



"Nurturing Tomorrow's Noblest"



UNIVERSITY OF RIZAL SYSTEM

STUDENT HANDBOOK

BOR Resolution No. 044-412-13
Revised 2013

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A. INTRODUCTION

This student handbook is specifically intended for the young men and women of our country who are desirous to acquire knowledge and skills offered by the University of Rizal System. The handbook contains items of interest such as vision, mission and core values, history, university logo, brand and vector and sakbay, academic programs and academic policies and regulations, registration and academic loading, students' classification, course completion, graduation requirements, scholarship and financial aid, disciplinary measures, student activities, student services and other services, policies on campus publications, and other relevant concerns.

Apart from serving as a ready reference material, the handbook offers a glimpse into the working of the URS Academic community, and the place of the seekers of knowledge in the educational mainstream.

UNIVERSITY VISION, MISSION AND CORE VALUES

VISION

The leading University in human resource development, knowledge and technology generation and environmental stewardship.

MISSION

The University of Rizal System is committed to nurture and produce upright and competent graduates and empowered community through relevant and sustainable higher professional and technical instruction, research, extension and production services.

CORE VALUES

R	Responsiveness
I	Integrity
S	Service
E	Excellence
S	Social Responsibility

URS BRAND

"Nurturing Tomorrow's Noblest"

C. HISTORY OF THE UNIVERSITY

The University of Rizal System is a merger of two (2) state colleges and a University extension campus—the Rizal Polytechnic College, Rizal State College and the Rizal Technological University Antipolo Annex. The passage of Republic Act 9157 on June 7, 2001 established the University of Rizal System with URS Tanay as the main campus and its satellite campuses in Morong, Pililla, Rodriguez, Angono, Binangonan, Cainta, Antipolo, Cardona and Taytay.

Rizal State College was originally named Rizal National Agricultural School created through Republic Act 1560 on June 16, 1956, and later evolved into Rizal College of Agriculture and Technology, a chartered state college in the Province of Rizal on June 24, 1983 through Batas Pambansa Blg. 622. It was later renamed Rizal State College by virtue of Republic Act 7858 on January 21, 1995. Through the years, the College expanded and established extension campuses in Pililla, Rodriguez, Angono, Binangonan and Antipolo City.

Rizal Polytechnic College was first established as the Morong High School on August 16, 1944. It was converted into Morong National High School on August 20, 1976, and to Morong National Comprehensive High School on March 30, 1977. With the integration of Tomas Claudio Memorial Elementary School, it was converted into Morong National Comprehensive School and later renamed Rizal Technological and Polytechnic Institute (RTPI) on August 10, 1983 through Batas Pambansa 469. RTPI became a state college, the Rizal Polytechnic College, on March 1, 1995 through Republic Act 7933 with extension campuses in Cainta and Cardona.

Rizal Technological University Antipolo Annex became part of the fusion of the two state colleges.

D. UNIVERSITY LOGO AND VECTOR



The University seal is the representation of the vision and mission of the University of Rizal System. Specifically, the figures depicted in the seal have meanings.

Map of Rizal	The service area and location of the University
Rope	The people from all walks of life who support and ideally carry the name of the University in mind, heart and in deeds
Pillar	The school as a Citadel of Learning providing knowledge and guidance developing values and shedding light on the minds and hearts of the learners
Diploma	The achievement for all the efforts of the students, the faculty, the parents, the staff, Administration, the alumni and the community to attain quality education
Gear	The technology innovations which unify and facilitate the operational management of the University as a system
Orbit	Shows the continuous development of the individual as a learner and the University as an avenue of community development and nation building. It also symbolizes excellence in the four-fold functions of the University as Instruction, Research, Extension and Production

Leaves	The aim of the University for academic excellence and progress. Furthermore, it exhibits the component of agriculture as an instrument in the upliftment of productivity and the quality of life of the people.
2001	The year when Republic Act No. 9157 lapsed into law.
Globe	The challenges of global education
Wide Space	The prospects of the University in providing relevant and responsive course offerings and community service



The birth of the URS Mighty Giants
 (as the official vector of the University of Rizal System)
 by Dr. Medardo B. Bombita
 Date of Official Commencement of Use: September 16, 2013

In Philippine myths, a legendary figure named Bernardo Carpio is a giant. He had a strength that was similar to that of Hercules of the Greek mythology. Giants or commonly called as Titans were a primeval race of powerful duties and the descendants of Earth and Sky that ruled during the legendary golden age. They were immortal beings of incredible strength and stamina and were also the first pantheon God and Goddesses, Giant's possessed overwhelming physique and power beyond human capacity. The basic form of the legend is that Bernardo Carpio, a being of great strength, is trapped in between two great rocks in the Mountains of Montalban. Accordingly, he is keeping the mountains from crashing into each other (similar to the Greek titan Atlas holding up the sky). When Carpio shrugs his shoulder, an earthquake occurs.

As an “icon” in the URS vector, Bernardo Carpio depicts that the enslaving poverty and oppressing ignorance will be replaced with freedom and happiness through perseverance and education. The Giant in its colossal glory is at the center while lifting the word “Giants” with the name/acronym of the University written at the top. The brusque and masculine demeanor of the Giant represents the excellence and greatness of the institution and holds the URS core values. Giants are undefeatable and will always RISE to persevere odds and challenges. The state-of-trance-expression of the giant bordering from rage and duress conveys the feeling of “I’ll give all my bests to strive for Greatness and Excellence.”

“Go, Go, Go, Mighty Giants!”

Note:

*Credit is given to Maestro **Jerson C. Dela Rosa**, Alumnus of RTPI Batch 1995, Fine Arts Graduate of the Far Eastern University and a Universal Artist at Creativewurkz.*

E. ACADEMIC PROGRAMS

URS TANAY

Doctor of Philosophy in Agriculture

Major in:

- Animal Science
- Agricultural Education
- Agronomy

Master of Science in Agriculture

Major in:

- Animal Husbandry
- Crop Science
- Agribusiness Management

Bachelor of Science in Agricultural Engineering

Bachelor of Science in Agriculture

Major in:

- Crop Protection
- Horticulture
- Animal Science
- Agronomy

Bachelor of Science in Forestry

Major in:

- Agro-forestry

Bachelor of Science in Environmental Science

Major in:

- Resource Management

Bachelor/Diploma in Agricultural Technology

Concentration:

- Animal Production Technology
- Crop Production Technology
- Pose Harvest Technology

Bachelor of Science in Business Administration

Major in:

- Marketing Management
- Operations Management
- Financial Management
- Human Resource Development Management

Bachelor of Science in Agribusiness Management

Bachelor of Science in Office Administration

Major in:

- Office Management
- Computer Secretarial

Bachelor of Arts

Major in:

- English
- Political Science

Bachelor of Science in Biology

Bachelor of Science in Mathematics

Bachelor of Science in Psychology

Bachelor of Science in Tourism

Bachelor of Secondary Education

Major in:

- English
- Mathematics
- General Science
- Physical Education
- Filipino
- Computer Education
- Technology and Livelihood Education

Bachelor of Elementary Education
Area of Specialization: Content Course
Bachelor of Home Technology
Diploma in Home Technology
Diploma in Computer Secretarial
Diploma in Agricultural Technology
Diploma in Agro-forestry
Certificate in Professional Education
Short -Term Courses related to Agriculture and Forestry

URS RODRIGUEZ

Master in Business Administration
Master in Public Administration
Master of Arts in Education
Major in:
Educational Management
Guidance and Counselling
Master of Arts in Teaching
Major in:
Mathematics
English
Science
Filipino
Bachelor of Science in Business Administration
Major in:
Financial Management
Operation Management
Marketing Management
Business Economics
Human Resource Development Management

Bachelor of Science in Office Administration
Major in:
Office Management
Bachelor of Secondary Education
Major in:
English
Mathematics
Biological Science
Filipino

Bachelor of Elementary Education
Area of Specialization: Content Course
Bachelor of Agricultural Technology
Bachelor of Science in Community Development
Bachelor of Science in Social Work
Certificate in Professional Education
Diploma in Agricultural Technology
Diploma in Computer Secretarial
Short-Term Courses related to Agriculture and Social Work

URS CARDONA

Bachelor of Science in Fisheries
Major in:
Inland Fisheries
Short-Term Courses related to Fisheries

URS ANTIPOLO

Master of Arts in Education

Major in:

Educational Management

Master of Arts in Teaching

Major in:

Mathematics

Science

Master in Business Administration

Master in Public Administration

Bachelor of Science in Hotel and Restaurant Management

Bachelor of Science in Tourism

Bachelor of Secondary Education

Major in:

Filipino

Social Studies

Bachelor of Elementary Education

Area of Specialization: Content Course

Bachelor of Science in Business Administration

Major in:

Marketing Management

Financial Management

Human Resource Development Management

Short-Term Courses related to Hotel & Restaurant Management

URS BINANGONAN

Doctor in Business Administration

Master in Business Administration

Master in Management

Bachelor of Science in Accountancy

Bachelor of Science in Business Administration

Major in:

Financial Management

Operations Management

Marketing Management

Business Economics

Human Resource Development Management

Bachelor of Science in Office Administration

Major in:

Office Management

Bachelor of Science in Information System

Bachelor of Science in Information Technology

Two-Year Certificate in Computer System

Diploma in Computer Secretarial

Short-term Courses Related to Business and Information Technology

URS ANGONO

Bachelor of Arts in Mass Communication

Major in:

Journalism

Bachelor of Arts in English

Bachelor of Arts in Fine Arts

Major in:

Advertising

Bachelor of Science in Hotel and Restaurant Management

Bachelor of Music

Major in:

Music Education

Bachelor of Science in Tourism**Bachelor of Secondary Education**

Major in:

English

Filipino

MAPEH

Bachelor of Elementary Education

Area of Specialization: Content Course

Diploma in Architectural Drafting**Short-Term Courses related to Culture and Arts****Certificate in Professional Education****URS PILILLA****Doctor of Public Administration****Master of Public Administration****Bachelor of Arts**

Major in:

Political Science

Public Administration

English

Literature

Philosophy

Bachelor of Science in Psychology**Bachelor of Science in Guidance and Counseling****Bachelor of Science in Business Administration**

Major in:

Operation Management

Marketing Management

Financial Management

Business Economics

Human Resource Development Management

Bachelor of Science in Office Administration

Major in:

Office Management

Bachelor of Secondary Education

Major in:

English

Filipino

History

MAPEH

Social Studies

Bachelor of Elementary Education

Area of Specialization: Content Course

Diploma in Computer Secretarial**Short-Term Courses related to Humanities and Social Sciences****URS CAINTA****Bachelor of Secondary Education**

Major in:

Technology and Livelihood Education

Bachelor of Elementary Education

Major in:

Special Education

Bachelor of Technology*Major in:*

- Automotive Technology
- Electrical Technology
- Electronics Technology
- Hotel and Restaurant Management

Bachelor of Science in Information System**Diploma in Technology***Major in:*

- Automotive Technology
- Electrical Technology
- Electronics Technology

Alternative Learning (Short-term)**Career Education Development Program (CEDP)***Specialized in:*

- Engine Tune-up and Auto Electricity
- Electro Pneumatics
- Business Application Software
- Radio and Amplifiers System
- Television System
- Building Wiring Installation
- Baking
- Hair Dressing and Facial Make-up

URS TAYTAY**Bachelor of Secondary Education***Major in:*

- Technology and Livelihood Education

Bachelor of Science in Entrepreneurship**Bachelor of Science in Nursing****Bachelor of Science in Psychology****Bachelor of Science in Information System****Practical Nursing****Diploma in Technology***Major in:*

- Civil Technology
- Garments Technology

Call Center Training Program**Short-Term Courses in Garments and Civil Technology****URS MORONG****Doctor of Education***Major in:*

- Educational Management

Doctor of Philosophy*Major in:*

- Educational Management

Master of Arts in Education*Major in:*

- Educational Management
- Guidance and Counselling
- Physical Education
- Home Economics

Master of Arts in Teaching*Major in:*

- Science and Technology Education
- Technology and Livelihood Education
- Social Studies

Mathematics
Physical Education
Filipino
English

Bachelor of Science in Civil Engineering
Bachelor of Science in Electrical Engineering
Bachelor of Science in Computer Engineering
Bachelor of Science in Mechanical Engineering
Bachelor of Science in Electronics &Communication Engineering
Bachelor of Science in Geodetic Engineering
Bachelor of Science in Biology
Bachelor of Science in Guidance and Counselling
Bachelor of Science in Psychology
Bachelor of Science in Mathematics
Bachelor of Science in Mathematics

Major in:

Computer Science

Bachelor of Secondary Education

Major in:

Biological Science

English

Physical Science

Mathematics

Technology and Livelihood Education

Bachelor of Elementary Education

Major in:

Special Education

Preschool Education

Content Course

Bachelor of Technology

Major in:

Electrical

Electronics

Mechanical

Drafting

Electromechanical

Automotive

Civil

Hotel & Restaurant Management

Biomedical Technician Course (Three-Year Technician Course)

Diploma of Technology

Major in:

Automotive Technology

Mechanical Technology

Refrigeration and Air-conditioning Technology

Welding and Fabrication

Electrical Technology

Electronics Technology

Food & Beverage Preparation Services

Dual Training System (DTS)

Structural Welding and Fitting

Structural Steel Detailing

Career Education Development Program (CEDP)

Laddered Courses:

Computer Technology

Welding & Fabrication

Electrical Technology

Cosmetology

Electronics Technology

High-speed Sewing Operation

Automotive Technology

Mechanical Technology

Civil Technology

Drafting Technology

Article I ACADEMIC POLICIES

The students' registration in the University is considered an expression of one's willingness to abide with all the rules and regulations set forth in this student's Handbook. Every student therefore should be committed to the observance of these rules.

