
- 4.2 Pre-requisite subjects should be taken ahead of higher or major subjects, like for instance, ENGL101 ahead of all other English subjects.
- 4.3 All male and female students are required to complete six (6) units of National Service Training Program (NSTP).
- 4.4 All students are required to complete eight (8) units of Physical Education (PE).
- 4.5 NSTP subjects should be completed at the end first semester of the second curriculum year while PE subjects should be completed at the end of second semester of the second curriculum year.
- 4.6 All freshmen and transferees are required to complete Intro01 and Intro02 during the first and second semesters, respectively.
- 4.7 A maximum of two (2) laboratory subjects per semester are allowed for five-unit subjects, while a maximum of three (3) laboratory subjects are allowed for four-unit subjects.
- 4.8 Regular academic load per semester should not exceed the number of units prescribed in the approved curriculum. During the summer term, the maximum load is nine (9) units.
- 4.9 Graduating students may be given an overload not exceeding six (6) units during the regular semester and three (3) units during the summer term.

### Cross-Enrollment

- 4.10 A student who wishes to cross-enroll in another school seeks the approval of the college dean.
- 4.11 The Registrar endorses the cross-enrollment and releases the permit.
- 4.12 A student is allowed to cross-enroll in another school only on the following conditions:
  - a. The student is graduating during the current semester or summer term.
  - b. The subject to be cross-enrolled is not offered at DLSU-Dasmariñas and has the same description and number of units as that offered in another school.

## Section 5

# FINANCIAL INFORMATION

### 5.1 Student Transactions

Students should transact at the transaction area at counters 11, 12, & 13 for the following:

- Assessment of fees
- Request for Statement of Account
- Examination permits
- Request for refund of excess payments
- Student clearance

### 5.2 Enrollment / Payment of Fees

5.2.1 Students should pay at the transaction area at counters 14, 15, & 16 only.

5.2.2 The term regular fees include tuition, laboratory, miscellaneous (Registration fee, Library fee, Medical/Dental fee, Guidance fee, Athletic and developmental fee), and other fees to be paid by the students in connection with their enrollment in the University.

5.2.3 A student may pay in full or in installment. If payment will be made in installment, the payment scheme will be:

- |     |   |
|-----|---|
| 40% | of tuition and fees upon enrollment                                     |
| 30% | of tuition and fees on or before the preliminary examination            |
| 30% | of tuition and fees or the balance on or before the midterm examination |

\*\* For summer: 50% of tuition and fees upon enrollment  
50% of tuition and fees on or before the midterm examination.

5.2.4 A student is considered enrolled if he paid at least the down payment during enrollment.

5.2.5 A student may pay in cash or in check. However, a student will no longer be allowed to pay in check if it was returned by the bank for any reason and a penalty will be imposed for the returned check.

- 5.2.6 Penalty for late enrollment starts on the first day of classes.
- 5.2.7 Payments thru checks for account balances will not be accepted three (3) weeks before the final examination period.
- 5.2.8 Payments thru checks will not be accepted for old account balances.
- 5.2.9 Payments thru accredited banking facilities are accepted. The list of accredited banks can be obtained from the Accounting Office.

### **5.3 Examination Permits**

- 5.3.1 Examination permits are issued one (1) week before the scheduled examination period. Students who have paid the required installment amount will be given their permits.
- 5.3.2 Examination permits are required of all students when taking the preliminary, midterm, and final examination. Such permits are to be presented to the test faculty proctor before the start of each of the examinations.
- 5.3.3 The final exam permit must be presented when claiming the semestral report of grades and before enrolling for the following semester.
- 5.3.4 The registration form is required when claiming the examination permit.

### **5.4 Withdrawal, Leave of Absence or Dropping of Subjects with Refund**

- 5.4.1 Claims for refunds are made according to the memorandum from the Department of Education, Culture and Sports/Commission on Higher Education which states that:

“When a student registers in a school, it is understood that he is enrolling for the entire school year for elementary and secondary courses, and for the entire semester for collegiate courses. Within two weeks after the beginning of classes, anyone who has already paid pertinent tuition and other fees in full or for any length of time longer than one month may be charged ten per cent of the total amount due for the term if he withdraws within the first week of classes regardless of whether or not he has actually attended classes. The student may be charged all the school fees in full if he withdraws anytime after the second week of classes. However, if the transfer or withdrawal is due to justifiable reasons, the student will be charged the pertinent fees only up to and including the last month of

attendance.” (Also refer to the Manual of Regulations for Private Schools Art. 13 Student Admissions, Sec. 66)

- 5.4.2 The student will be charged based on the total assessment using the following rates:

10%	If the student drops during the 1 <sup>st</sup> week of classes
20%	If the student drops during the 2 <sup>nd</sup> week of classes
100%	If the student drops after the 2 <sup>nd</sup> week of classes

## 5.5 Students' Refund

- 5.5.1 Refund for excess payment for the semester will be processed only upon request. The following are the documents to be submitted at the student accounts counter:

- Original registration form
- Original official receipts
- Dropping Form

- 5.5.2 The excess amount will be credited to the account of the student for the next semester if no request for refund was made.

Students' refund should be made payable to the parents or guardian. A valid ID of the parent or guardian and an authorization letter should be presented if the student will be the one to claim the check.



## Section 6

# ATTENDANCE

- 6.1 The name of a student who is officially enrolled appears in the final class list provided by the Registrar's Office. Prompt and regular attendance in all classes is required of all students from the first meeting of every course to the end of the semester.
- 6.2 The maximum allowable number of absences of a student per semester is 20% of the number of class hours. For instance, 20% of 54 hours is 11 hours. A student shall be given a grade of 0.00 if s/he incurs absences more than the allowable percentage of class hours.
- A student is considered absent if s/he arrived after the:
- a. first 15 minutes for a one hour class
  - b. first 25 minutes for a one and a half-hour class
  - c. first 30 minutes for a two-hour class
  - d. first 45 minutes for a three-hour class
- 6.3 A student who comes late for class receives one-third absence if s/he arrived in class within the time schedule described above. A one-third ( $1/3$ ) absence may be added to another two-third ( $2/3$ ) absence to make a full absence.
- 6.4 Although members of the faculty are expected to begin their classes promptly, sometimes, unavoidable circumstances may cause some faculty members to be late for class. In such cases, the following guidelines are to be observed:
- a. For a one-hour class, students should leave the classroom only after 15 minutes has passed; for a one and a half hour class, students should leave after 25 minutes has passed; for a two-hour class, students should leave after 30 minutes has passed; and for a three-hour class, students should leave after 45 minutes.
  - b. Faculty members arriving late within the time schedule may mark absent students who leave their classes earlier than the prescribed time.
  - c. Students should not be marked absent during make-up classes. No academic requirements shall be imposed upon students on make-up class day.
  - d. Absences incurred by students for enrolling late due to valid reasons, such as sickness, accidents, financial difficulties, conflict in schedule, and late subject offering should not be counted against them.

### 6.5 Approved absences

An approved absence is an absence not credited against the student and that no grade deduction is made. The following are considered approved absences:

- a. When a student represents his/her college in institutional or collegiate academic activities inside the University as recommended by the Chair or unit head and approved by the college dean; and
  - b. When a student is asked to represent the University in any activity, endorsement for approved absences must be made by the concerned unit head or college dean and approved by the dean of Student Services. For forms of consideration, refer to Section 20 of this Student Handbook.
- 6.6 Absences due to sickness duly certified by a doctor, parent, or guardian are not considered approved absences. However, the faculty member should give special consideration on absences due to sickness before giving the student a grade of 0.0.
- 6.7 A student is held responsible for all lessons and assignments that s/he missed during his/her absence.

#### **6.8 Leave of Absence**

A student who, for any reason cannot enroll at any semester, should file a Leave of Absence (LOA) at the office of the college dean. Such leave of absence is good for a maximum of one year. If the student failed to enroll within the allowable period, his/her slot will be given to a student who wishes to be in the program.

A student may file a leave of absence (LOA) even after the deadline for dropping a course if the absence is due to serious illness, serious or debilitating accident, pregnancy, or serious financial losses of the family.

## Section 7

# EXAMINATIONS

- 7.1 Major examinations during the semester include the prelims, midterms, and finals. Physical Education, National Service Training Program (NSTP), and Laboratory examinations are administered the week before the regular examination week.
- 7.2 Examination permits are required in every major examination. Such permits are secured from the Accounting Office.
- 7.3 Students who failed to take any of the three major examinations may apply for a special examination which faculty members usually administer during the week immediately after the last day of the regular examination schedule. In applying for special examination, the students are advised to adhere to the following procedures:
- The special examination has to be taken at the most two (2) days before the deadline for submission of grades.
  - In case of conflict in special examination schedules, examination in General Education (GE) subjects takes priority over major subjects.
  - The student requests a special examination from his/her professor/instructor. He fills out a Request Form for Special Examination obtained from the Registrar's Office.
  - The accomplished form together with the supporting documents (medical certificate, affidavit, etc.) is submitted to the professor/instructor concerned for notation.
  - The student then brings the form with the attached document/s to the dean of the college where s/he belongs for approval.
  - Once approved by the college dean, s/he then proceeds to the Accounting Office to settle the special examination fee.
  - The student goes back to his/her professor/instructor and submits the accomplished form together with the official receipt.
  - The professor/instructor prepares the special examination and administers the same on a scheduled date and time.
- 7.4 If the student still failed to take the special examination on time, the professor/instructor may compute his/her grade with a 0.0 grade for the missed examination component.

## Section 8

# GRADING SYSTEM

At the end of every semester, the academic performance of the student shall be computed using the Absolute Grading System.

Grade Point	Percentage
4.00	98-100
3.75	95-97
3.50	92-94
3.25	89-91
3.00	86-88
2.75	83-85
2.50	80-82
2.25	77-79
2.00	74-76
1.75	71-73
1.50	68-70
1.25	64-67
1.00	60-63
0.0	Below 60
N.C.	No Credit

- 8.1 A student is marked Officially Dropped (O.D.) if s/he followed the dropping procedure prescribed by the Registrar's Office. A student is given N.C. if his/her name appears in the class list but s/he failed to show up in class.
- 8.2 A grade of 0.00 (Failed) is given for the following reasons:
- Inability to satisfy the minimum requirements of the subject/s
  - Excessive absences
  - Cheating (refer to Section 16 of this Student Handbook)
- 8.3 The approved form for dropping a subject should be presented by the student to his/her professor/instructor. Otherwise, the student shall be given a grade of 0.00.

### 8.4 Change of Grade

A change of grade by the teacher may be allowed only if there was a mistake in the computation of the final grade. However, the change must be substantiated by necessary documents namely, the class record, the final examination paper, and other related documents.

- 8.5 Only grades in academic courses are included in the computation of the semestral grade point average (GPA) or the cumulative grade point average

(cum GPA). The semestral GPA refers to the average of grades in all academic courses taken at the University in a given semester whereas the cumulative GPA refers to the weighted average of grades from the first semester to the recently completed semester.

8.6 The GPA may be obtained through the following procedures:

- Multiply the credit for each course by the corresponding grade point to get the equivalent points;
- Add all the equivalent points to get the total; and
- Divide the total equivalent points by the total number of credit units during the semester up to three decimal places, then, round off to two decimal places.

Example:

The GPA and the cumulative GPA are computed up to three (3) decimal places only. The third decimal place is automatically dropped after rounding off. No rounding off of numbers is allowed thereafter.

Courses	Grade Points	Credit Units	Equivalent Points
SOSCI106	3.25	3	9.75
MATH111	2.75	3	8.25
ENGL101	3.5	3	10.50
SOSC102	3.00	3	9.00
PHLO103	2.5	3	7.50
FILI101	3.50	3	10.50
		<u>18</u>	<u>55.50</u>

$$\text{GPA} = \frac{\text{Total Grade Points}}{\text{Total Credit Units}} = \frac{55.50}{18} = 3.08$$

- 8.7 All college subjects enrolled and corresponding grades obtained by the student at DLSU-D or any postsecondary school shall be reflected in the official transcript of records. All grades shall be considered in the computation of the overall GPA.
- 8.8 If a student's grade is not entered in the grading sheets submitted by the professor/instructor to the Registrar's Office because the student failed to take the final examination and/or accomplish other work/task prescribed for the course, his/her grade automatically becomes 0.00 two (2) weeks after the last day of the final special examination schedule.
- 8.9 In the computation of semestral/graduation honors and academic scholarship, grades in INTRO and National Service Training Program (NSTP) are not included. However, the grades in these subjects must all be PASSED.

- 8.10 Preliminary and midterm grades shall be distributed by the faculty members two (2) weeks after the major examination.
- 8.11 Semestral report of grades shall be distributed to students on a specified date, time and room schedule as determined by the Registrar's Office.

In case there is a discrepancy between the grade recorded on the grading sheet and the grade reported to the student, the grade reflected in the grading sheet shall be considered official and final.

## **Section 9**

# **HONORS LIST**

- 9.1 Students with excellent grades in all academic subjects for both degree and non-degree courses deserve recognition through the publication of the Honors List at the end of every semester of each school year. To qualify for the Honors List, a student should meet the following criteria:
- a. A minimum academic load as prescribed in the curriculum during the semester *i.e.*, must not drop any subject prescribed in the curriculum
  - b. No grade below 2.75 in any academic subject;
  - c. Must have passed NSTP, YESP and INTRO subjects; and
  - d. Must not have been found guilty of having committed a major offense.
- 9.2 Students who get a GPA of 3.50 qualify for First Honors, and those with GPA of 3.00 – 3.49 qualify for Second Honors.
- 9.3 The Honors List is prepared by the Registrar's Office and a copy is furnished to all college deans. The list is posted at the college.

Certificates of Recognition are sent to the respective colleges for distribution.

## **Section 10**

# **RETENTION POLICY**

The University Retention Policy is summarized as follows:

- a. A student who accumulates 24 academic units of failures at the end of the semester of any school year is considered ineligible to enroll in the succeeding semester. However, if there were only 48 academic units left before graduation, the student would still be allowed to enroll provided a de-loading of three (3) academic units is made to allow for a better academic performance during the semester.

The corresponding units of subjects retaken and then passed with a grade of 2.00 or better shall be deducted from the accumulated units of failures. The failing mark however will still appear in the official transcript of records.



## **Section 11**

# **GRADUATION REQUIREMENTS**

- 11.1 No student shall be recommended for graduation unless s/he has complied with all the requirements and other prerequisites prescribed for graduation, that is:
- a. s/he has passed all the subjects specified in the curriculum of his/her degree program; and
  - b. s/he has formally applied for graduation.

## Section 12

# GRADUATION WITH HONORS

- 12.1 Students who have maintained the required academic standards may be recommended by the Honors and Awards Committee for graduation with honors.
- In order to graduate with honors, a student must not have a grade below 2.75 in all academic subjects taken inside and outside the University.
  - A student must have earned 80% of total credits in the University.
  - Grades in National Service Training Program, YESP and INTRO subjects are not considered in the computation of the GPA but should all be PASSED.
- 12.2 The GPA of a graduating student refers to the cumulative GPA. The following cumulative GPA requirements apply to students graduating with honors for degree courses.

Honors	GPA
Summa Cum Laude	3.76 – 4.00
Magna Cum Laude	3.51 – 3.75
Cum Laude	3.26 – 3.50
Honorable Mention	3.00 – 3.25

For non-degree courses, graduating students who meet the requirements are given the following honors:

Honors	GPA
With Excellent Distinction	3.76 – 4.00
With Marked Distinction	3.51 – 3.75
With Distinction	3.26 – 3.50
Honorable Mention	3.00 – 3.25

Grades in all subjects in the program enrolled in the University shall be considered in the computation of the GPA.

