



SAINT LOUIS UNIVERSITY

Baguio City, Philippines



STUDENT HANDBOOK

2015 Edition



FOREWORD

Dear students,

Welcome to Saint Louis University (SLU)!

There is a saying: *"If you keep the rules, the rules will keep you."* Rules provide us with the right directions, in order for us to reach our goal. Like guideposts, rules help us keep on track of our destination. That is why I ask you to understand the integral role of structures and procedures in your daily life. To reach your goal, you need discipline and dedication.

The *SLU Student Handbook (2015 Edition)* serves as a compass to help you find your way in and familiarize yourselves with university life. Moreover, it aims to guide your actions by following guidelines, in the interest of serving the common good of the Louisiana Community.

Therefore, this student handbook wisely provides the necessary guidelines that govern and coordinate the activities of various student organizations aimed at ensuring a holistic or balanced student life in the university.

A balanced student life in SLU is consistent with the CICM educational mission of promoting the well-being of students, to develop their competencies and to help them mature in their faith. Accordingly, the unity of *academic excellence and missionary spirit* should be the hallmark of every Louisian student.

One in Heart, One in Soul,



REV. FR. GILBERT B. SALES, CICM
University President

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SCHOOL SEAL

The colors of Saint Louis University are white and blue, the colors of the Blessed Virgin Mary.

White symbolizes the earth and man; blue signifies heaven and God. The big golden cross in the middle of the shield signifies the Christian faith which the school aims to spread to the four corners of the earth as symbolized by the four small crosses.

Superimposed on the golden cross is the stylized lily which is associated with Saint Aloysius (Louis) de Gonzaga, the patron saint of the school. The big sword across the shield expresses the vigilance and perseverance needed in education. The rugged mountains that loom behind the sword signify the obstacles which the school strives to overcome in bringing the light of truth in the darkness of ignorance. The year 1911 shows when SLU was founded, the motto on the lower part of the seal, "Sapientia Aedificat", expresses the belief of its founders that "Wisdom Builds".

STUDENT INFORMATION

Name: _____

I.D. No. _____ Course/Year: _____

Contact Number/s: _____

In case of EMERGENCY, please contact:

Address: _____

Contact Number/s: _____

CHAPTER I

INTRODUCTION

CICM Philippine Province MISSION STATEMENT and OBJECTIVES OF SAINT LOUIS UNIVERSITY

Saint Louis University is a Catholic institution of higher learning. It was founded by the CICM Philippine Province as one effective means of evangelization to be fully integrated with the Church's educational vision. It is, therefore, essential that SLU must address itself to the apostolic commitment and priorities of the CICM Philippine Province Province in its educational apostolate.

A. The CICM Philippine Province Vision and Mission

Inspired by the historical commitment and dedication to provide a Catholic education, the CICM Philippine Province espouses the following vision and mission for its educational institutions.

It envisions an integral human formation of the youth who will become mature Christians and active members of the Church. This integral human formation is directed towards a Christian development of knowledge, skills and attitudes which is geared towards service in Church and in society by witnessing to the values of God's reign.

In order to realize this vision, the schools are committed to instruction, to research, and to community service. Such activities are oriented towards the promotion of human dignity and happiness which leads to the development of the total person who is able to take up one's responsibilities in the Church and in the world.

Having a specific concept of person and of world as revealed in the Judaeo-Christian tradition, the university promotes a special outlook on self, on others, on the material world, and on God – such special outlook changes the goal of every human activity and distinguishes the CICM educational institution from any other educational system.

Having been founded by the CICM Institute, every CICM educational institution lives up to its missionary identity. Each member of the school community is fully aware of one's responsibility to reach out to the marginalized and to discover with them the impact of the Gospel on social reality, on justice, and on solidarity. Likewise, one is conscious of one's responsibility to reach

out to separated brothers and sisters and to establish trustworthy relations with them because there is only one Gospel, one Lord, and one Father of all.

Inspired and compelled by the attitude of Jesus, the CICM educational institution gives special attention to the oppressed, the disadvantaged, and the handicapped.

CICM wishes to state further its commitment to realize in the CICM Education Institutions the priorities which are manifest in its traditions and missionary objectives.

General Objectives:

1. To form an educational community of administrators, faculty, students, personnel, and parents which is conscious that their knowledge, skills, and attitudes should be geared to being a sign of God's reign and that by this they realize their highest human dignity;
2. To bring about a new Christian outlook on God, life, culture, world, neighbor, society, and personal human dignity;
3. To give the educational community an adequate exposure to the Catholic faith, in catechesis as well as in liturgy and practice; to enable Catholics to grow to maturity in faith; and to be inviting and open to non-Catholic Christians and to non-Christians through sound ecumenism and mutual respect;
4. To animate lay people in our institutions by the Church and CICM vision on education, promoting the teaching profession in whatever field as a special charismatic service to God's people;
5. To reflect continually in the light of the Catholic faith upon the growing treasure of human knowledge and to transmit it through teaching, research, and various services to our communities;
6. To be committed to the service of the People of God and human society in general; to study contemporary problems as the dignity of human life, promotion of justice and peace, and just sharing in the world's resources;

7. To look for ways and means to give the same chances to the children of as many disadvantaged families as possible;
8. To serve as a dynamic base for the CICM Institute by creating awareness for the missionary task of the universal Church and by engaging in vocation animation;
9. To cooperate with the local Church, striving for a common vision while respecting the authority of the local Church and the CICM orientation;
10. To integrate and to promote the life-giving aspects of the cultural and moral values of the people; and,
11. To maintain an academic standard which allows the faculty and students to work on a level needed for their professional competence.

B. SLU General Objectives and Basic Principles

Saint Louis University derives its general and specific objectives from (a) the CICM Philippine Province mission statement and objectives on its educational apostolate, and (b) the national development goals and educational aims as stated in the Education Act of 1982.

As a Catholic educational institution, Saint Louis University is conscious of the significant role it must assume so as to contribute to the development of the Philippines. Therefore, even as it is committed to the CICM Philippine Province vision and mission for its educational institutions, Saint Louis University is also committed to the national goals and educational aims of the Philippines.

Vision and Mission

We envision Saint Louis University as an excellent missionary and transformative educational institution zealous in developing human resources imbued with the Christian Spirit and who are creative, competent and socially involved.

C. ST. ALOYSIUS DE GONZAGA - OUR PATRON SAINT

The story of St. Aloysius de Gonzaga started 435 years ago, in a town called Castiglione, delle Steviere in Italy. Around this time and place, a young prince was born to the Gonzaga family. A prince destined to be a great ruler, a man of innumerable riches and military strength. A nobleman envied by men and adored by women. For he was the son of the Marquis de Gonzaga, and his name was Aloysius. Aloysius grew to be a boy with his entire life planned for him. He was to be a great prince and ruler of men and a great soldier, a general of armies and a conqueror of enemies. This was the life Marquis Gonzaga had planned for him. Aloysius displayed great amounts of daring, courage and cool-mindedness even in the face of danger. However, there was another side to Aloysius' character. His mother was a pious woman who loved to pray and to think about God, and the passing joys of this earth meant little to her. It was she who taught the boy to love the things of the spirit as he grew.

When he received Jesus from Charles Borromeo, the Archbishop of Milan, in First Holy Communion, Aloysius knelt in adoration, making a vow from the depths of his heart that he would make God his first and last love and asking the Blessed Virgin to protect his innocence for life.

Jesus had suffered on the cross for the love of each man; so Aloysius wanted to suffer too, to show his love for Jesus. The prince made mortifications, trying not to take the most delicious food, avoiding wearing the most handsome clothes, and even putting bits of wood in his bed at night so as to have some pain to suffer. Any pleasure which his nature might want to enjoy, his spirit told him to ignore.

When Aloysius grew to his teens, the Marquis wanted the very best life for his son so he sent Aloysius and his younger brother to become pages in the court of King Philip II of Spain.



Aloysius reluctantly obeyed his father and became a royal page of Prince James, son of the king. Yet he still persisted with his mortifications and did not dress richly nor did he take any of the best food. He felt that he had to imitate the poverty of Jesus in a small way at least.

The prince wanted nothing more than to serve God and suffer as Jesus had suffered, so when he went back to Italy, he made up his mind to give up his royal title of prince and enter the Jesuit Order.

His father was outraged at the thought of his son, a Gonzaga – a royal prince, becoming a lowly priest and refused to allow Aloysius' decision. Yet with a determined will, Aloysius convinced his father that to become a Jesuit was the life for him.

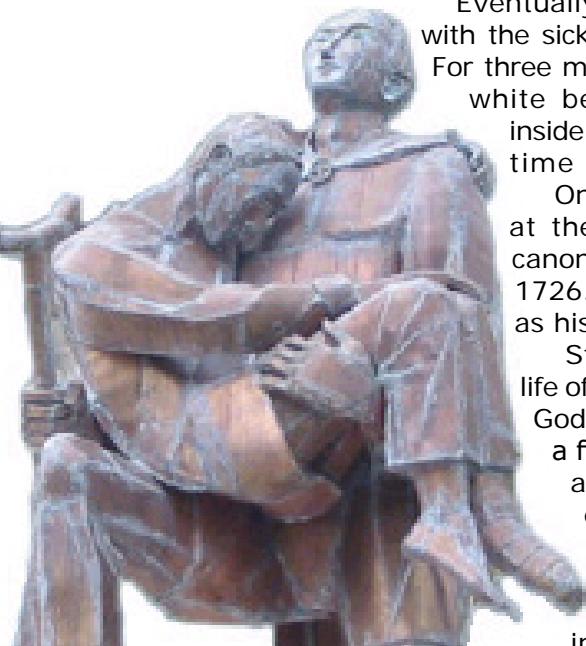
So on November 25, 1585, Aloysius entered the Jesuit Order as a Novice. With high hopes of becoming a missionary and to work among poor pagans, he worked hard, settling down to a life of prayer and penance. He learned to do each one of his new duties well and everyday became more humble, more obedient, and more pure. He was ready to be ordained a priest when an epidemic broke out in Rome in 1591. Hospitals were soon overflowing and people were dying in their homes and in the streets. The Jesuit Fathers hurriedly opened a hospital of their own, and Aloysius went around the city in patched clothing begging for money to buy food for the sick patients. He, together with other seminarians, helped take care of the afflicted.