Section 1. Student Admission

1.1. Undergraduate

Graduates of secondary schools may be admitted on the following bases:

- a. Take and pass the University Admission Test (*URSAT*)
- b. Holders of Philippine Educational Placement Test (*PEPT*) certificates are eligible for admission to college provided that he/she should pass the University Admission Test and undergo Career Counseling

Evaluation of applicants shall be rated as follows:

70% - URSAT

30% - General Average

Note: Degree Courses requiring Licensure Examination should have a General Average of 85% or better in English, Mathematics & Science.

- c. Certified True Copy of Form 137-A (General Average in the Third Year Level) for freshmen and certificate of good moral character, medical certificate/ chest x-ray/ drug test, NSO birth certificate and 3 copies of "2x2" picture.
- d. No entrance examination shall be administered to transferees during second semester

1.2 Transfer

A student from other colleges/universities wishing to transfer must satisfy University Rules on Transfer Student

- a. Take and pass the University Admission Test
- b. Carry a weighted average of 2.0 or better or its equivalent in other grade description for regulatory courses and 2.2 for non-regulatory course and without failure in any subject from the school last attended;
- c. The quota set by the College concerned has not yet been filled up
- d. Take and pass the qualifying test and meet the requirements specific to a program applied for
- e. Submission of the following requirements :
 - Certified true copy of scholastic records/ transcript of record
 - Certification of good moral character from either the President, Dean or Registrar of the school last attended
 - Transfer credentials (honorable dismissal)
 - 3 copies 2"x2" recent photo
 - Medical Certificate/ Chest x-ray, Drug test

From a URS Campus, students may be admitted as transferees upon the recommendation of the Campus Director and/ or Registrar depending upon the availability of slots; and, application for transfer should be filed two (2) weeks before enrolment and have complied with

all other requirements for admission: Transcript of Records/ Transfer Credentials, Certificate of Clearance and Good Moral Character.

1.3 Foreign Students

Foreign students who desire to enrol in the University shall comply with the following requirements:

- a. Secure the university policies from the Admission Office and proceed to the International Affairs Office for registration.
- b. Submit certified true copy of:
 - Alien Certificate of Registration (*ACR*)
 - Study permit issued by the Commission on Higher Education
 - Student Visa by the Bureau of Immigration and Deportation
 - Result of Validating Examination administered for college students
 - Form 137, Form 138(High School Report Card) or their equivalent
 - Transcript of Records
 - Grade in the English Language Learning Readiness Test
- c. Pay the prescribed tuition fee for foreign students as prescribed in the MOA

1.4 Sit-in Students

Sit-in students in all levels should present a letter of request from the parents stating that they will not claim any credit for the period the students shall have stayed in the school addressed to the school head and endorsed to the Admission Office.

The Admission Officer issues admission slip for the perusal of the Dean/person in-charge of the college. Likewise, these students are required to abide with the school rules and regulations.

1.5 Old Student Returning

An Old Student Returning (*OSR*) may be readmitted to a program or any other special program of the University upon evaluation of the scholastic rating and approval of the application for re-enrolment by the Registrar per university policy on grade requirements for regulatory and non-regulatory courses.

1.6 Admission to Short-term Courses

Short-term courses offered by the University shall be so designed as to the benefit of the community. For out-of- school youth (*OSY undergraduate high school students who want to pursue short-term course*), may be admitted to short term courses after completing the following requirements:

- Barangay Clearance
- Certification of enrolment from the school last attended
- Birth Certificate

1.7 Admission to Career Education Development Program

Deserving students may be admitted to Career Education Development Program (*CEDP*) after completing the requirements such as High School Card/ Form 138, Scholastic Record (transfer students) and Barangay Clearance.

Such courses include the following: **Information and Communication Technology, Electrical Technology, Electronics Technology, Automotive Technology, Civil Technology, Drafting Technology, Mechanical Technology and Welding Technology.**

Section 2. Evaluation of Student Performance

The work of student shall be graded at the end of each semester/ term in accordance with the following system:

Grades	Percentage Equivalent	Verbal Description
1.0	100	Excellent
1.1	98-99	
1.2	96-97	
1.3	94-95	Very Good
1.4	92-93	
1.5	90-91	
1.6	89	
1.7	88	
1.8	87	
1.9	86	
2.0	85	Good
2.1	84	
2.2	83	Fair
2.3	82	
2.4	81	
2.5	80	
2.6	79	
2.7	78	
2.8	77	
2.9	76	
3.0	75	Passing
3.1-5.0	74 and below	Failed
Inc.		Incomplete
AD		Authorized Dropped
UD		Unauthorized Dropped

2.1 Conditional Grade

A grade of “**4.0**” means Conditional Failure. It may be removed by re-examination. Only one re-examination is allowed which must be taken before the final rating is given which should be done within the semester when the grade was given. Failure to do so means conversion of 4.0 to a grade of 5.0.

2.2 Incomplete Grade

A mark of “**Incomplete**” (INC) is given if a student whose class standing throughout the semester is passing but fails to appear for final examination or submits other requirements due to illness or other valid reasons. If in the opinion of the instructor the absence from the examination or failure to submit requirements is justified, the student may be given the chance to complete the requirements. In case the class standing is not passing and the student fails to take the final examination for any reason, the Instructor may give a grade of 5.0.

Removal of an “Incomplete” must be done within one academic year from the date the mark of incomplete was received. Submission of requirements or re-examinations shall be permitted only for the purpose of removing grades of “Inc”. A student who has received a passing grade in a subject shall not be allowed to take another examination for the purpose of improving his grade.

2.3 Officially Dropped

A student is deemed officially dropped if he/ she voluntarily drops a subject and files corresponding dropping form within the prescribed period.

2.4 Unofficially Dropped

The mark “Unofficially Dropped” (*UOD*) is given to a student who failed to attend to the subjects for the whole semester and file the necessary dropping.

Section 3. Registration

- Registration of students shall be on the prescribed period indicated in the Academic Calendar.
- A student is considered officially enrolled when:
 - He/ She has paid his tuition (in full or in instalment) and other fees;
 - His/ Her official receipt of payment had been validated; and
 - His/ Her registration certificate has been properly stamped, registered and signed by the Registrar.
- Registration of a returning student is dependent on his previous scholastic standing. Application for re-enrolment/ Clearance/ Report of Rating/ Scholastic Records of an old student is required as credential for enrolment.
- A student is not allowed to enrol in more than one course during his stay in the University.
- Rules on sequencing of subject (pre-requisite) in the curriculum shall be observed and shall be followed in the enrolment.
- Late registration fee is charged to a student who enrolls beyond the scheduled period of enrolment.

Section 4. Withdrawal of Registration and Refund

Withdrawal of registration shall be made and shall be approved based on the existing rules and regulations of the University.

- a. A student who withdraws his/ her registration may refund the fees paid, except registration fee
- b. A student who withdraws his/ her registration within two weeks after the opening of classes shall be entitled to withdraw his/ her credentials submitted as requirement for enrolment.
- c. No withdrawal of registration shall be made after the specified period. The rules for dropping shall apply.

Section 5. Academic Load

- The total number of units for which a student may register shall be in accordance with the curricular programs the student is enrolled in.
- During Summer Term, a student shall be allowed to a maximum load of 9 units except graduating students who shall be allowed for 12 units.
- Only graduating students are allowed to enroll overload subjects or a maximum of 28 units as approved by the Dean and the Registrar
- Students who are scholastic delinquents are not allowed to have an overload (*Scholastic delinquents are those students who has incomplete and failing grades in 3 or more subjects per semester*).

- Academic load of transfer students shall be limited only to those subjects without pre-requisite.
- Graduating students shall be required to pass all the pre-requisite subjects.

Section 6. Dropping of Subjects/ Course

- 6.1** A student who would like to drop a subject(s) should secure a Dropping Form from the Registrar's Office. Dropping should be processed not later than the specified period (*please refer to the Academic Calendar*). He/ she should submit the form to the Registrar's Office for evaluation. The said dropping form should have the Professor's signature for the subject to be dropped.
- 6.2** A subject will only be considered officially dropped (*OD*) if the said Dropping Form has been processed through the Cashier and acted upon by the Dean and the Registrar otherwise, the said subjects(s) shall be considered unofficially dropped. Distribution of the copies of the duly acted upon Dropping Form include the Office of the Registrar, Dean, Cashier and student.

Section 7. Shifting of Courses

A student may be allowed to shift courses provided that:

- a. He/ she secures an application form for change of course in the Registrar's Office
- b. Student records shall be evaluated by the Registrar and the Director, Office of Student Development Services based on the following guidelines:
 - Students who want to transfer to regulatory courses must have a weighted average of 2.0 or better, and for non-regulatory courses an average of 2.2.
 - Students who failed in three (3) major subjects shall be subjected on probation for one semester.
 - Continuing Education Development Program (*CEDP*) students who would like to transfer to technician education shall be admitted based on the Skills Development Training rating.
 - All students who are shifting their course should pass the qualifying examination for the course they intend to transfer in.
 - Recommendation for the approval in the change of course should be secured from the Dean/ Registrar.
 - The Dean of the College where the students intend to enrol shall approve the application form before submission to the Registrar's Office.
 - Shifting of course shall be done two (2) weeks before the opening of classes.

Section 8. Cross Enrolment

A student of the University may be authorized by the concerned Dean/Registrar to cross-register in another accredited institution of higher learning if the subject/s he/ she needs to enroll in during a given term is/are not offered in the University.

The subject to cross-enroll should have the same course description and number of units. The cross-enrolment is limited to nine (9) units only.

No student is allowed to cross-enroll in two or more Universities. Cross enrolment of subjects outside the University must have the approval of the Dean and authorized by the Registrar for the subject(s) to be given credit by the University.

Students coming from other universities/ colleges may be allowed to cross-enroll with a permit to cross-enroll from their Registrar.

Cross-enrolment should be done within the period of registration.

Section 9. Supplemental Units

Students who would like to take supplemental subjects in another program may be allowed during their regular course provided he/ she has obtained a grade of 2.3 and above in all the subjects and he/ she should have secured a permit from the Dean of the College where he/she wants to enroll.

Section10. Probation and Dismissal

A student, who, because of poor health, irregular attendance or low scholastic achievements fails to meet the standards of the Program he/ she belongs shall be placed on probation or dismissed from the College under the following conditions:

- a. **Probation** – a student who receives a final grade of 5.0 in any three subjects at the end of the semester shall be placed on probation by the College and receive warning from the Dean. His/ Her loads shall be limited to a number of subjects to be determined by the Registrar. If after the probation period the student concerned did not show any improvement, he/ she may be dismissed from the College.
- b. **Dismissal**- a student who at the end of the semester received a final grade of 5.0 in any four or more of his subjects will be dismissed from the University.

Section 11. Attendance and Punctuality

Students who have incurred 5 accumulated unexcused absences of the required total number of class periods in a given semester shall be dropped from that particular class. Absences due to illness should be supported by a medical certificate signed by the attending physician.

Students who have incurred 3 accumulated lates are equated to 1 absent.

Section 12. Maximum Residence

A student who is enrolled in any program will be given additional one year to complete his requirements and graduate in the course (*for Degree Courses a maximum of 5 years and a maximum of 6 years for Engineering courses*). Working students and/ or students who suffered from illness shall be given additional one year.

Section 13. Enrolment Procedure

13.1 Enrolment Guidelines for Incoming Freshmen

- STEP 1: Report to the Program Head/Dean for the interview and screening; screening will be based on the admission policy of the College/Program where you intend to enroll. Once qualified in the program, you may apply and take the College Admission Test.
- STEP 2: Secure copy of the result of the College Admission Test from the Admission Office. If you passed, you may proceed to Step 3.
- STEP 3: Attend the pre-orientation to be conducted by the Office of Student Development Services (*see the posted schedule*).
- STEP 4: Submit yourself for a medical and dental examination at the campus clinic. You are required to present your X-ray result. After the examination, you will be issued a medical certificate, which you will be presenting together with the other requirements indicated in step 5.

STEP 5: Secure registration form from the Registrar and/or enrolling instructor/staff upon submission of the following requirements:

- Copy of the Result of the College Admission Test
- Secondary Report Card
- Certificate of Good Moral Character
- Photo copy of NSO Birth Certificate
- Medical and Dental Certificate
- It is in this step that you will be assigned a student number. Fill up the registration form completely and legibly. Once accomplished present it to the Registrar or enrolling instructors for checking whether all needed information have been written and assessment of fees have been made. Finally, the registration form must be duly signed by the Registrar or enrolling officer.

STEP 6: Pay to the Cashier (scholars shall present Certification of Scholarship duly signed by the Head of Scholarship).

