



**Revised
2021**

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FOREWORD

This handbook serves as the primary source of guidance and reference to all BMA cadets/Midshipman/students. This is prepared for you to familiarize yourself with the history, vision, and mission of the academy; provide relevant information on policies, rules and regulations on conduct and discipline that affect your cadetship life under the semi-regimental system including Onboard Training; acquaint yourself with facilities and services that your academy offers; to guide you in getting the most benefit from your stay in the institution; and finally, for you to fulfill your professional dreams.

This handbook will be your passport to the pleasant and successful residence in **Baliwag Maritime Academy** therefore, read it, consult it, and strictly follow its content.

CAPT. MAXIMO M. PESTAÑO

BMA School Director

“The only way to deal with the future is to function efficiently in the NOW.” – Gita Bellin

P L E D G E of ALLEGIANCE

When I enroll at the Baliwag Maritime Academy, I indicate my desire and commitment to follow the procedures, rules, and regulations outlined in this Midshipman handbook. When my actions conflict with the academy's best interests and objectives, the academy reserves the right to take disciplinary action.

We, the Parents/Guardians, agree with and support this Student's Pledge.

Student's Signature over Printed Name

Parent/Guardian's Signature over Printed Name

*****NOTE of ACKNOWLEDGMENT*****

It is the Midshipman and parent(s) responsibility to read and understand the information herewith incorporated regarding Academy rules, policy, and regulations.

By signing herein confirmed receipt and our understanding of the BMA Student Handbook.

THANK YOU!

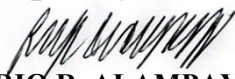
BMA Midshipman,

Now is the time to start bringing out the best in yourself – BMA as your home – as a sensitive and approachable instrument for your personal development.

Participating in academic, physical, and practical exercises, as well as social, cultural, and sporting activities, allows you to reach your full potential at BMA. Enjoy yourself as you become more attentive to the issues that directly affect you in terms of cadet/student organization and utilization of the facilities and services that BMA provides to its client cadets/students.

Recognize your worth and take advantage of the scholarship grants and other forms of assistance and guidance the academy can provide in order to achieve proper conduct and discipline under the semi-regimental system of instructions and the educational experience that will make you **KNOWLEDGEABLE** and **DISCIPLINED** while achieving **EXCELLENCE** in maritime studies.

Look Up for your Dreams!



DARIO R. ALAMPAY, JR.

BMAI President

PART I

BACKGROUND INFORMATION OF BMA

A. INSTITUTIONAL PROFILE

The **Baliwag Maritime Academy, Inc.** (herein referred to as “**BMA**”), formerly Baliwag Maritime Foundation, Inc. (BMFI), was founded on 20 May 1992. As a Non-Stock, Non-Profit Corporation.

BMA’s QMS complies with ISO 9001:2015 standards as certified by SOCOTEC Certification Philippines, Inc.

BMA’s academic program is purposely designed to train its midshipmen for competence and leadership. The Academy is known for its regimental program instilling to midshipmen the proper self-discipline, work ethics, self-esteem, loyalty, and dedication to the profession.

BMA possesses a proud tradition of providing quality maritime education at the highest levels combining academic **EXCELLENCE** with career-focused **KNOWLEDGE** and **DISCIPLINE**.

With its proven track record as evidenced by the exemplary performance of its alumni marine deck officers and marine engine officers, BMA aims to attract prospective young and dynamic individuals to join the ranks of successful BMA alumni who had undergone the “2-1-1” CHED-MARINA Approved Curricula for:

BS in Marine Transportation
BS in Marine Engineering

In a bid to help boost the country’s maritime education, BMA obtained from the Department of education in 2017 a government permit to offer Senior High School Program to Grades 11 and 12 students under the K-12 Program under the unique track of Pre-Baccalaureate Maritime Specialization. This move further enhances the quality of BMA’s maritime baccalaureate courses.



INSTITUTIONAL PHILOSOPHY

The founders of Baliwag Maritime Academy believe that quality and productivity are ideals that should be nurtured and practiced in order to ensure the effective preparation and delivery of services for the general welfare of the people, and that aspiration is a means of achieving success through education. Education is defined as an act or experience that has a formative effect on a person's mind, character, or physical ability. It is also how society passes on its accumulated knowledge, skills, discipline, and values for excellence from one generation to the next through institutions.

INSTITUTIONAL VISION

The **Baliwag Maritime Academy** as one of the leading Maritime educational institution visualizes itself as a producer of highly competent marine officers who will excel in the practice of the seafaring profession in both domestic and international shipping, and as competent maritime educators.

INSTITUTIONAL MISSION

The **Baliwag Maritime Academy** shall offer its students a competency based Maritime Education & Training Program to produce qualified marine officers with adequate knowledge, attitudes, & leadership skills necessary in pursuing their respective professional maritime career which complies to national and international standards.

INSTITUTIONAL POLICY AND OBJECTIVES

1. To produce graduates with an adequate Theoretical knowledge, practical training, and skills to qualify and pass the Board examination and shall have good attitudes, discipline and developed leadership ability to pursue a career as a professional marine officer.
2. To provide a high standard maritime education and shipboard training centered on customer requirements and expectations.
3. To develop and implement training programs geared to meet the IMO standards or National and International standards and the level of competence needed to

become a highly competent marine officers and maritime educators.

4. To initiate and undertake programs and studies which bear on the academic needs and personal growth of the students in pursuing their professional maritime career.
5. To offer a curricular program with a faculty staffed with experienced and competent educators and instructors.
6. To organize and contribute academic programs that will enhance the development of maritime education system based on regulatory standards.
7. To offer basic maritime education with specialized academic strand aligned with the requirement prescribed by DepEd and MARINA to SHS students who aspire to become future seafarers and/or merchant marine officers.
8. To provide the best support services at any given time (Accounting, Registrar, Maintenance, Executive Office, etc.)

A. INSTITUTIONAL SITES AND BUILDINGS

Campus Area

The BMA campus has a total land area of 1.4 hectares, located in Sampaloc, San Rafael, Bulacan. School Buildings are equipped with adequate equipment, safety measures and procedures.

The main area houses the " L " Main building where most of the classroom, newly acquired state of the art simulators of Kongsberg Deck, Engine, and cargo simulators, the fully equipped Mock Bridge of navigational instrument, administrative offices and

Faculty rooms located on the 1st and second floor of the building. The third floor of the main building occupies the Senior High School (SHS) Department.

The single-story building at the back of the main building carries the machine shop laboratory of different engine and auxiliary machineries, electro-laboratory, refrigeration, Seamanship Laboratory rooms.

The K.H. Koo building that houses the Deck and Engine Transas simulators, GMDSS, Pneumatic-Hydraulic room, Automation, and technical workshop which are partly manage by long-time partner/principal the TCC shipping adjacent to it is the K.H. Koo dormitory building for accommodation to seafarers' trainees and visitors.

At the back of K.H. Koo building is the cadets housing, the three (3) story building is used as barracks or quarter which serves as the accommodation for all midshipmen cadets during their academic years stay.

Adjacent to Midshipman barracks is the BMA swimming pool which is equipped with Lifeboat housed on gravity-mechanical operated davit, used for cadets training for survival, lifesaving, and swimming activities.

In the far north corner of the premise erected the one-story building called the Messhall where foods and meals are served to the cadets.