Eventually, because of direct contact with the sick, Aloysius caught the plague. For three months, the youth lay in a little white bed, while the fever burned inside him. He spent his remaining time on earth praying to God.

On June 21, 1591, Aloysius died at the young age of 23. He was canonized by Pope Benedict XIII in 1726. This date is also celebrated as his feast day.

St. Aloysius de Gonzaga led a life of humility and deep devotion to God and to his fellow men. He was a fine example of courage. Even at a tender age, he denounced earthly pleasures and fame.

He chose to suffer instead of living the life of that of a prince. He chose to serve instead of being served. And having done so, he found God.



STATUE OF SAINT ALOYSIUS DE GONZAGA
sculptor: BENHUR VILLANUEVA

D. CICM: THE BEGINNING

Fr. Theophiel Verbist was a diocesan priest in the archdiocese of Malines-Brussels in Belgium in the mid 18th century. He served as chaplain in the military academy in Brussels and at the same time as a national director of the Pontifical Association of the Holy Childhood. A compassionate man of God, he led a group of other Belgian diocesan priests who became deeply concerned with the abandoned children in China and with millions of Chinese who lived at that time in ignorance and poverty.

In 1862 he founded the **Congregatio Immaculati Cordis Mariae** (CICM) which translates to the Congregation of the Immaculate Heart of Mary. Also known as the Scheut Mission, the congregation was born not knowing exactly what lies ahead. Their only assurance was their missionary zeal and God's providence. In the winter of 1865, Fr. Verbist with four zealous companions arrived in inner Mongolia, that immense territory north of the Chinese wall, which was entrusted to the fledgling congregation by Rome, and where they immediately began organizing small Christian communities. The founding fathers never imagined that many would follow their footsteps notwithstanding the cost of traveling by sea and in the hinterlands of China. Three years later on Feb. 23, 1868, Fr. Verbist died of typhoid fever at the age of 45 in Lao-Hu-Kou.

His foundation grew into the worldwide presence it is today. Originally a Belgian Foundation, CICM has grown into an international religious missionary congregation of men from different races, colors and nationalities who are dedicated to universal brotherhood.

Today, the more than 1,500 priests and brothers of CICM are present in Asia: in Taiwan, Mongolia, Hongkong, Singapore, Philippines, Indonesia and Japan; in the vast continent of Africa: in Congo, Cameroon, Zambia, Senegal, Mozambique and Nigeria; in the Americas: Haiti, the Dominican Republic, Guatemala, Brazil, Mexico and the United States; and in Europe: Belgium, Netherlands, Italy, France and Germany.



Fr. Theophiel Verbist

E. SAINT LOUIS UNIVERSITY: HOW IT ALL STARTED

- 1907 The CICM Missionaries – also known as Belgian Fathers – arrived in the Philippines, mandated by the Holy See to assist in the evangelization of the northern part of the country. Baguio, then a small mountain village resort in the Province of Benguet and gateway to and from the Gran Cordillera mountain range traversing the Mountain Province (now Cordillera Region), was the perfect choice for a learning institution by the CICM pioneers.
1911. Rev. Fr. Seraphin Devesse, CICM, founded a one-room mission school.
1915. St. Louis Mission School soon became a trade school under Fr. Florimund Carlu and, with the collaborative effort of the Canonesses of St. Augustine, became a full-complement primary school with the start of the intermediate grades.
1921. The school was named St. Louis School after Saint Aloysius Gonzaga, patron saint of the youth. St. Louis School was expanded to the high school level with a separate campus on Cathedral Hill for high school boys, and another at Campo Filipino for the elementary and high school girls.
1952. The combined efforts of Bishop William Brasseur, CICM, and Rev. Fr. Rafael Desmedt, CICM, founded the St. Louis College, then consisting of three departments: Education; Liberal Arts; and Commerce and Secretarial. The school had 75 students. Rev. Fr. Gerard Decaestecker, CICM, became the first Rector.
1954. The Schools of Engineering and Law, respectively, were started. The then Rev. Fr. Alberto Van Overbeke, CICM, was the Rector.
1956. The Graduate School of Arts and Sciences was started.
1963. Saint Louis University became the first private university in Northern Philippines with the approval of the University Charter on May 16, 1963 by the Philippine Government, with Rev. Fr. Gerard Linssen, CICM, as the first University President. On this occasion, Bishop William Brasseur spoke: *"It is our greatest wish that Saint Louis University may be the Light of the North and that it may diffuse the Christian culture over the whole country."*
1964. Rev. Fr. Paul Zwaenepoel, CICM, was installed second President of SLU.
1967. The School of Liberal Arts expanded into the School of Human Sciences and the School of Natural Sciences.
1976. The third President, Rev. Fr. Ghisleen de Vos, CICM, was installed. The School of Medicine and the School of Nursing were started.

1982. Saint Louis University, after undergoing a rigid period of evaluation, was finally affiliated with the Philippine Accrediting Association of Schools, Schools and Universities (PAASCU), becoming the very first tertiary school outside Metro Manila to gain PAASCU Accreditation. Since then, SLU has enjoyed deregulated status in almost all courses offered.
1985. The investiture of Rev. Fr. Joseph Van Den Daelen, CICM, as the fourth President of SLU.
1990. The Institute for Information and Computer Science (IICS) was started, and later became the College of Information and Computing Sciences in 1994.
1996. Rev. Fr. Paul Van Parijs, CICM, was installed as the fifth President of SLU.

Establishment of the Institute of Philosophy and Religion.

The Graduate Program Courses under the then Graduate School of Arts and Sciences were vertically integrated with the different Schools; henceforth each school assumed responsibility for the administration of specific graduate programs under the respective Graduate Programs Coordinators.

2001. Saint Louis University was conferred by the Commission on Higher Education (CHEd) Full Autonomy Status "for meritorious achievement in higher education in the provision of instruction and in the conduct of research and community extension services; for high performance of graduates in licensure examinations; and for maintaining a tradition of integrity and an untarnished reputation in the educational service."
2003. Co-educational set-up at the Laboratory High School was started.

SLU signed the cooperation commitment with Flemish Universities in Belgium for the University Cooperation Programme involving SLU and Benguet State University and funded by the Belgium government.

The SLU School of Teacher Education celebrated its Golden Anniversary.

Inauguration of the Burgos Administrative Center, the Physical Education Building, SLU Laboratory High School New Annex Building and the bronze statue of St. Aloysius Gonzaga, SLU's patron saint.

SLU and Ateneo de Manila University signed a strategic partnership agreement for the Pathways to Higher Education Program, a holistic scholarship program.

SLU and the University of the Cordilleras signed a Memorandum

of Agreement to offer the course in Doctor of Philosophy in Management.

The SLU School of Law celebrated its 50th Anniversary.

The SLU Band celebrated its 50th Anniversary.

Dr. Alejandro R. Roces, Chairman of the SLU Board of Trustees, was awarded as National Artist for Literature.

2004 Phase II of the Partnership Program among SLU, Benguet State University, Belgian Government Development Agency and the Flemish University Council was approved.

The SLU Museum of Arts and Cultures was re-opened to the public.

SLU was tapped by the ASEAN-EU University Network Programme to undertake a project on the establishment of a distance study course on Business Economics and Business Reporting.

SLU was ranked 1st Outside Metro Manila and 3rd Nationwide (Based on the Compilation of Statistics on the Performance of Schools in Various Licensure Examinations by the Educational Statistics Task Force [ESTF])

2005 The SLU Student Center was inaugurated. It is composed of a 268-bed men's residence hall, a mess hall and a public canteen.

SLU and Sungkonghoe University in Seoul, Korea signed a partnership for the Special Program for English Language and Literature for the latter's students.

SLU and BayanTel Communications signed a partnership for the establishment of a broadband Internet access platform in the university's Internet libraries.

Rev. Fr. Jessie M. Hechanova, CICM, was installed as the sixth president of SLU.

2006 The Natural Sciences Research Unit's Molecular Biology Laboratory was inaugurated.

The SLU Hospital of the Sacred Heart Annex III was inaugurated.

The Institute of Foreign Languages and Studies was established.

The SLU Hospital of the Sacred Heart Palliative Care Unit was launched.

The Letters of Intent with the Jinju National University and Andong Science College in South Korea were signed covering student, faculty and cultural exchange, research and other academic collaborations.

The Congregation of the Immaculate Heart of Mary (CICM) Baguio-Benguet District launched its year-long centennial celebration of the CICM Philippine Province.

The first "Handog ng SLU sa Baguio" event was held at the Melvin Jones football field, Burnham Park, Baguio City, which later became a yearly event.

- 2007 The first annual Gawad San Luis Awards for students recognized the exemplary performance of students in competitions in the fields of academics, sports, music, arts, research and social involvement at the national and international levels. It also recognized outstanding co- and extra-curricular student organizations.
- The SLU Institute for Inclusive Education Foundation, Inc. was opened to address the learning needs of children, youth and adults with physical disabilities.
- The Public-Private Mix Dots TB Dots program was established in the SLU Hospital of the Sacred Heart to increase the detection rate, and synchronize diagnosis and treatment of tuberculosis.
- The Northern Luzon Nuclear Medicine Center and the Baguio Stone Center was established at the SLU Hospital of the Sacred Heart.
- The first annual Gawad San Luis Awards for the teaching and non-teaching employees was held to recognize their academic achievements, researches completed, social involvement, competence in the field of Education and exemplary performance. Faculty advisers of outstanding student organizations also received special awards.
- 2007 The Commission on Higher Education (CHED) again granted SLU an Autonomous Status for a period of five years from November 15, 2007 to November 14, 2012. SLU is one among only ten private higher education institutions in the Philippines, and the only one in the Cordillera Administrative Region to be granted a five-year autonomous status.
- Launching of the Northern Luzon Research Journal (NLRJ) Volume 1.
- 2008 SLU inked a MOA with the Katholieke Universiteit Leuven in Belgium for an exchange student program and sharing of expertise and resources in the field of Medicine.
- SLU and the Commission on Higher Education signed a MOA establishing SLU as a Zonal Research Center-Program Cluster Implementor.
- Sunflower Children's Center signed a MOA with the Department of Social Welfare and Development for the provision of psychological assessment and intervention to children who experience abuse, neglect or abandonment.
- The SLU School of Teacher Education was recognized by the CHED as a Center of Excellence in Teacher Education.
- The Louisiana Child Care Center opened.
- SLU was awarded 2008 CHED's Best in Student Welfare and Services.
- 2009 The SLU School of Teacher Education signed a MOA with World Links for the establishment of a training center that will promote connectivity among the teachers by facilitating access to training, hardware, software and the Internet.