STEP 7: Report to the Library for the issuance of library card.

STEP 8: Report to the Office of Student Development Services for the issuance of I.D.

STEP 9: Proceed to the Registrar's Office for the submission of the registration form (*Registrar's copy*). The Registrar or enrolling instructor/staff stamps the word ENROLLED in the official receipt and registration form (student's copy) and then issues the classcards of enrolled subjects to the student.

STEP 10: Finally, proceed to the Office of the Dean for confirmation of enrolment. The Office of the Dean enlists (by year level & section) the student as officially enrolled.

13.2 Enrolment Guidelines for Transferees

STEP 1: Report to the Program Head/Dean for the evaluation of grades and interview; screening will be based on the admission policy of the College/Program where you intend to transfer. Once qualified in the program, you may apply and take the College Admission Test.

STEP 2: Secure copy of the result of the College Admission Test from the Admission Office. If you passed, you may proceed to Step 3.

STEP 3: Attend the pre-orientation to be conducted by the Office of Student Development Services (see the posted schedule).

STEP 4: Submit yourself for a medical and dental examination at the campus clinic. You are required to present your X-ray result. After the examination, you will be issued a medical certificate, which you will be presenting together with the other requirements indicated in step 5.

STEP 5: Secure registration form from the Registrar and/or enrolling instructor/staff upon submission of the following requirements:

- Copy of the Result of the College Admission Test
- Transfer Credentials/Scholastic Records
- Certificate of Good Moral Character
- Photo copy of NSO Birth Certificate
- Medical and Dental Certificate
- It is in this step that you will be assigned a student number. Fill up the registration form completely and legibly. Once accomplished present it to the Registrar or enrolling instructors for checking whether all needed information have been written and assessment of fees have been made. Finally, the registration form must be duly signed by the Registrar or enrolling officer.

STEP 6: Pay to the Cashier (*scholars shall present Certification of Scholarship duly signed by the Head of Scholarship*).

STEP 7: Report to the Library for the issuance of library card.

STEP 8: Report to the Office of Student Development Services for the issuance of I.D.

STEP 9: Proceed to the Registrar's Office for the submission of the registration form (*Registrar's copy*). The Registrar or enrolling instructor/staff stamps the word ENROLLED in the official receipt and registration form (student's copy) and then issues the classcards of enrolled subjects to the student.

STEP 10: Finally, proceed to the Office of the Dean for confirmation of enrolment. The Office of the Dean enlists (by year level & section) the student as officially enrolled.

13.3 Enrolment Guidelines for Old Students

- STEP 1: Report to the Program Head/Dean for the evaluation of grades.
- STEP 2: Secure registration form from the Registrar and/or enrolling instructor/staff upon submission of the following requirements:
- Accomplished Clearance
 - Report of Ratings/Grades
 - Evaluation of Program Head
 - Fill up the registration form completely and legibly. Once accomplished present it to the Registrar or enrolling instructor for checking whether all needed information have been written and assessment of fees have been made. Finally, the registration form must be duly signed by the Registrar or enrolling officer.
- STEP 3: Pay to the Cashier (scholars shall present Certification of Scholarship duly signed by the Head of Scholarship).
- STEP 4: Report to the Library for the validation of library card.
- STEP 5: Report to the Office of Student Development Services for the validation of I.D.
- STEP 6: Proceed to the Registrar's Office for the submission of the registration form (*Registrar's copy*). The Registrar and or enrolling instructor/staff stamps the word ENROLLED in the official receipt and registration form (student's copy) and then issues the classcards of enrolled subjects to the student.
- STEP 7: Finally, proceed to the Office of the Dean for confirmation of enrolment. The Office of the Dean enlists (by year level & section) the student as officially enrolled.

13.4 Enrolment Guideline for Student Returnees and Shifters

- STEP 1: Report to the Program Head/Dean for the evaluation of grades.
- STEP 2: Fill up application for re-enrolment/shifting. Approval of admission for returnees and shifters will be subject to the existing policies in the College/Program you intend to re-enroll/shift.
- STEP 3: Secure registration form from the Registrar and/or enrolling instructor/staff upon submission of the following requirements:
- Approved application for re-enrolment/shifting
 - Accomplished Clearance
 - Report of Ratings/Grades
 - Evaluation of Program Head
 - Fill up the registration form completely and legibly. Once accomplished present it to the Registrar or enrolling instructor for checking whether all needed information have been written and assessment of fees have been made. Finally, the registration form must be duly signed by the Registrar or enrolling officer.
- STEP 4: Pay to the Cashier (*scholars shall present Certification of Scholarship duly signed by the Head of Scholarship*).
- STEP 5: Report to the Library for the validation of library card.
- STEP 6: Report to the Office of Student Development Services for the validation of I.D.
- STEP 7: Proceed to the Registrar's Office for the submission of the registration form (*Registrar's copy*). The Registrar and or enrolling instructor/staff stamps the word ENROLLED in the official receipt and registration form (student's copy) and then issues the classcards of enrolled subjects to the student.
- STEP 8: Finally, proceed to the Office of the Dean for confirmation of enrolment. The Office of the Dean enlists (*by year level & section*) the student as officially enrolled.

Article 2 GRADUATION

Section 1. Graduation Requirements

- a. Application for graduation is done at the University Registrar's Office during the enrolment of the last semester, provided that 75% of the academic units required in his/ her curriculum has been earned.
- b. Student clearance must be accomplished not later than two weeks before the end of the last semester.

Section 2. Honors

The following honors are awarded to graduating students who have met the required residence and whose computed weighted grades are as follows:

2.1 Four Year/ Five Year Degree

- Summa Cum Laude 1.19 to 1.00 (98-100)
- Magna Cum Laude 1.49 to 1.20 (95-97)
- Cum Laude 1.50 to 1.69 (92-94)

Entry requirement for the evaluation of honor students is the weighted grade

- No student with incomplete, conditional and failing grades shall be included in the ranking of honor students.
- The candidate must have finished the degree on the regular schedule of the curriculum.
- All grades of transferees shall be included in the computation of the weighted average.
- All units earned shall be considered in the computation of weighted average.
- Summa Cum Laude shall be awarded to students without a grade lower than 1.5 in all academic subjects
- Magna Cum Laude shall be awarded to students without a grade lower than 1.7 in all academic subjects
- Cum Laude shall be awarded to students without a grade lower than 1.9 in all academic subjects
- Residency requirements – The students should have stayed in the University for at least two years and with a minimum load of 15 units/semester

2.2 Diploma, Associate or Non-Degree, Two and Three Year Certificate Courses

- With Highest Honors 1.19 to 1.00 (98-100)
- With High Honors 1.49 to 1.20 (95-97)
- With Honors 1.50 to 1.69 (92-94)
- No student with incomplete, conditional and failing grades shall be included in the ranking of honor students.
- All grades of transferees shall be considered for computation of weighted average.
- All units earned whether for graduation purposes or otherwise shall be considered in the computation of weighted average.
- With Highest Honor shall be awarded to students without a grade lower than 1.6 in all academic subjects
- With High Honors shall be awarded to students without a grade lower than 1.7 in all academic subjects
- With Honors shall be awarded to students without a grade lower than 1.9 in all academic subjects

Section 3. Special Awards

3.1 Distinguished Graduate Award

This award is presented to a member of the graduating class who best satisfies the following requirements:

- An academic standing with a weighted average of at least 1.69 but not incurring a grade lower than 2.0
- An active member/leader of any two organizations as certified by the club president of the organizations/ officers en banc in all years of the student life at URS as evidenced by accomplishments
- An exemplary character as evidenced by accomplishment as certified by the instructors and absence of any derogatory record in the Office of Student Services.

3.2 Loyalty Award

This award is given to a member of the graduating class who satisfies the following requirements:

- With residence of at least 12 years for two year courses; 14 years for four year degree courses; and, 15 years for five year degree courses as certified by the Registrar
- No failing grades
- An active member/leader of any 2 organizations. The nature of participation should be certified by the Office of Student Services

3.3 Dignity Award

This award is granted to a member of the graduating class who best satisfies the following requirements:

- Has a qualitative point average of 2.5 or better
- Has worked under the Student Assistance Program for at least 1 year for two year courses and 3 years for degree courses immediately prior to graduation duly certified by the personnel section chief.
- Has worked in other companies outside the College for the same length of time and had submitted a certificate of employment from the employer
- If self-employed, a certificate should be obtained from the barangay captain of the student's place of residence
- Active participation in any two organizations duly certified by the organization president and validated by the OSDS
- An exemplary character exhibited as a worker and as a student as certified by the Dean and the Employer

3.4 Service Award

This award is given to a member of the graduating class who satisfies the following requirements:

- Has a qualitative point average of 2.5 or better
- Has not incurred failing grades, incomplete and conditional marks
- Has an exemplary contribution/participation in the different activities of the school and winning in regional/ national contests, conferences, seminars or positions held in community organizations, Copies of certificates/ medals won should be submitted to the Office of Student Development Services
- Has an exemplary character as a student duly certified by the Office of Student Development Services

3.5 Outstanding Student Teacher Award

This award is given to a graduating student who satisfies the following requirements:

- Has an off-campus rating of 1.20 to 1.0
- Has no grade lower than 1.7 in any of his/ her subjects
- Has a Qualitative Point Average(QPA) of 1.7 or better

Basis for over-all rating:

Performance in Student Teaching	70%
QPA	<u>30%</u>
	100%

Note: The one who gets the highest over-all rating shall be awarded.

3.6 Outstanding Student Trainee Award

This award is given to a graduating student who satisfies the following requirements:

- Has a practicum rating of 1.20 to 1.0
- Has no grade lower than 1.7 in any of his/ her subjects
- Has Qualitative Point Average (QPA) of 1.7 or better

Basis for over-all rating:

Performance in Student Training	70%
QPA	<u>30%</u>
	100%

Note: The one who gets the highest over-all rating shall be awarded.

3.7 Proficiency Award

This award is given to a graduating student who satisfies the following requirements:

- Has passed at least NC I third class license
- Has no grade lower than 2.0 in any of his/ her major subjects
- An active member/ leader of any two organizations the nature of participation should be certified by the OSDS

3.8 Leadership Excellence Award

This award will be given to any graduating student in the colleges who satisfies the following requirements:

1. Versatility	10%
Officer of an organization duly recognized by the College	
• As President	5 pts
• As an officer	3 pts
• As active member	2 pts
2. Productivity as a Leader	40%
Institutional/ Regional Level	
• Has led in a project with institutional benefits	20 pts
Department/ College Level	

<ul style="list-style-type: none"> Has led in a project with benefits to the department/ college where he/ she belongs to 	15 pts
Small Group Level	
<ul style="list-style-type: none"> Has led in projects with benefits only to small group but duly recognized by the department/ college and OSDS 	5 pts
3. Service	20%
<ul style="list-style-type: none"> Voluntary service to the community, Barangay/zone duly certified by Person in authority 	10 pts
<ul style="list-style-type: none"> Voluntary Service to College 	7 pts
<ul style="list-style-type: none"> Voluntary Service to the Department 	3 pts
4. Experience in seminars, workshops, clinics, etc	10%
<ul style="list-style-type: none"> International 	5 pts
<ul style="list-style-type: none"> National 	3 pts
<ul style="list-style-type: none"> Regional, Provincial 	1.5 pts
<ul style="list-style-type: none"> Local 	.5 pts
5. Personal Qualities	10%
<ul style="list-style-type: none"> Sense of responsibility 	2.5 pts
<ul style="list-style-type: none"> Ability to relate with faculty and staff 	2.5 pts
<ul style="list-style-type: none"> Ability to relate with peers 	2.5 pts
<ul style="list-style-type: none"> Ability to make sound decisions 	2.5 pts
6. Interview by the Screening Committee on Honors & Awards	10 %

3.9. Outstanding Awards

URS provides at the University level the following: Best Research Award in every category (*Descriptive, Feasibility Study, Developmental and Experimental*) for student researchers; Outstanding Entrepreneurial Award; and Best Student Organization.

Article III SCHOLARSHIP

The URS Scholarship Program was conceived on the idea that the school must assist deserving students in the pursuit of higher education. Students in all disciplines may avail of various scholarships classified as entrance scholarship, academic scholarship, service scholarship, and externally funded scholarship.

Section 1. Entrance Scholarship

Upon enrolment in the University, a student may enjoy privileges of a scholar if he/she satisfies the following criteria:

- A student who graduated valedictorian of a class composed of not less than 50 graduates duly attested by the school principal will enjoy 100% exemption from tuition fees for one semester
- A student who graduated salutatorian of a class of not less than 50 graduates duly attested by the school principal will enjoy 50% exemption from the tuition fees for one semester

- If the student maintains his/ her grades in the second semester, he/ she shall be considered for academic scholarship.

Section 2. Academic Scholarship

A scholarship consisting of 100% or 50% exemption from tuition fees for a semester shall be enjoyed by any college student who satisfies the following requirements:

- Has a weighted average of 1.24 or better for 100% free tuition fee and a weighted average of 1.44 to 1.25 for 50% free tuition fee
- The scholar is required to earn full semestral load on the course he/she is taking as prescribed in the curriculum
- Has no incomplete grade(s) or failing grades incurred by the applicant
- The applicant should possess a good moral standing with no derogatory record (*minor or major offenses committed*), and has leadership potential through participation in authorized school activities, both curricular and co-curricular
- The Head, Scholarship and Financial Assistance shall coordinate with the College Deans in the awarding of Academic Scholarship grants.