Facilities and Equipment

Main Building

- Administrative Offices: School Director, Dean, QMR,
- Marine and Gen Ed Faculty, OBTO, Executive Office,
- MAAS, Registrar, Accounting

- Research & Extension Office
- ICT- Computer room
- Library (College and SHS)
- Sickbay (Clinic)
- Visitor's Lounge
- Fully Air-conditioned classrooms
- Plotting Room
- Kongsberg Bridge, Engine and Cargo Simulator
- Mock-Bridge
- Multi-media Room
- SHS premise: Faculty, Chemistry Laboratory, SHS Library, Air-conditioned classrooms, Stock Room, toilets

Machine Shop Area

- Physics Room
- Seamanship
- Tool Room
- Mechanical Workshop
- Marine Diesel
- Auxiliary Machinery
- Marine Refrigeration
- Electro Room
- Machinist room (Lathe machines, Working tables, Electric and gas welding, generators, boilers, etc.

KHK-MEC Building: Training and Dormitory Buildings

- Deck & Engine Transas Simulators
- Hydraulic/Pneumatic
- Kongsberg GMDSS
- Automation
- Technical Workshops

- 3-Storey Midshipman's Barracks
- Athletic Field
- Messhall (Canteen) and NROTC/Armory Room
- Swimming Pool equipped with Lifeboat and Life raft
- Common Toilets

Location and Accessibility

The Baliwag Maritime Academy (BMA) is located in San Rafael, Bulacan, about 52 kilometers north of Manila. It lies along the national road of Cagayan Valley Road. A major thoroughfare for North bound transportation.

PART II

THE OFFICE OF MIDSHIPMAN AFFAIRS AND SERVICES

The office of the **Midshipman Affairs and Services (MAaS)** is maintained by a Corps of Midshipman headed by its Corps Commander, designation approved by the Office of the School Director, and confirmed by the Board of Trustees. It is Jointly supervised by the Office of the Executive Office (Ex-O) for discipline and the Office of the **Dean of Maritime Studies (DMS)** for academic affairs, academy's Official Gazette "**The Dolphins**" and **Campus Ministry Group (CMG)** Its management responsibility areas cover all designated or appointed student bodies as recognized by the institution, functions as stipulated in the MAAS manual. The Administrative Staff for academics under the direction of the office of the School Director shall provide coordinated assistance to the Corps and staff.

This **MAaS** office shall provide wholesome activities that give vent to the midshipman/student

talents, abilities, and leadership potentials. It shall promote wholesome relationship among midshipmen/students and protect the general welfare and interest as well.

MAAS VISION

The MAAS serves as a voice and arm of the institution's midshipmen/student body, responding to all aspects of midshipmen/student development, including the discovery and recognition of one's essential dignity and worth, as well as the actualization and acknowledgement of abilities. With the encouragement support and coordination of alumni and the community.

MAAS MISSION

To improve the effectiveness of the academy's programs for both BSMT and BSMarE by encouraging midshipmen/students to participate in a variety of co-curricular and extra-curricular programs and activities, as well as to provide awareness and adequacy in social affairs through their talents, leadership, and potentials. Enhance the vision and mission of the university in partnership with the alumni association and community stakeholders.

MAAS GOAL

Support the academy's vision and goal, as well as alumni and community stakeholders, by providing well-planned and well-orchestrated events, events, and services for midshipmen/student engagement through their own efforts in response to their

development requirements.

MAAS OBJECTIVES

1. Coordinate student organization activities to maximize their potential as future marine professional leaders and become agents for changes.
2. To maximize Midshipman potential as future maritime professional leaders and change makers, to coordinate student group activities.
3. Provide beneficial activities that enhance self-confidence, sportsmanship, personality, and encourage social and cultural growth in all midshipmen and students.
4. Facilitate and improve individual career development objectives prior to onboard training program designed to meet STCW competency criteria.
5. During the pandemic, the Academy will pursue the implementation of MAaS programs that are focused on catering to students' psychosocial and mental health through a variety of forms and approaches that are appropriate for them.

THE SUPREME STUDENT COUNCIL

The Supreme Student Council as recognized by BMA administration is the sole and highest governing and policy- making body of the cadets/students. It is composed of the Corps Commander, Vice Corps Commander, and appointed staff.

Rule 1. There shall be only one Supreme Student Council (SSC) or the Corps and Staff in BMA which shall solely govern by the office of MAaS.

Rule 2. All bonafide midshipmen/students of BMA must abide by the MAaS Constitution and By-laws.

Rule 3. All organizations existing and operating in the academy shall be under the wing of Corps of Midshipman, therefore all actions and transactions, collection of fees for projects and other forms of solicitation and fund raising shall be subjected to the approval of the School Director.

Rule 4. The date and manner of election of the Corps and Staff and other representatives shall be governed by the established academy policies and guidelines including the qualifications.

Rule 5. The term of office of Corps and staff shall be for one academic year beginning from their assignment to office and until their successor shall have been duly elected and qualified.

Rule 6. The qualifications and duties of Corps and staff are specified in the MAAS manual/ Constitution.

Rule 7. Accordingly, no fund raising, solicitation, payment, and other forms of collection from the midshipman/students may be conducted by any official, unit and/ or department in the academy except for special purposes duly Approved by the office of the school director.

Rules on the Approved Fund-Raising Activities

Rule 1. Only duly recognized student organizations can conduct fund raising activities by filing a formal letter of application with the Office of the School Director. The letter should include:

- a) nature and purpose of the activity.*
- b) date, time, and venue of activity*
- c) beneficiaries of the proceeds*

Rule 2. Letter of request must be filed to the office of the School Director at least two (2) weeks before the commencement of the said activity.

Rule 3. In case of raffles, concert, popularity contest etc., in the campus, the following rules shall govern:

- a. The application should indicate the prize(s) at stake, the prize per ticket, the drawing date (time and place), and the way the proceeds will be utilized.*
- b. The prize(s) at stake in the raffle must be displayed at some central place in the campus and*
- c. the list of winners must be conspicuously and widely publicized around the campus and outside if necessary.*

Rule 4. No more than One (1) major fund-raising activities sponsored by student organizations may run concurrently per semester.

Rule 5. Every organization granted permission to hold a fund-raising activity must submit a financial report of said activity to the Office of School Director for accountability.

- 1. Academy's Student Programs and Services** - services and programs designed to proactively respond to the needs of Midshipmen for basic health, food, shelter, and safety & security concerns whilst in the academy.
 - a. Admission Services** - services related to the processing of students' admission to the institution, including requirements shall refer to QMS Registrar processes which shall be discuss during orientation.
 - b. Scholarships and Financial Assistance** – available scholarship and financial aid to deserving students are established on the institutions policy subject to Qualifications and Review of the Administration and Approval of the BOT under existing Rules and Policies.
 - c. Food Services** – The academy has an existing MOA for Messhall services which caters and manage to the meals of cadets
 - d. Health Care-** The operational Sickbay under Executive-Office is responsible for providing

primary health care and wellness activities. By conducting seminars and tele-conferencing for mental health, the academy will provide an integrated service program that fulfills all cadets and students' socio-psycho-cultural academic and non-academic demands.

- e. **Safety and Security Services** - provision for safe and secure environment and that of the members of the academic community are maintained in the campus by “Campus Safe Watchkeeper (CSW)” personnel under the supervision of the Executive Office.
- a. **Student Housing and Residential Services** – Under the authority and direction of the Executive Office, the Cadets' barracks for accommodation are maintained to meet the needs of the cadets.
- b. **Multi-faith Services** — Because the academy values each person's religious and faith practices, everyone is free to practice their religion's faith.
- c. **Cultural and Arts Programs** – the academy thru MAaS encourages activities meant to help students develop and improve their talents, abilities, and values in order to appreciate, promote, and preserve national culture and multi-cultural heritage.
- d. **Sports Development Programs** - programs designed for physical fitness and wellness of students other than the Physical Education subjects thru daily calisthenics.