SLU and the Baguio City government signed a MOA for the updating of the Comprehensive Land Use Plan of the city by the SLU-Engineering and Urban Planning Research Laboratory.

SLU and the Kyung Hee University of Korea signed a MOA for a partnership in education, research, and cultural exchange.

The SLU Extension Institute for Small-Scale Industries Foundation was conferred the Presidential Citation for Best Practices by Philippine President Gloria Macapagal-Arroyo.

Baguio City Centennial Celebration.

September 2009. SLU was given the “Builders of Baguio” award by the Baguio City government on the occasion of the city’s centennial.

2010 The SLU Maryheights Campus opened and the Devesse Academic building was inaugurated.

Ground-breaking of Saint Louis Centennial Village at Sablan, Benguet.

2011 The 100th foundation anniversary of Saint Louis University was celebrated with the theme: “A Light that Transforms.”

2012 SLU was ranked 201+ in the 2011 Asian University Ranking.

The Philippine Accrediting Association of Schools, Colleges, and Universities (PAASCU) grants Level 1 accreditation status to the School of Medicine.

Award of Excellence from the Professional Regulation Commission for being a TOP PERFORMING SCHOOL in the August 2012 Physician Licensure Examination.

Award of Merit from the Professional Regulation Commission for being an OUTSTANDING COLLEGE OF MEDICINE for the past five years (2007-2012) based on performance in the Physician Licensure Examination.

SLU was awarded at the Concorde La Fayette in Paris with the BID (Business Initiative Directions) World Quality Commitment Award in the Gold Category.

The 150th foundation anniversary of the CICM was celebrated, with the theme “Mission Beyond Borders”.

Dean Gil S. Espiritu of the SLU Student Affairs (SAO) received an award from the Philippine Association of Administrators of Student Affairs (PAASA), for his outstanding and valuable contribution to the development of student affairs and services in the country.

2013. The Fr. Gerard Decaestecker building at the Navy Base campus was inaugurated, with DepEd Sec. Bro. Armin A. Luistro, FSC, as guest of honor.
- SLU was chosen by CHED to pilot the ASEAN International Mobility for Students (AIMS) Programme.
2014. SLU started the August opening in the new academic calendar. SLU implemented the outcomes-based education (OBE) program.
- The new Gonzaga Heritage building at the General Luna campus was unveiled.
- SLU President Rev. Fr. Jessie M. Hechanova, CICM, received the Baguio City *Outstanding Citizen Award* in the field of education.
2015. The SLU CCA Glee Club performed at the University of Sto. Tomas (UST) Grandstand during the papal visit for Pope Francis.
- The CCA Glee Club received the "*Ani ng Dangal*" Award from the National Commission for Culture and the Arts (NCCA) for outstanding contribution to national culture.
- The SLU School of Law celebrated its 60th foundation anniversary, with the inauguration of the Chief Justice Manuel V. Moran Community Legal Assistance Office.
- Rev. Fr. Gilbert B. Sales, CICM, was installed on August 15, 2015 as the seventh president of SLU.

CHAPTER II**GENERAL ACADEMIC REGULATIONS AND PROCEDURES****A. School Terms**

1. The academic year consists of two semesters and one short term. The number of school days per semester and per short term is contained in the academic calendar which is duly posted in bulletin boards.
2. The CHEd prescribes a minimum of 100 class days spread over 18 weeks per semester. The short term consists of 6 weeks.

B. Class Hours

1. One unit of credit is one hour of lecture or recitation, or three hours of laboratory, drafting or shop work each week for the period of a complete semester.
2. Students and faculty attend classes on time.
3. Students are not sent out on errands during class periods. Unless, a call slip is issued to the student/s concerned to report to a specific officer.
4. Suspension of classes is done only in extreme need and only upon the decision of the University President.
5. Regular classes go on except during the preliminary, midterm and final examinations, or except as may be indicated in appropriate notice.

C. Academic Load

1. According to CHEd rules and regulations, no student may be permitted to carry a load more than the prescribed units under the University's approved curricular offerings. Exceptions may be given by the School Dean based on duly approved guidelines. Students who enrol in less than 12 units in a semester have to consult the School Dean.
2. The academic load of academically poor students may be limited according to the discretion of the School Dean who may refer the student to the Guidance Center for evaluation.

3. A load of 21 to 24 units per semester and 9 units per short term is considered regular load of a student. Full time students may carry the regular load during the semester while first year students and students who are working scholars for the first time may carry a maximum load of 18 units during the regular semester and a maximum load of 6 units during the short term.

Working scholars who are in the second or higher years and who have been working scholars in the past may be allowed to carry a load of 18 to 21 units during the regular semester and 9 units during the short term, subject to the following conditions:

- a. No failing grades, no DROPPED/NFE/INC;
 - b. Satisfactory work performance;
 - c. No violation of University policies and regulations;
 - d. No broken schedules;
4. Students should take all subjects as prescribed and sequentially arranged in the curriculum of the different course offerings of SLU.

D. Attendance

1. Students are required to attend their classes from the first day of school.
2. The standards of attendance should be maintained to prevent giving school credits to students who do not meet the minimum attendance requirements. The checking of attendance is the responsibility of the faculty. On the other hand it is the responsibility of the student to keep track of his absences so that he knows when his classcard may have been submitted and thus he can claim it from the Student Affairs Office before he goes back to his class. This is in consonance with CHEd prescription that every school should keep attendance records of all students so that the data on enrolment, attendance, tardiness, transfer and separation from school can be easily and speedily checked.
3. Basic Rule on Absences. A student who has incurred absences of more than 20% of the required number of class and laboratory periods in a given subject should be given a DROPPED (D) mark. This is in keeping with Section 101, Article XXI, Manual of Regulations for Private Higher Education of 2008 which provides on Student Absences:

"A student who incurs absences of more than twenty (20%) percent of the prescribed number of class or laboratory periods during the academic year or term shall fail and earn no credit for the course or subject except in the instances as follows:

- 1) When the institution adopts a different attendance policy for students who belong to the upper half of their classes; and
 - 2) When the institution exempts a student for a just and reasonable ground, provided however that, the student is not excused from keeping-up with lessons, assignments and examinations. A faculty member may exempt a student who incurs absences beyond the twenty per cent (20%) limit, but with the approval of proper school authority."
4. No student who has been absent for three (3) class periods, and for each absence thereafter, shall re-enter the class without a readmission slip issued by the Student Affairs Office.
5. When a student has accumulated the number of absences midway the allowable limit, the classcard of the student is submitted to the Student Affairs Office which will notify the parent/guardian of the student concerned. During the Short Term the classcard is submitted after every absence. The student may not go back to his class without first securing his classcard from said office.
6. Classcards are submitted to the Student Affairs Office as scheduled in the following chart:

<i>Number of Meetings Per Week</i>	<i>Number of Absences to Cause Submission of Classcard to the Student Affairs Office</i>
1	1 st , 3 rd , 4 th , and 5 th
2	3 rd , 5 th , 7 th , and 8 th
3	(*), 5 th , 8 th , 11 th , and 12 th
4	(*), 5 th , 9 th , 12 th , 14 th , and 15 th
5	(*), 5 th , 10 th , 15 th , 18 th , and 19 th

(*) Means after the 3rd consecutive absence

The policy, NO CLASSCARD, NO ENTRY, is followed. A classcard released by the Student Affairs Office also serves as a readmittance pass and should be returned to the faculty by the student without delay.

7. Absences and Make-up Work/Special Quizzes / Examinations. Absences during classes for whatever reason or purpose are considered against the student. However, a student may make up for any work missed during an excused absence; determination of validity of such absence is to be done by the Student Affairs Office. If a student misses a quiz or an experiment or any class work due to an unexcused absence he will be given a score of zero (0) in this particular quiz or class work. Absences during preliminary, midterm, or final examinations are considered serious and the taking of special examinations will only be allowed after thorough investigation of the reason for absence by the Student Affairs Office and upon the approval of the School Dean. Special quizzes and examinations in the Prelims and Midterms must be taken within one (1) week after the student has resumed attending classes. If a student fails to take the special quiz or examination within the allowable period, he shall be given a score of zero (0) in the missed quiz or examination.
8. Call Slip. No one may summon a student during class hours without an official call slip issued by the School Dean, Treasurer, Registrar, Director of Libraries, Guidance Center Director, or Dean of Student Affairs.
9. Tardiness. Students are marked "late" if they arrive after the opening prayer but within the first fifteen minutes of the class period. Students who leave the class after the roll call and not return or who return only at the end of the period are considered absent; those who are late for more than fifteen minutes are still marked absent in class even if they are allowed to join the class for the remainder of the period.
10. On Authorized Absences (AA). For school sponsored activity such as but not limited to CCA performance, intramural games, foundation day activities, contest, symposia, conventions, meetings and the like, the following guidelines are to be observed:

That any office or department initiating the activity or student participation should carefully screen the students to be engaged, considering also the latter's past and current academic as well as attendance records. One who has a below-average academic standing or intermittent failing marks or an on-and-off record of and unjustified absenteeism based on the student file at Student Affairs Office should not be considered. It should do well to consult beforehand the offices concerned on the advisability of the student's participation.

That besides the favorable outcome of the consultation, participation in such activities that are held outside the school premises is strictly with prior official approval by no less than the University President since these students carry along with them the name of the University. Without Presidential approval, the absence incurred is not excused; and

That with the above arrangement undertaken, the students concerned are still responsible to catch up and/or undergo make up activities for class work, exams, quizzes, or requirements missed; however, only those who missed an examination or a quiz should be sent to Student Affairs Office for an excused readmission slip. Absences incurred should still be marked on the respective classcards as Authorized Absence (AA) for record and reference purposes.