## Section 13

# STUDENT CLEARANCE

- 13.1 A clearance is required of a student who is either graduating or dropping from the course at any school year or semester. The student should be cleared from all financial obligations and administrative accountabilities from the different units of the University before the diploma, transcript of records, certification, honorable dismissal, or other similar document/record is issued to him/her.
- 13.2 Procedures for securing Student Clearance
- a. Student fills out the Student Clearance Form available at the Registrar's Office.
  - b. The student proceeds to secure the signatures of the unit heads indicated in the form.
  - c. Once completed, the student presents the clearance to the Registrar's Office so that the amount to be paid for the documents requested may be indicated. Then, the student goes to the cashier to settle the fees and goes back to the Registrar's Office to present the official proof of payment/receipt.
  - d. The clerk in-charge issues a slip that indicates the release date of the document/record requested.

## **Section 14**

# **SCHOLARSHIP PROGRAM FOR EDUCATIONAL ASSISTANCE AND DEVELOPMENT (SPREAD)**

In fulfillment of its mission to be a resource for the Church and the Nation, De La Salle University-Dasmariñas extends financial assistance to deserving undergraduate and graduate students. The funds that mostly come from the general budget are supplemented by donations from agencies or foundations that have continually supported the financial program.

### **14.1 Internally Funded Scholarship**

#### **14.1.1 Financial Aid Grant**

Interested students may apply for financial aid through the In-charge, SAdO-SPREAD. The amount of financial aid in the form of tuition discounts is determined by the SPREAD Committee. Following are the forms of tuition discounts:

##### **14.1.1.1 100% Tuition and Laboratory Discounts**

First and second year grantees of 100% discount on tuition and laboratory fees are required to render a minimum of 180 service hours. Third and fourth year students who are granted 100% discount should complete a minimum of 100 hours.

##### **14.1.1.2 50% Tuition and Laboratory Discounts**

First and second year grantees of 50% discount on tuition and laboratory fees should complete a minimum of 90 service hours. Third and fourth year students should complete a minimum of 50 service hours.

##### **14.1.1.3 Student Assistantship Program**

The Student Assistantship Program is another form of financial assistance whereby grantees avail of a full discount on tuition, laboratory, and miscellaneous fees. A student grantee under this program renders four (4) hours a day, five (5) days a week at any unit in DLSU-Dasmariñas.

All grantees must maintain a grade point average (GPA) of 2.50 with no failing mark in any subject to qualify for renewal of financial assistance in the following semester.

#### **14.1.2 Faculty Resource Program**

Third and fourth year college students with very good academic standing may be tapped to teach after graduation. To be identified by their deans, these prospective teachers can avail of discounts on tuition and laboratory fees.

- 14.1.3 Tuition Discounts for editors of Heraldo Filipino (HF), athletes, ROTC officers, USC Officers, Rondalla members, and Performing Arts Group (PAG) members

Up to 100% discount on tuition and laboratory fees may be given to the editors and deserving members of the editorial staff of Heraldo Filipino (HF), the official student publication of DLSU-Dasmariñas; the Reserve Officers Training Corps (ROTC) officers; the University Student Council (USC) officers; the members of the varsity team (in certain sports as officially determined by the Sports Development Office); the members of the Performing Arts Group (PAG), upon recommendation of the dean of Student Services; and Rondalla members, upon recommendation of the dean of College of Education subject to the approval of the SPREAD Committee.

## 14.2 Academic Scholarship

- 14.2.1 Entrance scholarships are extended to valedictorians and salutatorians of all secondary schools recognized by the Department of Education.

Valedictorians receive a full discount on tuition while salutatorians receive 50% discount. Entrance scholarships are extended to valedictorians and salutatorians from any DepEd-recognized secondary schools who belong to a batch of more than 24 graduates (duly certified by the principal).

- 14.2.2 Academically excellent students who, upon submission of officially verified documents, meet the following criteria are automatically granted the corresponding discounts:

- No grade below 3.5, and a weighted average of 3.75 or higher = 100% tuition fee discount
- No grade below 3.25, and a weighted average of 3.5 or higher = 75% tuition fee discount

- 14.2.3 Scholarship may be given to upperclassmen as long as there are available slots. They should meet the following requirements:

- No grade below 2.75 in any subject and a weighted average of 3.75 or higher = full tuition discount
- No grade below 2.75 in any subject and a weighted average of 3.50-3.74 = 75% tuition discount
- No grade below 2.75 in any subject and weighted average of 3.24-3.49 = 50% tuition discount

- 14.2.4 New scholarships may be granted to qualified applicants depending on availability of funds.

Some sectors of the University that sponsor scholarships are the Parents of La Salle Cavite (POLCA), DLSU-D Alumni Association,

University Student Council (USC), Heraldo Filipino (HF), and some college student councils.

### 14.3 Externally Funded Scholarship

Various scholarships sponsored by organizations, companies, agencies, or foundations are granted to economically deprived students through the Office of the Vice President for Development and Alumni Affairs.

The following are to be prepared by all applicants on top of the requirements set by individual sponsors:

- Accomplished SPREAD application form
- Letter from parent/guardian to support the need for financial assistance
- Parents' latest income tax return (ITR) or an affidavit of non-filing of ITR (stating the job and estimated monthly income).
- Photocopy of 4<sup>th</sup> year high school grades (for freshmen)/ grades obtained during the previous semester (for upperclassmen) as certified by the Registrar.
- Letter of recommendation for financial assistance from the high school principal or guidance counselor (for freshmen) / recommendation from the Dean (for upperclassmen)
- Honors/awards/recognition received in high school (for incoming freshmen)
- Latest 2" x 2" ID picture (3 copies)
- Vicinity sketch of residence
- DLSU-D Entrance Test result (for incoming freshmen)
- Time record and Performance Evaluation Report (for old financial aid grantee)
- One (1) long folder with fastener (for new applicants)

## Section 15

# STUDENT SERVICES

DLSU-D believes in holistic development. While innovative classes and lectures strengthen academic excellence, the Office of Student Services (OSS) supervises the extra-curricular activities and various student development programs.

Under the OSS are the Guidance and Counseling Office (GCO), National Service Training Program (NSTP) Office (Civic Welfare Training Service (CWTS), Reserve Officers Training Corps (ROTC)), Sports Development Office (SDO), Student Development and Activities Office (SDAO) (college student councils, Council of Student Organizations (CSO), Cultural Arts Office (CAO), International Students Office (ISO), University Student Commission on Election (USCE), University Student Council (USC)), Student Publications Office (SPO) (Institutional Yearbook, *Heraldo Filipino*; University Student Council publications; and collegiate and departmental student publications), and Students Welfare and Formation Office (SWAFO).

### Section 15-A) Guidance and Counseling Office

The Guidance and Counseling Office (GCO) facilitates the total growth and development of students through the services offered. Its four-point scheme covers self-awareness, self-acceptance, self-direction, and self-actualization. To ensure that the individual needs of students are attended to, each student is assigned to a particular counselor throughout his/her stay in the university.

#### I. Services

The GCO offers the following services to provide the students with coping techniques that will aid them in facing the stresses, difficulties, and challenges of college life in particular and adolescent life in general:

- **Individual/Group Counseling** – Different counseling techniques and strategies are being used to help students on their concerns individually or in groups. When necessary, counseling sessions or conferences with students' families/ significant others are held either in the university or during home visitations.
- **Testing and Inventory** – Psychological appraisal is available upon request. The office interprets results to help students become more aware of their capacities, strengths and weaknesses, and interests.
- **Occupational, Educational and Social-Personal Information** – The office provides relevant educational, occupational and social-personal information through various means such as bulletin boards, flyers, handouts, and brochures.
- **Information** – To enhance students' knowledge, relevant educational, occupational, and socio-personal information are made available to students to complement other GCO services. Such information are

disseminated in various forms such as bulletin boards, flyers, handouts, and brochures.

- **Research** – The GCO conducts studies utilized to ultimately improve the condition of students in particular and the University in general. Researches are geared toward helping students become more effective and better persons.
- **Peer Counselors' Group Formation** – Recognizing the special role of students in assisting other students, the peer counselors' group is developed to widen the reach of the office. Peer counselors serve as a link between the GCO and the students. They are one of the main sources of case referrals of the office. Conversely, peer counselors undergo training that helps them become more effective persons.
- **Special Projects** – Symposia, lectures, fora, seminar-workshops, and other group activities are organized for the students based on expressed and identified needs. Some of these are the pre-employment seminars, program-based peer counselors' groups (PCG), and college life adjustment programs (CLAP).
- **Follow-up and Referral** – The office renders follow-up sessions on students' cases. It also accepts referrals from the members of the academic community. Student cases are also referred to other professionals and institutions as the need arises.
- **Research** – Relevant studies on student needs and concerns are conducted. They are geared toward continuously improving the different GCO services.

## II. Organization/Faculty

The Office, composed of professionally trained counselors, is headed by a director. Counselors are specifically assigned to the different colleges in the university where they maintain an office. The director and the guidance counselors coordinate with the dean of their respective college in the implementation of the guidance and counseling service.

### Section 15 – B) National Service Training Program (NSTP)

The National Service Program is aimed at enhancing civic consciousness and defense preparedness among students by developing the ethics of service and patriotism while undergoing any of the two (2) program components designed to enhance the youth's active contribution to the general welfare of the nation. The two program components are:

- **Civic Welfare Training Services (CWTS)** deals with activities contributory to the general welfare and the betterment of life of the members of the community. It also helps in the enhancement of its social services especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation, and morale.



- Reserve Officers Training Corps (ROTC) - designed to provide military training to tertiary level students to motivate, train, and mobilize them for national defense preparedness. This course is optional for De La Salle University-Dasmariñas students except for BS Criminology freshmen.

Freshmen attend NSTP orientation for them to be able to choose which NSTP component to enroll in. Shifting from one component to another is not allowed.

Graduates of CWTS of the NSTP belong to the National Service Reserve Corps (NSRC) and could be tapped by the state for literacy and civic welfare activities through the joint efforts of the Department of National Defense (DND), Commission on Higher Education (CHED), and Technical Education and Skills Development Authority (TESDA) in cooperation with the Department of Interior and Local Government (DILG), Department of Social Welfare and Development (DSWD), and other concerned agencies/associations.

All incoming freshmen enrolled in any baccalaureate and in any two-(2-) year technical-vocational or associate courses are required to complete one NSTP component as a prerequisite for graduation.

A program component shall be completed for an academic period of two (2) semesters. It shall be credited three (3) units per semester.

Graduates of the ROTC program shall be part of the National Service Reserve Corps and the Citizen Armed Force pursuant to RA9163, subject to the requirements of the DND.

Students are advised to complete their NSTP requirement during their first curriculum year.

### **Section 15-C) Sports Development Office (SDO)**

The Sports Development Office (SDO) is tasked with promoting physical wellness for students by providing them with opportunities for developing themselves physically specially in the field of sports.

Under the SDO are different varsity groups and opportunities for physical wellness like the Intramurals.

Following SDO and SPREAD procedures, selected (especially recruited athletes) members of the varsity team enjoy scholarship grants and other privileges as provided for in Section 14 of this handbook on Scholarships.

### **Section 15-D) Student Development and Activities Office (SDAO)**

Following are the units under the SDAO that provide opportunities to students for holistic development through membership and/or participation:

#### **Student Activities Office (SAO)**

The University encourages students to participate in co-curricular and extra-curricular activities as part of a well-balanced training. For this purpose, it seeks to encourage the formation of student groups whose activities are

geared toward social, cultural, religious, literary, and recreational aspects of student development.

### 15.D.1 General Policy

The establishment and operation of recognized student organizations in the University is governed by *Batas Pambansa Blg. 232* otherwise known as Education Act of 1982 specifically, on student organizations and their activities on campuses.

### 15.D.2 General Provisions Governing SAO

- 15.D.2.1 The authority to regulate the establishment and operation of any student organization, other than the College Student Councils, PAG, ROTC, SERVE and HF, is vested upon the Student Development and Activities Office (SDAO) through the Student Activities Office (SAO).
- 15D.2.2 The SDAO through the SAO, with the approval of the dean of the Office Student Services (OSS) has the authority to:
  - 15D.2.2.1 formulate and evaluate policies on and procedures for student activities upon consultation with concerned parties;
  - 15D.2.2.2 approve initiated and participated co/extra curricular activities/projects which may be college wide, university-wide, and those which involve other schools, companies, institution, etc;
  - 15D.2.2.3 revoke the accreditation of a student organization to operate, for cause, upon consultation with the Executive Board (EB) of the Council of Student Organizations (CSO); and
  - 15D.2.2.4 renew the certificate of recognition of a student organization in consultation with the EB of CSO.
- 15.D.2.3 In case of conflict within an organization, or between two or more organizations/parties involved, and when no resolution on the issue at hand has been reached, the SAO may intervene and render a decision deemed appropriate.
- 15.D.2.4 SAO may create committees to assist the office and serve as a training ground for potential student leaders. Such shall be composed of bona fide members of Recognized Student Organizations (RSO) which shall be recommended by CSO EB and appointed by the SAO with the approval of the SDAO.

### 15.D.3 Application for Recognition:

- 15.D.3.1 Application for recognition of new organizations shall be done twice in a year.

The period for the application for recognition shall be within fifteen (15) working days from the start of summer classes and within fifteen (15) working days after the last day of midterm examinations of the first semester.

- 15.D.3.2 Recognition granted to organizations during the summer term is effective for the coming school year while the one granted during the first semester is effective for the second semester only.

- 15.D.3.3 The deadline for submission of application for recognition shall be strictly enforced. Any student group that fails to meet the deadline will have to wait for the application period of the succeeding semester.

- 15.D.3.4 All applications for recognition must be submitted to SAO through the CSO. The following documents are required:

15D.3.4.1 Letter of application addressed to the director of the SDAO through the SAO

15D.3.4.2 For co-curricular organizations, signed by the president of the organization and adviser, and endorsed by the college dean and/or the department chair.

15D.3.4.3 For the interest clubs, application should be signed by the president and noted by the adviser.

15D.3.4.4 A copy of the Constitution and By-Laws of the organization in accordance with the Vision-Mission of the University and Constitution of CSO

15D.3.4.5 Updated roster of officers/founders with the following information:

- Position
- Course, Year and Section
- Student Number
- Postal Address and E-mail Address
- Mobile Number and Telephone Number
- Name, Address and Phone Number of persons to be contacted in case of emergency
- Name of Faculty Adviser, his/ her academic rank, and his/her College and Department

15D.3.4.6 Recent copy of Certificate of Good Moral Character of officers/founders

15D.3.4.7 Adviser's Form (Form A) to be filled out by the faculty advisers

- 15D.3.4.8 List of proposed projects or activities to be undertaken for the upcoming school year with the corresponding timetable
- 15D.3.4.9 Other requirements that may be required by the SAO
- 15D.3.5 The Accreditation Board shall convene immediately after the deadline of application. Upon submission of the application for recognition to the SAO, the president of the organization should be available for interview.
  - 15D.3.5.1 The members of the Accreditation Board include the following:
    - Chair: Coordinator/ Student Activities Office
    - Members:
      - CSO president or his/her designated representative
      - USC president or his/her designated representative
      - A recognized student organization\* president
      - OSS director other than the SDAO director (to be appointed by the OSS dean)

\*In case the organization seeking recognition is co-curricular or interest in nature, the Recognized Student Organizations (RSO) representative should be co-curricular and interest, respectively.