1. **Social and Community Involvement Programs** - programs and opportunities designed to develop social awareness, personal internalization and meaningful contribution to nation building thru extension program and services
2. **Student Welfare Services** - Information and Orientation Services are educational activities and materials that help students acclimatize to Flexible-Blended Learning. Ensure that students are properly informed about the FL systems that will be introduced, as well as the types of support and services that will be available to them, so that they can adjust to and succeed in the new learning environments.
3. **Leadership Training** - programs and opportunities to develop and enhance leadership effectiveness in the personal level and student organizations (Dolphin, Corps and Staff, CMG), emphasizing student leadership role in the new normal.
4. **OTHER Matters:**
 - a. **Library Networks**- students may have access to learning materials/resources or online library facilities through LMS platform-Seaversity.
 - b. **Electronic Student Database** - establish and maintain an electronic database of all students to effectively disseminate and transmit documents and/or information in conformance to Data Privacy act.
 - c. **The Academy policy on the implementation of Flexible-Blended Learning**, which shall include

virtual etiquette during online classes, such as the wearing of proper uniforms, attendance, haircuts, the establishment of a strong internet connection, and the use of appropriate gadgets to meet the needs to hold information for learning delivery and in the use of Learning management system (LMS).

THE DOLPHINS

An official Midshipmen-Student Publication were established, based on the principles of press freedom, and will be funded by the publication fee paid by student subscribers. As stipulated by the current laws of the land, the publication is entitled to the rights, advantages, and protection afforded by the state. "The DOLPHINS" is the official student publication.

Objectives

It is a declared institutional policy to uphold and protect the freedom of the press at the campus level. The objectives are to promote and encourage the development and growth of campus journalism as a means of strengthening ethical values, encourage critical thinking, and develop moral character and personal discipline of the midshipmen-students in the highest order possible.

Selection of Staff

Rule 1. The selection of the editor is normally done through competitive examinations (oral and written) supervised by the Academic Heads, Editorial Board and composed of the language instructors (English and Filipino) and instructor advisers. Alternative selection methods may be adapted. Satisfactory grades or

scholarship standing shall be prescribed as pre-qualification requirements for candidates to the editorship.

Rule 2. The editor's term of office is one (1) school year, except for cause.

ON POSTING BILLS

Announcements, posters, bills, and the like can be posted only upon approval of the Office of Midshipman Affairs and Service (MAAS).

Printing

1. The editorial board and the student publication staff, through canvass or public bidding may conduct the printing of midshipman/student publication by private printer under the guidance and policy of the academy with the consent approval of the office of the school director.
2. MAAS shall not be a party to any publication/printing contract.
3. The parties concerned in the publication must sign a pledge of sole responsibility that the academy is free for all claims against the publisher/printer, or any student, or persons whatsoever.

Publication Adviser

The Editorial Board of DOLPHIN shall select the faculty adviser of the student publication. The school paper instructor adviser's duty is limited to technical guidance only, provided, however, that he/she shall not alter neither contents nor censor articles nor determine

allocation of fund. The Editorial Board, with the execution of faculty adviser, jointly and shall be held fully responsible for the contents of the student publication, as well as for the attainment of its objectives. The Administrative staff for academics shall be a member of the advising committee, therefore.

Rule 1. A publication whether printed or in electronic format can only obtain official recognition if it is sponsored by a recognized cadet/student body. Office of the School director shall be supplied of copy on the day of actual circulation.

Rule 2. Midshipman-Students are given full responsibility for material published whether printed or mimeographed for the consumption of the academy.

Rule 3. No individual who is not a member of the publication staff, advisers and the Administration has the right to determine the content of the student publication. The editor and the members of the staff are fully responsible for the consequences arising out of publication of any editorial, comment, article and/or other materials. The Editor in Chief however shall always check the contents of all articles therefore ensures to be within the good values and etiquette principles and not offensive to the rights of others.

Rule 4. The student publication shall handle and budget the collection of funds or subscription fees independently as mandated by CHED Memorandum Order (CMO) No. 05 series of 1999 in view with the provisions stated in RA 7722.

For accounting purposes, the Collection of funds shall be done thru the accounting office only but for

separated account exclusively for its purpose.

Publication of Yearbook/Annuals

Rule 1. The Office of the MAAS Corps and staff shall assist for the publication of yearbooks and/or annuals through a special organization (composed of the graduating class president and adviser, editor-in-chief, editorial staff, and a parent representative of the graduating class) created for this purpose, the Administration shall approve it based on the following guidelines:

- a. The office of the School Director shall always be informed of the plan and intention for consent and approval.
- b. The organization concerned assumes full responsibility for all financial obligations and expenses that may be incurred with publication. The school assumes no responsibility for any financial obligation or expense in connection with the said publication.
- c. The organization concerned is responsible for the publication/printing contract. Said organization is registered, and every officer and member assume responsibility for it.
- d. The school allows the use of its name, LOGO, and description only on the following terms and conditions:
 - (1) An editorial board composed of at least 3 responsible students shall assumes full responsibility for the contents of the publication including pictures.

- (2) An editorial adviser (chosen by the graduating class) from the faculty with adequate knowledge of journalism shall oversee the format as well as the language and style of the publication.
- (3) The technical contents of the publication shall be the sole responsibility of the organization concerned.

Rule 2. The distribution of the annual/yearbook is the responsibility of the organization concerned.

Rule 3. For the protection of the graduating midshipmen-students, the organization concerned must submit to the office of the School Director, a feasibility study showing the capacity of the organization, financial or otherwise, with conformity of the graduating class, and prospects for success of the venture.

Rule 4. The organization concerned starts the request through a meeting after the induction of the Supreme Student Council (Corps & Staff) and gives notice to publish its project to all concerned at least two months before graduation after it has been approved by the Office of the School Director.

I. SCHOLARSHIP

The office of the School Director shall oversee processing of scholarship grant based on the academy's established policy in coordination with the office of registrar, Dean of Maritime Studies and Executive Office.

Scholarships, study grants and other forms of assistance are made available to the deserving students by this process.

Objectives:

1. Provide scholarship and other forms of study grants/aid to deserving and qualified students within the context of the institutional goals and capabilities.
2. Develop active scholarship programs in the college by seeking assistance from public and private sectors.
3. Manage programs for scholarships, study grants and financial assistance that serve the best interest of students.

Functions:

1. Establishes linkages with government and non-government agencies, and private individuals to provide scholarship, study grants and other forms of assistance to the poor but deserving students.
2. Disseminates information on scholarship and

financial assistance programs.

3. Screens applicants through qualifying examination, interview, and background investigation.
4. Institutes appropriate evaluation and guidance schemes for completion of the grantees' scholarship requirements.
5. Provides documentation, assessment evaluation and monitoring activities on the progress of scholarship programs to CHED and benefactors.

Guidelines and Policies:

1. A student may avail himself of only one (1) scholarship grant, aid, or assistance regardless of its source. Priority shall be given to students who have no brother enjoying any scholarship grant, aid, or assistance thru BMA Scholarship Program.
2. A grantee should have met the prescribed conditions set by the benefactor.
3. A student with scholarship grant should enroll the regular load prescribed in the curriculum. A failing grade in any subject disqualifies a student from the grant, aid, or assistance, however, continuance of the grant depends on the benefactor.
4. No grantee may drop any subject nor shift from one course to another without permission from the benefactor.