E. Physical Education.

1. All school students are required to complete four P.E. subjects of 2 units each as per CHEd rules. P.E. 1 is required to be successfully completed before one may enroll in higher P.E. subjects. P.E. 2, 3 & 4 may be taken in any order.
2. All students have to enroll in P.E. Only members of the AFP and retired military personnel are exempted. Physically handicapped students are not exempted from taking P.E.; they have to enroll in adapted classes.
3. Students can procure the prescribed P.E. uniform from any supplier of their choice.
4. Athletes, CCA Performers and SLU Band Members: Official varsity sports training activities, CCA trainings and performances and SLU Band practices and engagements are equivalent to P.E. activities. Varsity players enrolled in P.E. must see the Athletics Director and the Physical Education Department Head for procedures and guidelines during enrollment. Similarly, CCA Performers and SLU Band Members follow the above procedure through the CCA Director and SLU Band Master, respectively.

F. National Service Training Program (NSTP)

The National Service Training Program (NSTP) Act of 2001 requires all Filipino male and female students in undergraduate courses to undergo 6 units of NSTP courses as graduation requirement.

The NSTP as implemented by the University has two parts: NSTP-CWTS 1, and NSTP-CWTS 2. As a pre-requisite to NSTP – CWTS 2, NSTP-CWTS 1 should be taken ahead and should be completed during the freshman year. Meanwhile, NSTP-CWTS 2 can be enrolled anytime after taking NSTP-CWTS 1 up until the semester before graduation.

G. Withdrawal from Enrolment, Dropping or Changing Course, Subjects, or Schedule

Withdrawal from enrolment or dropping or changing of course, subject, or schedule is allowed:

1. for valid/urgent reasons;
2. within the prescribed time, i.e., within the first week of the semester / within the first three days of the short term;
3. upon compliance of the required procedure; and
4. only upon approval of the School Dean and other offices concerned.

H. Examination and Grades

1. There are three major examinations scheduled during the semester: preliminary, midterm and final examinations. These are accordingly announced in the academic calendar. Examinations outside of the schedule are not allowed. No student shall be exempted from any of these examinations.
2. No examination shall be conducted outside of the campus.
3. Oral examinations, unless approved by the School Dean, are not allowed. Final examinations are always written and test booklets are kept in the Registrar's Office for a period of one year for purposes of verification and clarification if needed.
4. In no case may students take an examination without an examination permit duly issued by the Accounting Office. Such a permit deals with the particular examination only and in no case does it indicate clearance from financial obligations nor academic requirements which are within the domains of the faculty and the School Dean.
5. The faculty should inform his students of their preliminary and midterm grades and return the corrected test booklets within eight (8) school or working days from the date of the actual examination. In order that appropriate measures can be taken by the faculty, by the department head, and by the School Dean, all grade-related problems of students during this period must be promptly brought to them.

6. A student must, at all times, observe honesty and silence during examinations. He clears his desk of everything except those which the faculty allows him to have on hand.
7. As a general policy, a student who is caught cheating during an examination is given a score of zero (0) for that particular examination. A student who cheats during a quiz gets a zero (0) score for that particular quiz.
8. The class standing is the sum total of all recitations, quizzes, homeworks, seatworks, themes, experiments, laboratory works, class reports, plates, models, projects, and the like.
9. Final grades submitted by the faculty, checked by the department head, and duly approved by the School Dean are deemed final, except when correction is justifiable supported by pertinent evidence.
10. Absences and non-academic behavior are not included in the computation of grades which are based solely on academic performance and achievement of students. However, requirements of the course and other class work missed during an absence become an academic liability of the student.

The University does not sanction the lowering of grades due to absences, misconduct or poor extra-curricular performance. However, it does not interpose any objection to the lowering of academic grades for work actually missed or not made up due to misconduct, absence or tardiness. This is in keeping with Section 107, Article XXII, Manual of Regulations for Private Higher Education of 2008 which provides the Basis for Grading: *"The grading system of any higher education institution shall be based on existing institutional academic policies. The final grade or rating given to a student should be based solely on his scholastic performance in any subject/course. Any adjustment, addition or diminution to the final grade for co-curricular activities, attendance or misconduct shall not be allowed, except otherwise provided by an institutional academic policy, and provided that the adjustment is relevant to the subject content and requirement."*

11. Whether separate grades will be given or not for lecture and laboratory classes of a course will depend upon the policy being observed in the particular school where the student is enrolled in.

I. Grading System

1. SLU uses a standard grading system (See: SLU Grading Manual). Students are to be informed by their faculty of the evaluation and the computation of their academic performance. Grades are available for viewing at the Student and Parent's Portal.
2. The following marks may appear on a student's record:
 - a. NC (No Credit) or a failing grade due to NFE or to INC. Effective on the first semester of academic year 1993-1994, INC or NFE marks shall no longer be given.
 - (1) A student who is unable to take a final examination (NFE) or who does not complete the requirements of a course (INC) shall be given a final grade
 - of NC (No Credit) if the midterm grade is passing
 - which is the same as the midterm grade but not exceeding a grade of 70 if the midterm grade is failing.

Examples:

If the midterm grade is 67, the final grade will be 67.

If the midterm grade is 72, the final grade will be 70.

- (2) In accomplishing the final grading sheet, the faculty shall follow item (1) but shall indicate in the "Remarks" column INC or NFE where such marks are applicable. This will serve as the School Dean's reference for allowing the removal of an INC or an NFE mark for a meritorious case in consultation with the faculty concerned. In the School of Engineering

and Architecture, it is the Department Head who allows the removal of an INC or an NFE mark for a meritorious case in consultation with the faculty concerned.

- (3) For a meritorious case, a student is given only one (1) month from the date of release of final grades to remove any INC or NFE mark. An NC mark or a failing mark due to NFE or INC which is not removed within the allowable period of one (1) month shall become permanent. A student has to repeat the subject where he obtained such a mark.
 - (4) An NC mark shall disqualify a candidate for academic scholarship, for the Dean's List, or for graduation with honors.
 - (5) In computing the general weighted average (GWA), the marks D and NC shall be given a grade equivalent of 70.
- b. WP (Withdrawal with Permission). This mark is given to a student who withdraws from the course or a subject with the expressed permission of the School Dean. Provided further that it may be granted only for valid and meritorious reasons and should be filed not later than the midterm period. It should, however, not be granted due to academic negligence or unexcused absences after the Withdrawal Period set by the Accounting Office for the term.
- c. D (Dropped). This mark is given to a student who incurs absences beyond the 20% allowable limit. The date of the last absence incurred to reach the 20% limit should be indicated in the "Remarks" column of the grading sheet.

As a matter of policy, all complaints regarding grades must be filed with the School Dean not later than the first month of the following term.

J. Other Course Requirements

1. In partial fulfillment of the requirements in some courses, students are assigned term papers, scrapbooks, class reports, plates, models, and other projects which have to be accomplished and submitted punctually.
2. In the undergraduate courses, term papers are limited to not more than ten double-spaced typewritten pages and are required only for research courses and major subjects in the junior and senior years.
3. Film Viewing, Concerts, Documentaries and Other Productions: Film showing, theatre productions, plays, concerts and other live performances by artists may be allowed under special circumstances and only if these events or activities are in accordance with the core values of the University. These are not in-house productions of the University (i.e., CCA productions, variety shows hosted by schools, concerts by student organizations, etc.) but are primarily sponsored, marketed and produced by outside entities.

The following guidelines should be observed:

- 3.1. These productions or presentations [i.e., concerts and live performances, musical plays, drama, films which include a wide category or artistic, literacy, fictional and nonfictional motion pictures or documentaries which reflect aspects of reality, primarily for the purposes of instruction or maintaining a historical record] should not only be meant to entertain but should have added value in terms of the enhancement of students learning, values formation and socio-civic mindedness and critical thinking and creativity among students.
- 3.2. The proposal should be evaluated by the department head concerned based on the added-value principle and duly endorsed for approval by the School Dean or Principal to the Administration. Request for viewing in lieu of holding classes needs prior approval by the University President and should iterate that watching such productions are co-curricular in nature or related to the

curriculum/course syllabi. The concerned faculty member/s must actually be present during the entire production run and that the policy on selling/peddling must be adhered to at all times.

- 3.3 The terms and conditions of the engagement and the responsibilities of the co-sponsoring department or school be clearly spelled-out [e.g., venue and play dates, the required number of tickets to be sold, revenue-sharing scheme in case of fund-raising for school-related projects and the like]. The contract or agreement can only be signed by the University President after review by the Offices of the Vice President for Administration and the Vice President for Finance

K. Academic Retention

As a general rule, a student who fails more than 45% of his subject load enrolled in the past semester shall not be readmitted in SLU unless the School Dean refers the student to the Guidance Center for a very meritorious reason. Stricter retention policies are presently in effect in the different schools. Thus, students are advised to refer to the catalog of the concerned school or confer with the respective School Deans.

L. Zero Academic Deficiency

Effective Second Semester of Academic Year 2003-2004, candidates for graduation in all the schools in the University must have zero academic deficiency in order that they may be allowed to participate and join the Graduation/Commencement Exercises. This is in compliance with the SLU Board of Trustees' Resolution No. 05-03.

M. Graduation with Honors

1. Graduating students who possess the required residence in SLU and who obtain the required academic average may be conferred the following honors:

Cum Laude—a general average of 88% to less than 91% and at least three years/six semesters academic residence in SLU with a minimum of 120 earned academic units.

Magna Cum Laude—a general average of 91% to less than 93% and at least 4 years academic residence for four-year course and 5 years for a five-year course and

completed in SLU the total number of academic units required for the course.

Summa Cum Laude—a general average of 93% and above and the same conditions as that for Magna Cum Laude.

Transferees are not qualified for Magna Cum Laude or Summa Cum Laude honors.

Two (2) short terms are equivalent to one semester; however, the minimum academic units indicated above must be maintained.

2. In addition to the requirements stated in No. 1, a candidate for honors must have no failure, no DR, INC, NFE, or NC mark in any subject except NSTP.
3. Any candidate for graduation from any School who cannot qualify for an academic honor but who had been consistently a full or half academic scholar every semester during the whole length of his 4 or 5 year course may be awarded during the graduating exercise, one of the following:
 - a. **Gold medal**—if he/she obtained the highest average in his/her School.
 - b. **Silver medal**—if he/she obtained the second highest average in his/her School.
 - c. **Bronze medal**—if he/she obtained the third highest average in his/her School

When a School has only one candidate who qualifies for an academic honor, the candidate who ranks second and who meets the above requirements may be awarded the silver medal.