- 15D.3.5.2 The Accreditation Board shall be the sole body that will decide on all matters concerning accreditation of new student organizations.
- 15D.3.5.3 Organizations shall follow-up their application for recognition one week after the deadline of submission.
- 15D.3.5.4 Failure of a student organization to seek recognition for one (1) school year without justifiable cause shall mean loss of interest in getting university approval for existence. Consequently, the organization shall lose its privilege to be recognized and to use the facilities of the university or to hold any projects/activities.

#### **15.D.4 Status and Nature of Student Organizations**

- 15D.4.1 The Council of Student Organizations (CSO) is the mother organization of all existing recognized student organizations in the University. Its primary function is to monitor all the activities of Recognized Student Organizations (RSO).
- 15D.4.2 Recognized Student Organizations (RSO) refers to any organization of students duly recognized by the Accreditation

Board, operating in pursuant of rules and regulations set by the Student Activities Office.

15D.4.3 Classification of RSO:

15D.4.3.1 Classification of RSO according to status are as follows:

15D.4.3.1.1 Probationary Status

- a. Status of newly recognized organizations
- b. Status of an organization considered demoted due to failure to meet the required points for a regular status

15D.4.3.1.2 Regular Status

- a. Any RSO that has passed the probationary status
- b. Any RSO that has performed satisfactorily during an academic year as evaluated by the CSO and SAO.

15D.4.3.2 Classifications of RSO according to nature are as follows:

15D.4.3.2.1 Co-curricular organizations are those that support the academic development of its members. The main thrust is based on the objectives and the nature of the academic program each organization aims to complement.

15D.4.3.2.2 Interest Clubs are those that cater to the development of its members in a specific field of interest. Such interest may be on the social, cultural, religious, literary, and recreational aspects.

## 15.D.5 Revocation

15D.5.1 The certificate of recognition of any student organization already granted prior institutional recognition may be revoked any time if found to have violated its own statement of purpose, constitution, and by-laws or consistently failed to comply with the policies of the University and other circulars/ memoranda of the SAO, the SDAO, and the OSS.

15D.5.2 Revocation of recognition may only be enforced after due process has been observed.

15D.5.3 Other policies on revocation are contained in the Student Organizations Manual.

## 15.D.6 Policies on Approval of Activities

- 15D.6.1 All co-curricular and extra-curricular activities sponsored, co-sponsored, and participated in by the RSO falling under the jurisdiction of CSO must be approved by the SAO and OSS.
- 15D.6.2 Before a project proposal gets approved, the following supporting documents must be attached:
- Duly accomplished Project Proposal Form
  - Letter to the director of SDAO (for in-campus activities), Letter to the dean of OSS (for off-campus activities) through the Coordinator of SAO
  - Budgetary Allocation
  - Reservation of Venue
  - Profile of Speakers/Facilitators/Resource Persons (for Seminars/ Workshops)
  - Parental Consent (for off-campus Activity)
  - Other requirements that may be required by SAO
- 15D.6.3 All communications such as solicitations, invitations, requests, inquiries, and the like sent by RSO to offices and individuals outside DLSU–D must be noted by the SDAO director and the dean of Student Services.
- 15D.6.4 Other than membership fee, no other collections shall be made for any activity unless the project is duly authorized by SDAO and OSS.
- 15D.6.5 All solicitation letters for projects/activities must have the approval of the dean of Student Services, subject to the university policy on solicitation by the Office of the Vice President for Development and External Affairs (please refer to the guidelines for the University Fundraising and Solicitation Policy).
- 15D.6.6 All RSOs are subject to annual financial audit by the Auditor to the Council of Student Organizations (CSO) and the Committee on Audit under the SAO.
- 15D.6.7 Student groups are not allowed to hold activities one week before and during major examinations and other banned dates set by OSS.

N.B.

1. All proposals of College Student Councils (CSC) shall be approved by their respective college deans. However, a copy of the approved project proposal has to be submitted to SDAO through SAO two days before the activity.

2. All CSCs are required to submit to SDAO through SAO an accomplishment report one week after the activity.

### **15.D.7 Off-Campus/ Overnight Activities**

- 15D.7.1 For the University to authorize an off-campus and overnight activity involving student organizations the following must be sought:
  - Approval of SDAO and OSS
  - Duly accomplished Parental Consent of participating students
  - Letter of conformity of accompanying adviser.
- 15D.7.2 All off-campus and overnight activities of a recognized student organization shall be attended by the faculty adviser. If the faculty adviser is not available, s/he may be replaced by another faculty. However, the SDAO and OSS must be informed about the replacement two days before the actual activity. Ideally, there shall be one faculty adviser or faculty guardian for every 30 or less student participants per activity.

### **15.D.8 Faculty Adviser**

- 15D.8.1 The University believes in the importance of assisting and supporting its student organizations in their co-curricular and extra-curricular endeavors. The members of the academic community specially the faculty are strongly encouraged to take an active role in the total development of the students by participating as advisers of student organizations. The organizations shall have no more than one faculty adviser and if qualified, shall be appointed by the dean of Student Services. These organizations shall have no more than one faculty adviser whose term shall be for one school year but may be renewed based on the recommendation of the organization. Before the period expires, the faculty adviser should be recommended by the organization to the dean of Student Services to serve the remaining term.
- 15D.8.2 The adviser must be a full-time faculty member of the university and has observed at least one-year residency.
- 15D.8.3 For co-curricular organizations, the adviser must be involved in the activities of the particular academic area.
- 15D.8.4 For interest clubs, the adviser should be knowledgeable in the particular field.

- 15.D.9** SAO policies and other implementing guidelines concerning recognized student organizations are contained in the Student Organizations Manual.

## **Student Development Office**

As a unit of the Student Development and Activities Office (SDAO), the Student Development Office is tasked with providing opportunities for students to acquire the necessary skills, knowledge, attitude, and other qualities to be able to interact constructively with the education environment and to take full advantage of what the school offers for their total development.

### **15.D.10 Activities and Services**

- a. Leadership Training Seminar (LTS). This seminar, entitled Program for Lasallian Student Leaders (PRO La Salle!) is intended for all elected officers, particularly the Presidents, Vice Presidents, Editor in Chief and Managing Editor of the University Student Council (USC), Heraldito Filipino (HF), College Student Councils, Council of Student Organizations (CSO), Recognized Student Organizations (RSO), Reserve Officer Training Course (ROTC), Students' Extension of Resources through Voluntary Efforts (SERVE), and Performing Arts Groups (PAG). The seminar is expected to be echoed by the identified participants to their co-officers, committee members, organization members, as well as year and class level officers.
- b. Introductory Leadership Training Seminar (ILTS). This training is intended for a select group of sophomore students who exhibit strong leadership potentials. Specifically, it is aimed at introducing the prospective student leaders to Lasallian leadership, thus, the program is aptly called Basic University Training in Lasallian Leadership (BUTIL *Lasalyano*). Their participation in the said seminar is by invitation upon the recommendation of the college deans and in consultation with the class adviser and the collegiate guidance counselors.
- c. Learning Experiences (LE). These learning experiences under the University Life Advancement Program (ULAP), come in various forms namely, skills training, enhancement sessions, fora, lecture, exposure, integration activities, and the like. The topics/subject matters of such activities are either part of an annual plan based on the training needs survey conducted by the Student Development Office at the beginning of each school year, or determined to be pressing needs which calls for immediate discussion/ attention.
- d. Student Development Council (SDC). This body is composed of official representatives (other than the officers) of the USC, CSC, ROTC, SERVE, PAG, Varsity Players, and the CSO. Its main function is to serve as a feedback mechanism between the Student Development Office and the student body, through the different student organizations.
- e. Peer Facilitators Circle (PFC). This is an exclusive circle of peer facilitators organized to serve as a training ground for students interested to learn,



enhance, and master the art of facilitating groups. The PFC functions as the facilitating arm of the Student Development Office in all its sponsored series of trainings and seminars.

- f. **Organizational Diagnosis/Consultation.** Any recognized student organization in the University that has organizational concerns may avail of this particular service. Its purpose is to help RSOs manage issues and problems. Likewise, this is a venue for consultation with student organizations before getting their proposals approved by SDAO and OSS through SAO.
- g. **Training/Program Design Development.** The Student Development Office collaborates with other units/organizations to develop training/program designs. Such designs, together with other needed materials, will be made available to student groups for use in their respective organization's growth and development.

#### 15.D.11 Training provided by Student Development Office

- a. **SDO – Sponsored Training.** This is usually conducted for a specific group, e.g., presidents of College Student Councils, and secretaries of the different interest clubs. In some cases however, the office also conducts training for other student groups provided they file their request for a specific training at the Student Development Office and the number of participants is from eight (8) to fifteen (15).
- b. **Cosponsored Training.** This kind of training is conducted by Student Development Office in collaboration with other organization/s, units, and offices of the university. Participants come from the organizations that cosponsor the training.
- c. **Organization-Sponsored Training.** The role of the office in this type of training is to provide the training consultant/ conductor/ documenter/ facilitator. The participants, finances, and logistics are all up to the sponsoring organization.

For organizations that manage and conduct their own training, the Student Development Office may provide them with available training materials for reproduction.

#### **Cultural Arts Office (CAO)**

As a unit of the Student Development and Activities Office, the Cultural Arts Office (CAO) is tasked with providing opportunities for students to develop themselves in the area of culture promotion and the arts. Such is realized through the institutionally recognized Performing Arts Groups, namely:

- \* Teatro Lasalliana (TLS)
- \* DLSU-D Chorale (Chorale)
- \* Filipiniana Dance Company (FDC)
- \* Pointe's 'n Flexes Dance Company
- \* DLSU-D Brass Band
- \* DLSU-D Pop Band
- \* Visual Performing Arts and Production Unit

Members of the said performing arts groups are entitled to scholarship grants as provided for in Section 14 of this handbook on scholarships.

### **International Students Office (ISO)**

As a unit of the Student Development and Activities Office (SDAO), the International Students Office (ISO) is tasked to provide international students (**IS**) with opportunities for healthy interaction with Filipino students and other members of the community thus making their stay in the university more meaningful. Likewise, it facilitates the concerns and needs of the international students with the different units/offices of the university.

### **Section 15-E) Student Publications Office (SPO)**

Student Publications refer to printed and online materials independently or dependently published in-campus by and which meet the needs of the students. These materials are published by students for campus circulation. They comprise broadsheets, magazines, newsletters, periodicals, handouts, and other publications whether printed, mimeographed, or photocopied.

The Student Publications Office (SPO) promotes and forges the Lasallian ideals of creativity and innovation by providing for special interests of students in publication-related activities for news writing and creative writing, arts, graphic designing, and photography.

The SPO, guided by the edicts of responsible journalism, is tasked to coordinate with all recognized in-campus publications in the production of balanced news and analytical views relevant to the needs and interests of the students. More importantly, in order to upgrade the writing skills of Lasallian student writers, the SPO may provide assistance in editing to publication units at the option of the editorial board and the publication adviser and/or technical consultant. The Office also encourages the active participation of the members of the academic community by generating comments from them through the Student Publication Suggestions Form (SPSF).

### **Student Publication Units under the SPO:**

1. Heraldo Filipino
2. Institutional Yearbook
3. University Student Council publication
4. Collegiate and/or departmental student publications

## **Heraldo Filipino (HF)**

The HF is the official student publication of the De La Salle University–Dasmariñas. It has the following publications:

- Heraldo Filipino – broadsheet
- La Salleño – features magazine
- Just Play – sports magazine
- Palad – literary digest
- Alipato – art and photo folio
- Halalan – student elections newsletter

## **Funding of Heraldo Filipino**

- Heraldo Filipino uses publication fees paid by students during the regular semesters and summer terms.
- Such fees are collected by the Accounting Office, and are consigned to the Heraldo Filipino Trust Fund under the care of the University. The release of such funds requires institutional accounting procedure. When a necessary and urgent need arises, the provisions of RA 7079 on publication shall apply.
- The signatures of the managing editor, the editor in chief, the publication adviser and the dean of Student Services shall validate all payment transactions.
- All expenditures must be supported with official receipts. Where no receipts can be obtained, tickets, certifications, or notes of expenses must accompany financial statements of accounts.
- Expenditures made are subject to institutional auditing at the end of each semester.
- All requisitions must be based on the prepared budget approved by the signatories. Any request not included in the approved budget is denied.

Every semester, the managing editor requests from the Accounting Office the total fund collected to determine the publication's beginning balance.

A petty cash of at least five thousand pesos (P5,000.00) shall be requested at the start of the semester. Replenishment of such amount shall be made when fifty per cent (50%) of the amount has been spent. Official receipts shall accompany all requests for replenishments.

## **Printing**

- The HF, the University Student Council Publications, and other collegiate and/or departmental student publications are printed by a commercial printer chosen in a bidding process.
- The Publication adviser or the technical consultant (in the absence of a publication adviser) and the Editor in Chief invite at least three participants to a bidding which shall be conducted between the fourth Wednesday of April and the fourth Wednesday of May every school year.

- A pre-bidding conference shall be called for the purpose of providing prospective bidders the specifications upon which bids shall be based.
- The Bidding Committee shall be composed of the Editorial board, with the publication adviser (or technical consultant in the absence of an adviser) as chairperson. The dean of Student Services and a representative each from the Accounting, Auditing, and Purchasing Offices must be invited on a consultancy basis. They do not have voting power. The chairperson may vote only if there is a tie.
- When changing a printer, another bidding shall be conducted on grounds of better cost and service.

### **Staff Selection of Heraldo Filipino**

Students who aspire to become members of the HF must meet the requirements set by the editorial board such as:

- a. must pass the competitive examination and interview by the Editorial board.
- b. new applicants must submit photocopies of their report of grades in the semester or summer term prior to their application.
- c. must have a GPA of at least 1.50 or better, with no failing mark in any academic or nonacademic subject.
- d. must carry a minimum load of 15 units per semester. However, students may be exempted from this rule if they are graduating students, shiftees or transferees where the 15 unit-requirement is not possible. However, such underload must be certified by the college dean.
- e. must not be under any disciplinary probation, or must not have been found guilty of any major offense as certified by the SWAFO director.
- f. must not be an officer of the University Student Council (USC), Reserved Officer Training Corps (ROTC), or other organizations, or member of any media organization in the University.

### **Editorial Board and Staff Retention of Heraldo Filipino**

Members of the editorial board and staff must:

- a. maintain a GPA of 1.50 or better with no failing mark in any academic or non-academic subject.
- b. carry a minimum load of 15 units per semester. However, this may be waived if they are graduating students, shiftees, or transferees where a 15-unit load is possible, certified by the college dean.
- c. be able to publish at least three (3) articles a semester.
- d. not be under any disciplinary probation or been found guilty of any major offense as certified by the SWAFO director.
- e. complete 250 residency hours.
- f. must not be an officer of the University Student Council (USC), Reserved Officer Training Corps (ROTC), or other organizations, or member of any media organization in the University.

## **Editorial Board Selection**

Members of the editorial board are appointed by the editorial screening board

## **Editorial Screening Board**

- The editorial screening board shall be composed of the student publication adviser, who will serve as the chairperson, the editor in chief, a media practitioner who is acceptable to the Editorial board and administration, one past editor of the concerned publication unit, who was chosen by the outgoing editorial board, and the dean of Student Services.
- The editorial screening board shall have the following powers and functions:
  - a. determine the criteria for the selection of the Editorial board.
  - b. prescribe the manner and procedures for the implementation of the Editorial board competitive examinations.
  - c. evaluate the credentials and select the incoming members of the Editorial board based on the criteria.