5. A grant shall be withdrawn if the grantee fails to pursue his studies due to sickness, voluntary desistance, misconduct, or other causes, as, negligence in the submission of papers required of them on due date (Certificate of Enrolment and Billing, Certificate of Grades, etc. for scholars; duly signed Daily Time Record for student assistants).

Grants and Assistance

A. Scholarship

1. Institutional Scholarship

This is available for musically talented cadets/student for Capt. Fernando D. Singson band membership.

2. Academic Scholarship

- a. Subject to requirements qualification by sponsoring shipping company with Memorandum of Agreement (MOA) with BMA.

B. Study Grants/Aid

1. Study grants or aids consisting of partial free tuition fee may be awarded to the following student leaders during the semester(s) that they hold their respective position subject for the approval of the administration and Board of Trustee (BOT):
 - a. Corps Commander, Corps of Midshipman
 - b. Editor-in-Chief, THE *DOLPHINS*

c. Campus Ministry Group (CMG)

2. Study aid consisting of 50% free tuition fee shall be granted to dependent children of active faculty and employees of the academy. The aid is up to two (2) dependent children per semester.
3. Study aid consisting of 25% free tuition fee shall be granted The Corps commander and Editor in Chief of the “The DOLPHINS”.

GUIDANCE AND COUNSELING UNIT (GCU)

The Discipline Committee is composed of members from academic Department and administrative offices and designated faculty personnel. The Head of the Executive Office (EX-O) shall co-chairman the committee with the School Director when convene.

Objectives:

1. Develop and implement an effective guidance and counseling program in the academy using the Code of Discipline booklet as guidance.
2. Effectively assist the student achieve optional development – p h y s i c a l l y , emotionally, intellectually, spiritually, for him to profit from his study.
3. Assist every student develop his potentials to the fullest.
4. Increase the student’s power of self-direction and

self-improvement; and

5. Develop and implement an effective counseling program for BMA cadets/midshipman/ students.

Services Offered:

1. Student Inventory Services (SIS)

This is a continuous process of gathering all the records and pertinent information about the student's personal and family background, concerning the needs, abilities, and interests of students.

2. Information Services (IS)

This concerns orientation shall be jointly administer by the Office of the Dean of Maritime Studies and Academics Heads, Executive Office, Registration, Accounting, ICT, OBTO, QMR, Office of the School Director on the academy policies and programs providing cadets/midshipman/students with information on educational, practical, and personal-social opportunities and setting-up suitable life goals.

3. Counseling Services (CS)

The Executive Officer shall provide the midshipman/student individual and group counseling services thru regular PEP talk or as may be needed for self-understanding as well as assistance in achieving greater awareness of himself so that in the end, he could be a self- directed individual.

4. Placement Services (PS)

The Office of the Dean of Maritime Studies and Onboard training Office shall provide information guidelines to enhance the development of an individual by helping cadets/students in the selection and utilization of opportunities within the academy and the labor market.

5. Follow-up Services (FS)

The Office of the Dean of Maritime Studies Research and Statistic Office (RSO) and Onboard training Office (OBTO) may provide assistance as may be needed geared toward determining the progress made by the midshipman/student, evaluation of his personal and placement development as well as guidance in carrying out suitable step and action for education and training.

III. CADET/STUDENT and GRADUATE - ONBOARD TRAINING AND EMPLOYMENT MONITORING UNIT

The **Office of the Onboard Training Office (OBTO)** is headed by designated faculty member who shall assist in career guidance and placement services for midshipman and graduates pertaining to the required Onboard Training (OBT).

The Office of the Research and Statistic Office (RSO) are task to coordinate with the OBTO in the monitoring of cadets in OBT as well as the status of placement of BMA alumni/Graduates.

Services Offered:

- 1.The OBTO provides a centralized OBT placement system thru the established academy processes. Opportunities and Employment Trend, job referrals and recommendations to companies with existing MOA with BMA, and tips on job searching.
- 2.Career enhancement and development seminar shall be regularly conducted to orient would be graduates on such skills as writing application letters and resumes and undergoing job interviews.
- 3.The office shall strive to maintain an information system where students could browse on career monographs, company brochures, and occupational pamphlets and provide related materials that would help them in assessing occupational opportunities.
- 4.Through the unit's coordination, prospective employers may be invited to conduct screening and or recruitment.
- 5.The OBTO shall also provide services for manpower pooling and shall maintain an updated manpower-pooling inventory from among midshipman, students, and graduates.
- 6.If the cadet choice is not to continue the required onboard training, he must submit an affidavit of undertaking to the OBT Office as legal basis for cadet's decision, likewise, the OBT Office shall include the information to their report to the Registrar and School Director as part of monitoring

PART III

CULTURAL AND SOCIAL AFFAIRS

Awareness, Motivation, and participation to Cultural and Social Affairs within the campus and in the community of the midshipmen/students as well as the faculty and other academy personnel to generate creativity through cultural and social development shall be the administrative functions of the Office of the school director thru MAAS coordination.

The MAAS office-Campus Ministry Group (CMG) coordinator, the midshipman /students shall be encouraged to participate in programs /convocations, seminars and workshops related to cultural and social affairs, sponsored by the academy and other provincial, regional, and national agencies for extension services.

Objectives:

1. Develop among the students, faculty, and staff the aesthetic values on culture and arts and the preservation of the cultural heritage through songs, dances, theater arts and visual arts.
2. Inculcate among the youth the importance of service to one's community and help in the attainment of the institution's progress, prosperity, and recognition in the field of Maritime related cultural and literary program of activities and competitions.
3. Tap and/or discover talents of students in the field of

dancing, singing, and visual arts as part of their academic life.

4. Provide workshop/seminar/ training to faculty and students so that BMA can readily provide cultural presentations fitting for the occasion and worth presenting.
5. Conduct regular activities to be sponsored by the different organizations, Departments with their respective coordinators as chair of the said activities.

THE SPORTS AFFAIRS

The Academy Sports coordinator from the members of the faculty and staff shall tap qualified athletes fit for outside competitions (e.g., BULPRISA) and leads in the improvement of the existing sports facilities and acquisition of athletic equipment. There shall be a try-out session during the selection process to be conducted by the assigned coordinators.

Objectives

1. Develop among the students the value of competitive sportsmanship, self-discipline, physical fitness and the spirit of goodwill and camaraderie.
2. Inculcate among the youth the importance of service to one's community and help in the attainment of the institution progress, prosperity, and recognition in the field of sports competition.

Qualification Requirements and Privileges

1. Athletes in both individual and team events winning of at least gold and/or silver medals in the recently concluded BULPRISA Meet are entitled to 10% and 5% respectively of tuition fee privilege during the semester the Meet is held, all other miscellaneous and fiduciary fees however is Not covered Thus shouldered by the qualified athletes.

PART IV

POLICIES AND RULES ON CONDUCT AND DISCIPLINE

Committee on Midshipman/Student Discipline

Every midshipman/student enrolled in the academy is charged to abide by the BMA Code of Discipline. This code has evolved to pursue the constitutional mandate that all educational institutions shall aim to inculcate love of country, teach the duties of citizenship, and develop moral character, personal discipline, and scientific, technological, and vocational efficiency.

Violations of the provisions of the code are referred to a Discipline Committee for deliberation in process properly established by the academy for that purpose in academy Quality Management System (QMS).

Manner of Investigation

1. Is in accordance with the established procedures and guidelines of due process in the Quality Management system (QMS) of the academy.