4. The conferral of honors to deserving graduate program students is made on the basis of the following final overall grade:

Summa Cum Laude.....97 and above

Magna Cum Laude.....94—96.99

Cum Laude.....91—93.99

N. Release of School Credentials

1. Appropriate application forms and clearances are required in the release of school credentials. As a general rule, the issuance of school credentials must be applied for fifteen (15) days prior to the release of the same.
2. Transfer credentials (formerly known as Honorable Dismissal) are released immediately to students who have obtained the necessary clearances. Release of transfer credential is considered as formal separation from the University and readmission to the University shall only be in accordance with existing policies.
3. No transfer credential or official transcript of records shall be released unless admission credentials-Form 137A of freshmen students or Original Transcript of Records of transferees - are on file with the Registrar's Office and unless all accountabilities with the Accounting Office, Library, Laboratories, etc. are settled.

O. Rating System

The Rating System used in the undergraduate level is as follows:

Grade in Percentage Equivalent	Letter Grade	Number Equivalent	
97-99	A	1.00	Excellent/ Superior
94-96	A-	1.25	
91-93	B+	1.50	Above Average
88-90	B	1.75	
85-87	B-	2.00	Average
80-84	C+	2.50	
75-79	C	3.00	Fair
below 75	D	4.00	
	F	5.00	Failed

P. Tuition and Other Fees

Information on tuition and other fees as well as on other financial matters are contained in a separate hand-out issued by the Accounting Office from time to time.

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- A. SLU Parish** – The Parish, in coordination with the SLU Campus Ministry, animates, guides and coordinates the spiritual-liturgical and missionary-pastoral activities of the SLU Community in accordance with the vision of SLU as a Catholic University and the overall program of the Apostolic Vicariate of Baguio. The Parish Pastoral Council (PPC), consisting of the representatives from the various sectors of University, the Parish Youth Coordinating Council (PYCC) composed of youth representatives and the SLU Campus Ministry works, closely with the Parish Priest in realizing the objectives of the Parish. Various activities and services are organized for the students, faculty and personnel – liturgical and Paraliturgical celebrations, formation sessions and activities, and social action programs. The different Religious organizations presently under the parish are Ministry of the Altar, Ministry of the Word, Himig ng Panginoon Choir (HNP), -Ministry of Evangelical Songs and Services in an Angelic Hymn (MESSIAH), Ministry of Sacred Music and Divine Symphony (MSMDS), Christ Youth in Action (CYA), Jesus Others & You (JOY), Mentors for Christ (MFC), Youth for Christ (YFC), Youth in the Spirit of Love (YSL), Christian Ministry of the School of Nursing (CrimSON), CHIRO Youth Movement, Mission Club, Morning Readers, Extraordinary Ministers of the Holy Communion (EMHC).

The regular schedule of Liturgical services are:

MASSES

Venue	Department	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Gonzaga	LES	7:40 a.m.						
Navy Base	LHS	8:40 a.m.	10:00 a.m.	10:00 a.m.	11:00 a.m.			
Decaestecker (Navy Road)	SOH			8:30 a.m.	9:30 a.m.			
Devesse (Bakakeng)	SABM	10:30 a.m.	11:30 a.m.					
Main	SON and STE	3:00 p.m.						
	SNS			3:00 p.m.				
	SEA (1)		3:00 p.m.					
	SEA (2)					10:30 a.m.		
	SOL and SOM				3:00 p.m.			
	SCIS					3:00 p.m.		
Hospital	COMMUNITY	7:00 a.m.	7:00 a.m. 5:00 p.m.	8:30 a.m. 10:00 a.m. 4:30 p.m.				
		7:30 a.m.	7:30 a.m.	7:30 a.m.	7:30 a.m.	7:30 a.m. (5:15 p.m. 1 st & 3 rd Friday)	7:30 a.m. (5:15 p.m. 1 st & 3 rd Friday)	8:00 a.m.

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CONFESION: Everyday upon request

BAPTISM: Sundays – 11:00 a.m. (Special schedule can be accommodated depending on the availability of the Priest)

WEDDING: Tuesdays to Saturdays – 9:00 a.m. and 1:30 p.m.

The Parish Office is located at Room S -311 of the Diego Silang Building, and is open from Tuesday to Sunday at 8:00 a.m. – 12:00 noon and 1:30 – 5:30 p.m.

B. Admission.

Saint Louis University welcomes local and foreign students alike, subject to University admission policies, requirements, and academic standards and pertinent laws of the Republic of the Philippines.

1. **Undergraduate Freshmen Students:** All undergraduate freshman applicants must pass the SLU College Entrance Examination (SLU-CEE) and must qualify within the slots duly determined for their chosen course. The regular SLU-CEE is conducted during weekends from the middle of October up to the middle of December. Admission for the first semester starts at the middle of April.
2. **Transfer Students:** SLU admits transferees in all courses except Bachelor in Medical Laboratory Science subject to their compliance with pertinent requirements and guidelines. They must undergo a Qualifying Examination (QE) and if qualified, will take the Personality Test and Interview. Foreign students applying as transferee are subject to the English Proficiency Test (EPT) rule.
3. **Graduate Program Students:** The applicant must have finished the prerequisite degree/s prior to acceptance to the Graduate Program:
 - For a Master's degree, the applicant must have a Baccalaureate degree from an institution of recognized standing
 - For a Doctorate degree, the applicant must have a Master's degree in related fields from an institution of recognized standing.

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4. **Foreign Students:** Foreign students should apply not later than 6 months before the start of the academic term. Moreover, they should be in Baguio City at least 4 weeks before the start of classes of the academic term for them to take the EPT as well as SLU-CEE / QE / GPEE, and Personality Test.

Foreign students applying for the first time either in the undergraduate or graduate program should initially possess satisfactory proficiency in English and have passed the EPT as well as the pertinent entrance examination and Personality Test. Before enrolling, they undergo Pre-admission Processing at the Student Affairs Office.

Foreign students must secure a valid Student Visa. There are two options in securing a Student Visa. For related information, consult Foreign Student section of the Registrar's Office.

C. Scholarships/Grants and Aids to Students – SLU provides scholarships, grants and aids to its students, among which are:

- i. Scholarships: Entrance Scholarship for high school valedictorians, salutatorians and the top 100 performers of the SLU College Entrance Examination (SLU-CEE); School of Law Entrance Scholarships; School of Medicine Entrance Scholarships; Academic Scholarships; Religious Education Scholarships; SLU Faculty/Staff Development Scholarship. SLU also administers Special Scholarships sponsored by the government and private agencies and individuals.
- ii. Financial Grants: Activity grants for SLU Band members, selected athletes of the University and selected performers of the SLU Center for Culture and the Arts; Service Grants for working scholars; discounts for brothers-sisters and children OR dependents of qualified SLU employees.
- iii. For more information, please visit the SLU Guidance Center at the ground floor of the Diego Silang Building at Room 111 or you may call 074 443 2001 local 222.

D. Food Services – Canteens are available on the University campuses to serve snack and meal needs of the academic community.

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- E. Health Services** – Medical and Dental consultations are done at the Medical and Dental Clinics, and when necessary, first aid is administered. Initial or starter doses of medicines are given. Routine laboratory examinations are performed at the clinical laboratories free of charge when required.
- F. Safety and Security Services** – Security forces are maintained on the campuses to ensure maximum safety and security of the academic community. For more information on this service, please read the SLU Safety Orientation Manual.
- G. Student Housing and Residential Services** – Five student residence halls are available on two SLU campuses on a first-come-first-served basis to provide student housing which are comfortable, well-equipped and secured, at affordable rates. At the Main Campus, Mt. Mary Hall provides bedspace or lodging only for lady students, while board-and-lodging accommodation is offered at Cardijn Hall (for ladies only) and Men's Residence Hall (for male students only). Bedspace and board and lodging dormitory services are also available at the Maryheights Campus.
- H. Foreign / International Student Services** – The various offices, namely the Guidance Center, Institute of Foreign Languages & International Studies, Office for Linkages and Exchange Program, Student Affairs Office and University Registrar, share in the task of providing needed assistance to foreign SLU bound students as well as Louisians bound for exchange programs abroad. These offices by virtue of their inherent student services work collaboratively to facilitate the successful academic pursuits and assimilation of foreign and outbound local students in the increasingly globalized world.
- I. Services for Student with Special Needs and Persons with Disabilities** – Pursuant to Section 32, Article IX of CHED Memorandum Order No. 9, s. 2013 otherwise known as Enhanced Policies and Guidelines on Student Affairs and Services, side by side with SLU's advocacy for inclusive education, a collaborative endeavor with the different Schools in the University have been established to ensure the positive and holistic formation of all types of learners particularly for students with special needs.

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Students identified with special needs are helped in their smooth transition to college life. A conference with the parents, the concerned student, the School Dean or Associate Dean, representatives from the Student Affairs Office and the Guidance Center, and an expert for instance, in the medical/psychological condition identified is conducted. This is to determine the extent of assistance that may be given to the student.

When necessary and with the consent of the concerned party, faculty members are invited to a meeting headed by the Dean/ Associate Dean and the expert personnel to give them the heads up and the knowledge on how they may proactively deal with some of their students with special needs. The designated School Point Person regularly monitors as well as coordinates the status and progress of students who are or who may still be identified of having special needs.

The academic performance of students under this program is regularly monitored. The Guidance Center also offers them guidance and counseling services when needed.

- J. Cultural and Arts Program** - The Center for Culture and the Arts is a venue for the education and training of artists in the performing arts and where art can be experienced and appreciated. The Center provides significant programs that promote cultural awareness, develop artistry and competence in the arts.

The CCA has five resident performing groups namely the SLU Band, SLU Dance Troupe, SLU Glee Club, Tanghalang SLU and the SLU Orchestra. The audition is open during the first month of the 1st Semester and the short term.

The CCA has an appropriate venue for conferences, seminars, workshops, productions and stage plays. The different schools and offices of the university as well as other institutions and companies outside SLU can apply for the use of the CCA facilities such as Theater, conference room and the lobby.

The CCA is an auxiliary office under the Office of the President.