Section 3. Service Scholarship

3.1 Athletics

Athletes or varsity players may enjoy full or partial tuition and/or fees. Grantees are recommended by the Head, Sports Development of the University.

Classification

- a. **Full Grantee** is a student who will receive free Tuition fees, and other fees except for Laboratory fee, Practicum Fee / OJT/SIT Fee, Research fee, and Fiduciary Fees (CSS / USG, PFC, SWA, *Student Development Fee, Student Handbook, School ID / Library Card, School ID/ Library Card Validation, NSTP/ROTC/CWTS and Student publication fee.*)

A full grantee must meet the following:

- a.1 Has a GPA of 2.5 or better with no failing grades for a regular academic load, as prescribed in the curriculum, in the preceding semester.

- b. **Partial Grantee** is a student who will enjoy free tuition fees only.

A partial grantee must meet the following:

- b.1 Has a **GPA of less than 2.5** but with no failing grade for regular academic load of at least 15 units in the preceding semester.

Requirements:

Applicants for Athletic scholarship must satisfy the following requirements:

- Must be a bona fide student of URS carrying at least 15 units except for graduating student.
- Has a good personal character and conduct.
- Has passed the required try-outs conducted by the trainor/ coach.
- Has regular attendance during training.
- Has participated in the regional level of competition. In the absence of such participation, an athlete must have demonstrated an athletic ability comparable if not better than those who competed in the regional meet.
- Must be recommended by the trainor/coach in certain sports duly endorsed by Campus Sports Coordinator and Head of the University Sports Development.

3.2 Cultural Arts

This may be availed of by the members of the University Chorale, University Band and University Theater group. Specific tuition discounts may be awarded to grantees recommended by the Coordinators of Chorale, Band, Dance Troupe and Theater to the Head of Cultural Arts.

A scholarship consisting of 100% exemption from tuition fees for a semester shall be enjoyed by any college student who satisfies the following requirements:

- Must be a bonafide student carrying a minimum of 15 units semestral load on the course he/she is taking.
- Has a weighted average of 2.5 or better for 100% free tuition fee
- Has not incurred a failing grade. Incomplete grades should be completed before the start of the succeeding semester
- Must attend the regular trainings/ rehearsals
- Must render services during University affairs/ programs
- The applicant should be included in the University Selection and/or passed the screening as certified by the Coordinators, URS Dance Troupe/ Theater Arts, URS Band Conductor (*for Band Members*) and URS Chorale Adviser (*for URS Chorale*)

***Members of Independent Organization are excluded from the scholarship grant.** Independent Organizations/ clubs are those which do not require financial support from the administration for members' scholarship and organizations' programs and projects but rather obtain from the organization's IGPs.

3.3 Officers of the Federation Executive Committee

A scholarship consisting of 100% exemption from tuition fees for a semester shall be enjoyed by the officers of the Federation Executive Committee who satisfies the following requirements:

- Must be a bonafide student carrying the prescribed academic load or a minimum of 15 units semestral load on the course he/she is taking
- Has a weighted average of 2.5 or better for 100% tuition fee
- Has not incurred a failing grade. Incomplete grades should be completed before the start of the succeeding semester.

Section 4. Externally Funded Scholarship

Various scholarships sponsored by organizations, companies, agencies, or foundations are granted to economically deprived students through the Head of Scholarship at the Office of Student Development Services.

The following are to be prepared by all applicants aside from the requirements set by individual sponsors:

- Accomplished Scholarship application form
- Parents' latest income tax return (*ITR*) or an affidavit of non-filing of ITR (*stating the job and estimated monthly income*).
- Photocopy of 4th year high school grades (*for freshmen*)/ grades obtained during the previous semester (*for old students*) as certified by the Registrar.
- Honors/awards/recognition received in high school (*for incoming freshmen*)
- Latest 2" x 2" ID picture (*3 copies*)
- Vicinity sketch of residence

Scholarship Screening Committee

The University Screening Committee will evaluate the performance of the service scholars every semester. The Office of the President will organize the University Screening Committee.

The campus Screening Committee is composed of the College Dean as the Chair, Scholarship Coordinator and one (1) student representative recommended by the Dean.

Screening and selection of all scholars shall be conducted by the College Dean or Director and Scholarship Committee organized by the Office of Student Development Services.

Note: If a student is entitled to two or more scholarships, he/ she shall be required to choose only one.

Article IV STUDENT WORK PROGRAM

This program provides part-time job opportunities within the College which aims to train and expose students to real work experiences while they earn. Students who meet all criteria for eligibility may be hired to work as student assistant in the University for a minimum of four (4) to a maximum of twenty (20) hours per week. Interested student who desires to work should:

- be financially handicapped
- have at least four (4) hours of straight free period
- have passing grades in all his/ her subjects
- possess an attitude of love and pride of work
- be of good health

Article V STUDENT WELFARE ASSISTANCE (SWA)

The **Student Welfare Assistance (SWA)** is one-year financial assistance fund that will cater to all bona fide college/ graduate students who met an accident. A membership fee shall be automatically collected upon enrolment.

A student who meets an accident or sustains an injury should prepare the following to be able to claim financial assistance:

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

He should submit all the requirements and fill out the application form at OSDS SWA In-charge.

Classification of Accidents and Claim for Financial Assistance

Section 1. Minor Accidents (Non-academic Related)

If the accident happened inside or outside the school premises resulting to minor injury, medical certificate and official receipts shall be submitted to the SWA In-charge for the student to receive a maximum financial assistance amounting to P3, 000.00.

Section 2. Minor Accidents (Academic Related)

If the accident happened in the industry/agency where the student is having SIT/ Student Teaching/Practicum resulting to minor injury, the accident report together with the certification from the company and/ or any government medical officer will be submitted to the SWA In-charge. The student will receive a maximum amount of P5, 000.00 upon assessment of the veracity of the report.

Section 3. Major Accidents (Non-academic Related)

If the accident happened outside the school premises resulting to major injury, the Police Officer Report together with the Certification of the company physician, medical certificate and official receipts shall be submitted to the SWA In-charge for the student to receive a maximum financial assistance amounting to P10,000.00

Section 4. Major Accidents (Academic Related)

- 4.1 If the accident happened in the school/ industry/agency where the student is having SIT/ Student Teaching/ Practicum and within working hours, resulting to hospitalization, the company report together with the certification from the company physician will be submitted to SWA.

Hospitalization bills not exceeding to P 15,000.00 will be submitted to SWA. The school physician will validate the submitted requirements before the release of the financial assistance. Then the SWA In-charge will give the financial assistance to the trainees.

- 4.2 If the accident happened in the industry/ agency where the student is having SIT/ Student Teaching/ Practicum and/ or on the way to school/ training site or going home from school/ training site resulting to **permanent disability**, the Accident Report together with the Certification from the company physician and/ or any government medical officer will be submitted to SWA. Then, it will be assessed by the school physician for the veracity of the report and the student will receive a maximum amount of P20,000.00.
- 4.3 In case of **death** of the student, the maximum amount of P30, 000.00 will be given to the parents or legal guardian provided the cause of incidental death is school related. If the death is not school-related a maximum of P10,000 can be given.

Article VI RULES & REGULATIONS ON STUDENT CONDUCT AND DISCIPLINE

As an extension and reflection of URS, it is very important for students to sustain a wholesome discipline record to be assured of their continued stay in the University. When students freely enrol in URS, he submits himself to and agrees to comply with and is bound by the rules and regulations of the school. Upon his enrolment in URS, the student assumes all the responsibilities towards the administration, the faculty, his fellow students and the school as a whole.

For the guidance of all concerned, the following rules and regulations on the conduct and discipline of students are hereby promulgated:

Section 1. General Directives to Students

- 1.1 Every student officially enrolled must have an identification card validated in each enrolment period and must observe the guidelines on the use of official identification (*ID*)
 - 1.1.1 He/she shall wear his ID conspicuously at all time while inside the campus.
 - 1.1.2 A student who uses a non-validated ID shall be subject to disciplinary measures.
 - 1.1.3 A student who uses the ID of other students shall be subjected to disciplinary measures
 - 1.1.4 A student who loses his ID shall be required to report at the OSDS for reissuance of another ID

1.1.5 A graduating student from the University must surrender his ID card at the office of the Registrar as a prerequisite to the issuance of clearance by the Registrar.

1.2 In case a student has lost his/ her ID card, he/ she should:

1.2.1 Report the loss to the In-charge of ID production as soon as possible;

1.2.2 Present an alternate picture-bearing identification card and/or current registration form;

1.2.3 Apply for a new ID card at the OSDS; and,

1.2.4 Pay the necessary amount for the new identification card at the OSDS. While the new ID card is being processed, the ID Production In-charge issues a temporary gate pass indicating the number of days, such gate pass will be in effect.

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

1.4 Students should be in complete uniform whenever they are in campus during class days.

1.4.1 P.E. attire should be worn only during P/E. classes.

1.4.2 Male students shall wear sky-blue polo, navy blue pants and black shoes.

1.4.3 Female students shall wear the prescribed sky-blue blouse with tie and box type skirt which shall be below the knee and closed-black heels.

1.4.4 Students with National Service Training Program (*NSTP*) subjects may wear their *NSTP* uniforms the whole day on which these subjects are scheduled.

1.4.5 The following attires are not allowed during school days:

- all kinds of shorts and torn/worn out jeans
- spaghetti straps, razor back, tube
- blouses and dresses with plunging neckline/backless
- midriffs, hanging blouses, off shoulder blouses and dresses
- mini/micro-mini skirts (*more than 3 inches above the knee*)
- rubber slippers, worn out shoes
- body hugging blouses and skirts/pants
- haltered blouses and dresses
- see-through attires

1.5 All male students must have a decent/ clean haircut.

1.6 Tattoos and earrings are strictly prohibited among male students.

Section 2.Sakbay

2.1 The Sakbay, a genuinely university graduation costume and a popular alternative to the traditional western style academic caps and gowns or black toga and constitutes the following features such as the *alibata* characters, the University logo, meaningful colors and the border designs and tassels.

2.2 Use of Sakbay

All graduating students are required to wear Sakbay during commencement exercises with approved graduation attire.

Section 3. Prohibited Behavior/ Acts and Their Penalties

The following sanctions may be imposed upon any student found to have violated the rules on prohibited behavior:

Category	Offenses	Penalties		
		1 st Offense	2 nd Offense	3 rd Offense
3.1 Academic Minor Offense	<ul style="list-style-type: none"> • Tardiness • Improper Uniform • Cutting classes or habitual absenteeism • Cheating/copying 	<ul style="list-style-type: none"> • Reprimand 	<ul style="list-style-type: none"> • Written Warning • College Community Service 	<ul style="list-style-type: none"> • Apology/Promissory & Counselling • Suspension from classes for 2 days
3.2 Non-Academic Minor Offenses	<ul style="list-style-type: none"> • Wearing of earrings (males only) • Truancy • Using profane or indecent language • Smoking inside the school • Littering • Gambling • Loitering • Indecent haircut 	<ul style="list-style-type: none"> • Written warning • College community service 	<ul style="list-style-type: none"> • Written warning • Suspension from classes for 2 days 	<ul style="list-style-type: none"> • College community service • Suspension of not less than 15 calendar days
3.3 Non Academic Serious Offense	<ul style="list-style-type: none"> • Possession , use or bringing in the campus of prohibited or regulated drugs • Threatening, intimidating, provoking and coercing any member of the school community • Theft • Destruction of school property • Fighting or inflicting injury upon any member of the school community, visitor or guests • Imbibing intoxicating drinks or attending school activities/entering campus premises in a state of intoxication • Extortion • Dishonesty • Misuse/malversation of school funds • Other forms of misconduct 	<ul style="list-style-type: none"> • Suspension from school from 1-5 days • Payment or replacement of the damaged property • Reprimand • holds 	<ul style="list-style-type: none"> • suspension from a period of not less than thirty (30) days but not more than one semester and/or suspension from the college for not less than seven (7) days 	<ul style="list-style-type: none"> • dismissal or expulsion

Category	Offenses	Penalties	
		1 st Offense	2 nd Offense
3.4 Academic Serious Offenses	<ul style="list-style-type: none"> • Forgery of parent's, guardian's, teacher's and other school official's signature • Publishing or circulating false or malicious information about the school, a teacher or any school officials or student in any form of publications and/or social media • Breaking or trespassing into school premises • Disrespect, defiance, 	<ul style="list-style-type: none"> • Suspension 	<ul style="list-style-type: none"> • Offenses may be penalized by dismissal or expulsion for the first offense

	<p>assault or abusive behavior toward school authorities including refusal or failure to submit to safety security requirements</p> <ul style="list-style-type: none"> • Immorality • Hazing • Plagiarism • Instigating, leading or participating in concerted activities to a stoppage of class, disruption of academic activities of administrative functions like rallies • Preventing or threatening of student or faculty members or school authorities from discharging their duties from attending classes/school • Organizing and affiliating to fraternities and similar organizations • Continuous disregard of school policies 		
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Section 4. Procedural Requirements

The procedure to be followed in adjudicating disciplinary cases in general, involves the following steps:

1. Academic and Non-academic minor offenses are to be handled by the Dean and Head of Discipline; Academic and Non-academic serious offenses will be handled by the Student Disciplinary Tribunal members (*Tribunal Members are OSDS Director, Head of Discipline , Faculty Representative from the different Colleges, ROTC Representative, USG President, Chief of Security Guard.*).
2. The complaint or charge against the student(s) is filed with the Head of Discipline and/ or the Director, Office of Student development Services.
3. The student accused will be notified of the complaint in writing by the Head of Discipline and would be asked to submit written explanation to the complaint.
4. The tribunal members will convene and investigate the evidence presented by both parties.
5. The Tribunal arrives at a decision with the corresponding sanction through majority vote.
6. The Tribunal submits the recommendation to the Office of the President for final implementation of the suspension of more than three days, dismissal or expulsion sanctions in serious cases.
7. For minor cases, which are committed as second offense, the Dean may submit the case to the Director, Office of Student Development Services for handling.
8. The student is referred to the Counseling Section for advice and counselling after implementation of the sanction.
9. If any appeal to the decision/ sanction imposed is desired, it can be made within 7 days to the Office of the President in writing. The student will be informed if further appeal is possible and any condition which may pertain.