## **Institutional Yearbook Office**

The Institutional Yearbook Office (IYO) is generally concerned with the preparation and production of the institutional yearbook. Specifically, the recognized IYO Editorial board and the IYO Layout Artist, through the supervision of the SPO director attend to the various phases of the production of the yearbook such as editing, laying out, proofreading, choosing the artwork, etc.

## **Campus Journalism Criteria**

All publication units are enjoined to observe the following campus journalism criteria:

### **1. The Lasallian Core Values**

All recognized in-campus publication materials by students shall be guided by the Lasallian core values of Faith, Zeal in service, and Communion in mission.

### **2. Language**

The Publication Adviser or the Technical Consultant (in the absence of an adviser) and the Editorial board shall observe accuracy in the use of language.

### **3. Campus Journalism Ethics**

As befits responsible campus journalists, the Publication adviser or the technical consultant (in the absence of an adviser) and the Editorial board shall observe the Campus Journalism Ethics.

## **Selection of a Publication Adviser (or technical consultant in the absence of an adviser)**

To guarantee optimum development of campus journalists, all student publication units shall see to it that faculty members recommended for the publication advisership or technical consultancy must possess the following:

1. Lasallian core values
2. high degree of accuracy and fluency in the Filipino and English language
3. extensive experience in advising campus paper and/or background in journalism

The members of the Editorial board of each of the student publication units recommend faculty members for the advisership post. Each publication unit shall forward a list containing three (3) to five (5) names of faculty members to the dean of the Student Services who then selects the publication adviser. Whenever necessary, another list may be requested.

## **Editorial Policies**

All publications are required to have their set of editorial policies.

## **Section 15 – F) Student Welfare and Formation Office (SWAFO)**

It is very important for students to maintain a clean discipline record to be assured of their continued stay in the University. This section aims to orient them with the policies, rules and regulations, as well as structures, procedure, and practices.

It is the duty of the student to inform his/her parents or guardians when s/he encounters administrative cases.

- 15-F.1 The Student Welfare and Formation Office (SWAFO) is in charge of the enforcement of student discipline policies, rules, and regulations as stipulated in this Handbook. It is headed by a director who:
- a. implements school policies and regulations regarding discipline;
  - b. maintains a record of all offenses or violations of students;
  - c. coordinates with the Chief of Security in the implementation of school policies, rules and regulations;
  - d. attends hearing and prosecutes cases of violations submitted and appealed to the Discipline Board;
  - e. decides and recommends to the Dean of Student Services appropriate penalties for offenses committed;
  - f. supervises Student Formators and staff; and
  - g. issues clearances, which are submitted to the Office of Student Services for issuance of Certificate of Good Moral Character.

The SWAFO director is assisted by Student Formators whose main functions are to:

- a. maintain and promote peace and order in the campus;
- b. monitor activities of students and student groups on campus;
- c. accost students caught or suspected of violating University rules and regulations, and demand the presentation/confiscation of the student ID for the purpose;

- d. conduct investigation of students who violate school rules and regulations, always mindful of their rights;
- e. prepare and submit required investigation report of discipline cases to the SWAFO director;
- f. invite students during their free time to the SWAFO when necessary;
- g. network with other offices and units of the University regarding student discipline and behavior; and
- h. act as custodian of all surrendered lost and found items

#### 15-F.2 Discipline Procedure

The SWAFO director through the investigation section conducts an investigation on the cases filed in his office.

- a. Upon receipt of the written report on misconduct of any student, the SWAFO investigator(s) shall conduct a preliminary investigation of the charge filed against the student for *prima facie* evidence.
- b. Formal charges shall be filed against the student, if there is a *prima facie* evidence.
- c. A notice shall be sent to the student informing him of the charges and requires the student to answer the charge and/or appear for questioning before the SWAFO director within 72 hours from the receipt of the notice.
- d. Except in meritorious cases as determined by the SWAFO director, the failure of the student to answer the charge and/or appear during the investigation as required, shall be construed as a waiver thereof.
- e. If an investigation has been carried out and the SWAFO director has found sufficient evidence or if the accused has admitted his guilt, the SWAFO director shall impose the penalties stated in the Student Handbook. He shall submit a copy of his decision to the dean of Student Services for notation.
- f. If the decision is accepted by the student, the same shall be final and executory. If it is not acceptable, the decision is appealed to the University Discipline Board within five (5) days from the receipt of the decision.

Grounds for the consideration of appeals to the Discipline Board:

- a. Grave abuse of discretion on the part of the SWAFO director
- b. The absence of due process

#### 15-F.3 The University Discipline Board

The University Student Board may be convened to hear, deliberate, and decide cases on appeals submitted by student, and on cases referred by the SWAFO director, which need the decision of the Board.

The University Discipline Board is composed of the:

- 1. dean of the Student Services as Chair. In his absence, the other members of the Board may elect from among themselves a temporary chair



2. collegiate dean who will represent the administration
3. University Student Council (USC) president or his representative
4. Faculty Association (FA) president or his representative
5. Parents Organization La Salle Cavite (POLCA) president or his representative
6. Director of the University Lasallian Family Office (ULFO) or his representative
7. Council of Student Organization (CSO) president or any representative

#### Procedure for Appeal

- a. An Appeal shall be perfected within five (5) school days after receipt of the decision. Such appeal must be filed with the Office of Student Services (OSS) (7 copies). The appeal shall contain a concise statement of the issues involved and the grounds relied on for the appeal. It should be accompanied with a true copy of the decision of the appeal.
- b. A true copy of such documentary evidences shall be kept in the SWAFO. The documentary exhibits to be forwarded to the Discipline Board shall be the certified true copy of the documents.
- c. The dean of Student Services, who chairs the board, convenes the board to hear the appeal. The appellant and his parents or his guardian are notified of the date of hearing. If the parents or guardian cannot come, the appellant shall inform the Board in writing.
- d. In the event of the appellant's failure to appear, the Board shall proceed *ex-parte* without prejudice to the appellant's appearance in subsequent hearings.
- e. The Discipline Board may dismiss the petition on the ground that the appeal is without merit, or the questions raised therein are too insubstantial to require consideration. Likewise, the Board may commute, reverse or affirm the decision of the SWAFO based on the documents presented even without hearings.
- f. If hearing of witnesses on the appeal is indispensable, the Board may hear witnesses, in the absence of the appellant. However, the presence of the appellant is a must unless such right is waived in writing. The presence of the SWAFO director acting as a prosecutor shall also be indispensable.
- g. Evidence, whether testimonial or documentary, shall be limited to the allegations contained in the result of the investigation submitted by the SWAFO director; new evidences may be accepted through a motion, subject to the decision of the Board.
- h. As far as practicable, hearing on any appeal shall not last beyond one (1) calendar month from the date of the initial hearing. Postponements shall only be allowed due to highly justifiable reasons as decided by the Board.

Each party shall only be allowed one postponement. Parties who wish to request for postponement of hearing should be reminded of the following:



- a. Request for postponement shall only be in writing.
- b. Written request for postponement must be filed with the dean of Student Services at least two (2) days before the scheduled date of hearing.
- c. The requesting party shall be notified in writing of the action taken thereon at least one (1) day prior to the scheduled date of the hearing.
- d. Notice to the parent or guardian on record shall be deemed sufficient notice for the purpose.
- e. Written request for the postponement filed beyond the prescribed period shall be denied, and the parties shall be required to be present at the scheduled hearing.
- i. The record of the entire proceeding shall be taken filed. The proceedings may likewise be tape-recorded by the Board. All records of the proceedings shall be submitted to the chairperson, who shall have custody of such records and tapes. The parties may be furnished a copy of the minutes.
- j. The board shall render a decision within ten (10) days from the date of the last hearing whether or not the parties submit their respective memoranda. The decision shall be in writing and shall state the reasons relied upon in arriving at such decisions. Copies thereof shall be sent to all parties and submitted to the Executive Vice President (EVP), Vice President for Academics and Research (VPAR), college dean/s concerned, the University Registrar, and SWAFO.
- k. Decision of the Discipline Board shall be final and executory within fifteen (15) school days after the promulgation of the decision unless a motion for reconsideration is submitted to the Board. Such motion for reconsideration shall be on the ground that a new evidence has been discovered which was not presented before, a copy of which shall be furnished the complainant and the appellant.

#### **15-F.4 Formation Program**

The Formation Program is a program for students who committed a major offense. Its goal is to improve the individual by correcting faults & owned weaknesses and strengthening good qualities. This is in recognition that students are growing up and in the process commit mistakes.

##### **1. THE FOUR STAGES OF THE FORMATION PROGRAM**

- |                              |  |
|------------------------------|--|
| 1. Monitoring and Updates    | Involved: SWAFO/GCO  |
| 2. Seminar                   | Involved: FORMATION PROGRAM<br>COMMITTEE (FPC)<br>GCO/ULFO |
| 3. Assessment and Evaluation | Involved: FPC/SWAFO Director                               |
| 4. Presentation and Approval | Involved: SWAFO/OSS  |

## 2. MECHANICS:

- a. The **FORMATION PROGRAM COMMITTEE (FPC)** will secure a copy of the names of students who had committed major offense, classified as graduating and non-graduating.
- b. Information will be disseminated regarding the implementation of the program.
- c. Application Form will be obtained from the SWAFO Clerk.
- d. Screening of the participants will be handled by the FPC.
- e. Students who will respond positively to the invitation will have a meeting with the FPC.
- f. The seminar will be tentatively scheduled on the first month of implementation handled by the FPC. The formation program runs for approximately five (5) months.
- g. With all the necessary requirements (attendance in the seminar, monitoring and evaluation papers), the committee decides who passed the program.
- h. Upon the recommendation of the SWAFO Director, list of students who passed the said program will be presented to the Dean of Student Services. Such successful program participants will be issued Certificate of Completion, which serves as a key in getting the Certificate of Good Moral.

Any minor or major offense committed by an individual who has already undergone the Formation Program automatically loses his/her chance to secure a Certificate of Good Moral.

## Section 16

# OFFENSES, VIOLATIONS AND SANCTIONS

Offenses are classified into minor and major offenses; information technology (IT) violations; and traffic violations.

A minor offense merits a warning/admonition from the SWAFO director and/or the dean of Student Services. Commission of the same offense for the second time merits a notice to parents. If the same offense is committed the third time, the said act renders it a major offense.

### 16.1 **Minor Offenses:**

The following sanctions will be imposed to those who violate the following rules and regulations:

1 <sup>st</sup> offense	-	Warning/Admonition
2 <sup>nd</sup> offense	-	Minor Offense
3 <sup>rd</sup> offense	-	Major Offense

The following acts and all others not classified as major offenses shall be considered minor offenses:

1. Behavior considered unbecoming of a young Christian adult.
  - a. disturbing classes without valid reasons
  - b. shouting at the corridor
  - c. using cell phone during classes
  - d. sitting on the table or parapet
  - e. wearing of cap inside the classroom
2. Entering a class or breaking into any University function without the permission of those concerned
3. Loitering near classrooms during class sessions
4. Unauthorized use of chalk and board
5. Proselytizing
6. Eating inside classroom
7. Playing cards
8. Using someone else's library card
9. Entering the campus not in uniform
10. Non/improper wearing of ID
11. Violation of dress code during wash days
12. Defacing, mutilating, or removing posters within valid period of posting
13. Violation of usual classroom policies and procedures as well as those set by the teacher
14. Posting of announcements without prior approval of the Office of the Director for Office Operations, for announcements from outside, and

of the Student Development and Activities Office, for those coming from the academic community

15. Unauthorized use of school facilities by non-recognized organizations or groups
16. Posting of announcements by non-recognized organizations, groups or individual

## 16.2 **Major Offenses:**

A major offense warrants the imposition of the penalty of probation, suspension, non-readmission, exclusion or expulsion. The seriousness of the offense committed, taking into account the mitigating and aggravating circumstances which are present, shall determine the gravity of penalty or sanction to be imposed which ranges from a minimum of 1 (probation) to a maximum of 5 (expulsion).

### **Definition of terms:**

- |                 |   |  |
|-----------------|---|--|
| Suspension      | – | is a penalty in which the school is allowed to deny or deprive an erring student of attendance in classes for a period of time.  |
| Non-Readmission | – | the student is banned from re-admission from the same school if s/he is found guilty of a serious breach of school policies, rules and regulations.                                |
| Exclusion       | – | is a penalty involving the immediate removal of an undesirable student from the school roll if s/he is found guilty of a serious breach of school policies, rules and regulations. |
| Expulsion       | – | is an extreme administrative sanction debarring offending students from all public and private schools.  |

*Reference: Sarmiento, Ulpiano III (2002). Education Law and The Private Schools. Philippines*

## **Table of Major Offenses and Sanctions**

### Legend:

- 1 – Under probation for 1 year or for the rest of stay in the University to three (3) days suspension
- 2 – Suspension of four (4) days to ten (10) class days
- 3 – Suspension of eleven (11) to fifteen (15) days
- 4 – Suspension of one (1) semester to one (1) year
- 5 – Non-readmission, Exclusion or Expulsion

Nature of Offense	Sanction
1. Vandalism in any form and/or destruction of University property belonging to any member of the faculty, administration, support staff or visitors, including the act of writing on chairs, desks, tables and walls*	1 2 3 4 5
2. Commission of a third minor offense	1
3. Acts of gross dishonesty; Giving false statement to obstruct justice	2 3 4 5
4. Acts of gross disrespect, in words or in deeds, which tend to insult or subject to public ridicule or contempt any member of the faculty, administration, support staff, other students, and visitors	2 3 4 5
5. Defaming in words/deeds such as thru text messaging and the internet, as well as unjust vexations	2 3 4 5
6. Acts of lewdness, or public display of affection, distribution or possession of pornographic materials within the campus	1 2 3 4 5
7. Gambling in any form within the campus with the use of money or similar forms	2 3 4
8. Using or lending someone else's ID card, registration form or examination permit	1 2 3
9. Smoking within the University premises or approved off campus activities	1 2
10. Unauthorized collection or exaction of money, checks or other instruments used as equivalents of money, in connection with any matter, property or transaction pertaining to University	2 3 4 5
11. Unauthorized possession of liquor or alcoholic beverages within the campus and its immediate premises, or entering or being in the University premises, or approved off-campus activities, entering in or being in the University premises while in a state of intoxication, driving under the influence of liquor.	1 2 3
12. Cheating in any form, including but not limited to the following acts: <ul style="list-style-type: none"> <li>Unauthorized possession of notes or any materials relative to the examination, quiz or test, and when the student actually uses them</li> <li>Deliberately looking at a neighbor's examination papers and after a caution made by the test proctor or by putting in the examination papers note of warning with his signature, the examinee repeated similar act</li> <li>Copying from, or allowing another to copy from an examination or test paper</li> <li>Having somebody else take the examination, quiz, test for another (in which case both students shall be held liable)</li> <li>Deliberately talking to another student in the room without permission during the examination</li> </ul>	