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- K. Sports Development Programs** - The Athletics Office provides excellent and comprehensive athletic/sports programs and services to our athletes, students, employees, as well as SLU dependents and other sports enthusiasts. Programs are designed to develop self-discipline, attitude, respect to others and the Louisiana community as well. It encourages student-athletes to become more effective and efficient in and off the court. It also provides a safe and good training and competition facilities based from National and International standards. The office promotes sports as an effective vehicle for holistic and social development. The office conducts and manages sports activities such as intramurals, inter-employees, sports clinics and tutorials which are scheduled annually. The office also grants scholarships to deserving student-athletes in accordance with the school standards and policy. A court is located at the Prince Bernard Gym of the SLU Administration Building and a wellness-fitness gym located at the De Haes/P.E. Building.
- L. Social and Community Involvement Programs** – The University provides an opportunity for its students to develop in their social and community involvement in a way that is appropriate to their status as students as well as to the character of the University as a higher educational institution. Students from duly recognized student organizations are tasked to collaborate with the faculty in relevant extension programs, as their engagement in this kind of endeavor does not only contribute to their academic training but also to their sense of social responsibility. An extension program is an educational activity that utilizes research-based information in order to effectively improve production, community or institution, quality of life, and the University's academic and research programs. It consists of an integrated set of intended outcomes, objectives, projects and activities, which are meant to address an identified need or problem of a specific sector or target clientele (as distinguished from those who are formally enrolled in degree program or course offerings). It starts from a program design that involves problem identification and definition that results into the activity plan, scholarly connection, line item budget, budget sourcing and personnel support. Moreover, it has a specified timetable, with clear mechanisms and parameters for monitoring, evaluation, and termination. Outside of their participation in extension programs, they also join emergency outreach activities that are organized by the University Outreach Council (UOC) relative to disaster response and rehabilitation. They may also initiate outreach projects (service-learning activities that do not necessarily generate research outputs and learning

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resources as in the case of an extension program) that will allow them to apply the new knowledge that they generate to address specific social development problems.

- M. University Libraries** – The University Libraries are housed in the six-storey Msgr. Charles Vath building located at the central area of the campus. It provides a spacious and conducive avenue for intellectual activities designed for patron's research and study. It also embraces various media of print, non-print materials and electronic resources. The SLU Libraries also maintain a Webpage via the SLU website. The University Libraries are open from 7:30 AM to 7:00 PM and on Sundays from 1:00 PM to 5:00 PM.
- N. Textbooks** – Some required textbooks are available for rent on a first-come-first served basis at reasonable prices.
- O. University Store** – Teaching and learning aids, school supplies and examination booklets are available at the University store. Student guides, manual or pamphlets may also be available for sale.
- P. Guidance Center** – The Guidance Center is a sector of the University that endeavors to help students and other members of the academic community in their adjustment, problem-solving, interpersonal relations, goal-setting, decision making and coping. This is realized through its counseling, information, placement and testing services. Programs designed to further reach out to the students are regularly undertaken and some of the activities are: group and individual guidance for those with academic difficulties, lecture-workshops for life enhancement and management of private scholarships and financial assistance for deserving students. The Psychological Testing Unit handles the psychological assessment and evaluation of students to arrive at a better self-insight. The SLU Guidance Community Services (GCS) assist a number of outlying elementary and high schools in their guidance needs.
- Q. Laboratories, Shops, Equipment/Instruments** – Shops and Laboratories which are well-equipped afford the students the much needed practicum for their theoretical courses.
- R. Social-Conference-Workshop Halls and Gymnasia** – Facilities for big or small group activities on a first-come-first-served basis with the necessary sound and light arrangements.

CHAPTER III STUDENT WELFARE AND INSTITUTIONAL STUDENT PROGRAMS AND SERVICES

- S. Mail Service** – Postal needs of the students and academic community are met by the SLU branch of the Philippine Postal Corporation.
- T. Report to Parents/Guardians** – The Student Affairs Office writes the parents/guardians of students who have incurred the number of absences midway the allowable number of absences and/or who have been put under disciplinary sanction. When deemed advisable and necessary, the Student Affairs Office may call parents or guardians for conferences or consultation with them regarding the academic or behavioral conduct of their children. SLU encourages parents to visit the school any time to inquire into the attendance, behavior, or academic progress of their children. Parents who wish to have a copy of their children's final grades may request personally or in writing from the Registrar's Office or apply for a Parent's account to electronically view in the SLU Website their child's academic performance, attendance record, class schedule and financial account.

CHAPTER IV**CODE OF DISCIPLINE****Introduction:**

Saint Louis University is a Catholic institution. All bonafide students in the exercise of their rights and in the performance of their duties must conduct themselves in line with the finest principles, traditions and ideals of the authentic Christian Filipino.

A student who is accepted to study in Saint Louis University recognizes the existence of a contract whereby he agrees to comply with the policies, rules and regulations of the university and assumes all responsibilities appertaining to his status as a student.

On one hand, personal discipline keeps the proper balance between freedom of action headed for self-development and self-restraint necessary in accepting external rules for the safeguard of the rights and responsibilities of others. On the other hand, social discipline requires that the rights and responsibilities of the administration, faculty, non-academic personnel and the studentry are respected.

Saint Louis University adheres to the principles of "in-loco parentis" or secondary parental authority. Nevertheless, parents and/or guardians retain the primary continuing responsibilities and duties reposed in them as prescribed by Presidential Decree 603, Education Act of 1982 and other pertinent existing laws.

In the exercise of "in-loco-parentis", the administrators, faculty, and duly authorized university officials of Saint Louis University shall have the right and responsibility to make apprehension and/or refer any violation of the Code of Discipline to the proper university officer and/or duly authorized officer of the law for appropriate action.

A. CONDUCT IN THE SCHOOL

Every student must value and exercise self discipline to earn due respect for his own person. He is called upon to respect his fellow students, personnel, faculty members, and administrators.

To know how to conduct himself in the campus, he should secure a copy of the SLU Student Handbook and be knowledgeable of its contents. This handbook should therefore be used for his constant reference and guidance.

He should conduct himself and present himself in a decent manner, abiding by the generally accepted norms of good behavior at all times. He should observe courtesy and decorum in dealing with fellow students, personnel, faculty members and administrators.

He shall be responsible to know, understand and comply with the contents of the memoranda, circulars, announcements, letters, notices, directives and the like affecting him, as may be regularly posted and/or disseminated by the university authorities.

Lastly, every student shall observe the laws of the land, the rules and regulations of the university as provided herein and as may necessarily be promulgated from time to time, and the standards of good society.

The following acts or omissions are deemed improper student conduct for which a student may be subject accordingly to disciplinary action, to wit:

1. Failing to properly wear his/her valid ID card while inside the campus; failing to report the loss of his/her ID card to the Student Affairs Office within 24 hours and have a replacement of the same within 48 hours; failing to surrender his/her lost and found ID card within 48 hours while still in possession of a replacement ID card; failing to present his/her ID card when requested by school authorities, faculty, personnel or guard on duty.

1st violation – Warning

2nd violation – Reprimand/Censure

3rd violation – Suspension

2. Using for official school purposes or transaction his/her own ID card which is neither authorized nor valid.
 - 1st violation – Warning to Reprimand with Confiscation of ID
 - 2nd violation – Suspension with Confiscation of ID
 - 3rd violation– Suspension to Non-readmission with Confiscation of ID
3. Unauthorized stay in, or entry to the university campus after 9:00 o'clock in the evening.
 - 1st violation – Warning to Reprimand / Censure
 - 2nd violation – Reprimand/Censure to Suspension
 - 3rd violation – Suspension to Dismissal / Non-readmission
4. Smoking at any time on University premises. (SLU has become NON-SMOKING ZONE under RA 9211 - SLU Memo dated 11/08/2003)
 - 1st violation – Warning to Reprimand / Censure
 - 2nd violation – Suspension
 - 3rd violation – Suspension to Dismissal / Non readmission
5. Littering disposable materials such as but not limited to bottles, cans, pieces of paper, plastic and the like in the classroom, library and other places in the university campus.
 - 1st violation – Warning
 - 2nd violation – Reprimand/Censure
 - 3rd violation – Reprimand/Censure to Suspension
6. Eating inside the classroom during class hours, or in the laboratories or libraries at any time.
 - 1st violation – Warning
 - 2nd violation – Reprimand / Censure
 - 3rd violation – Reprimand / Censure to Suspension
7. Posting, distributing or disseminating notices, posters, leaflets, broadsheets, opinionaires, questionnaires, streamers, popsheets, surveys or similar materials without the prior endorsement of the KASAMA/SSC and approval of the Student Affairs Office.
 - 1st violation – Warning / Censure
 - 2nd violation – Suspension
 - 3rd violation – Suspension to Dismissal / Non-readmission

8. Defaming any student, teacher, personnel, or university authority or his agents; giving oral, or sending, disseminating or posting any written or electronically transmitted message or graphics, or demonstrating offensive gesture, which causes a person or his reputation or good name to be threatened, harassed, maligned, besmirched, disgraced, degraded, insulted, ridiculed or defamed.

1st violation – Warning / Reprimand to Suspension
2nd violation – Suspension to Dismissal / Non readmission
3rd violation – Suspension to Expulsion.

9. Producing, possessing, distributing, publishing, exhibiting and/or disseminating literature, films, prints, plays, shows or similar forms which are offensive to morals, contrary to law, public order, good custom, and university policies.

1st violation – Warning / Reprimand to Suspension
2nd violation – Suspension to Dismissal / Non -readmission
3rd violation – Suspension to Expulsion

10. Engaging in lewd, indecent, obscene, immoral or provocative conduct such as passionate kissing, necking, petting and similar acts while within the university premises or during a university function.

1st violation – Warning/Censure/Reprimand to Suspension
2nd violation – Censure / Reprimand to Suspension/
Dismissal or Non-readmission
3rd violation – Suspension to Expulsion

11. Stealing the property of the university or of property in the possession of, or owned by a member of the university community; mulcting, extorting, or making unauthorized collections or solicitations of money or property from any student, personnel, faculty member or administrator.