2. **Evaluation** – The evidence gathered relative to the innocence or guilt of the midshipman/student concerned should be collated, evaluated, and analyzed by the office of the executive Office in coordination with the concerned department/personnel, preparatory to the deliberation of the case by the Discipline committee.
3. **Decision** – The decision based on the evidence gathered as evaluated, shall be reckoned, vis-à-vis the standard or preponderance of evidence, i.e., that the presumption in the respondent's favor is disputed or overruled by the evidence, provided, however, that when there is doubt regarding the guilt, the respondent may be called for purpose of confronting him with the evidence against him and for him to explain his side, if possible, after which a decision on the case may be rendered.
4. **Appeal** – An appeal may be made by the respondent to the Baliwag Maritime Academy administration for reconsideration to request further investigation in consideration of new evidence, witness statement. Appeal letter shall be submitted to Discipline committee Chairman with furnish copy to the Office of the School Director.

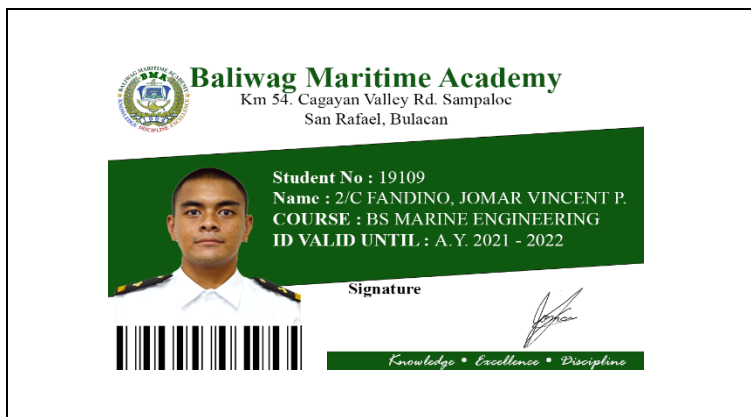
Rules and Regulations on Student Conduct and Discipline

All bonafide midshipman/students of the academy are required to follow all rules and regulations herein set forth as well as conditions stipulated in the Code of Discipline booklet including other issuance thru memorandum while he

remains cadets/students not limited to BMA campus and its premises.

I. General Rules on Student Conduct

A. The Identification Card - Every bonafide midshipmen/student must have a proper and valid Identification Card (**ID**), name plate, the **COD** booklet which must be always carried properly while in the academy premises.



<div style="border: 2px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p>Incase of Emergency</p> <p>MARIVIC FANDINO</p> <p>09234090102</p> <p>MEYCAUAYAN, BULACAN</p> </div> <p style="font-size: small; text-align: center;">This card is non-transferable. If found please return to BALIWAG MARITIME ACADEMY THE REGISTRAR'S OFFICE TEL. No. : (044) 766-1263</p> <p style="font-size: x-small; text-align: center;">This is to certify that the person whose name, photo and signature appear on this card is a student of this Academy</p> <div style="text-align: center;">  Capt. Maximo M. Pestano School Director </div>
<p>Photo of Collegiate identification card</p>

A. Uniform and Dress Code

The wearing of the prescribed uniform is compulsory to all cadets/students during the time he remains in the academy campus and while he is enroute from and to academy from home during shore leave. P.E. uniform and cover all may also be worn during P.E. class and training period. Those having out-door laboratory class may wear working clothes as scheduled.

• Photos of BMA cadet standard uniform and dress code

Monday	Tuesday	Wednes day	Thursday	Friday
White Top and trouser	White top & Grey trouser	Grey Top and White Trousers	Grey Top & Grey Trousers	Grey Top & Grey Trousers



Monday Uniform



Tuesday Uniform



Wednesday Uniform



Thursday and Friday Uniform

B. Proper Haircut

BMA cadets and students must always adhere to the rules and policies. The academy follows a semi-regimental system of discipline, which necessitates a military-style hairstyle.

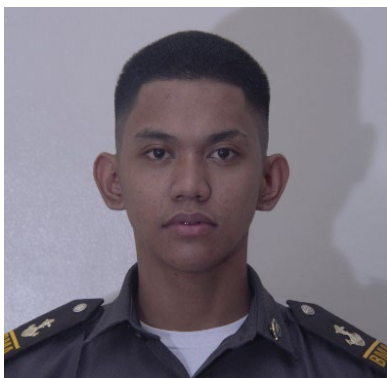
- **Photos of BMA cadet standard hair cut**



Fourth Class standard Hair-cut



Third Class standard Hair-cut



Second/First Class standard hair-cut

C. Attendance and Punctuality

1. Classroom. Punctuality in class must be observed.
2. Flag Ceremony. Each student is required to attend the flag ceremony every day at 7:45 a.m. daily.
3. A student who misses/absent 20% or more of the required total attendance per semester, whether excused or not, may be dropped. Absent students must submit excuse letter thru email or hard copy letter signed by their parents/guardians to exo@bma.edu.ph and to respective academic head.

- D.** Absences do not exempt a student from completing homework, classwork, or other school-related activities and obligations. As a result, faculty intervention and/or remediation may be required.

E. Behavior and Conduct

1. Each cadets/student is expected to always act as a responsible maturing man, giving due respect to duly constituted authorities and the rights of fellow cadets/students.
2. Each cadets/student is expected to cooperate and participate in all co-curricular and extracurricular activities of the academy.
3. Each student is expected to give due respect and courtesy, live by the precepts of love, justice, compassion, and concern for others.

F. Routine And Scheduled Activities for The Midshipmen:

TIME	ACTIVITIES
0430H-0630H	➤ Reveille - (personal necessity of a midshipman), stretching as body conditioning, muster for attendance checking, Close Order Drill (Basic Military Drill), Cleaning Station (polishing bunks, locker, and personal paraphernalia for the uniform, etc.), Body Washing or Taking a Bath (Navy Shower).
0630H-0800H	➤ Morning Mess - (Mealtime at Breakfast), includes Mess Hall Etiquette, Administrative Time (Personal Necessity, Water Break (drinking)) and Military Formation for the Flag Raising Ceremony.
0800H-1130H	➤ Classroom Instruction – Scheduled academic subjects in the morning.
1130H-1300H	➤ Noon Mess – (Mealtime at Noon), includes Mess Hall Etiquette.
1300H-1700H	➤ Classroom Instruction – Scheduled academic subjects in the afternoon.
1700H-1705H	➤ Sunset Colors/Lowering of Flag.
1705H-1800H	➤ Evening Mess - (Mealtime at Supper), includes Mess Hall Etiquette.
1900H-2000H	➤ Calisthenics - Warm-Up Stretching, Physical Exercises proper, Jogging, Cool Down Exercises.
2000H-2030H	➤ Administrative Time - Personal Matters/Necessity, Body Washing/Bath (Navy Shower).
2030H-2050H	➤ Tattoo - All Hands Hit the Bunks.
2050H-2100H	➤ Time After Pressured and Stress (TAPS) -Switching-off all unnecessary lights, all midshipmen lie to rest to get ready to wake-up early for the following day.