Nature of Offense	Sanction
<ul style="list-style-type: none"> <li>• Passing as one's own work any assigned report, term paper, case analysis, reaction paper and the like, although copied from another</li> <li>• Plagiarism and other acts of academic dishonesty</li> </ul>	1 2 3 4 5
13. Unauthorized possession of firearms and other deadly weapons, including but not limited to: lead pipes, ice picks, knives, clubs or any bladed weapon, and firecrackers and pyrotechnics, within the premises of the University	1 2 3
14. Habitual disregard or repeated willful violations of established policies and regulations set by the University	2 3
15. Drug addiction and/or illegal possession or use of prohibited drugs or chemicals, such as marijuana, shabu, LSD, heroine, ecstasy pill and hallucinogenic drugs or substances in any form, or possession of any regulated drugs such as barbiturates, sedatives or cough syrups without the proper prescription, or inhalants such as rugby, acetone or thinner, without valid justification, within the premises of the University	4 5
16. Deliberate disruption of the academic function or any University activity or any other intentional act which tends to create disorders, tumult, breach of peace or any serious disturbance although not connected with any academic function or school activity	2 3 4 5
17. Assault upon the person or faculty member, administration, support staff and security force of the University, or upon any person summoned by the University to maintain peace and order therein or in its immediate premises, regardless of the place of commission, or upon any person within the premises of the University	3 4 5
18. Threatening another with infliction and/or actually inflicting upon his person, honor or property or any act amounting to crime inside the campus or within the immediate vicinity of the University	3 4 5
19. Acts that malign the good name and reputation of the school and its duly constituted authorities such as the malicious imputation of a crime, vice or defect whether real or imaginary, or of any act, omission, condition status or circumstances tending to discredit or cause dishonor and contempt to the good name or reputation of the University	2 3 4 5
20. Acts of subversion or insurgency including membership in any subversive organization working for the violent overthrow of the duly constituted government or in any illegal or immoral organization formed or established for the purpose of propagating and/or engaging in unlawful and immoral acts and beliefs	3 4 5

Nature of Offense	Sanction				
21. Hazing or physical injuries for the purpose of initiation, admission or continuance of membership in any organization, society or group, whether open or secret. Officers and members who were present when such hazing happened shall be liable whether or not they actually participated. Officers of the group shall also be liable even if they were not preset when such hazing occurred.					4 5
22. Violation of conditions of being under probation and/or commission of another major offense after undergoing the formation program	2	3	4	5	
23. Commission of a second major offense		3	4	5	
24. Brawls on campus or at any school function or off-campus activity or within the immediate vicinity of the University		3	4	5	
25. Inflicting physical injuries upon another within the campus premises or within in immediate vicinity of the University		3	4	5	
26. Stealing money, property, or any attempt thereof	2	3	4	5	
27. Forging or falsifying and/or tampering with academic or official records or documents of any kind; or attempting to practice any deception or fraud in connection with his application for admission to, or registration in, or graduation from the University			3	4	5
28. Conviction before any court of any criminal offense involving moral turpitude					5
29. Any similar or analogous acts to any major offense	1	2	3	4	5
30. Littering	1				

**Note:**

1. \*A fine equivalent to the value of the damaged property but in no case be more than twice its value; or the replacement of the thing or property damaged, destroyed, defaced or lost; cleaning the entire room or wall or part thereof, making it free from all marks and writings.
2. Alternative sanction – student may choose an alternative sanction of three (3) hours office work for every one (1) day of suspension.
3. If the respondent has graduated but has neither served his sanction nor paid for the penalty, withholding of diploma, transcript of record and other school records/credentials for a period of one (1) year shall be imposed.

### 16.3 IT Violations Information Technology Policies

Following are violations in the use of the information technology in the University. The Information Technology Center (ITC) implements and monitors these policies in proper coordination with the SWAFO.

<b>Violation of IT Policies</b>	<b>Reference Policy</b>
Unofficial use of download & chat tools or instant messengers.	Use of internet services
Playing of web-based, PC and network games in any of the computer resource facility inside the university.	Use of Internet Services; Computer Laboratory Policy
Sending of unofficial mass e-mail that cause complaints or sending large quantities of unwanted e-mails to any DLSU-D mailing list	Email Policy
Sending of obscene, profane or pornographic materials; visiting of pornographic sites	Email Policy; Use of Internet Services
Sending of messages or posting of information which are knowingly false, abusive, vulgar, hateful, harassing, obscene, threatening to fellow users or invasive of a person's privacy.	Email Policy; Forum Policy
Posting person-to-person damnation/cursing, or ill-wishing a person's present physical state	Forum Policy
Using bad, offensive and strong language in posting messages	Forum Policy
Posting copyrighted materials	Forum Policy
Altering the setting or configuration of the equipment at the laboratory	Computer Laboratory Policy
Intentional lending of user accounts	Forum Policy

#### **16.4    Traffic Violations**

Following are guidelines on traffic rules and regulations. The Campus Security Office implements and monitors these policies in proper coordination with the SWAFO.

1. Only vehicles with the current school year's vehicle sticker are allowed to enter the campus.
2. The guard on duty is authorized to inspect the vehicle compartments.
3. Drivers should park the vehicles at the designated parking areas only. Family drivers are to stay in designated driver's lounge only. Bodyguards are not allowed to enter the campus. They should also follow school policies and guidelines such as: no smoking, no gambling, no drinking of liquors



4. Road signs should be strictly followed.
5. Vehicles should observe the speed limit of 5 to 10 kph.
6. The following are prohibited inside the campus:
  - blowing of horns
  - loud music
  - obstruction of traffic and disregarding
  - driving under the influence of liquor
  - heavy tint
  - loud muffler
  - smoke belching
  - movable car sticker
  - driving without license
  - illegal parking
  - overspeeding

### **Sanctions:**

Illegal Parking, Traffic Obstruction and Disregarding Road Signs, Overspeeding, Loud Music, Blowing of Horns and Driving without License

#### **CAR**

- |                         |   |   |
|-------------------------|---|---|
| 1 <sup>st</sup> offense | - | Warning + Php 200 fine  |
| 2 <sup>nd</sup> offense | - | Minor Offense + Php 300 fine  |
| 3 <sup>rd</sup> offense | - | Cancellation at anytime/non-issuance of vehicle sticker for one (1) Year + Php 500 fine |

#### **MOTORCYCLES**

- |                         |   |   |
|-------------------------|---|---|
| 1 <sup>st</sup> offense | - | Warning + Php 100 fine  |
| 2 <sup>nd</sup> offense | - | Minor Offense + Php 150 fine  |
| 3 <sup>rd</sup> offense | - | Cancellation at anytime/non-issuance of vehicle sticker for one (1) Year + Php 250 fine |

Reckless Driving and Driving under the Influence of Liquor or Drugs, Heavily Tinted, Loud Muffler, Smoke Belching, Movable Car Sticker

- |               |   |   |
|---------------|---|---|
| Major offense | - | Cancellation at anytime/non-issuance of vehicle sticker for one (1) year + Php 500 fine |
|               | - | Administrative Sanction of 1,2,3,4,5 (refer to table of offenses)                       |

### **Note:**

1. Implementing body
  - Enforcement - Campus Security Office
  - Decision/Resolution - Students Welfare and Formation Office
  - Payment of Fine - Accounting Office
2. Fines and cost of stickers are subject to change

## **Section 17**

# **GUIDELINES FOR OFF-CAMPUS ACTIVITIES**

### **17.1 Guidelines/Policies**

- a. The organizer shall send a letter regarding the planned activity, its objective/s and nature, place, attendees, and other related information to the dean of the Office of Student Services.
- b. The letter, signed by the organizer, the adviser and the dean, shall be sent to the Office of the Dean of Student Services not later than two (2) weeks before the date of the activity.
- c. A representative of the organization shall secure the Parental Consent Form from the Office of the Dean of Student Services and disseminate these forms to the participants to be accomplished.
- d. The Parental Consent Form must be signed by the parents/guardian of the participants and must be submitted to the Office of the Dean of the Students Services at least two (2) days before the actual date of the activity.
- e. The ratio of faculty to student participants should be 1:30.
- f. No off-campus activities are allowed one week before and during examination week. Likewise, no such activities are allowed after final examination except for externally organized activities subject to approval by the dean of the OSS.
- g. No private vehicles will be allowed unless authorized by the OSS dean.

### **17.2 All money matters related to the activity should be coursed through the Accounting Office.**

### **17.3 Financial report on the activity subject to audit by the internal auditor must be submitted to the Accounting Office copy furnished the OSS dean and the college dean two weeks, at most, after the activity.**

Should there be cases of noncompliance with the guidelines mentioned above, a committee chaired by the OSS dean shall be created to deliberate on the matter and render decisions.

## Section 18

# STUDENT GOVERNMENT

18.1 The University Student Council (USC) is the highest student governing body in the University.

- a. It is the official representative of the students of De La Salle University - Dasmariñas in all activities held within and outside the University.
- b. It serves as a mediator between the student body and any sector of the Lasallian community where there are cases of differences.
- c. It is an active agent in promoting national awareness and consciousness among the students of the University.
- d. It believes that Heraldo Filipino (HF), Council of Student Organizations (CSO), Performing Arts Group (PAG), University Student Commission on Elections (USCE), collegiate and/or departmental organizations and publications, and other recognized student groups are significant partners in serving, empowering, and protecting the rights of students.
- e. It fosters an atmosphere where critical thinking prevails.
- f. It enjoins the students to act as one in advancing their rights and welfare.
- g. It regularly conducts consultation with students to be guided by their sentiments.

18.2 Composition, Election, and Term of Office of USC Officers

18.2.1 The USC shall be composed of

- a. Executive Board:
  - President
  - Vice president
  - Secretary
  - Treasurer
  - Auditor
  - Business Manager
  - Public Relations Officer (2)
- b. Legislative Board  
Presidents of all College Student Councils (CSC)

18.2.2 The members of the Executive Board shall be elected at large by *bona fide* students of De La Salle University-Dasmariñas. On the other hand, the members of the Legislative Board shall be elected by *bona fide* students of their respective colleges.

18.2.3 The term of office of all officers of the USC is one year which commences on the first day of June and ends on the last day of May the next year.

18.2.4 All qualified officers are entitled for reelection

18.3 Qualifications of Officers of the USC and the CSC:

18.3.1 Students who wish to become officers of the USC, and CSC must meet the following qualifications:

- *bona fide* student of the University
- carry a minimum load of 15 units. If the load for the semester is lower than 15 units, an appeal may be made to the University Student Commission on Election, certified by the college dean
- have at least one year residency in the University upon assumption of office
- not have been found guilty of any major offense
- must not have a failing grade in any of the subjects enrolled during the semester preceding the election.

18.4 College Student Councils (CSC)

The CSC is the student government in every college. The College Student Council is composed of the president, vice president, secretary, treasurer, auditor, business manager, and public relations officers (2).

The CSC is officially represented in the USC by its President. He represents his college as well in the USC. He serves as a member of the impeachment committee of USC officers and that of CSC officers.

18.5 Disqualifications of Officers of USC and CSCs. The officers of the USC and College Student Council are disqualified to continue holding office on any of the following grounds:

- a failing grade in any subject enrolled during the semester before his term
- a failing grade during his term of office
- commission of a major offense
- failure to enroll during his term
- permanent physiological/psychological incapacity

## Section 19

# AUXILIARY SERVICES

### 19.1 Health Services

All new students are required to undergo a preadmission health examination scheduled at the start of the school year by the Admissions Office and the Institutional Testing and Evaluation Office.

Two clinics are found in campus: one at the East Campus and the other at the West Campus.

#### a. Functions of the School Clinic

- The School Clinic provides optimal medical care to the students of De La Salle University-Dasmariñas.
- Under the supervision of its school physician, the school clinic provides the personnel and facilities necessary in the successful delivery of its medical services.
- It provides a program of privileges and services for its clientele. The clinic also acts as a referral facility if more specialized care is needed.

#### b. Referral System

All students of the University are entitled to free consultation at the school clinic during office hours.

The school clinic requires its school nurse to inquire into the nature of the patient's ailment and to inform the school physician about it.

The school physician examines, diagnoses, and prescribes appropriate management of all primary cases observed. If the patient's condition would require the use of a specialized diagnostic facility or equipment, s/he is then referred to the appropriate clinic, laboratory, or specialist for further evaluation and/or management. Only the school physician can refer patients to the De La Salle University Medical Center.

### 19.2 Campus Ministry Office (CMO)

The CMO is called to animate and accompany the DLSU-D community towards an experience of ECCLESIA, i.e., being a church in our campus. To respond to this calling, CMO offers you the following services:

1. Spiritual & Religious Formation - Provides opportunities for participation in the sacraments, especially the Eucharist; opportunities to learn and experience different forms of personal and group prayer; catechesis and faith formation; and, experiences of prayer, reflection and sharing through Retreats and Recollection:  
Ugnayan (Recollection 1- one day recollection for first year)  
Barkadahan (Recollection 2 – one day recollection for second year)

Damayan (Recollection 3 – one day recollection for third year)

Tipanan (Recollection 4 – 2 days retreat for fourth year)

2. Building of the Faith Community - Formation of Student Choir, lectors, commentators, altar boys and girls; Fellowship of Student Volunteers; Discipleship Program for Volunteers; and Christian Leadership Program for campus peer ministers.

### 19.3 Dormitory Facilities

Housing facilities inside the campus cater to both male and female students.

The school has four dormitory buildings. The newly completed four-story, 54-room building can accommodate 270 female students. Each room is provided with private toilet and bath, beds with mattresses, closet, orbit fans, refrigerator, and study tables. Common reception and kitchen areas are provided.

The three other dormitory buildings, divided into the left and right wings have 22 rooms. Twenty of these rooms can accommodate two (2) persons per room. The other two rooms can accommodate four (4) persons. Each wing has a common kitchen and is provided with a refrigerator. The dormitory rooms are provided with mattresses and two orbit fans. Study tables are also provided.

Seven condominium units with 63 rooms can accommodate three (3) persons per room. Each room has a private toilet and bath, three beds with mattresses, three (3) chairs, one refrigerator, cloth cabinet, study table and a bookshelf.

### 19.4 Canteen Services

Inside the campus are several canteens that cater to the needs of the school community. Grocery items are also available at these canteens.

### 19.5 Recreation

The Palaruang La Salle provides facilities for basketball, volleyball, and table tennis for the students' recreational needs. Another basketball court is located at the back of the Gregoria Montoya Hall.

An Olympic size swimming pool adjacent to the Palaruang La Salle is available for the use of all students, faculty members, and support staff.

The track oval football field has been developed to meet the increasing need for sports/athletics facilities.

### 19.6 Bookstore

The bookstore located at the East Campus services the requirements of the members of the community for office supplies, textbooks, and other

items at reasonable prices. It is open from 7:30 a.m. to 6:00 p.m. Mondays to Saturdays.

### 19.7 Aklatang Emilio Aguinaldo (AEA)

The AEA strives to become a creative partner in the achievement of the De La Salle University-Dasmariñas' teaching, learning, and research goals. Moreover, it envisions itself as the foremost academic library in Region IV in terms of collection, innovative services, and facilities.

The library consists of two buildings with a total floor area of 1,200 square meters and has a seating capacity of 300 students at a time. It is open from 7:00 a.m. to 7:00 p.m. Mondays to Fridays and 7:00 am. to 5:00 p.m. every Saturday. The library has five (5) major units: the Readers' Services, the Technical Services, the Educational Services, Archives and Special Services, and the Electronic Resource Services. In addition to its major services, the library has an Online Public Access Catalog (OPAC) which serves as the index to the library collection and is also available thru the DLSU-Dasmariñas and AEA Homepage. Multimedia, Internet, and other online resources are also available to the students. It allows them to have direct access to other libraries and information centers throughout the world.

## **Section 20**

# **GUIDELINES FOR FACULTY CONSIDERATIONS**

A meaningful education requires that educational institutions, such as the De La Salle University-Dasmariñas, perform the task of developing the students as well-rounded persons. This means providing them every possible opportunity for their physical, mental, social, cultural, and political development. The members of the academic community particularly the administrators and faculty members are called upon to work together towards the attainment of this goal.