Article VII STUDENT ACTIVITIES

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.

The following are the guidelines applied to the operation of student organizations in the University.

Section 1. Application – any group of fifteen (15) students may apply with the Head of Student Activities to organize student organizations which will be subject to the following provisions:

- A letter of application is to be filed with the Office of Student Development Services stating the organization's goals and objectives.
- Constitution and By-Laws – Each student organization shall have a constitution and by-laws which will be duly approved and ratified by the organization and will be submitted to Office of Student Development Services, upon recommendation of the Head of Student Activities Section. No such organization shall be allowed to function without prior approval herein required.
- The name, year, course, major and signature of the fifteen (15) founding members and the proposed activities of the organization should be submitted.
- At no time in the organization's existence will there be less than fifty (50) members involved in the said organization. The membership of the said organization shall be limited to bonafide students of the University.
- Each student organization may have a faculty adviser. The Office of Student Activities appoints the faculty adviser upon the recommendation of the organization concerned. The term of appointment of faculty adviser is for one school year. If before the term expires and the faculty adviser withdraws, a new faculty adviser should be recommended by the organization to the Director, Office of Student Development Services.

The selection of the faculty adviser shall be based on the following requirements:

- He must be a full time faculty member of the University
- For academic-related activities, he must be connected with the particular academic area
- If the organization is not academically linked, the adviser should be knowledgeable in that particular field
- He cannot be an adviser of more than two (2) organizations

Section 2. Registration – Every accredited or duly recognized student organization shall be registered with the Office of Student Development Services. For the purpose, the following shall be invariably required:

- a. A copy of the approved constitution and by-laws of the officers and members of the organization
- b. Photo gallery of officers and list of members including their respective positions, date of assumption of office and their respective specimen signatures
- c. Other documents (*re bankbook, financial statement, accomplishment report*) which may be required by the Director, Office of Student Development Services

Any student organization which has been granted institutional recognition and which violated its own statement of purpose/constitution; or fails to comply with school policies is liable to revocation of their certificate of recognition.

Section 3. Certificate of Recognition/Accreditation – the recognition of student organization shall be pre-conditioned for its operation in the College. A corresponding certificate of recognition/accreditation shall be issued by the Office of Student Development Services to each student organization upon full compliance with the requirements herein prescribed

however, such certificate shall be effective for one school year and will have to be renewed each succeeding school year that the organization is in existence.

- a. A newly organized student organization shall be given one (1) semester probationary status but is entitled to all other rights and privileges of duly recognized student organizations.
- b. A yearly renewal of the registration or accreditation of all organizations shall be announced by the Office of Student Activities. Any student organization which does not renew its registration shall be automatically considered defunct.

Section 4. Authority to Operate - The Head of Student Activities, Office of Student Development Services has the authority to regulate the establishment and operation of student organization. It should comply with the requirements prescribed by the University rules and the supervisory regulatory authority of the CHED to government and non-government schools. The Head may also revoke or cause the revocation of the authority to operate granted to a student organization for causes and recommendation of the Director, Office of Student Development Services.

Section 5. Supervision of the Organization Activities – It shall be the responsibility of the Head of Student Activities section to assist and monitor the operation of all duly recognized student organizations, for the purpose of guiding as well as maximizing the utilization of their avowed and approved objectives.

No such organization shall be allowed to function without prior approval herein required.

Article VIII STUDENT SERVICES

The University of Rizal System believes in holistic development. While innovative classes and lectures strengthen academic excellence, the Office of Student Development Services (OSDS) supervises the extra-curricular activities and various student development programs.

Section 1. Library

The hub of learning of URS is the library system. Acquisition and evaluation of books, periodicals documents, audio-visual materials or equipment and other informational materials are the primary tasks accomplished by the library.

Section 2. Guidance and Counseling

The Guidance and Counseling 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.

Section 3. Medical Dental

The medical and dental have always been promoting the good health of students, teachers and employees through Health Education, diagnosis of illnesses and injuries, and provides medication for common ailments.

Section 4 Student Admission

To provide access and equity to students who wish to pursue their education at URS, the section implements admission policies, terms and conditions for enrolment and initiates information campaign on the curricular offerings and schedule of admission activities of the University.

Section 5. Testing

This section is responsible for the development, administration and supervision of psychological testing program of the University. Records and reports of test results and

evaluations are prepared and kept systematically and with confidentiality. It also helps in the assessment of interest, aptitude, personality and, strength and weaknesses of students.

Section 6. Registrar

The show window of the University that evaluates and implements innovation in systematic student record management. It also manages the enrolment and schedule of classes of the University.

Section 7. Scholarship

The University Scholarship Program awards financial aid and assists poor but deserving students in the pursuit of higher education. Scholarships are awarded on various criteria usually reflecting the values and purposes of the donor or founder of the award.

Section 8. Spiritual Ministry

It promotes a blissful atmosphere in the University by fostering a spirit of true God-fearing community, founded on truth, justice, freedom and love, and by providing services for spiritual worship and living.

Section 9. Cultural Arts

It dedicates itself in promoting a well-balanced non formal education of culture and the arts to the URS community. It also cultivates the innate talents of artistically inclined students through its different cultural organizations representing dance, music and theatre. The skills of aspiring artists in these fields are refined through relevant workshops, seminars, symposia as well as competitions and awards.

Section 10. Placement

It provides assistance to alumni of the University in job placement and recruitment. It trains students for demands of the world of work, guides students in learning skills needed for job hunting and provides them information and materials about the world of work. It also establishes linkages with government and non-government agencies.

Article IX OTHER SERVICES

Section 1. International Affairs

This office extends its wings towards achieving a well-balanced international caliber education, which focuses more on the exchange and linkages services between local and foreign universities.

Section 2. Corporate and Business Affairs

The office offers different products of the University to the students and employees and to other market in the community.

2.1 Cafeteria and Food Court

The cafeteria has variety of food snacks and lunch at reasonable prices. Other food stalls can be found within the University managed by concessionaires.

2.2 Printing

The printing office caters tarpaulin printing, lay-out and design, publication of materials like invitation, color programs, books etc. at a reasonable price.

2.3 University Function Hall

The University Function Hall is available for all occasions at affordable rental fee.

Section 3. ID Production

It is responsible for the production of Identification Cards of students and the faculty of the University.

Section 4. Security and Parking

For the purpose of ensuring that the lives and properties of the University as well as the students, academic and non-academic employees and the public are safe and of maintaining peace inside the University premises, the security force is readily available to serve 24/7, likewise, Gate pass stickers are available for the safety of vehicle owners.

Section 5. Dormitory

The dormitory is located at URS Morong and Tanay Campuses with spacious bed capacity and laundry areas to serve the occupants.

Section 6. Audio Visual Education Center

The air-conditioned AVR room functions as a venue for seminars, symposia and meeting upon request. It has educational video tapes, slides, video player, overhead and opaque projectors and other similar facilities.

Section 7. Auditorium

(Eulogio Amang Rodriguez Tanghalang Sining and Dumagat Hall)

The EARTS which is located at URS Morong and the Dumagat Hall at URS Tanay, serve as venue for seminars, workshop and trainings and other gatherings of faculty and students, and other clientele.

Section 8. Internet Café

The cafe enables the students to send and receive electronic messages around the world, use web services and other internet tools for educational researches and advancement.

Section 9. Student Center

The center provides an opportunity for academic and curricular activities and services affecting the welfare of students.

Section 10. Ecumenical Chapel

The chapel provides an avenue for reflection and spiritual upliftment.

Section 11. Statistical Center

The center aims to produce quality research outputs with statistical accuracy, data reliability and results validity.

ARTICLE X OTHER POLICIES

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. RA 7079 CAMPUS JOURNALISM

An Act providing for the Development and Promotion of the Campus Journalism and for Other Purposes Pursuant to Section 9 of Republic Act No. 7079, otherwise known as the "Campus Journalism Act of 1991," the following rules and regulations for the effective implementation of the said Act are hereby promulgated.

Rule I TITLE

Section 1 – Title – This body of rules shall be known as the Rules and Regulations for the Implementation of Campus Journalism Act of 1991 or "RULES" for short.

Rule II STATE POLICY

Section 1 – Declaration of Policy – It had been declared a State policy to uphold and protect the freedom of the press even at the campus level and to promote the development and growth of campus journalism as means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of students concerned and promoting responsible and free journalism.

It is, therefore, the duty of the DepEd/ CHED officials, university heads, campus paper teacher-advisers, and personnel involved in the campus journalism program in the elementary, secondary, and tertiary levels of education to support and promote the campus journalism program policies and objectives as provided for in Republic Act No. 7079 and embodied as principles in the Constitution, as well as relevant policies under existing laws.

Section 2 – Title – Campus Journalism in the Curriculum. – The DepEd/ CHED shall provide opportunities for the training of the students in campus journalism in the elementary, secondary, and tertiary levels for students who have flair in writing. This may be part of the credits earned by the students in their respective courses.

Rule III DEFINITION OF TERMS

Section 1 – Definition of Terms. – For a better understanding of this Act, terms which are used therein are hereby defined or explained.

- a. *School* – refers to an institution of learning (both public and private) in the elementary, secondary, tertiary, or graduate levels comprising of studentry, administration, teaching faculty, and non-teaching personnel.
- b. *School Community* – refers to the administration, the teaching faculty, the studentry, the non-teaching personnel, the parents of the students enrolled, the alumni, the patrons and benefactors of the institution of learning concerned.
- c. *Student Publication* – any printed material published regularly by and which meets the needs and interest of the studentry.
- d. *Student Journalist* – any bona fide student enrolled for the current semester or term who, having passed the qualification standards of the Editorial Board, performs as a staff member of the student publication. He/she must likewise maintain the same satisfactory academic standing required of all students to be considered a student of the school
- e. *Editorial Board* – In the tertiary, graduate and post graduate levels, it is composed of student journalists who have qualified in placement examinations. It may include a student publication adviser at the option of its members.

In the elementary and secondary levels, it is composed of a duly appointed teacher-adviser, the editor-in-chief, the associate editor, examinations and a representative of the Parent-Teacher Association exists, the Editorial Board shall appoint a student's parent good standing in the school community. The Editorial Board determines the policies to be implemented by the editor-in-chief and staff members of the student publication concerned. However, the associate, managing and section editors have no voting power.

- a. *Editorial Policies* – a set of guidelines by which a student publication is operated and managed, taking into account pertinent laws as well as the school administration's policies and rules and regulations. Said guidelines shall determine the frequency of publication, the manner of selecting articles and feature stories to be accepted for publication, and other similar matters.

- b. *Third Parties* – person outside the school community and who are not within its administrative control and supervision.

Rule IV STUDENT PUBLICATION

Section 1 – Responsibilities of the Editorial Board, the School Administrative, and the Department of Education, Culture and Sports with regard to the student publication.

- a. *Editorial Board* – The Editorial Board shall be responsible to the school/ college/ university and to third parties for its decisions, actions, policies and legal consequences arising from such.
- b. *School Administration* – The School Administration, in the exercise of its supervisory authority, shall ensure that the decisions, actions, and policies of the Editorial Board are consistent with existing rules and regulations of the Department of Education, Culture and Sports and other pertinent laws.

The responsibility of the school administration to the third parties shall be limited to the exercise of its supervisory authority (*in loco parentis*) over the editorial board's decisions, actions, and policies.

- a. *Department of Education, Culture and Sports* – The Department of Education, Culture and Sports shall help ensure and facilitate the proper carrying out of the Implementing Rules and Regulations of Republic Act No. 7079. It shall also act on cases on appeal brought before it.
- b. *Legal Adviser* – The Editorial Board, in coordination with the school administration, shall designate a legal adviser who shall serve as an Ombudsman to help resolve legal issues and problems regarding the student publication. The services of the legal adviser shall be an on-call basis whose remuneration shall be provided by the Editorial Board in its budget.