II. Grounds for Disciplinary Actions

The following shall be grounds for disciplinary action in accordance with academy's Code of discipline and in addition thereto the following disciplinary measures may be imposed subject to discipline committee review and recommendations:

a. Stealing or any attempt thereof

Stealing or any attempt thereof of academy property as well as of another person belongings or possession (co-cadets/student, faculty, staff, providers including that of the visitors) is strictly prohibited and is punishable of serious consequence per Code of Conduct (COC).

b. Oppression such as the following or any similar act:

- 1) Threatening another with infliction upon his person, honor, or property to a crime deficit.
- 2) Fighting or resorting to physical force or violence to settle disputes; the party who acts in self-defense shall be exempted from the punishment.
- 3) Direct attack upon the person or any student, member of the faculty, administration, or non-teaching staff or any other person; and,
- 4) Willful suppression of another person's duly constituted rights.

c. Misconduct such as the following or any similar act:

- Deliberate disruption or the function or a school activity which tends to create disorder, breach of peace, or serious disturbance, or creating within the school premises circumstances such as disorders, or serious disturbance not necessarily connected with any academic function or school activity, or any act that incites the above.
- Carrying or possession of firearms, or unauthorized carrying of deadly weapons, (e.g., lead pipes, ice picks or blades more than 4 inches long) and explosive (firecrackers, pyrotechnics) within the premises of the college.
- Unauthorized or illegal possession or use of prohibited drugs or chemicals such as LSD, marijuana, heroin, rugby or shabu and hallucinogenic drugs or substance in any form as listed with Dangerous Drug Board within the school premises, or the possession of any regulated drugs without the proper prescription.
- Unauthorized possession of or drinking of alcoholic or any intoxicating beverages within the school building and the immediate premises.

C. Disgraceful, immoral, fraudulent and/or unlawful conduct such as the following or any similar act:

1. Acts of lewdness, commission of any act of immorality or the display or distribution of pornographic materials within the school.
2. Indecent or indiscreet acts of intimacy done in the

public places.

3. Impersonating or giving fictitious names with malicious intent.
4. Intentionally making a false statement of any material fact or practicing or attempting to practice any deception or fraud for such purposes as admission or registration in or graduation from the institution.
5. Falsification of official documents such as forging or classifying and/or tampering with academic or official records or documents of any kind.

D. Unauthorized solicitation of funds or promoting the sales of tickets on behalf of private enterprises that are not intended for charitable or public welfare purposes even in the latter cases.

E. Gambling of any form within the premises of the institution is strictly prohibited and constitutes a major offence subject to disciplinary sanctions and penalties.

F. Conduct prejudicial to best interest of the academy such as:

1. Vandalism or destruction of college property or any negligent act that results in damage of school properties.
2. Acts that bring the name of the institution or any of its members to disrepute such as public malicious imputation of a crime or a vice or defect,

real or imaginary, or any act, omission, condition, status, or circumstance, which tends to cause dishonor, discrete or contempt to the name of the institution.

3. Smoking and Littering is prohibited for midshipman within the BMA premises, generally possession of cigarettes, tobacco is a serious offence.
4. Unauthorized Cutting/ uprooting/ stoning/ picking of fruit tress/ ornamental plants.
5. Climbing or jumping over the boundary fence of the academy and any similar acts constitutes Absence without leave of permission thus a major offence.

III. Disciplinary Sanctions/Penalties and Operative Effects

- A. Disciplinary Sanctions, Merit-Demerit system and penalties shall be governed by the Code of discipline booklet rules and guidelines.
- B. The sanctions that may be imposed are classified as major and minor sanctions/penalties. Major sanctions include non-admission to the academy or expulsion from the academy. Minor sanctions shall consist of reprimands, restoration, or written apology/promise from the offender, and fine.
- C. Suspension as a sanction can range from a minimum of one week to a maximum of one year. The following rules shall govern the sanction of

suspension:

1. During the period of suspension, the student shall be deemed divested of his privileges as a cadets/student at the academy and shall not be allowed to enter the premises of the campus or use any facility of the college. His/her ID shall be confiscated and deposited with the Office of the School director upon the execution of the order.
 2. After serving the period of suspension, the cadet/student shall be issued an order lifting the suspension and subsequently clearing him of the sanction thereof. Once cleared, his privileges as a cadet/student are restored and his ID is returned to him by the Executive Office
 3. Where the suspension is for one semester or more, the cadet/student shall move out of the academy jurisdiction within 24 hours after the suspension order took effect. In case of suspension, a written promise of future exemplary conduct by the cadet/student countersigned by his parents or guardian is required as a condition for readmission and shall be filed in his personal folio.
- D. The penalty of dropping shall consist of either dropping from the academy. Dropping from the academy shall consist of the total ban of the cadet/student from enrolling in the next semester/school year. The registrar shall be duly notified of this sanction imposed upon the student.

- E. Expulsion shall carry with it the total ban of the cadet/student from enrolling in any course within a period of one year from the date the order became final and executory. The registrar shall be correspondingly notified of the cadet/student/s who is/are imposed of this sanction.
- F. Aggravating mitigating and alternative circumstances of any kind as provided by law in the commission of the act/s shall be considered in the imposition of the sanction.
- G. The nature and extent of participation of the respondent in the offense charged shall be considered in the imposition of the sanction.
- H. The sanction of warning, reprimand, and written apology shall be executed strictly in accordance with the decision of the case.
- I. The suggested range of disciplinary sanctions that may be imposed are enumerated hereunder:

2. Misconduct

- a. Deliberate disruption of the academic function or school activity, etc.:
- b. Carrying or possession of firearms and/ or unauthorized carrying of deadly weapons:
- c. Unauthorized or illegal possession or use of prohibited drugs or the possession of any regulated drugs without the proper **prescription**:

- d. Unauthorized possession of and/ or drinking or alcoholic beverages within the school building and the immediate premises:

3. Disgraceful, immoral, fraudulent and/ or unlawful conduct:

- a. Acts of lewdness, commission of any act of immorality or the display or distribution of pornographic materials within the institution.
- b. Indecent or indiscreet acts:
- c. Impersonating or giving fictitious names with malicious intent:
- d. Intentionally making false statement of any material fact or practicing or attempting to practice any deception or fraud for such purposes as admission or registration in or graduation from the institution:
- e. Falsification of official documents:

The infractions herewith stipulate shall be dealt with in accordance with the BMA Cadet Code of Discipline Handbook which therefore shall be considered for Merit, Demerit, Penalties, and Sanctions. Other matters not mentioned in this manual will be investigated by the discipline committee on a case-by-case basis.

PART V

FACILITIES AND STUDENT SERVICES

College /SHS Library

The BMA Maritime library (both college and SHS library) serves cadets/students and its personnel (both faculty and staff) by providing text and reference books and e-books, journals, broadsheets, magazines, newspapers that impart knowledge of the most recent studies and happening locally and globally.

The Library Services support the instruction, research, and extension functions of the academy.

Library Rules and Regulations

1. All Midshipmen and SHS students are required to apply for a library card (Form LIB-01A, Form LIB-01B) by accomplishing Library Card Application Form (Form LIB-01D). For lost card, concerned midshipmen/students must file for replacement and pay corresponding fines at the Accounting Office (P50.00)
2. Midshipmen/SHS students shall fill up the Log in and out record before and after use of the library premises and resources.
3. The following must be observed while inside the library premises
 - Observing silence at all times
 - Loitering, littering, and sleeping are strictly prohibited.
 - Chairs and tables must be properly arranged every after use and before leaving the library.
 - Mutilation of books, newspaper and other library materials are strictly prohibited.
 - Practice FAIR USE of library materials, bullying is strictly prohibited, practice discipline, courtesy and respect to all midshipmen, faculty, and staff.

- Avoid making unreasonable noise, including talking loudly, using phones, and taking calls (faculty and staff), etc.