Specifically, administrators and faculty members are enjoined to manifest their understanding/cooperation/consideration when their students, regardless of their year level and/or affiliation with any of the accredited clubs/organizations/ student councils are designated as official student representatives to:

- a. compete and/or participate in any academic, athletic, cultural contests/ presentations within the University such as during intramurals, Lasallian Week, theatrical productions, and
- b. compete and/or participate in any academic, athletic and cultural contests outside the campus to represent their college, in particular and the University, whether in local, regional, national or international competitions, congress, conventions or conferences.

Manifestations of support, understanding, cooperation or considerations shall come in the form of the following:

- a. When attendance or participation is warranted before the actual competition or presentation and a quiz or long examination has been scheduled, the faculty member concerned must give special quiz/special examination on a day convenient to both of them;
- b. Faculty members must consider as approved absences not only the days of actual competition or presentation but also rehearsal days upon receipt of a letter of request from the dean of the college, and when necessary, upon recommendation of the dean of Student Services.
- c. Deadlines for submission of reaction papers, projects, research papers, and other requirements must be extended when they fall close to or during the dates of actual competition or presentations. Seat works done in their absence may be substituted by other requirements.
- d. All other special considerations that the dean and /or faculty members may deem appropriate.

Students are considered official representatives when they are endorsed by the college dean and/or the dean of Students Services. However, students concerned should not abuse the considerations extended to them. They are strongly encouraged to see their teachers during consultation hours to discuss academic concerns and course requirements made during their absence.



## Section 21

# GUIDELINES ON THE CONDUCT OF COMMUNITY EXTENSION SERVICE

These guidelines seek to systematize and ensure effective implementation of community service activities by the different sectors of the academic community. The guide will also help guarantee that we adhere to our vision of creating sustainable community development programs that truly address the concerns of our partners.

In order to facilitate the implementation of community service programs and/or activities, as part of academic (data gathering, service to communities, research, etc.) or extra-curricular requirements, the following guidelines shall be observed by the concerned sector/s:

- 21.1 The concerned individual/s or group/s shall confer with the Lasallian Community Development Center (LCDC) regarding the community exposure – date, objectives/agenda, and programs to be implemented, etc. This shall include the submission of project concept paper or program of activities.

For student organizations, interest clubs, and other groups, the lead-time for coordination with LCDC shall be one (1) month before the intended date of the community extension activity; while the cancellation of activities shall be two (2) weeks before the intended date of implementation. Please be reminded also that the activities/project to be implemented should be based on the assessed needs of the partner community/institution and/or in accordance to the programs being implemented by LCDC.

For off-campus and overnight activity involving student organizations, the following must be sought:

- Approval of Student Development and Activities Office (SDAO) Office of Student Services (OSS) for Registered Student Organizations, while the College Dean for College Councils.
- Duly accomplished Parental Waiver for participating students;
- Letter of conformity of adviser; and
- The adviser must be involved with the activities.

- 21.2 The concerned individual/s or group/s shall ensure the preparation of all necessary materials that are needed for the entire period of implementation. This shall include, but may not be limited to food, monetary allowance, office supplies, first aid kit, etc.

- 21.3 The concerned individual/s or group/s shall undergo an Orientation Seminar set by LCDC three (3) days before the intended date of implementation or exposure.

- 21.4 Failure to comply with all the requirements needed for the community exposure will mean cancellation of the activity.
- 21.5 Any concerns regarding the community and the implementation of programs should be conferred with LCDC.
- 21.6 An after-activity report (LCDC format) shall be submitted within three (3) days after the activity. Only then will LCDC issue a certification of involvement in community extension service.
- 21.7 For new partnership and linkages with other communities and institutions, concerned sector/group initiating the partnership must coordinate with LCDC, prior to entering into a formal agreement with concerned community/institution.

## Section 22

# STUDENT ACCIDENT INSURANCE

22.1 All students are required to pay their respective insurance premiums per semester.

22.2 This insurance covers accident or injuries only and does not cover illness.

22.3 The principal sum covers death, loss of two limbs, loss of both hands or all fingers and both hands, loss of feet, loss of one hand and one foot, and loss of sight of both eyes.

A student is entitled to a medical reimbursement when, by reason of injury, the injured shall require a treatment by a legally qualified physician or surgeon, confinement in a hospital or the employment of a licensed or graduated nurse. The Insurance Company will pay the actual expenses incurred within the first fifty-two (52) weeks from the date of the accident for such treatment, hospital charges and nurse's fees but not to exceed the amount stipulated in the insurance policy as the result of any one accident.

The students or their representatives should file their insurance claims within one (1) year from the date of accident.

22.4 Other Provisions

a. Students who pay the insurance premium during the 2<sup>nd</sup> semester are also insured during the summer term, even if they are not enrolled. Thus, the payment of insurance premium for the two semesters entitles a student to a 12-month coverage.

22.5 A student who meets an accident or sustains an injury should prepare the following:

- a. medical certificate and hospital abstract or hospital records
- b. original official receipts of expenses, such as medicines and hospital bills
- c. certificate of enrollment from the Registrar's Office
- d. photocopy of his registration card
- e. photocopy of police report, in case of vehicular accident

He should submit all the requirements and fill out the accident report at the School Clinic.

22.6 Students are advised to follow up the status of their insurance claims at the Accounting Office.

## Section 23

# GRIEVANCE PROCEDURES

As befitting members of a Christian academic community, grievances against any member of such community should be initially settled through sincere dialogue and discussion. It is only when such initial discussion fails that one should resort to the formal procedures for settling such grievances.

It is important that procedural due process be observed. This can be done through proper communication. A grievance may either be expressed verbally or in writing. When it is in writing and duly signed, it becomes a formal complaint needing a formal procedure. When it is made orally, it is informal and must be settled informally.

The complaint, answer, memorandum, recommendation and eventually the decision must all be in writing. Excerpts of all proceedings shall be in writing and shall be signed by all parties concerned. All original records of proceedings shall be kept in the possession of the Office of the Dean of Student Services.

### 23.1 Guidelines

- a. Students grievance may be against a
  - fellow student
  - faculty member
  - administrator
  - trainor, coach
  - support staff
- b. Student grievances shall be handled on the level-by-level basis following the order or hierarchy of the administration as follows:
  - class adviser
  - department chair/associate dean
  - college dean
  - dean of Student Services
  - Executive Vice President
- c. When a student gets into a conflict with any level of administration, the first person to approach for information and assistance is the class adviser. The procedures provided in this section shall be followed accordingly.
- d. There shall be a Student Grievance Board which shall be composed of the following:
  - dean of Student Services as chair and presiding officer
  - college dean of the student complainant
  - college dean of the student/faculty respondent
  - representative of the University Student Council

- representative of the Faculty Association
  - representative of POLCA
  - Representative of KABALIKAT (if complaint is against a support staff)
- e. Grievance Procedure:
- The procedure for filing and settling a complaint by level is as follows:
1. The student files his written complaint with his faculty adviser.
  2. The faculty adviser conducts a one-on-one conference with the student/faculty/staff respondent, the purpose of which is to settle the matter amicably.
  3. If the faculty adviser fails to resolve the case, he refers it to the department chair/dean. The department chair/dean then creates an ad hoc committee to deliberate on and resolve the conflict.
  4. If the decision on the case by the department chair/college dean is not satisfactory to the student complainant, he may elevate the case to the Student Grievance Board, chaired by the dean of Student Services
  5. The dean of Student Services convenes the Student Grievance Board, which then hears the case until the conflict is resolved.
- f. Procedural Requirements/Guidelines During Hearing/Deliberation
1. The dean of Student Services acts as the chair and presiding officer during the hearing. S/he shall start the proceedings by reading the complaint and reply/ies filed before the Board.
  2. Once a decision is made by the Board, copies of the decision are furnished to all parties concerned. In case the complainant is not satisfied with the Board's decision, he may move for a reconsideration of the case with the Board within 48 hours after receipt of the decision.
  3. If the complainant fails to file an appeal for reconsideration within 48 hours after receipt thereof, the decision becomes final and executory.

## Section 24

# ACCORD OF UNDERSTANDING

The ACCORD of UNDERSTANDING entered into by De La Salle University-Dasmariñas and among students is hereby incorporated to form part and parcel of the Student Handbook.

### ACCORD OF UNDERSTANDING

Desirous of harmonizing the distinct view on the duties and responsibilities of all parties as regards the exercise of the fundamental rights to free expression and to peaceful assembly for the redress of legitimate grievances, and cognizant that these rights must be freely exercised by all citizens, particularly the students, in all school campuses with utmost government and school authorities' tolerance, understanding and guarantee from any form of unlawful interference and intrusion when done within the bounds and limits of the law.

### DO HEREBY ESTABLISH AND STIPULATE

#### Article I – Purpose and Coverage

Given the reality of the school campus in many schools as providing for the proper venue and suitable climate for the expression of the concerns and aspirations of all students on issues of national interest, this Accord seeks to protect students from any form of unlawful interference and intrusion in their activities particularly those conducted inside school campuses.

1. The purpose of this Accord is to harmonize the views of the Commission on Human Rights, Commission on Higher Education (CHED), the Department of National Defense, and Students National Organization, under the umbrella of and as herein represented by the National Union of Students of the Philippines (NUSP), on the duties and responsibilities of the students in the free exercise of their rights to free expression and to peaceably assemble for redress of legitimate grievances.
2. This Accord shall encompass all bona fide students in all school campuses throughout the country who seek to exercise the democratic rights to free expression and to peaceful assembly, and other related rights. It likewise defines the concurrent duties and responsibilities of the respective parties hereto, as regards the exercise of these rights.

#### Article II –Definition of Terms

Unless the context otherwise requires, the following terms shall be defined as follows:

1. Student assembly – shall refer to any gathering, rally, demonstration, parade or other forms of mass action conducted by *bona fide* students in

a peaceful manner inside school campuses, in a private property, in a public place or thoroughfare for the purpose of presenting/articulating a legitimate, lawful concern or grievance.

2. Peaceful Assembly – means that the assembly is peaceful when no actual criminal acts and/or organized acts of disorder or violence are committed by the demonstrators to indicate an intention on their part to sow public disorder, or defy public authority.
3. Detachment – an organization unit of duly constituted authorities, whether military or police, assigned in a fixed place, for the enforcement of the law or the discharge of their duties in the maintenance of peace and order within a designated area of authority.
4. Military – refers to the regular members of any of the major branches of service of the Armed Forces of the Philippines, namely: Philippine Army, Philippine Air Force and Philippine Navy, who are responsible for the internal and external security of the Nation.
5. Police – refers to members of local police authorities charged with the enforcement of the laws and the maintenance of public order.
6. Student – refers to any person officially enrolled in any recognized educational institution in formal or non-formal education classes in secondary, collegiate, graduate, and postgraduate courses.
7. Student Organization – refers to any organization of students, duly organized pursuant to law, rules or regulations in the educational institution where it maintains membership.
8. Permit – means any approved application for permission or authority from the school administration, or the local government authorities, as the case may require, to sponsor, hold or undertake an assembly, rally gathering or mass action of students in any place as authorized.
9. School Campus – shall mean the principal place of operation of an educational institution and all the contiguous areas and buildings, facilities and the perimeter structures erected thereon, and the premises thereof designated by the school authorities in appropriate school rules and regulations.

### Article III – Declaration of Basic Rights

The basic constitutional rights of citizens, particularly students, included but not limited to the following are hereby restated and affirmed.

1. Students have the right to peaceful assembly for the redress of legitimate grievances and to petition the school administration for the redress of legitimate student grievances.
2. Students have the right to due process, fair play in disciplinary proceedings, and to freedom from self-incrimination.
3. Students have the right to freedom from unwarranted or unlawful interference and intrusion while inside school campuses in the pursuit of their academic freedom.

4. Students have the right to freedom from any form of harassment or unreasonable restraint by teachers and school authorities.

#### Article IV – Duties and Responsibilities of Students

In the exercise of the rights to peaceful assembly, students should see to it that the following duties and responsibilities are complied with:

1. Students shall conduct mass actions peacefully and in an orderly manner and shall be responsible for maintaining order and discipline within their ranks.
2. Student leaders, organizers and participants should police their own ranks, and assure the lawful activities of the assembly.
3. Student leaders and organizers should take positive measures so that the assembly will not molest any person or unduly interfere with the rights of others who are participating in the public assembly.
4. Student leaders and organizers should respect the rights of others, particularly students, who decide not to participate in student assemblies.
5. Student leaders, organizers and participants in student assemblies shall refrain from committing acts which unduly disrupt and prevent the holding of regular classes.

#### Article V – Implementing Guidelines

In implementing the provisions hereof, the following basic guidelines shall be followed:

##### A. as regards permit and notification

1. Student shall be required to apply, three (3) working days in advance, for the use of school facilities such as but not limited to the auditorium, gymnasium and conference room, including the use of open spaces within the campus, provided that no action is taken within the three-day period or in case of disapproval, an appeal may be taken to the Secretary of Commission on Higher Education.

##### B. As regards hearing of student cases arising from public assembly

1. Any student shall be informed of the charge/s filed against him and be offered the opportunity to answer the same within a period of not less than five (5) working days from receipt of the charge/s. All formal investigations shall be conducted after due notice to the parties who shall be heard and may present evidence in their behalf, if any, and may avail of the assistance of counsel.
2. Any student shall have the right to be heard by an impartial body composed of three (3) members of the academic community to be selected by the school administration; another to be selected as follows: one to be selected by the school administration; another to be selected



by the student party in interest; and the third to be appointed by the CHED. The dean of Student Services shall not be a member of the said tribunal but shall convene the tribunal which shall elect its Chairperson from among the members. No case shall be allowed to drag to the prejudice of any party in litigation.

3. Either party shall have the right to appeal. The students shall have the right to appeal to the School Head or Board of Trustees within five (5) working days from receipt of the decision of the tribunal. Either party shall have the final appeal to the CHED with ten (10) working days. Otherwise, the decision shall be deemed final and executory.

C. As regards detachment/military personnel

1. Law enforcement detachments of any type or form shall not be installed anywhere inside school campuses. Within a reasonable period of time as may be determined by the monitoring body, existing ones currently located within the school campuses shall be retained to enforce law and order and to protect members of the educational community and school property against criminal elements.
2. Only properly uniformed police enforcers shall be allowed entry into school campuses to perform law enforcement functions. However, detectives following up suspects of common crimes may be allowed entry only upon prior coordination with school authorities and when armed with specific mission orders and notice, thereof given to duly authorized student representatives.
3. Any military or police personnel enrolled as regular students shall comply strictly with pertinent existing rules and regulations especially with respect to the possession and carrying of firearms.

D. As regards campus arrests

1. No police authorities shall enter the school premises, whether on patrol or otherwise. Such police authorities shall not interfere with peaceful and orderly student protest actions inside school campuses; except in cases of hot pursuit, or in dealing with common crimes actually being committed or about to be committed, or upon the written request of duly authorized student representative/s and school authorities.

E. As regards searches and custodial investigations

1. Searches or arrest of students shall be made in accordance with law. School authorities and duly authorized student representatives shall be notified of all lawful arrests and any student officer or school official may accompany an arrested student to the place of investigation/detention.
2. Only accredited school security guards, properly uniformed, are to be employed or assigned to school campuses. As a general rule, security

guards are not vested with police powers, and therefore are not allowed to detain or interrogate students nor to disperse student assemblies. Upon effecting a citizen's arrest on a student for an offense, security guards shall forthwith immediately inform the duly authorized student representatives and school officials before turning over such student to the police authorities. Upon receipt of the information, the student representatives and/or school officials concerned shall have the right to accompany the arrested student to the place of detention and investigation.