Section 2 – Student Publication – There shall be three categories of student publication, namely; (a) Elementary Student Publication; (b) Secondary Student Publication; and (c) Tertiary/ Graduate/ Post Graduate Student Publication.

Section 3 – Elementary Student Publication – The elementary student publication shall be utilized to train interested students in: (a) the application of the communication arts in journalism; (b) the basic mechanism and skills in journalism; (c) the responsibilities and privileges in journalism in relation with the contents of articles to be published; and (d) the use of the student publication in support of the educational development of the learner/ student, the school, the community and the country.

Section 4 – Secondary Student Publication – The secondary student publication shall be utilized to (a) train interested students in the application of the art and science of journalism; (b) develop intelligent and responsible student leadership and future good citizenship in a free and democratic society; and (c) serve as a channel for unifying all members of the school and the community towards desirable educational and cultural development objectives.

Section 5 – Tertiary, Graduate and Post Graduate Student Publication – Tertiary, Graduate and Post Graduate student publications are founded on accepted journalism principles and ethical practices and are regulated by the laws on journalism and press freedom. Primarily, these higher educational level publications shall advocate social consciousness and uphold the interest of the Filipino people. They shall also advance students' rights and responsibilities and promote their general welfare.

Section 6 – Advertisements – In as much as advertising is part of student newspaper work and the income there from can help establishments and responsible individuals may be allowed under the following conditions:

- a. As a general principle, student publications should prefer advertisement of commodities the use of which have a relation to education and community welfare, such as books, magazines, school equipment and supplies, agricultural and industrial tools and machinery, wholesome foods, and the like. No advertisements on liquor, cigars or cigarettes and other substances injurious to the health of students, the environment, safety and welfare of the people should be allowed in student publications.
- b. To ensure enough space for worthwhile reading materials not more than ten percent (10%) of the total space on all pages of an issue of the student publication should be devoted to advertising.

Rule V
FINANCING STUDENT PUBLICATION

Section 1 – Funding of Student Publication – For public schools, student subscriptions, subsidy from savings realized from the school's appropriation, revenues realized from advertisements, donations and grants shall be the sources of funding for the student publication.

In case of the private schools, student subscriptions, subsidy at the discretion of the school administration as may be determined by the head of the school, revenues realized from advertisements, donations and grants shall be the sources of funding for the student publication. In both public and private schools, such funds shall be released automatically to the Editorial Board.

Section 2 – Preparation of Student Publication Budget – The Editorial Board shall prepare the budget for the student publication for each semester/year. The budget shall be posted on the school bulletin board and published in the student publication. The budget shall include expenses for the printing costs of the student publication, transportation and needs of the staff and the teacher-adviser during their work at the printing press, office and photo supplies, attendance of the student publication representatives at the annual divisional, regional, and national press conference/workshops, honoraria/allowances for staffers and teacher-adviser, and other incidental expenses.

Section 3 - Subscription Fee

- a. The Editorial Board, in coordination with the school administration, shall provide a mechanism for the collection of subscription fees to the student publication. The subscription fee shall be determined by the Editorial Board, in consultation with the school administration and the student body in the tertiary, graduate and post graduate levels. In the secondary and elementary schools, the Editorial Board, in consultation with the school administration, the parent-teacher association, and the student body, shall determine the subscription fees to the student publication.
- b. The subscription funds shall be deposited in the account of the student publication in an authorized depository bank through at least two (2) authorized signatories of the Editorial Board.

Section 4 - Printing of the Student Publication – The printing of the student publication by a private printer shall be conducted by the Editorial Board in accordance with canvass or public bidding procedures.

Section 5 – Financial Report of Expenses – A financial report of expenses shall be prepared by the Editorial Board and student publication staff at the close of the school year for the elementary and secondary levels, and every semester for the tertiary/graduate/post-graduate levels properly audited by a COA/ authorized auditor for the public schools. For the public schools, a certified public accountant acceptable to the Editorial Board shall

properly audit the financial report of the Editorial Board. Thereafter, a summary financial statement shall be published in the student publication at the end of school term.

Section 6 – Use of Student Publication Funds – Subscription fees, savings, donations, grants and other funds collected from other sources for the student publication shall be for its exclusive use. The money collected shall not be spent for purposes other than those cited in Section 2 of this Rule. Violation of this rule by the Editorial Board, any student-staff, teacher-adviser, school administrator/official shall be cause for administrative and/or criminal action against the violator.

Rule VI PUBLICATION ADVISER

Section 1 – Publication Adviser – The faculty adviser of college publications shall be selected by the school administration, in coordination with the editorial Board. The function of the publication adviser shall be one of technical guidance, provided, however, that he/she shall not alter contents nor censor articles or determine allocation of funds. For this reason, the publication faculty adviser or the school administration shall not be held responsible or accountable for any breach of law/regulation pertaining to press/media matters. The Editorial Board, with the exception of the faculty adviser jointly and solidarily shall be held fully responsible for the contents of the students publications.

In the **elementary** and **secondary** levels, the teacher-adviser, performing the function in *loco parentis* in the student publication under whose direction and guidance are student staffers who are minors (below 21 years old students), shall jointly with the adult members of the Editorial Board, be held fully responsible for the contents of the student publication.

Section 2 – Qualification of the Student Publication Adviser – The student publication adviser, must possess high capability in the communication arts, especially in written communication, must have a journalism/mass communication training or working experience in school publications.

Section 3 – Work/ Advising Load – In the public elementary, secondary and tertiary schools, student publication advising task/ assignment shall be considered as one (1) teaching/ work load.

Rule VII SELECTION OF STAFF MEMBERS

Section 1 – Selection of Student Staff Members – The selection of the chief and other members of the staff of college student publication shall be through competitive examinations prepared, conducted and supervised by a board of judges composed of representatives of the school administration, three faculty member, and two past editors to be chosen by the outgoing Editorial Board, except those as provided for in their respective charters.

Section 2 – Qualification Standards – dedication and capacity for hard work on the part of staff members, satisfactory academic standing, good moral character, and wholesome attitude are prescribed as pre-qualification requirements for candidates to editorship and other position in the publication staff.

Rule VIII SECURITY OF TENURE

Section 1 – Student Staffers – A member of the student publication staff must maintain his/ her satisfactory academic standing in order to retain membership in the staff. A student shall not be expelled or suspended solely on the basis of articles he/ she has written, or on the basis of performance of his/ her duties in the publication staff. However, in case of grave violations of the law of the press/media, public policy, public order, and school rules and regulation, if found guilty by competent administrative/ judicial body, the student concerned shall be subjected to disciplinary action by the school administration.

Section 2 Student Publication Adviser – The student publication adviser shall perform his/ her function of enabling the student staffers to put out the publication issues within the school year through her advice, guidance, direction and management, and other related duties in order to retain his/her position as student adviser. An adviser shall not be replaced or removed on the basis of article published in the school publication.

**Rule IX
PRESS CONFERENCES/ TRAINING SEMINARS**

Section 1 – Press Conferences and Training Seminars – The Department of Education, Commission Higher Education shall sponsor periodic competitions, press conferences and training seminars/workshops in which student-editors/ writers and teacher-advisers of student publications on tertiary levels shall participate. Such activities shall be held on the institutional and regional levels culminating with the holding of the annual national tertiary school press conferences in place of historical and/ or cultural interest in the country.

Section 2 – Expenses of Student Publication Staff and other Teacher-Adviser at Press Conferences and Training Seminar – Expenses relative to the attendance of the student publication staff and their teacher-adviser in the regional and national press conferences and training seminars be charged against the student publication funds.

In case of insufficiency of funds in the tertiary student publications, school funds authorized for the purpose, school savings, donations, grants, and other sources of funds may be used.

**Rule X
TAX EXEMPTION**

Section 1 – Tax Exemption – Pursuant to Paragraph 4, Section 4, Article XIV of the Constitution, all grants, endowments, donations or contributions used actually, directly and exclusively for the promotion of Campus Journalism as provided for R.A. No. 7079 shall be exempted from donor's or gift tax.

B. RA 7877 ANTI SEXUAL HARRASMENT LAW

**Rule I
TITLE**

Section 1 – These Rules shall be known as the Administrative Disciplinary Rules on Sexual Harassment Cases.

**RULE II
COVERAGE**

Section 2 – These rules shall be applied to all officials and employees in government, whether in the Career or Non-Career service and holding any level of position, including Presidential appointees and elective officials regardless of status, in the national or local government, state colleges and universities, including government-owned or controlled corporations, with original characters.

**RULE III
DEFINITION**

Section 3 – For the purpose of these Rules, the administrative offense of sexual harassment is an act, or a series of acts, involving any unwelcome sexual advance, request or demand for a sexual favor, or other verbal or physical behavior of a sexual nature, committed by a government employee or official in a work-related, training or educational related environment of the person complained of.

(a) Work-related sexual harassment is committed under the following circumstances:

- (1) submission to or rejection of the act or series of acts is used as a basis for any employment decision (including, but not limited to, matters related to hiring, promotion, raise in salary, job security, benefits and any personnel action) affecting the applicant/employee; or
- (2) the act or series of acts have the purpose of affect interfering with the complainant's work performance, or creating an intimidating, hostile or offensive work environment; or
- (3) the act or series of acts might reasonably be expected to cause discrimination, insecurity, discomfort, offense or humiliation to a complainant who may be a co-employee, applicant, customer, or ward of the person complained of.
- (b) Education or training-related sexual harassment is committed against one who is under the actual or constructive care, custody or supervision of the offender, or against one whose education, training, apprenticeship, internship or tutorship is directly or constructively entrusted to, or is provided by, the offender, when:**
- (1) submission to or rejection of the act or series of acts is used as a basis for any decision affecting the complainant, including, but not limited to, the giving of a grade, the granting of honors or a scholarship, the payment of a stipend or allowance, or the giving of any benefit, privilege or consideration.
- (2) the act or series of acts have the purpose or affect of interfering with the performance, or creating an intimidating, hostile or offensive academic environment of the complainant; or
- (3) the act or series or acts might reasonably be expected to cause discrimination, insecurity, discomfort, offense humiliation to a complainant who may be a trainee, apprentice, intern, tutee or ward of the person complained of.

Section 4 – Sexual harassment may take place:

1. In the premises of the workplace or office or of the school or training institution;
2. In any place where in the parties were found as a result of work or education or training responsibilities or relations;
3. at work or education or training-related social functions;
4. While on official business outside the office or school or training institution or during work or school or training-related travel;
5. At official conferences or a symposia or training sessions; or
6. By telephone, cellular phone, fax machine or electronic mail.

Rule IV FORMS OF SEXUAL HARRASSMENT

Section 5 – The following are illustrative forms of sexual harassment:

- (a) Physical
 - i. Malicious Touching
 - ii. Overt sexual advances
 - iii. Gestures with lewd insinuation
- (b) Verbal, such as but not limited to, requests or demands for sexual favors, and lurid remarks.
- (c) Use of objects, pictures or graphics, letters or written notes with sexual underpinnings
- (d) Other forms analogous to the foregoing

Rule V
PERSONS LIABLE FOR SEXUAL HARASSMENT

Section 6 – Any government official or employee, regardless of sex, is liable for sexual harassment when he/she:

- a. directly participates in the execution of any act of sexual harassment as defined by these Rules;
- b. induces or directs another or others to commit sexual harassment as defined by these Rules;
- c. cooperates in the commission of sexual harassment by another through an act without which the sexual harassment would not have been accomplished;
- d. cooperates in the commission of sexual harassment by another through previous or simultaneous acts

Rule VI
COMMITTEE ON DECORUM AND INVESTIGATION OF SEXUAL HARASSMENT CASES

Section 7 – A Committee on Decorum and Investigation shall be created in all national or local agencies of the government, state colleges and universities, including government-owned corporations with original charter. The Committee shall perform the following functions:

- a. Receive complaints of sexual harassment
- b. Investigate sexual harassment complaints in accordance with the prescribed procedure;
- c. Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;
- d. Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment;

Localized Committees on Decorum and Investigation established in the regional or field offices, as the case may be, of the agency or institution shall have the same functions as stated above and shall submit the report of investigation with its recommendation directly to the disciplining authority.

When a member of the Committee is the complaint or the person complained of in a sexual harassment case, he/she shall be disqualified from being a member of the Committee.

Section 8 – Composition – In a work-related environment, a Committee on Decorum and Investigation shall be composed of at least one (1) representative each from the management, the accredited union, if any, the second level employees, and from the first level employees, duly selected by the unit concerned.

In an educational or training institution, the Committee shall be composed of at least one (1) representative from the administration, the trainers, teachers, instructors, professor or coaches, and students or trainees, as the case may be, duly selected by the level concerned.

Section 9 – The legacy may formulate its own rules governing the term of office of its members which should not be more than two years, and other matters pertaining to the function of the Committee not otherwise provided in these Rules.

Rule VII
PRE-FILING STANDARD OPERATING PROCEDURES IN ATTENDING TO VICTIMS OF SEXUAL HARASSMENT

Section 10 – The Pre-filing stage – The agency may adopt mechanisms to provide assistance to an alleged victim of sexual harassment which may include counseling, referral to an agency offering professional help, and advice on options available before the filing of the complaint.