Rules for borrowing and returning of library books and other resources

1. The library adopts the closed-shelf system. All users shall ask the librarian/library assistant for the book(s) or materials requested.
2. Midshipmen and SHS students are not allowed to borrow books/other library resources without presenting his library card.
3. Midshipmen and SHS students are allowed to loan out only three (3) books at a time (can be same subject but different titles). General Education books can be loaned out for three (3) days. Professional books can be loaned out for two (2) days. Reference materials and IMO Published books are strictly for inside use only.
4. Members of faculty and staff shall be allowed to loan five (5) books at a time for one (1) week.
5. Visual aids are strictly for use inside the school premises only. Borrowers shall fill up the logbook indicating their names, control number of the visual aids, date borrowed, and date returned.
6. The librarian shall issue Form LIB-11 "Borrowers Reminder Form" to any employees, midshipmen and SHS students who will not have returned library resources. On its due date.
7. A corresponding fine (P50.00 for the first day and P10.00 per succeeding days including Saturdays and Sundays) shall be charged for books not returned on time. The librarian shall accomplish the Library Payment form indicating the amount to be paid at the accounting Office.

8. For reported lost book(s), the concerned borrower must replace the said item with the same book preferably the latest edition.

Academy Clinic - Sickbay

The academy provides basic health services to its cadets/students, instructors, and employees. A registered nurse oversees a health office known as the **SICKBAY**, which, when necessary, shall provide medical aid by keeping track of vital signs, offering medical first aid and medical referrals, has control of medicine chest and disposal of medicine, providing essential care, and gives medical advice for better health.

Functions:

1. Registers vital signs of sick student and school personnel.
2. Applies first aid-treatment to minor ailments of students and school personnel.
3. Attends to emergency calls.
4. Issues medical excuse slip to students who cannot come to class due to health problems with consent of the Executive Officer.
5. Provides nursing care and health tips and pieces of advice to those who come for consultation.
6. Computes body mass index.

The health office provides medical and dental examination to students through coordination with

other health agencies.

Chemistry /Physics Laboratory

The chemistry laboratory is on the third floor of the Main Building. This location allows students to perform experiments and prepare chemical solutions while also honing their laboratory safety procedures.

The Physics equipment is located at the Main building third floor. This opens an opportunity for the cadets/students to practice the activities of a scientist such as collecting data, analyzing data with purpose and many more. This facility also provides physics laboratory apparatus like telescope, voltmeter and capacitors that will conduct experiment easy.

Computer Laboratory

The computer laboratory room at BMA is located on the second floor of the main building and is designed to aid cadets/students in their hands-on learning activities by providing a collaborative and interactive environment with educational technology to improve students' scientific and technological research and invention capacity.

GMDSS Laboratory

It is located at the second floor of KH Koo building. This is equipped with the essential marine communication system. the laboratory facilities envisioned to provide cadets/students hands on simulated training, to develop communication skills in maritime safety, as well as familiarity and actual use of maritime simulator

equipment for Global Maritime Distress and Safety System.

HYDRAULIC /PNEUMATIC Laboratory

It is located at the second floor of KH Koo building. Hydraulic system and Pneumatic system training equipment.

TECHNICAL WORKSHOP Laboratory

It is located at the FIRST floor of KH Koo building. Training class for auxiliary machinery and equipment are maintained, conducted, and managed by BMA principal Tai Cheong Chai (TCC) shipping professional.

TRANSAS Simulator System

The following simulators are installed on the 2nd floor of K.H. Koo building.

TRANSAS Full Mission Navigation Bridge simulator composed of One (1) Instructor's room and two (2) full mission bridge

TRANSAS Engine room simulator (ERS) is also installed at the same building adjacent with each other. The ERS is composed of One (1) instructor room and Five (5) students' station.

KONGSBERG Navigation and Engine room Integrated Simulator System

The Kongsberg Digital Inc. (KDI) state of the art integrated Navigation bridge and Engine room

simulators system are installed on the south corner of 2nd floor of main building.

KDI Full Mission Navigation Bridge simulator composed of One (1) Instructor's station, One (1) full mission and seven (7) student's stations.

The Engine room simulator (ERS) is also installed at the same building adjacent with each other. The ERS is composed of One (1) instructor room, an Engine and Engine control rooms, Emergency Generator room and seven (7) students' stations.

Machine Shop Laboratory

Machine shop building is located at the back of the main building which houses the Engineering machineries, equipment, auxiliary machineries, refrigeration system, welding, lathe machine, generators and diesel engine machineries, Heavy and hand tools.

Electro Laboratory

Electro laboratory room is in the same building as of the machine shop. All electro tools and equipment are stored there at where the electro subject laboratory training and learning activities are being done during laboratory classes.

Seamanship Laboratory

The machine shop and the seamanship laboratory room are in the same structure. All the seamanship instruments and equipment are kept in the laboratory,

which is where the practical seamanship training and learning activities take place.

The cargo room simulator (CRS) is also installed at the same building adjacent to the Navigation bridge simulator. The CRS is composed of One (1) instructor station and seven (7) students' stations.

Dormitory for Cadets

A three (3) story building located at the back of the K.H. Koo building that houses the cadets on their stay in the academy during their 3-year studies is provided.

Each floor designate cadet's class level:

- 4th class cadets occupy the 1st floor,
- 3rd class cadets on the 2nd floor and the
- 1st class cadets on the Third floor.

The maximum capacity of the barracks can accommodate up to 600 cadets (200 cadets per floor). It is constantly monitor and control by the duty Tactical Officer.

MESSHALL

The Messhall cater and serve the cadets/students meal in the academy, located at the far end North corner of the campus premises

Swimming Pools with Lifeboat and Life raft facilities.

Located at back of the main building where cadets/students are given training instruction for

swimming activities, survival and rescue boat operation, Boat maneuvering, launching and retrieval operation and survival techniques.

BMA Ground

Located inside the campus with its mini- grandstand, basketball/volleyball court and drill/marching ground. This serves as the center for athletics activities, ROTC Drills and trainings and other sports activities of the academy.

ANNEX A

PRIMER ON THE ANTI-HAZING LAW

(Republic Act No. 8049) in the academic setting by
State Prosecutor Philip A. Aguinaldo

I. What is the concept of hazing?

As used in the law, hazing and initiation are interchangeably used. From the title “An Act Regulating Hazing and Other Forms of Initiation Right in Fraternities, Sororities and Organizations Providing Penalties Therefore”, hazing is allowed if it is regulated.

The following are the elements in the violation of the law:

1. The act is a prerequisite for admission into membership in a fraternity, sorority, or organization; hence, if the victim is already a member, there is no violation of the anti-hazing law, but the illegal act is punishable by the Revised Penal Code.

2. The recruit, neophyte or applicant is placed in either of the following situations.
 - a. embarrassing situation:
 - b. humiliating situation.
 - c. is subjected to physical suffering or injury; or
 - d. is subjected to psychological suffering or injury.

If the purpose is simply to embarrass, humiliate or subject the victim to physical or psychological suffering not as a condition for admission into the group, there is no violation an of the anti-hazing law but of the provisions of the Revised Penal Code, like but not limited to. unrest vexation, physical injuries, coercion, threats. etc.

II. What are humiliating/embarrassing situations?

Examples are forcing the neophyte to do menial, silly or foolish acts and similar the tasks or activities. The law specifically mentions placing the neophyte in a humiliating or embarrassing situation which mean is that the situation is the determining factor in the violation, and not the circumstance of whether he is humiliated or not.

III. Is there an exception to the application of the anti-hazing law?

The physical, mental, and psychological testing and training procedure and practices to determine and enhance the physical, mental, and psychological fitness of prospective regular members of the Armed Forces and the police as recommended and approved by the Secretary of National Defense. The cadet corps of Citizens Military Training are not included in the

exception because they are not prospective regular members of the military.