1st violation – Warning / Censure to Suspension with reimbursement
2nd violation – Suspension to Dismissal/Non-readmission with reimbursement
3rd violation – Suspension to Expulsion with reimbursement

12. Giving money, gift, or token of any kind or giving a treat to a faculty member concerned or university employee, personnel or official, and/or any person acting for and in his behalf, in order to obtain any kind of favor or benefit such as but not limited to exemption from attending class, lecture, examination, recitation, test, quiz or similar activity, of leniency or non-submission of plate, project, experiment, report, term paper, or other requirement such as internship, clerkship, practicum, NSTP requirements, community service or similar requirements, or late submission of overdue, requirement or school equipment.
 - 1st violation – Warning / Censure /Reprimand to Suspension with invalidation of grade
 - 2nd violation – Suspension to Dismissal/Non-readmission with invalidation of grade
 - 3rd violation – Dismissal / Non-readmission to Expulsion with invalidation of grade
13. Unlawfully possessing or using explosives of any kind, chemical or biological substance which can cause harm or injury, or any deadly weapons such as but not limited to guns, knives, icepicks, darts, bolos, chako, knuckles, pipes, wrench and the like.
 - 1st violation – Warning / Censure /Reprimand to Suspension with Confiscation
 - 2nd violation – Suspension to Dismissal/Non-readmission with Confiscation
 - 3rd violation – Dismissal / Non-readmission to Expulsion with Confiscation
14. Willfully destroying or committing act(s) of vandalism on University property; defacing or tearing off any library book, magazine, newspaper; damaging or carving tables, chairs, walls; writing, sticking on or pasting any material on the walls, tables, chairs or other pieces of furniture; breaking glass windows, showcases, doors, laboratory equipment, materials, or electrical, mechanical or electronic devices; tearing or using improperly the curtains; removing or erasing or tampering with official notices, announcements and posters on bulletin boards; destroying or tampering with any university property, or committing similar acts.

1st violation – Warning / Censure / Reprimand to Suspension with reimbursement

2nd violation – Suspension to Expulsion with reimbursement

15. Bringing in or imbibing or dispensing liquor or any intoxicating beverage; entering the university in a state of intoxication.

1st violation – Warning / Censure / Reprimand

2nd violation – Suspension to Dismissal / Non-readmission

3rd violation – Dismissal / Non-readmission to Expulsion

16. Illegally using, possessing, or distributing narcotics or dangerous drugs or their derivatives.

1st violation – Suspension to Dismissal / Non-readmission

2nd violation – Suspension to Expulsion

3rd violation – Dismissal / Non-readmission to Expulsion

17. Physically assaulting or encouraging to assault any person within the premises of the university; participating in any melee, such as but not limited to brawls, fighting, stabbing, quarreling, hazing which is any act that injures, degrades or tends to injure, degrade or disgrace any fellow student or person attending the university; committing or soliciting abortion or encouraging any person to commit or solicit same.

1st violation – Warning/Censure to Expulsion

2nd violation – Suspension to Expulsion

3rd violation – Dismissal / Non-readmission to Expulsion

18. Engaging in any form of gambling within the premises of the university.

1st violation – Warning/Censure to Suspension

2nd violation – Suspension to Dismissal / Non-readmission

3rd violation – Suspension or Expulsion

19. Forging, altering, tampering, falsifying and/or misusing university documents, records, credentials, receipts, slips, markings, forms or certifications; copying, reproducing or procuring any unauthorized, fake or tampered university document, record, credential, receipt, slip, marking, form, certification, identification card, and the like, or

fabricating fake or spurious copy or semblance of the same AND using same for any school-related purpose or for any other purpose that puts the good name of the university in bad light; knowingly furnishing or using false or forged information in connection with official university transactions, proceedings, investigations – with fake or spurious documents, excuse letters, certifications, credentials, markings, or identification cards or similar supporting materials; publishing false information about the university, its officials, faculty members, personnel and students.

1st violation – Reprimand to Expulsion

2nd violation – Suspension to Expulsion

3rd violation – Dismissal / Non-readmission to Expulsion

20. Obstructing or disrupting teaching, administrative work, disciplinary proceedings or other university activities; impeding, obstructing, preventing or defeating either the right or obligation of the teacher or professor to teach his subjects or the right of the student to attend his classes.

1st violation – Warning/Censure to Suspension

2nd violation – Suspension to Expulsion

3rd violation – Dismissal / Non-readmission to Expulsion

21. Threatening, coercing, intimidating, compelling any student to be absent from classes; threatening, coercing, intimidating, preventing any administrator, faculty member, personnel, or administrator from discharging his duties.

1st violation – Warning/Censure to Expulsion

2nd violation – Suspension to Expulsion

3rd violation – Dismissal / Non-readmission to Expulsion

22. Using a university facility for activities like symposia, fora, debates, practices and other such similar activities without having first obtained the necessary permit subject to conditions imposed thereon from the Student Affairs Office. However, approval of respective School Deans/ Directors/ Principals / Heads of Office for the use of vacant classrooms for class / organizational meetings/practices during school hours shall suffice and deemed valid.

1st violation – Warning/Reprimand

2nd violation – Suspension to Dismissal / Non-readmission

23. Using without prior authority the name of SLU in any ticket, invitation, program, announcement or similar printed matters.
- 1st violation – Warning/Censure to Suspension
2nd violation – Suspension to Dismissal / Non-readmission
3rd violation – Dismissal / Non-readmission
24. Cheating during examinations and quizzes, or plagiarism in connection with any academic work, or abetting the commission of the same.
- 1st violation – Warning with invalidation of grade
2nd violation – Censure to Suspension with invalidation of grade
3rd violation – Suspension to Dismissal / Non-readmission with invalidation of grade
25. Abusive behavior or courtesy towards university officials, faculty members, personnel, guards, and duly elected or appointed KASAMA/SSC officers.
- 1st violation – Warning to Suspension
2nd violation – Censure / Reprimand to Suspension
3rd violation – Suspension to Dismissal / Non-readmission
26. Coming to school or attending a school activity, occasion or function in an attire or grooming not appropriate for the said activity, occasion or function and/or not in accordance with basic decency and good custom or with duly established academic policy.
- 1st violation – Warning and/or according to Academic Policy
2nd violation – Reprimand / Censure and/or according to Academic Policy
3rd violation – Suspension to Dismissal / Non-readmission and/or according to Academic Policy
27. Violating any penal statute or of rules and regulations or any valid order of competent university authority and/or the KASAMA/SSC.
- 1st violation – Warning/Censure to Suspension
2nd violation – Censure to Dismissal / Non-readmission
3rd violation – Suspension to Dismissal/Non-readmission

B. CONDUCT OUTSIDE THE SCHOOL

Every student is always identified with the university to which he belongs. It is his responsibility to help maintain the good image of the university by conducting himself in a manner befitting a Catholic student. Consequently, he should be aware at all times that his behavior is reflective of the training he gets in the university. While outside the campus he should observe generally accepted rules of conduct and norms of behavior.

As such he is called upon:

1. to uphold the academic integrity of the university, protecting at all times its name, reputation and ideals.
2. to conduct himself with dignity and honor and to abide by all instructions of the authorities when representing the university in any authorized activity. Likewise, he should conduct himself in the same manner when using the name of the university.
3. to participate in religious, civic, social and like activities/ programs, approved by the university.
4. to keep away from establishments of ill-repute such as gambling joints, sauna parlors, drinking places, pot session dens, and other similar places; and to avoid associating with persons of questionable character and conduct.
5. not to use, without prior authority, the name of Saint Louis University in any ticket, invitation, program, announcement or similar printed matters.
6. to inhibit himself from pushing, trafficking, administering, using or possessing regulated or prohibited drugs and its derivatives since Saint Louis University does not condone activities of like nature.

Although the University cannot be held responsible for the conduct of its students outside the school premises, bad conduct of any of its students outside the school campus can be a cause for disciplinary action.

Violation of any of the foregoing shall be taken on a case-by-case basis and the penalty shall be based on the facts and circumstances surrounding the case.

C. DISCIPLINARY SANCTIONS

C.1. Disciplinary Sanctions on Minor Offenses or Infractions of Good Discipline. As provided in Section 104, Article XXI, Manual of Regulations for Private Higher Education of 2008: "*A school official or personnel shall have the right to impose appropriate and reasonable disciplinary measures for minor offenses or infractions of good discipline committed in their presence, provided, that no cruel or physically harmful punishment shall be imposed upon any erring student.*" Such disciplinary action and/or penalties are herein below defined:

1. **Warning.** It is a notice to the student that continuation or repetition of specified conduct may be a cause for other disciplinary action.
2. **Reprimand.** It is a severe form of formal rebuke by a person in authority.
3. **Censure.** This may either be oral or written reprimand for violation of specified regulation(s).

C.2. Administrative Actions and Proceedings. As provided in Section 105 Article XXI, Manual of Regulations for Private Higher Education of 2008: "*A higher education institution, through any of its authorized representatives, may cause the filing of an administrative action against any students for violation of its disciplinary rules and regulations. Any administrative action filed against a student must comply with minimum standard of due process prescribed herein as follows:*

- 1) *The student must be informed in writing of nature and cause of any accusation against him, and required to answer the accusation in writing. If the student is minor, the parent or the guardian shall be furnished with a copy of show cause letter;*
- 2) *If the student denies the accusation or alleges some fact or matter in justification or mitigation of the offense, the institution shall form a fact-finding committee to hear and receive evidence;*
- 3) *In all stages of the proceedings, the student shall have the right to assistance of a counsel of his own choice;*
- 4) *The student shall have the right to listen to, and examine the evidence presented against him, to ask clarificatory questions through the fact-finding committee, and to present evidence on his behalf;*

- 5) *The fact-finding committee must consider the pieces of evidence presented, and received in the proceedings;*
- 6) *The student shall be informed in writing the decision promulgated in his case; and*
- 7) *If the student is found culpable for the offense charged, the punishment imposed shall be commensurate with the nature and gravity of the offense."*

C.3 Preventive Suspension and Categories of Administrative Penalties.

As provided in Section 106, Article XXI, Manual of Regulations for Private Higher Education of 2008: "A student under investigation may be **preventively suspended** from entering the school premises and from attending classes, when the evidence of guilt is strong, and the responsible school official is morally convinced that the continued stay of the student pending investigation would cause sufficient distraction to the normal operations of the institution, or would pose real or imminent threat or danger to persons and property inside the institution's premises.