Rule VIII **STANDARD PROCEDURAL REQUIREMENTS**

Section 11 – The procedural rules provided hereunder are the standard requirements in handling a sexual harassment case.

Section 12 – Complaint

- (a) The complaint may be filed at any time with the disciplining authority of the office or agency, or with the Committee on Decorum and investigation. Upon receipt of the complaint by the disciplining authority of the office or agency, the same shall be transmitted to the Committee on Decorum and Investigation, if there is any. In the absence of a Committee on Decorum and Investigation, the head of office or agency shall immediately cause the creation of a Committee on Decorum and Investigation in accordance with the law and rules, and transmit the complaint to the Committee.
- (b) The complaint must be written, signed and sworn to by the complainant. It shall contain the following:
 1. the full name and address of the complainant
 2. the full name, address, and position of the respondent;
 3. a brief statement of the relevant facts;
 4. evidence, in support of the complaint, if any;
 5. a certification of non-forum shopping

In the absence of any one of the aforementioned requirements, the complaint shall be dismissed without prejudice to its refiling.

Where the complaint is not under oath, the complainant shall be summoned by the Committee to swear to the truth of the allegations in the complaint.

- (c) Complaints sent by telegram, radiogram, electronic mail or similar means of communication shall be considered non-filed unless the complainant shall comply with the requirements provided in Section 12(b) within (10) days from the receipt of the notice for compliance.
- (d) Withdrawal of the complaint at any stage of the proceedings shall not preclude the Committee from proceeding with the investigation where there is obvious truth or merit to the allegations in complaint or where there is documentary or direct evidence that can prove the guilt of the person complained of.

Section 13 – Action of the Complaint – Upon receipt of a complaint that is sufficient in form and substance, the Committee on Decorum and Investigation shall require the person complained of to submit a Counter-Affidavit/ Comment under oath within three (3) days from receipt of the notice, furnishing a copy thereof to the complainant, otherwise the Counter-Affidavit/ Comment shall be considered as not filed.

Section 14 – Preliminary Investigation – A preliminary investigation shall be conducted by the Committee on decorum and Investigation. The investigation involves the *ex parte* examination of documents submitted by the complainant and the person complained of, as well as documents readily available from government offices.

During the preliminary investigation, the parties may submit affidavits and counter-affidavits.

Upon receipt of the counter-affidavit or comment under oath, the Committee on Decorum and Investigation may now recommend whether a *prima facie* case exists to warrant the issuance of a formal charge.

During preliminary investigation, proceedings before the Committee on Decorum and Investigation shall be held under strict confidentiality.

Section 15 – Duration of the Investigation – A preliminary investigation shall commence not later than five (5) days from receipt of the complaint by the Committee on Decorum and Investigation and shall be terminated within fifteen (15) working days thereafter.

Section 16 – Investigation Report – Within five (5) working days from the termination of the preliminary investigation, the Committee on decorum and Investigation shall submit the Investigation Report and the complete records of the case to the disciplining authority.

Section 17 – Decision or Resolution after Preliminary Investigation – If a prima-Facie case is established during the investigation, a formal charge shall be issued by the disciplining authority within three (3) working days from receipt of the Investigation Report.

In the absence of a prima facie case, the complaint shall be dismissed within the same period.

Section 18 – Formal Charge – After finding a prima facie case, the disciplining authority shall formally charge the person complained of. The formal charge shall contain a specification of the charge(s), a brief statement of material or relevant facts, accompanied by certified true copies of the documentary evidence, if any, sworn statements covering the testimony of witnesses, a directive to answer the charge(s) in writing under oath in not less than seventy-two hours from receipt thereof, an advice for the respondent to indicate in his/ her answer whether or not he/she elects a formal investigation of the charge(s), and a notice that he/she is entitled to be assisted by a counsel of his/ her choice.

If the respondent has submitted his/ her comment and counter-affidavits during the preliminary investigation, he/she shall be given the opportunity to submit additional evidence.

The Committee on Decorum and \investigation shall not entertain requests for clarification, bills of particular or motions to dismiss which are obviously designed to delay the administrative proceeding. If any of these pleadings is filed by the respondent, the same shall be considered as part of his/ her answer which he/ she may file with the remaining period of filing the answer.

Section 19 – Answer – The answer, which must be in writing and under oath, shall be specific and shall contain material facts and applicable laws, if any, including documentary evidence, sworn statements covering testimonies of witnesses, if there be any, in support of respondent's case. It shall also include a statement indicating whether he/ she elects a formal investigation.

Section 20 – Failure to Answer – If the respondent fails or refuses to file his/ her answer to the formal charge within seventy-two (72) hours from receipt thereof without justifiable cause, he/ she shall be considered to have waived his right thereto and formal investigation may commence.

Section 21 – Preventive Suspension – Upon petition of the complaint or *motuproprio* upon the recommendation of the Committee on Decorum and Investigation, at any time after the service of the Formal Charge to the respondent, the proper disciplining authority may order the preventive suspension of the respondent during the formal investigation, if there are reasons to believe that he/ she is probably guilty of the charges which would warrant his/ her removal from the service.

An order of preventive suspension may be issued to temporarily remove the respondent from the scene of his/her misfeasance or malfeasance and to preclude the possibility of his/her exerting undue influence or pressure on the witnesses against him/ her or tampering of documentary evidence on file with this Office.

Section 22 – Duration of Preventive Suspension – When the administrative case against the respondent under preventive suspension is not finally decided by the disciplining authority within the period of ninety (90) days after the date of his her preventive suspension, unless otherwise provided by special law, he/she shall be automatically reinstated into the service; provided that when the delay in the disposition of the case is due to the fault, negligence or

petition of the respondent, the period of delay should not be included in the counting of the ninety (90) calendar days period of preventive suspension. Provided further that should the respondent be on paternity/ maternity leave, said preventive suspension shall be deferred or interrupted until such time that said leave has been fully enjoyed.

Section 23 – Remedies from the Order of Prevention Suspension - The respondent may file a motion for reconsideration with the disciplining authority or may elevate the same to the Civil Service Commission by way of an appeal within fifteen (15) days from receipt thereof.

Section 24 – Conduct of Formal Investigation – Although the respondent does not request a formal investigation, one shall nevertheless be conducted by the Committee on Decorum and Investigation if it deems such investigation is necessary to decide the case judiciously.

The investigation shall be held not earlier than five (5) days nor later than ten (10) days from receipt of the respondent's answer. Said investigation shall be finished within thirty (30) days from the issuance of the formal charge or the receipt of the answer unless the period is extended by the disciplining authority in meritorious cases.

Section 25 – Pre-hearing Conference – At the commencement of the formal investigation, the Committee on Decorum and Investigation may conduct pre-hearing conference for the parties to appear, consider and agree on any of the following:

- a. stipulation of facts;
- b. simplification of issues;
- c. identification and making of evidence of the parties
- d. waiver of objections to admissibility of evidence;
- e. limiting the number of witnesses, and their names;
- f. dates of subsequent hearings; and
- g. such other matters as may aid in the prompt and just resolution of the case

The parties may submit position papers/ memoranda and submit the case for resolution based on the result of the pre-hearing conference without any need for further hearing.

Section 26 – Continuous Hearing Until Terminated; Postponement – Hearings shall be conducted on the hearing dates set by the Committee on Decorum and Investigation or as agreed upon during a pre-hearing conference.

Where no pre-hearing conference is conducted, the parties, their counsel and witnesses, if any, shall be given a notice of at least five (5) days before the first schedule hearing specifying the time, date and place of the said hearing and subsequent hearings. Thereafter, the schedule of hearings previously set shall be strictly followed without further notice. A party shall be granted only three (3) postponements upon written request and subject to the discretion of Committee on Decorum and Investigation.

If the respondent fails to appear during the schedule and hearings despite due notice, the Investigation shall proceed *ex parte* and the respondents is deemed to have waived his right to be present and to submit evidence in his favor during those hearings.

Section 27 – Preliminary Matters – At the start of the hearing, the Committee on Decorum and Investigation shall note the appearances of the parties and shall proceed with the reception of evidence for the complaint.

If the respondent appears without the aid of a counsel, he/she shall be deemed to have waived his/her right to counsel.

Before taking the testimony of a witness, the Committee on Decorum and Investigation shall place him/her under oath and then take his/her name, address, civil status, age, and place of employment.

Section 28 – Appearance of Parties – Any person representing any of the parties before any hearing or investigation shall manifest orally or in writing his/her appearance for either the

respondent or complainant, stating his/her full name and exact address where he/she can be served with notices and other documents. Any pleading or appearance made without complying with the above stated requirement shall not be recognized.

Section 29 – Order of Hearing – Unless the Committee on Decorum and Investigation directs otherwise, the order of hearing shall be as follows:

- a. The complainant shall present evidence in support of the charge;
- b. The respondent shall then offer evidence in support of his/her defense;
- c. The complainant may then offer rebuttal evidence, and the respondent, sur-rebuttal evidence.

Every witness may be examined in the following order:

- a. Direct examination by the proponent;
- b. Cross-examination by the opponent;
- c. Re-direct examination by the proponent;
- d. Re-cross examination by the opponent.

A sworn statement of a witness properly identified and affirmed by the witness before the Committee on Decorum and Investigation shall constitute his/her direct testimony.

When the presentation of evidence has been concluded, the parties shall formally offer by evidence either orally or in writing and thereafter objections thereto may also be made either orally or in writing. Thereafter, both parties may be given time to submit their respective memorandum which in no case shall beyond five (5) days after the termination of the investigation. Failure to submit the memorandum within the given period shall be considered a waiver thereof.

Section 30 – Objections – All objections raised during the hearing shall be resolved by the Committee on Decorum and Investigation. However, objections that cannot be ruled upon the Committee shall be noted with the information that the same shall be included in the memorandum of the concerned party to be ruled upon by the disciplining authority.

The Committee on Decorum and Investigation shall accept all evidence deemed material and relevant to the case. In case of doubt, the Committee on Decorum and Investigation shall allow the admission of evidence subject to the objection interposed against its admission.

Section 31 – Markings – All Documentary evidence of exhibits shall be properly marked by letters (A,B,C, etc.) if presented by the complainant and by numbers (1,2,3,etc.) if presented by the respondent. These shall form part of the complete records of the case.

Section 32 – Request for Subpoena – If a party desires the attendance of a witness or the production of documents or things, he/she shall make a request for the issuance of the necessary subpoena, at least three (3) days before the scheduled hearing.

Section 33 – Issuance of Subpoena – The Committee on Decorum and Investigation may issue subpoena ad testificandum to compel the attendance of witness and subpoena duces tecum for the production of documents or objects.

Section 34 – Records of Proceedings – The proceedings of the formal investigation must be recorded either through shorthand or stenotype or by any other method.

Section 35 – Effect of the Pendency of an Administrative Case – The Pendency of any administrative case shall not disqualify the respondent for promotion or from claiming maternity/paternity benefits. For this purpose, an administrative case shall be construed as pending when the disciplining authority has issued a formal charge.

Section 36 – Formal Investigation Report – Within fifteen (15) days after the conclusion of the formal investigation, a report containing a narration of the materials facts established during the investigation, the findings and the evidence supporting said findings, as well as the

recommendations, shall be submitted by the Committee on Decorum and Investigation to the disciplining authority. The complete records of the case shall be attached to the Report of Investigation.

The complete records shall be systematically and chronologically arranged, paged and securely bound to prevent loss. A table of contents shall be prepared. Whoever is in-charge of the transmittal of the complete records shall be held responsible for any loss or suppression of pages thereof.

Section 37 – When Case is Decided – The disciplining authority shall render his decision on the case within thirty (30) days from receipt of the Report of Investigation.

Section 38 – Finality of Decisions – A decision rendered by heads of agencies where a penalty of suspension for not more than thirty (30) days or a fine in amount not exceeding thirty (30) days salary is imposed, shall be final and executory. However, if the penalty imposed is suspension exceeding thirty (30) days or a fine exceeding thirty (30) days salary, the same shall be final and executory after the lapse of the reglementary period for filing a motion for reconsideration or an appeal and no such pleading has been filed.

RULE IX REMEDIES AFTER A DECISION

Section 39 – Filing of Motion for Reconsideration – The party adversely affected by the decision may file a motion for reconsideration with the disciplining authority who rendered the decision within fifteen (15) days from receipt thereof.

Section 40 – When Deemed Filed – A motion for reconsideration shall be deemed filed on the date stamped on the official copy by proper receiving authority, and in case it was sent by mail, on the date shown by the postmark on the envelope which shall be attached to the records of the case.

Section 41 – Grounds for Motion for Reconsideration – The motion for reconsideration shall be based on any of the following:

- a. New evidence has been discovered which materially affects the decision rendered; or
- b. The decision is not supported by the evidence on record; or
- c. Errors of law or irregularities have been committed prejudicial to the interest of the movant.

Section 42– Limitation – Only one motion for reconsideration shall be entertained.

Section 43– Effect of Filing – The filing of a motion for reconsideration within the reglementary period of fifteen (15) days shall stay the execution of the decision sought to be reconsidered.