3. No student shall be subjected to custodial investigation or any form of investigation without having received prior notice except in cases of "citizen arrest" or in *flagrante delicto* and no such investigation shall take place except in the presence of a counsel of the student's choice, or counsel appointed by the official student council, union or student government.
4. In cases of school-related activities where students perform guard duties as part of their CMT requirements, only students of the same school shall be allowed to perform guard duties.
5. School security guards or police authorities shall exercise maximum tolerance in handling student protest actions.
6. Only properly identified law enforcers with names, ranks and respective units conspicuously displayed on their uniforms, shall be employed to deal with public assemblies.
7. The organizers of the assemblies shall exercise their right to make citizen's arrest of agent provocateurs or anybody inflicting injuries on participants or committing any other criminal or disruptive acts.

#### Article VI – Disciplinary Sanctions

1. Any law enforcer who violates the terms and conditions of this Accord shall be subjected to criminal/administrative prosecution & sanctions in accordance with law.
2. Any student who violates the terms and conditions of this Accord shall likewise be subjected to disciplinary action by the school authorities or the Department of Education, Culture and Sports, or the Commission on Higher Education, and if warranted, to criminal prosecution.

#### Article VII – National Accord Review Board

There is hereby created a National Accord Review Board (NARB) to be composed of the Chairperson of the Commission on Human Rights and signatories herein or their authorized representatives or their successors to office with the following functions:

1. To promulgate the implementing guidelines of this Accord;
2. To ensure faithful compliance with the provisions of this Accord;
3. To set-up a monitoring and reporting system;

4. To take cognizance of such cases as shall be brought to their attention arising from this Accord

NCR and regional units are also hereby created to assist NARB in the performance of its functions, to be composed of the duly authorized representatives in the regions of the Commission on Human Rights, Commission on Higher Education, Department of National Defense, and National Union of Students of the Philippines.

The Chairperson of NARB shall be the Chairperson of the Commission on Human Rights.

The Regional Field Officers of the Commission on Human Rights are hereby designated as the Chairmen at the regional level.

## Section 25

# OTHER REGULATIONS

Other rules and regulations pertaining to student conduct may be formulated by the Administration from time to time. Likewise, memoranda from the Commission on Higher Education apply and take effect after full and proper dissemination.

### A. RULES AND REGULATIONS IMPLEMENTING THE ANTI-SEXUAL HARASSMENT ACT OF 1995

#### **PART I**

#### **Preliminary Matters**

Section 1. Title – This body of rules and regulations shall be known as the rules and regulations for the implementation of the Anti-Sexual Harassment Act of 1995 at De La Salle University-Dasmariñas or “rules” for short.

Section 2. Coverage - These rules shall govern incidents of sexual harassment inside the campus of De La Salle University-Dasmariñas, as well as incidents outside the campus premises and/or during the semestral or summer vacation, if such incidents adversely affect the good name or reputation of the institution.

#### **Rule 1**

#### **Policies**

Section 1. State 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 all members and elements of the educational community, other workers, applicants for employment, those undergoing training, instruction or education. Toward this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

It is therefore, the duty of the employer or the head of the work-related, educational or training environment or institution to prescribe the guidelines in the workplace and educational or training institutions to prevent or deter the commission of acts of sexual harassment, and to provide the procedures for the resolution settlement or prosecution of said acts.

Section 2. School Policies and Objectives – The mission of this institution is to foster an open learning and working environment. The ethical obligation to provide an environment that is free from sexual harassment and from fear that it may occur is implicit. The entire educational community suffers when

sexual harassment is an unacceptable behavior and a violation of the law and shall not be tolerated, condoned.

Violation of this policy shall result in disciplinary action up to and including expulsion or termination as the case may be.

All members of the educational community affected by a sexual harassment incident shall be treated with respect and given full opportunity to present their side of the incident.

## **PART II**

### **Sexual Harassment**

#### **Rule 1**

#### **Preliminary Provisions**

Section 1. Work, Education or Training-Related Sexual Harassment Defined – Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainer, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether or not the demand, request or requirement for submission is accepted by the object of said act.

- a. In a work-related or employment environment, sexual harassment is committed when:
  - 1.) The sexual favor is made as condition in the hiring or the employment, re-employment or continued employment of said individual or in granting said, individual, favorable compensation, terms conditions, promotions or privileges, or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
  - 2.) The above would result in an intimidating, hostile or offensive environment for the employee;
  - 3.) The above acts would impair the employee's rights or privileges under existing labor laws.
- 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 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.

Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestion that a person could get higher or raise by submission to sexual advances.

Section 2. Forms of Sexual Harassment - Sexual harassment may 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) Repeated sexual-oriented kidding, teasing, or flirting;
  - (3) Verbal abuse of a sexual nature;
  - (4) Graphic commentary about an individual's body, sexual prowess, or sexual deficiencies;
  - (5) Derogatory or demeaning comments about women in general, whether sexual or not;
  - (6) Leering, whistling, touching, pinching, or brushing against another's body;
  - (7) Offensive crude language; and
  - (8) Displaying objects or pictures which are sexual in nature that would create an offensive work or living environment.

Section 3. Other Persons Liable – 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 liable under these rules.

Section 4. Basic Types of Sexual Harassment – The following are considered basic types of sexual harassment.

- a. “quid pro quo” sexual harassment – occurs when submission to or rejection of unwelcome sexual advances, requests to engage in sexual conduct, and other physical and expressive behavior of a sexual nature is used as the basis for employment decisions, giving of passing grades, granting of honors and scholarship, or the payment of a stipend allowance or other benefits, privileges, or considerations. *Quid pro quo* sexual harassment cases are hereby classified as grave.
- b. “Hostile or offensive” sexual harassment – occurs when unwelcome sexual conduct unreasonably interferes with a individual's job performance or creates an intimidating, hostile, or offensive working environment, even in the absence of tangible or economic job consequences.

Hostile or offensive sexual harassment cases are hereby classified as grave, less grave or light, depending on the reasonable man/woman standards adopted by the Committee.

Section 5. Sanctions – The following administrative sanctions shall be imposed on sexual harassment cases:

- a. For work-related incidents of sexual harassment:
  - (1) Suspension
  - (2) Dismissal
- b. For education or training-related acts of sexual harassment:
  - (1) Suspension
  - (2) Exclusion
  - (3) Expulsion

Sexual harassment offenses shall be classified as grave, less grave and light. Grave sexual harassment cases are those to which these rules attach the penalty of dismissal, or exclusion, or expulsion. Less grave sexual harassment cases are those to which these rules attach the penalty of suspension. Light sexual harassment cases are those to which these rules attach the penalty of reprimand and warning.

Section 6. Sanctions Not a Bar to Court Action. Administrative sanction shall not be a bar to prosecution in the proper courts of unlawful acts of sexual harassment.

**PART III**  
**Grievance Procedure**  
**Rule 1**  
**Committee on Investigation**

Section 1. Committee on Investigation – A committee on Investigation is hereby created. The Committee shall conduct meetings with, as the case may be, officers and employees, teachers, instructors, processors, coaches, trainers, and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of alleged cases constituting sexual harassment.

Section 2. Composition of Committee on Investigation – The Committee on Investigation shall be composed of the following.

- (1) In case where the aggrieved party is a student and the offender is a faculty:
  - (a) The dean of Student Services shall act and preside as chairperson.
  - (b) The Student Welfare and Formation Office director shall act as the chair of the Investigating committee.
  - (c) The dean of the college to which the aggrieved student and the offending faculty belong
  - (d) A Faculty Association representative
  - (e) University Student Council president or authorized representative
  - (f) Parents Organization La Salle Cavite (POLCA) president or representative

- (2) In case where the aggrieved party is a staff and the offender is a faculty member:

- (a) Executive Director for Administrative Services shall act and preside as chairperson.
- (b) Human Resource Development Office director/head of the department to which the staff belongs
- (c) KABALIKAT president
- (d) A Faculty Association representative
- (e) Dean of College to which the offender faculty belongs

- (3) In case the aggrieved party is a faculty/support staff and the offender is an administrator:

Chair:

1. Executive Vice President (if the respondent is Vice President for Academics/Assistant Vice President for Academic Services/ other heads directly under Executive Vice President.
2. Vice President for Academics and Research if the respondent is the dean/coordinator/director, academic head).

Members:

- 1.a Vice President for Academics and Research
- 1.b FA representative/KABALIKAT representative
- 1.c Dean of the Faculty/head of the unit
- 1.d Senior faculty/senior staff acceptable to both parties
- 2.a FA representative/KABALIKAT representative
- 2.b Senior dean/head – if respondent is the head/dean of the same college/unit
- 2.c Senior faculty/senior staff acceptable to both parties

- (4) In case the aggrieved party is the student and the offender is the support staff:

Chair: Dean of Student Services

Members:

1. Head of the respondent
2. University Student Council representative
3. Faculty Association representative/KABALIKAT Representative
4. Student Welfare and Formation Office director
5. POLCA representative

- (5) In case the aggrieved party is the student and the offender is the administrator:

Chair:

1. Executive Vice President (if the respondent is Vice President For Academics/Assistant Vice President for Academic Services/ other heads under Executive Vice President)
2. Vice President for Academics (if the respondent is academic head/Admin head).

Members:

- 1.a Vice President for Academics/Assistant Vice President for Academic Services
- 1.b Dean of Student Services



- 1.c Representative of the college to which the student belongs
- (6) In case the aggrieved party is the employee and the offender is the Executive Vice President:  
Chair: President  
Members:
1. Vice President for Academics (if s/he is not complainant)
  2. Faculty Association/ KABALIKAT/ USC representative
  3. Head to which the complainant belongs
  4. Senior faculty/Staff/ Student Welfare and Formation Office director

## **Rule 2**

### **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 shall 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 procedural due process standards must be met in sexual harassment cases:

- a. There must be an impartial body or investigation committee that shall acquire jurisdiction over the person of the alleged offender.
- b. The alleged offender must be informed in writing of the nature and cause of accusation against him and furnish him an affidavit of the complaint under oath.
- c. The alleged offender must be given the opportunity to defend himself.
- d. The alleged offender shall have the right to adduce evidence on his behalf and the evidence must be considered by the investigating committee or board in hearing and deciding the case.
- e. Decision must be rendered only upon lawful hearing.

## **Rule 3**

### **Complaint and Reporting System**

Section 1. Complaint Defined - complaint is a sworn written statement under oath charging a person with a violation of sexual harassment subscribed before the proper authority.

Section 2. Who May File - Any student or employee of the school may file a complaint of sexual harassment.

Section 3. Where To File - A complaint may be filed in the office of the chairperson where he belongs.

Section 4. Sufficiency of Complaint - A complaint is sufficient if it states the name(s) and address(es) of the respondent, the acts or commission of the

offense, and the place where the offense was committed and the name(s) of any witnesses, if any.

Section 5. Proceedings for Investigation - Upon receipt of the written complaint signed under oath by the offended party or by any person having direct knowledge of the commission of the act complained, the chairperson shall conduct a preliminary inquiry about the charge filed against the alleged offender. If after preliminary inquiry or examination, the chairperson believes that there is reasonable ground and *prima facie* case has been established, s/he shall immediately furnish the respondent a copy of the complaint together with other necessary documents. The respondent is given 48 hours to file an answer from the date of receipt hereof. In case the respondent fails or refuses to answer, the case may be pushed through under summary proceedings.

Section 6. Resolution of the Case - Judgment in the case will be made immediately after the deliberation and the parties will be informed within two (2) days. The chairperson shall forward it to the office of the Executive Vice President who will receive for affirmation, reversal of modification of the decision.

Section 7. Appeal to the EVP - Any party involved not satisfied with the decision rendered by the committee may appeal to the Office of the Executive Vice President stating the grounds therefore, within 48 hours from receipt of the decision. If neither party appeals the decision in the manner and within the period herein above prescribed, the EVP makes the final decision and promulgates the same within two (2) days after receipt of the decision which is final and executory. In case the EVP fails to make a final decision whether to affirm, modify or reverse, the decision shall become final and executory.

Section 8. Liability of the Employer, Head of the Office of the Educational or Training Institution - The employer or head of office of the educational or training institution, if informed of such acts by the offended party and no immediate action is taken therein, shall be solidarily liable for damages arising from the acts of sexual harassment committed in the employment or training institution.

## **PART IV**

### **Miscellaneous Provisions**

#### **Rule 1**

#### **Preventive Suspension**

Section 1. Preventive Suspension of Accused in Sexual Harassment Cases - Any member of the educational community may be placed immediately under preventive suspension during the pendency if the case of the evidence of his guilt is strong and the school head is morally convinced that the continued stay of the accused during the period of investigation constitutes

a destruction to the normal operations of the other members of the educational community. The chair shall make or submit recommendation to the dean/head of the Department to which the respondent belongs and shall inform the VPAR or VPAS of the suspension. The concerned office shall be furnished a copy.

Section 2. Preventive Suspension of Student - The preventive suspension of a student exceeding twenty percent (20%) of the total number of class hours shall be submitted to the Office of the Commission of Higher Education (CHED) for those in the tertiary level, the Department of Education (DepEd) for those in the elementary or secondary level, or the Technical Education and Skills Development Authority (TESDA), as the case may be.

## **Rule 2**

### **Independent Action for Damages and Prescription**

Section 1. Independent Action for Damages - Nothing in the Act or in these rules 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 2. Prescription Period – Any action arising from the violation of the provisions of the Act and these Rules shall prescribe in three (3) years whether the student, faculty or employee is no longer enrolled or employed.

## B. GUIDELINES ON ACADEMIC HONESTY

“All submitted assignments, papers, examinations, and projects are expected to be the student’s own work. Students should always take great care to distinguish their own ideas and knowledge from information derived from sources. The term “sources” includes not only published (printed and online) primary and secondary materials, but also information and opinions gained directly from other people. The responsibility for learning the proper forms of citation lies with the individual student. Quotations must be properly placed within quotation marks and must be completely acknowledged. Whenever ideas or facts are derived from student’s reading and research, the sources must be indicated.

A student who reiterates or draws ideas or facts used in another paper that s/he is writing, or has written, must cite that other paper as a source.

A computer program written to satisfy a course requirement is, like a paper, expected to be original work of the student submitting it. Copying a program from another student or any other source is a form of academic dishonesty, as is deriving a program substantially from the work of another.

A student’s paper and other works are expected to be submitted to only one course. If the same or similar work is to be submitted to any other course, the prior written permission of the instructor/s must be obtained.”

(Adopted with permission from DLSU-CSB 2000-2001 Student Handbook)

### C. IMPLEMENTING GUIDELINES ON THE ANTI-VANDALISM RULE

#### I. Definition

Vandalism – refers to willful or malicious damage/destruction to anything that ought to be preserved. It is considered a major offense as stipulated in the student handbook, Sec.16.2.1.

#### II. Procedure

1. Any member of the Lasallian community has the authority to apprehend anybody caught in the act of vandalizing.
2. He should confiscate the ID and immediately report the case to the Student Formator.
3. The Student Formator records the offense and reports the case to the Student Welfare and Formation Office (SWAFO) director who records the offense, applies the due process, and imposes the appropriate sanctions.
4. The SWAFO Director refers the offender to the Guidance and Counseling Office for evaluation and counseling purposes.

#### III. Sanctions

1<sup>st</sup> Offense – a fine equivalent to the current value of the damaged or of the property destroyed but in no case more than twice its values; or the cleaning of the entire room or a wall or part thereof, free from all marks and writing at his personal expense.