IV. When is hazing or initiation allowed? The following must be present:

1. The organization must secure a written notice to the school authorities seven (7) days before the conduct of the initiation:
2. The period of the initiation shall not exceed three (3) days:
3. The names and ages of those to be initiated must be included:
4. An undertaking that no physical violence must be employed by anybody during the initiation rites.
5. The head of the school or his representatives must assign at least two (2) representatives of the school to be present in the initiation with the duty to see to it that no physical harm of any kind shall be inflicted.
6. The place where the initiation is conducted.

V. Who are liable in case of physical injuries or death?

1. Those who participated.

The officers and members who participated in the infliction of physical harm shall be liable as principals. They shall suffer a penalty ranging from reclusion perpetual (from 20 years and 1 day to 40 years imprisonment) if death, sodomy,

rape, or mutilation results there from, to prison correctional in its maximum (from 4 years, 2 months and 1 day to 6 years imprisonment) even if the injuries do not prevent the victim from engaging in his habitual activity or work nor require medical attendance.

2. The owner of the place where hazing was conducted.

- a. He is liable as an accomplice (if he is not a parent of any officer or member of the fraternity); or
- b. He is liable as principal (if he is a parent of any officer or member of the fraternity); but in both cases he has actual knowledge thereof but failed to take any action to prevent the illegal act from occurring.

3. The school authorities.

- a. If they consent to the hazing, or
- b. If they have actual knowledge thereof but failed to take any action to prevent the same from occurring. In both cases. they are liable as accomplices.

4. The adviser.

If he is present when the acts constituting hazing were committed and failed to take any action to prevent the same from occurring, he is liable as principal.

If lie is no present but consents to the hazing. lie is liable as accomplice.

If he is not present but has actual knowledge of the hazing but failed to take any action to prevent the same, he is liable as accomplice.

5. Officers of the fraternity even if they are absent during the hazing if they planned. it shall be liable as principals.
6. Outsiders, like former officers or alumni, even if they are absent during the hazing as bug as they planned it. shall be liable as principals.
7. The officers or members who knowingly cooperated in carrying out the hazing by inducing the victim to be present thereat, shall be liable as principals. Examples are time recruiters.
8. Anybody who is present during (lie hazing shall be liable as principal. The law says that mere presence is a prima facie evidence of participation in the hazing as principal unless lie shows that lie prevented the commission of the illegal acts. This means that he has the burden of proving that he is innocent of the crime charged.

- VI. Is there a need of a finding of guilt by the courts before school officials can impose the penalty provided in the student handbooks against their erring students?

No. The proceedings iii school disciplinary boards are

only administrative'. It is enough that the penalty is based on substantial evidence (not an evidence beyond reasonable doubt as required in criminal cases.)

VII. When can the maximum penalty be imposed?

1. When the recruitment is accompanied by force. Violence, threats or intimidation or deceit on the person who refuses to join:
2. When the recruit initially consents to join but is prevented from quitting upon learning that hazing will be committed:
3. When the recruit who has undergone hazing is prevented from reporting the unlawful acts to his parents or guardians or the proper authorities, through force, violence. threats or intimidation.
4. When the hazing is committed outside the school.
5. When the victim is below 12 years old.

VIII. Who is accomplice?

He is one who merely cooperates in the commission of illegal acts by previous or simultaneous acts. He does not have a previous agreement in the commission of the crime with the principal (the violator), or am, understanding in the commission of the illegal act with the principal or is not in conspiracy with the principal His penalty is one degree lower than that provided for the principal.

IX. Who is principal?

Those who take part in, the execution of the illegal act, those who directly force or induce others to commit the illegal act, or those who cooperate in the commission of the illegal act by another without which it would not have been accomplished.

X. Observation:

The Anti-Hazing Law does not provide penalties in the following situations: when the victim suffers psychologically, or when he is placed in a humiliating or embarrassing situation. Only when there are physical injuries or death that the violator is penalized. It is suggested that your Student Handbook shall be reviewed to provide the necessary penalties cover these lapses in the law,

To understand fully the implication of the Anti-Hazing Law, a comparison between the penalties and time designation of the crime under the Revised Penal Code and the Anti-Hazing Law is necessary.

Under the Revised Penal Code, when unintentional death results from hazing, the act is only an imprudence and the penalty is only prison correctional in its medium period or an imprisonment of from 2 years, 4 months and 1 day to 4 years and 2 months. In time. Anti-Hazing

Law, which was approved on June 7, 1995, the penalty is reclusion perpetua.

ANNEX B

Republic of the Philippines Congress of the
Philippines Metro Manila

THIRD REGULAR SESSION

Begun and held in Metro Manila, on Monday. the
twenty-fifth days of July, nineteen ~ hundred
and ninety-four.

(REPUBLIC ACT NO 7877)

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

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

Section1. Title. -- This act shall be known as the “Anti-
Sexual Harassment Act of 1995.”

Section 2. Declaration of Policy. -- The state shall
value the dignity of every individual, enhance the
development of its human resources, guarantee
full respect for human rights, and uphold the
dignity of workers, employees, applicants for

employment. students or those undergoing training. instruction or education. Toward this end all forms of sexual harassment in time employment, education or training environment are hereby declared unlawful.

Section 3. Work, Education or Training-related Sexual Harassment Defined --Work, education or training-related sexual harassment “is committed by an employer. employee, manager, supervisor, agent of time employer, teacher, instructor, professor. coach, trainor, or any other person who, (1) having authority influencing or (2) moral ascendancy/ controlling influence over another ma work or training or education environment, demands, requests or otherwise requires any sexual favor from time oilier, regardless of whether the demand, request or requirement for submission is accepted by (lie object of said act.”

- a) In a work-related or employment environment, sexual harassment is committed when:
 - 1.) The sexual favor is made as a condition in time hiring or in the employment. re. employment or continued employment in 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, segregation or classifying the employee which Ad any way would discriminate, deprive, or diminish employment opportunities or otherwise adversely affect said employee.

- 2.) The above acts would impair time employee's rights or privileges under existing labor laws; or
 - 3.) Time above acts would result in an intimidating hostile or offensive environment for the employee.
- b) In an education or training environment, sexual harassment is calumniated:
- 1) Against one who is under the care, custody, or supervision of time offender.
 - 2.) Against one whose education, training, apprenticeship, or tutorship is undusted to the offender.
 - 3.) When time sexual favor is made a condition to time 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 aim intimidating, hostile offensive environment for the student, trainee, or apprentice.

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

Section 4. Duty of the Employer or Head of Office iii
Work-related. Education or Training Environment. -- It shall be time duty of the employer or the head of the work -related, education or training environment or institution, to prevent or deter the commission of acts of sexual harassment amid to provide time procedures for time resolution. settlement. or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

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

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

The said rules and regulations issued pursuant to this subsection (a) shall include among others, guidelines on proper decorum in the workplace and educational or framing institutions.

Section 9 Repealing Clause - All laws decrees orders rules and regulations other issuances or parts thereof inconsistent with time precisions of this Act are hereby repealed or modified accordingly.

Section 10 Affectivity Clause -- This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspaper of general circulation.

Excuse letter to Ex-O, Academic Head, teacher-instructor / principal

To: Insert Name of officer here

Date: Insert date here

Subject: Insert subject here

Dear Sir/Madam,

With due respect, I, (name of cadet/student) will not be able to attend /have been absent from my class(es).

(State Reason Here)

_____.

Please accept my justification for taking a leave of absence from (date) to (date) (date). I would appreciate it if you could give me some consideration.

Thanking You,

Yours faithfully,

Signature

Name: _____

Class /Year/Section : _____