Section 44 - Filing of Appeals – Decisions of head of departments, agencies, provinces, cities, municipalities and other instrumentalities imposing a penalty exceeding thirty (30) days suspension or fine in an amount exceeding thirty days salary, may be appealed to the Commission Proper within a period of fifteen (15) days from receipt thereof.

In case the decision rendered by a bureau or office head is appealable to the Commission, the same may be initially appealed to the department head and finally to the Commission Proper. Pending appeal, the same shall be executory except where the penalty is removal, in which case the same shall be executory only after confirmation by the Secretary concerned.

A notice of appeal including the memorandum shall be filed with the appellate authority, copy furnished the disciplining office. The latter shall submit the records of the case, which shall be systematically and chronologically arranged, paged and securely bound to prevent loss with its comment, within (15) days, to the appellate authority.

Section 45 – When Deemed Filed – An appeal sent by mail shall be deemed filed on the date shown by the postmark on the envelope which shall be attached to the records of the case and in case of personal delivery, the stamped thereon by the proper office.

Section 46 – Appeal Fee – The appellant shall pay an appeal fee of Three Hundred Pesos (P300.00) and a copy of the receipt thereof shall be attached to the appeal.

Section 47 – Perfection of an Appeal – To perfect an appeal, the appellant shall within fifteen (15) days from receipt of the decision submit the following:

- a. Notice of appeal which shall specifically state the date of the decision appealed from and the date of receipt thereof;
- b. Three (3) copies of appeal memorandum containing the grounds relied upon for the appeal, together with the certified true copy of the decision, resolution or order appealed from, and certified copies of the documents or evidence;
- c. Proof of service of a copy of the appeal memorandum to the disciplining office;
- d. Proof of payment of the appeal fee; and
- e. A statement or a certification of non-forum shopping.

Failure to comply with any of the above requirements within the reglementary period shall be construed as failure to perfect an appeal and shall cause its dismissal.

Section 48 – Effect of Filing – An appeal shall not stop the decision from being executory, and in case the penalty is suspension or removal, the respondent shall be considered as having been under preventive suspension during the pendency of the appeal, in the event he wins the appeal.

Section 49 – When Case is Remanded for Violations of Respondents Right to Due Process – If the case on appeal with the Commission Proper is remanded to the proper disciplining authority for further investigation, the said disciplining authority through the Committee on Decorum and Investigation shall finish the investigation within three (3) calendar months from the date of receipt of the records from the Commission, unless the investigation is delayed due to the fault, negligence or petition of the person complained of, or an extension is granted by the Commission Proper in meritorious cases. The period of delay shall not be included in the computation of the prescribed period.

Within fifteen (15) days from the submission of the investigation report to the disciplining authority, the disciplining authority shall render its decision. If, at the end of said period, the disciplining authority fails to decide the case, the Commission Proper shall vacate and set aside the appealed decision and declare the person complained of exonerated of the charge. If the person complained of is under preventive suspension, he shall be immediately reinstated.

The Civil Service Regional Office or the Office for Legal Affairs of the Civil Service Commission shall evaluate requests for the extension of formal investigations and grant the same on meritorious grounds. In disposing the requests, said office shall be guided by the principles of justice and fair play, provided, that the extension shall not be for more than twenty (20) days.

For this purpose, the Regional Director shall monitor the implementation of the CSC Resolution remanding the case to the proper disciplining authority for further investigation and submit a report to the Commission Proper.

Section 50 – Petition for Review – A complainant may elevate the decision of the dismissing a complaint for lack of a prima facie case before the Commission Proper through a petition for review within fifteen (15) days from the receipt of said decision.

Section 51 – Petition for review with the Court of Appeals – A party may elevate a decision of the Commission before the Court of Appeals by way of Petition for review under Rule 43 of the 1997 revised Rules of Court.

Section 52 – Petition of Certiorari – When the disciplining authority has acted without or in excess of jurisdiction and there is no appeal, nor any plain, speedy and adequate remedy in the ordinary course law, a person aggrieved thereby may file a verified petition for certiorari in the proper court under Rule 65 of the Rules of Court.

Rule X
CLASSIFICATION OF ACTS OF SEXUAL HARASSMENT

Section 53 – Sexual harassment is classified as grave, less grave and light offenses.

A. Grave Offenses shall include but are not limited to:

1. unwanted touching of private parts of the body (genitalia, buttock, and breast);
2. sexual assault;
3. malicious touching
4. requesting for sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignment, a passing grade, the granting of honors, or scholarship, or the grant of benefits or payment of a stipend or allowance; and
5. other analogous cases

B. Less Grave Offenses shall include but are not limited to:

1. unwanted touching or brushing against a victim's body;
2. pinching not falling under grave offenses;
3. derogatory or degrading remarks or innuendoes directed toward the members of one sex or one's sexual orientation or used to describe a person
4. verbal abuse or threats with sexual overtones; and
5. other analogous cases.

C. The following shall be considered Light Offenses:

1. surreptitiously looking or stealing a look at a person's private part or worn undergarments
2. telling sexist/smutty jokes or sending these through text, electronic mail or other similar means, causing embarrassment or offense and carried out after the offender has been advised that they are offensive or embarrassing or, even without such advise, when they are by their nature clearly embarrassing, offensive, or vulgar;
3. malicious leering or ogling;
4. the display of sexually offensive pictures, materials or graffiti;
5. unwelcome inquiries or comments about a person's sex life
6. unwelcome sexual flirtation; advances, propositions;
7. making offensive hand or body gestures at an employee;
8. persistent unwanted attention with sexual overtones;
9. unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense or insult to the receiver; and
10. other analogous cases.

Rule XI
ADMINISTRATIVE LIABILITIES

Section 54 – The head of office who fails to act within fifteen (15) days from receipt of any complaint for sexual harassment properly filed against any employee in the office shall be charged with Neglect of Duty.

Section 55 – Any person who is found guilty of sexual harassment shall, after the investigation, be meted the penalty corresponding to the gravity and seriousness of the offense.

Section 56 – The penalties for light, less grave, and grave offenses are as follows:

A. For light offenses:

- 1st offense - Reprimand
- 2nd offense - Fine or suspension not exceeding thirty (30) days
- 3rd offense - Dismissal

B. For less grave offenses:

- 1st offense - Fine or suspension not less than thirty (30) days and not exceeding six (6) months
- 2nd offense - Dismissal

C. For grave offenses:

- Dismissal

Section 57 – If the respondent is found guilty of two or more charges or counts, the penalty to be imposed should be that corresponding to the most serious charge or count and the rest shall be considered as aggravating circumstances.

Rule XII
DUTY OF THE AGENCIES OF THE GOVERNMENT

Section 58 – All national and local government agencies, state college and universities, including government-owned or controlled corporations with original charter, shall promulgate or modify their own rules and regulation in conformity with this Rule, in consultation with their employees, within six (6) months from the effectivity of this resolution.

Section 59 – All agencies of the government shall submit an authenticated copy of their rules and regulations on sexual harassment to the Commission for approval within one (1) month from the date of their promulgation. It shall likewise submit to the Commission a list of the members of their Committee on Decorum and Investigation immediately after its composition.

Section 60 – All agencies of the government shall develop an education and training program for their officials and employees and the members of their Committee on Decorum and investigation to increase understanding about sexual harassment, prevent its occurrence, and ensure proper investigation, prosecution and resolution of sexual harassment cases.

Section 61 – The head of office who after six (6) months from the effectivity of this Resolution, fails to cause the promulgation or modification of the agency's rules and regulations on sexual harassment in conformity with these Rules, shall be charged with Neglect of Duty.

Rule XIII
DUTY OF THE COMMISSION

Section 62 – The Commission, through its Field Offices, shall monitor the implementation of the directive to all government agencies to promulgate or modify, as the case may be, their rules and regulations on sexual harassment, as well as the conduct of the training programs as provided in Sections 59 and 60.

Section 63 – In case a complaint alleging acts constituting sexual harassment as defined herein is filed with the Commission, the same shall be remanded to the agency where the alleged offender is employed for appropriate action in accordance with their own rules and regulations on sexual harassment.

Section 64 – The Civil Service Commission shall render technical assistance to agencies in the formulation of their rules and regulations on sexual harassment and the development and implementation of an intervention and prevention program on sexual harassment.

Rule XIV CASES DURING THE INTERVENING PERIOD

Section 65 – During the period when the agency is still in the process of promulgation or modifying its own rules and regulations on sexual harassment, shall be administratively prosecuted, resolved and adjudicated based on these Rules.

Rule XV FORUM SHOPPING

Section 66 – Under the same set of ultimate facts, the filing of a complaint based on an agency's rules and regulations on sexual harassment shall preclude the filing of another administrative complaint under any other law.

Rule XVI REPEALING CLAUSE

Section 67 – Rules and regulation and other issuances or parts thereof inconsistent with the provision of these Rules are hereby repealed or modified accordingly.

Rule XVIII EFFECTIVITY CLAUSE

Section 68 – These Rules shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

C. RA 8049 - ANTI HAZING LAW

AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS AND PROVIDING PENALTIES THEREFORE

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

Section 1- Hazing as used in this Act is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him to do menial, silly, foolish and other similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury.

The term organization shall include any club or the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or officer and cadet corp of the Citizen's Military Training and Citizen's Army Training. The physical, mental and psychological testing and training procedures and practices to determine and enhance the physical, mental and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine National Police as approved by the Secretary of National Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for the purposes of this Act.

Section 2 - No hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before the conduct of such initiation. The written notice shall indicate the period of the initiation activities which shall not exceed three (3) days, shall include the names of those to be subjected to such activities, and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.

Section 3 - The head of the school or organization or their representatives must assign at least two (2) representatives of the school or organization, as the case may be, to be present during the

initiation. It is the duty of such representative to see to it that no Physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant.

Section 4 - If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction of physical harm shall be liable as principals. The person or persons who participated in the hazing shall suffer:

1. The penalty of reclusion perpetua (life imprisonment) if death rape, sodomy or mutilation results there from.
2. The penalty of reclusion temporal in its maximum period (17 years, 4 months and 1 day to 20 years) if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
3. The penalty of reclusion temporal in its medium period (14 years, 8 months and one day to 17 years and 4 months) if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.
4. The penalty of reclusion temporal in its minimum period (12 years and one day to 14 years and 8 months) if in consequence of the hazing the victim shall become deformed or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than ninety (90) days.
5. The penalty of prison mayor in its maximum period (10 years and one day to 12 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than thirty (30) days.
6. The penalty of prison mayor in its medium period (8 years and one day to 10 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of ten (10) days or more, or that the injury sustained shall require medical assistance for the same period.
7. The penalty of prison mayor in its minimum period (6 years and one day to 8 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical assistance for the same period.
8. The penalty of prison correctional in its maximum period (4 years, 2 months and one day to 6 years) if in consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.

The responsible officials of the school or of the police, military or citizen's army training organization, may impose the appropriate administrative sanctions on the person or the persons charged under this provision even before their conviction.

The maximum penalty herein provided shall be imposed in any of the following Instances:

- a) when the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;
- b) when the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting;
- c) when the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school Authorities, or to the police authorities, through force, violence, threat or intimidation;
- d) when the hazing is committed outside of the school or institution; or
- e) when the victim is below twelve (12) years of age at the time of the hazing.

The owner of the place where hazing is conducted shall be liable as an accomplice, when he has actual knowledge of the hazing conducted therein but failed to take any action to

prevent the same from occurring. If the hazing is held in the home of one of the officers or members of the fraternity, group, or organization, the parents shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring.

The school authorities including faculty members who consent to the hazing or who have actual knowledge thereof, but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. A fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring shall be liable as principal.

The presence of any person during the hazing is *prima facie* evidence of participation therein as principal unless he prevented the commission of the acts punishable herein.

Any person charged under this provision shall not be entitled to the mitigating circumstance that there was no intention to commit so grave a wrong.

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

Section 5 - If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provisions thereof shall remain valid and effective.

Section 6 - All laws, orders, rules or regulations which are inconsistent with or contrary to the provisions of this Act are hereby amended or repealed accordingly.

Section 7- This Act shall take effect fifteen (15) calendar days after its publication in at least two (2) national newspapers of general circulation.

AWIT NG PAMANTASAN

Ang mga labi ay umusal ng pag-galang,
Ang mga puso'y punuin ng kagalakan,
Taas noong ibandila ang URS nating mahal,
Mga pangarap at mithiin mo sa buhay,
Sa pamantasan mabibigyang katuparan,
Ang mura mong isipan
Pinanday at pinagyaman sa hamon ng panahon.
Ika'y handing tumindig nang may dangal.



Republic of the Philippines
UNIVERSITY OF RIZAL SYSTEM
Province of Rizal

AGREEMENT OF COMPLIANCE

Date

I _____, read and understood the provisions of the official University Student Handbook.

I will faithfully comply with and conduct myself as a student of the college according to the handbook to the best of my knowledge and discretion with all fidelity and honesty. I impose upon myself this voluntary obligation without mental reservation or purpose of evasion.

I will be solely accountable for any infraction of the provisions of the handbook.

Student's Name & Signature

Course/Year/Section

Address

Contact Number

Conforme:

Name Parent/ Guardian & Signature