2<sup>nd</sup> Offense – 1<sup>st</sup> offense sanction applies plus ten (10) service hours at any Office of Student Services units as determined by the SWAFO director.

3<sup>rd</sup> Offense – 1<sup>st</sup> offense sanction applies plus twenty (20) service hours at any Office of Student Services units as determined by the SWFO director.

**D. GUIDELINES GOVERNING THE ENTRY AND STAY OF FOREIGN STUDENTS IN THE PHILIPPINES**

MALACAÑANG  
Manila  
BY THE PRESIDENT OF THE PHILIPPINES  
EXECUTIVE ORDER NO. 285

**AMENDING THE GUIDELINES GOVERNING THE ENTRY AND STAY OF  
FOREIGN STUDENTS IN THE PHILIPPINES AND THE  
ESTABLISHMENT OF AN INTER-AGENCY COMMITTEE ON FOREIGN  
STUDENTS FOR THE PURPOSE**

WHEREAS, it is the policy of the government to continuously promote the Philippines as a center for education in the Asia Pacific Region by (i) encouraging foreign students to study in the country, (ii) developing awareness of the Philippine educational system among neighboring countries, and (iii) allowing duly accepted foreign students to avail of the facilities of the Philippine educational system;

WHEREAS, an increasing number of foreign students has expressed the desire to enter and study in the Philippines, and graduate from Philippine schools, colleges and universities;

WHEREAS, the Philippine government recognizes the importance of openness and vigilance in determining bona-fide foreign students who wish to avail themselves of education and training in the Philippine educational institutions and benefit from an enriched exchange of culture, ideas and goodwill among nations in the region;

WHEREAS, studying in the Philippines will afford foreign students of Filipino descent excellent means and opportunity to appreciate and understand their roots and rich cultural heritage;

WHEREAS, the government policy of attraction for foreign students to come to the country will help boost the nation's prospects to improve its economic environment;

WHEREAS, there is a need to liberalize the procedures and requirements in the entry of foreign students without compromising national security by providing a systematic method in the processing and approval of their documents.

NOW, THEREFORE, I JOSEPH EJERCITO ESTRADA, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order the following:

Section 1. Basic Policies and Procedures. The following policies and procedures shall be observed by all entities concerned:

**A. Coverage**

Only aliens who seek temporary stay in the Philippines solely for the purpose of taking up a course higher than high school at a university, seminary, college, academy, or duly authorized to admit foreign students who are at

least 18 years of age at the time of enrollment and have the means sufficient for their education and support of study are covered under this order.

## **B. Acceptance**

Only schools with programs accredited by the Federation of Accrediting Agencies of the Philippines (FAAP) or with the equivalent accreditation by the Commission on Higher Education (CHED) and the Bureau of Immigration (BI) shall be authorized by the Commission to admit foreign students. The CHED shall prepare, at regular intervals, an updated list of such schools, in consultation with the BI, taking into account their respective mandates under existing laws and regulations. Copies of the list shall be furnished the BI, the Department of Foreign Affairs (DFA), the National Bureau of Investigation (NBI), the National Intelligence Coordinating Agency (NICA) and the schools authorized to admit foreign students. All schools so authorized shall establish a foreign student unit within their organization. To maintain their authority, the schools, through their foreign students unit, shall submit the following reports to the BI, copy furnished the CHED and NICA:

- a. an enrollment report on foreign students 45 days after the commencement of classes every semester. The names of those who have been accepted but failed to enroll, either for the first time or subsequent terms, should be included in the said report.
- b. A monthly status report, as may be deemed necessary, with emphasis on whoever is missing, has transferred, dropped from the rolls or with derogatory records.
- c. Report on promotions with inclusions of those who failed to take the final examinations and those with deficiencies.

Failure to comply with the above-required reports shall be a ground for cancellation by the CHED of the authority to admit foreign students.

The Certificate of Eligibility for Admission (CEA) addressed to the accepting school shall be cleared by the CHED only in cases where restrictions exist on enrollment of foreign students due to shortage of facilities, such as enrollment in medicine and dentistry.

The CHED and the Department of Education Culture and Sports (DECS) shall provide assistance to schools in regard to issues on comparative equivalences between foreign educational systems and those of the Philippines.

Accreditation of advanced credits earned in college or earned credits in Science, English and Mathematics in the 11<sup>th</sup> and 12<sup>th</sup> year levels of secondary education in foreign countries shall be limited only to the authorized number fixed by the CHED. Grants of credits in excess of the authorized number of advanced credits for degree course shall be subjected to validating examinations to be administered by the accepting educational institutions subject to information of the CHED.

Enrollment in any level shall require completion of the lower particular level, e.g., an applicant for the tertiary or collegiate level must be a graduate of high school or its equivalent.

The individual school may launch information campaigns to solicit and receive applications directly from prospective foreign students. The schools, for these purposes, may seek the assistance of the DFA and the Department of Tourism.

The processing of documents shall be between the school and the government agency concerned.

The foreign students shall communicate directly with the school and comply with the school's requirements, which shall include the submission of the following documents:

- a. Five (5) copies of the Student's Personal History Statement (PHS) duly signed by him, both in English and in his national alphabet accompanied by his personal seal, if any, and containing among others, his left and right thumbprints and a 2 x 2 inch photograph on plain white background taken not more than six months prior to submission.
- b. A notarized affidavit of support including bank statement or notarized notice of grant for institutional scholars to cover expenses for the student's accommodation and subsistence, as well as school dues and other incidental expenses.
- c. Scholastic records duly authenticated by the Philippine Foreign Service Post located in the student applicant's country of origin or legal residence.
- d. Photocopy of data page of the student's passport showing date and place of birth, and birth certificate or its equivalent duly authenticated by the Philippine Foreign Service Post.

The school, satisfied with the student's compliance with its requirement shall issue a Notice of Acceptance (NOA) to the student and submit a duplicate copy thereof to the DFA, together with a certified true copy of the CHED's CEA, when necessary, and the above-cited documents of Section 1-B-7 a to d. These documents shall be handcarried to the DFA by the school's designated liaison officer under a cover letter on the school's official stationery signed by the school registrar and stamped with the school's dry seal requesting that a student visa be issued to the person named therein.

The DFA shall endorse the documents to the Philippine Service Post located in the student's country of origin or legal residence for the issuance of the student visa after ascertaining the student's identity and admissibility under existing DFA regulations.

### **C. Issuance of Visas**

Foreign students, whose applications for student visa are approved, are required to secure their visa from the Philippine Foreign Services Post in their country of origin or legal residence, regardless of where they are at the time of application.

The Philippine Foreign Service Post shall notify in writing the student of the receipt of the documents and require him to appear in person before a Consular Officer for interview and compliance with consular requirements.



In addition to the documents transmitted to the post of the DFA, the following requirements shall be submitted by the student to the Consular Office.

- a. Original copy of the school's NOA containing a clear impression of the school's dry seal;
- b. Police clearance issued by the national police authorities in the student's country of origin or legal residence, authenticated by the Philippine Foreign Service Post having consular jurisdiction over the place; and
- c. Medical health certificate issued by an authorized physician including but not limited standard size x-ray, HIV, Hepatitis B clearance. The consular office shall not assume the task of determining the student's scholastic fitness for the program applied for and shall issue the student visa as soon as all the requirements are accomplished. A notice of visa issuance shall be furnished by the DFA to the school, the CHED, BI, and NBI and the NICA as soon as it receives a report to this effect from the issuing post.

#### **D. Arrival and Stay in the Philippines**

Upon arrival in the Philippines, the student, as part of the requirements for processing his entry, shall report immediately to the BI Student Desk for registration and to the accepting school and shall enroll in which issued his NOA. The school shall reassess the student's competency level and establish his scholastic comparative equivalency when necessary.

The school, through its foreign student unit, shall assist the student in obtaining the necessary Alien Certificate of Registration (ACR) And Certificate of Residence for Temporary Students (CRTS) from the BI. The student's authorized period of stay shall be consistent with the length of the course study to which he has been accepted by a Philippine school. The initial period is one year, then, is renewed by the BI Student Desk every semester and for cause, may be approved by one year.

A foreign student who wishes to pursue another degree program higher than the original course completed shall submit all appropriate clearances/endorsement to include Personal History Statement form duly accomplished, notarized affidavit of support, official transcript of record, NBI clearance and NOA from his admitting school and other concerned agencies to the BI for approval and subsequent processing of student visa extension.

Shifting of course or change of school shall require prior CHED/DECS clearances.

Authorization for conversion from tourist's visa category to that of a student visa or issuance of Special Study Permit is hereby restored.

The concerned school and the Inter-Agency members shall provide assistance to the foreigners who are already in the country under any valid visa arrangement and who apply/petition for the conversion of their status to **9f** student visa (reference: Philippine Immigration Act) or for the issuance of a Special Study Permit provided all relevant prerequisites are complied with, and provided further, that safeguards to national security concerns/interest are adequately and appropriately undertaken by all concerned agencies.

The BI shall establish a Foreign Student Desk which shall have the following functions:

- a. To handle and screen all applications/petitions of foreigners for conversion from any valid category admission to student visa or for the issuance of Special Study Permit and recommend appropriate course of action to the BI Commissioner;
- b. To process and act on **9f** student visa extension application and to approve the same per semester or for cause, per year;
- c. To accredit Higher Educational Institution (HEIs) to accept foreign students in coordination with CHED.
- d. To implement approved conversion and downgrading from **9f** to **9a** (Philippine Immigration Act);
- e. To issue BI clearance to student visa applicants;
- f. To monitor the activities of foreign students.

#### **E. Monitoring**

Within a month and a half after the start of classes, the school, through its foreign students unit, shall submit to the BI, copy furnished CHED, NICA, and NBI, an enrollment report on all foreign students with inclusion on names of foreign students who have been accepted but failed to enroll, either for the first time or for subsequent terms. Further, it shall submit a monthly status report to the BI, as may be deemed necessary, on whoever are missing, have transferred, dropped from the rolls and with derogatory record. Finally, at the end of each term, the school shall also report to the BI those foreign students who have failed to take the final examinations for the term and those who have completed their courses. The report on promotions shall be submitted to BI for appropriate action on request for student visa extension. Non-compliance by school to submit the reports shall be a ground for the cancellation by the CHED of their authority to accept foreign students.

The NICA and the BI shall check, whenever necessary, the activities of foreign students brought to their attention which appear to be inimical to the security of the State. Criminal complaints filed against foreign students shall be referred to the NBI for investigation and appropriate action. These agencies shall undertake steps necessary to safeguard the due process of valid application, visa issuance, and entry of foreign student in the country.

The BI shall investigate, apprehend and prosecute, if necessary, foreign students who are not complying with the Philippine Immigration laws and regulations. Violation of immigration laws and regulations shall be a ground for the cancellation of a student visa and deportation of the student concerned.

#### **F. Exemption**

The following shall be exempted from the coverage of this Executive Order:

1. Tertiary enrollment in the Philippine schools of the spouses and unmarried dependent children below 21 years old of the following

categories of aliens shall not be required to secure a student visa and the BI special study permit:

- a. A permanent foreign resident;
- b. Aliens with valid working permits under Sections 9(d), 9(g) and 47(a)(2) of the Philippine Immigration Act of 1940, as amended;
- c. Personnel of foreign diplomatic and consular missions residing in the Philippines;
- d. Personnel of duly accredited international organizations residing in the Philippines;
- e. Holder of Special Investor's Resident Visa (SIRV) and Special Retirees Resident Visa (SRRV); and
- f. Foreign students coming in the Philippines with 47(a)(2) visa issued pursuant to existing laws, e.g. PD 2021

This privilege is also extended to the principals who may wish to take advantage of the educational facilities on the country.

2. The children of the above-mentioned admission categories who are already enrolled before their marriage and/or before reaching the age of 21 years shall be allowed to finish their studies and convert their admission category to that of student visa under Section 9(f) of the Philippine Immigration Act of 1940, as amended, for as long as their principals remain in the country.
3. Spouses and children of personnel of foreign diplomatic and consular missions and duly accredited international organizations located in the Philippines who desire to remain in the Philippines to enroll for the first time or finish their studies higher than high school and qualify under prescribed regulations, shall be allowed to convert their admission category to that of a student visa under section 9(f) of the Philippine Immigration Act of 1940, as amended, in accordance with the applicable procedure, in the event their principals lose their admission category as Foreign Government Official under Section 9(e) of the Philippine Immigration Act of 1940, as amended. The privilege is also extended to the principals who may wish to take advantage of the educational facilities of the country.

#### Section 2. Establishment and Composition of the Committee on Foreign Students.

There is hereby created an Inter-Agency Committee on Foreign Students herein referred to as the Committee, which shall have the following membership:

- |  |                |
|--|----------------|
| a. Commission on Higher Education            | - Chairman     |
| b. Department of Foreign Affairs             | - Co- Chairman |
| c. Department of Education                   | - Member       |
| d. Bureau of Immigration                     | - Member       |
| e. National Bureau of Investigation          | - Member       |
| f. National Intelligence Coordinating Agency | - Member       |

Section 3. Duties and Responsibilities of the Committee. The Committee shall have the following duties and responsibilities:

- a. Promulgate simplified procedures and implementing guidelines governing the entry and stay of foreign students in the Philippines, as well as the rules and regulations limiting school transfer and course shifting of foreign students in accordance with the provisions of the Executive Order within sixty (60) days from the affectivity thereof;
- b. Monitor and coordinate the implementation of this Executive Order with the department and agencies concerned;
- c. Meet regularly to assess the progress of the whole program to ensure that the promotion of the Philippines as a center for education in the region is effectively encouraged and undertaken;
- d. Submit a semi-annual report to the Office of the President, through the Office of the Executive Secretary, on the status of the foreign students in the country. The report shall be submitted before the end of September and February of the first and second semester, respectively of each school year.

The CHED shall provide the secretariat to support the Committee.

Section 4. *Penalty Clause.* Any school found, after due investigation, by the CHED and/or the BI to have violated any provision on compliance shall suffer cancellation of the authority to admit foreign students.

Section 5. *Repealing Provisions.* All executive issuances, regulations, or any part thereof, which are inconsistent with the provisions of this Executive order are hereby repealed or modified accordingly.

Section 6. *Separability Clause.* If, for any reason, any part or provision of the Executive order shall be held unconstitutional or declared contrary to the law, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

Section 7. *Effectivity.* This Executive Order shall take effect immediately.

**DONE** in the City of Manila, this 4<sup>th</sup> day of September, in the year of our Lord, two thousand.

**(SGD.) JOSEPH EJERCITO ESTRADA**

By the President:

**(SGD.) RONALDO ZAMORA**  
Executive Secretary

Conforme:

**DE LA SALLE UNIVERSITY-DASMARIÑAS**

Dasmariñas, Cavite

\_\_\_\_\_  
Date

To Whom It May Concern:

This is to certify that we have received a copy of the Student Handbook 2006-2010. We shall read, understand, seek clarifications if necessary, and abide by the rules and regulations of the University as contained in this book for as long as we are connected with the DLSU-D.

We understand that other university policies pertaining to student welfare and safety may be formulated, revised or amended in the future in accordance with the DLSU-D's Vision and Mission as well as with new memoranda and circulars from the Commission on Higher Education (CHED).

\_\_\_\_\_  
Student's Name & Signature

\_\_\_\_\_  
Parent's Name & Signature

\_\_\_\_\_  
Course/Year/Section

\_\_\_\_\_  
Contact Number

detach and submit to the class president