The administrative penalties that may be imposed upon an erring student, for commission of any serious offense or violation of institutional disciplinary rules and regulations, are provided and categorized as follows:

- 1) **Suspension** – a penalty that allows the higher education institution to deprive or deny the erring student from attending classes for a period not exceeding twenty per cent (20%) of the prescribed total class days for the school term. A penalty of suspension for a period more than twenty per cent (20%) of the total class days for the school term shall be deemed suspension for a period equivalent to twenty percent (20%) of the prescribed total class days for the school term.
- 2) **Non-readmission** – a penalty that allows the institution to deny admission or enrollment of an erring student for the school term immediately following the term when the resolution or decision finding the student guilty of the offense charged and imposing the penalty of non-readmission was promulgated. Unlike the penalty of exclusion, the student is allowed to complete the current school

term when the resolution for re-admission was promulgated. Transfer credentials of the erring student shall be issued upon promulgation, subject to the other provisions of this Manual.

- 3) **Exclusion** – *a penalty that allows the institution to exclude or drop the name of the erring student from the roll of students immediately upon resolution for exclusion was promulgated. This penalty may be imposed for acts or offenses such as dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of prohibited drugs, drug dependency, drunkenness, hooliganism, vandalism and other offenses analogous to the foregoing. Transfer credentials of the erring student shall be issued upon promulgation, subject to other provisions of this Manual. The institution shall preserve a complete record of the proceedings for a period of one year in order to afford the Commission the opportunity to review the case in the event the student makes and files an appeal with the Commission.*
- 4) **Expulsion** – *a penalty wherein the institution declares an erring student disqualified for admission to any public or private higher education institution in the Philippines. In any case, the penalty of expulsion cannot be imposed without the approval of the Chairman of the Commission. This penalty may be imposed for acts or offenses involving moral turpitude or constituting gross misconduct, which are considered criminal pursuant to existing penal laws. The institution shall forward a complete record of the proceedings to the Regional Office concerned within ten days from the termination of the investigation of each case.”*

C.4. Other Sanctions. Other sanctions which the school may impose are suspension in a particular class; invalidation of a quiz, examination, term paper or any class work; cancellation of scholarship and other privileges.

When the sanction imposed on a student found guilty is short of dismissal, i.e., suspension or reprimand, etc., he will be placed on STRICT PROBATION-FINAL WARNING STATUS by the Student Affairs Office.

CHAPTER V**STUDENT ORGANIZATIONS/PUBLICATIONS AND ACTIVITIES****A. Accreditation**

- 1. Application.** Any group of students may apply to the Dean of Student Affairs to organize and operate a student organization/publication. Membership to such an organization/publication shall be limited to bonafide students of the university.
- 2. Constitution and By-Laws/Editorial Policies.** Each student organization/publication to be operational must have a Constitution and By-Laws (for student organization)/ Editorial Policies (for student publication), approved by the Dean of Student Affairs.
- 3. Certificate of Recognition.** Authorization to operate, or recognition of the student organization/publication as granted by the Student Affairs Office shall be a prerequisite for its operations in the university. A corresponding certificate of recognition shall be issued to each student organization/publication upon full compliance with the requirements duly issued by the Student Affairs Office. Such certificate shall be effective for one year only and may be renewed each time for a similar period. This may be cancelled or revoked for violation of school rules and regulations and of the laws of the land. The Certificate of Recognition is co-terminus with the end of an academic year.
- 4. Faculty Adviser.** Each student organization/publication must have a faculty adviser, who is presently employed on a full-time regular basis in the university.
- 5. Election of Officers.** The officers of each student organization shall be elected by the members thereof, provided, however, that every election shall be under the

supervision of, and subject to regulation by, the assigned faculty adviser. The selection of the chief editor and other members of the staff of tertiary student publications shall be through competitive examinations prepared, conducted and supervised by a committee composed of a representative of the school administration, one faculty member, one mass media practitioner who is acceptable to both (school administration and editorial board) and two past editors to be chosen by the outgoing editorial board (Section 1, Rule VII of the Rules and Regulations for the Implementation of Republic Act 7079, Campus Journalism Act of 1991). Any candidate for election, appointment, or designation to any position in the organization/ publication shall have no failing grades or dropped, INC/NFE marks.

6. Organizational objectives must be school-oriented and activities must be school based.

B. GUIDELINES FOR THE RECOGNITION/RENEWAL OF RECOGNITION OF STUDENT ORGANIZATIONS/PUBLICATIONS

1. Pursuant to university policies as embodied in official policies and guidelines of the SLU Student Handbook re: Student Organizations/Publications and Activities as well as pertinent provisions of the KASAMA/SSC Constitution and By-Laws, bonafide students of Saint Louis University may apply for recognition/renewal of recognition of student organizations/publications in the University provided application is filed not later than September 30 of the academic year;
2. Each new applicant for recognition or renewal of recognition must submit the following:
 - a. Constitution and By Laws/Editorial Policies of the student organization/publication approved by the respective School Dean and duly designated Faculty Adviser/s, and by the Student Affairs Office;
 - b. Statement of objectives and purposes of the organization/publication;

CHAPTER V STUDENT ORGANIZATIONS/PUBLICATIONS AND ACTIVITIES

- c. Strategic Plan/Semestral plan of activities (whichever is applicable) and/or projects to be undertaken by the said organization/publication duly endorsed by the KASAMA/SSC, duly designated Faculty Adviser(s), Academic Chairperson (for co-curricular school organizations), and School Dean (for School-based organization/publication). The activities, projects, programs should revolve around the vision-mission of Saint Louis University particularly the four (4) core values of:
 - 1) Christian Spirit;
 - 2) Competence;
 - 3) Creativity; and
 - 4) Social Involvement;

N.B. Belonging to a CICM and a Catholic university, SLU student organizations/publications are oriented towards developing in students a deep sense of service to society and the Church. Accordingly, these student organizations/publications are encouraged to promote meaningful and relevant activities, projects, and programs that reflect a distinctly missionary character. Hence, each activity duly adopted for the accreditation year shall be DILIGENTLY prepared and undertaken as planned and distinctly inspired by the CICM Principles and missionary vibrancy as well as faithfully implemented in accordance with pertinent University policies not only to ensure optimum organizational operation but also for smooth transition or turn-over to the next Academic Year.

- d. A certification issued by the President/Chief Editor and Secretary of the organization/publication and noted by the Faculty Adviser/s that all officers and members are bonafide students of SLU; and
- e. Annual Accomplishment Report of the organization/publication during the last academic year of operation. The Recognition/Renewal of Recognition forms are available at Student Affairs Office.

CHAPTER V STUDENT ORGANIZATIONS/PUBLICATIONS AND ACTIVITIES

3. The roster of officers and accredited members must be submitted to Student Affairs Office within one week following their election or acceptance but not beyond 2 months after classes have begun.
 - 3.1. Every officer must possess all the qualifications and none of the disqualifications as provided by the KASAMA/SSC Constitution and By-Laws, SLU Student Handbook, CHEd Guidelines or pertinent Philippine Laws;
 - 3.2. For Student Publications, the selection of the chief editor and the other members of the staff shall be through competitive examinations prepared, conducted and supervised by a committee composed of a representative of the school administration, one faculty member, one mass media practitioner who is acceptable to both (school administration and editorial board) and two past editors to be chosen by the outgoing editorial board. (Section 1, Rule VII of the Rules and Regulations Necessary for the Effective Implementation of R.A. No. 7079, otherwise known as the "Campus Journalism Act of 1991", as embodied in DECS ORDER No. 94, s. 1992);
4. Where Organization Membership ID is provided:
 - a. Perpetual ID should be adopted in keeping with the reasons for the adoption of the SLU Student (Perpetual) ID;
 - b. The ID shall not be used for "discount privilege" pursuant to the University Policy as embodied in SLU Memorandum re: Anti-Peddling Policy, dated 11 October 2000 (See Appendix E) ; and
 - c. Activity Form for the production of Perpetual ID shall be processed and submitted to SAO for approval before printing;
5. Once approved/renewed, student organizations/publications may avail of school facilities for their approved activities

CHAPTER V STUDENT ORGANIZATIONS/PUBLICATIONS AND ACTIVITIES

- upon proper booking, reservation and arrangement with the Student Affairs Office, consistent with the objectives of the organization in particular and the vision-mission of the University in general;
6. The "No Approved Activity Form – No Activity" requirement shall be strictly implemented.
- 6.1. Non-adherence to the requirement shall mean that:
- a. The activity is considered unauthorized, hence the officers and members involved can be liable for violation of the pertinent provisions of the Code of Discipline embodied in the SLU Student Handbook such as but not limited to provision #11 (re: Unauthorized Solicitation), provision #22 (re: Unauthorized use of the name of SLU), #27 (re: Violating rules, regulations, valid order of competent University Authority) as well as the conditions of the Certificate of Recognition taking effect on the organization;
 - b. No funds of the organization shall be utilized for any unapproved activity;
 - c. Next activity after/following an unauthorized activity can be withheld until the said unauthorized activity has been properly cleared by Student Affairs Office;
- 6.2. Timely processing of related requirements shall be observed in accordance with the following conditions:
- a. The requisite Activity Form/s must be properly and completely accomplished and processed within the prescribed period. If the activity requires funding, every detail of the fund sourcing mechanism/s, item budgeting of basic /projected and out-of-personal pocket expenses shall be declared on the Activity Forms;
 - b. Non-adherence to the prescribed number of days to submit for approval duly Processed Activity Form to the Student Affairs Office and the SLU Memorandum

re: Co-curricular and Extra-Curricular Activities shall mean disapproval of the activity;

- c. On the other hand, Activity Forms properly processed and submitted on time but not acted upon by the same office within the given period to release shall automatically mean approval of the activity;
 - 6.3. Pursuant to the SLU President's Memorandum Re: OUT-OF-CAMPUS ACTIVITIES, issued on 12 December 2005 and its references and attachments:
 - a. Relative to the required Parents' Consent allowing the individual member to join, it is strongly advised that each registered member submits to the Organization Secretary a clear photocopy of at least one government-issued ID with photo and signature (Voter's ID, SSS, GSIS, Driver's License) of his parent(s) and/or legal guardian with the corresponding original signature affixed beside the photocopied version of the signature by the parent(s)/guardian to authenticate said signature/s;
 - b. Sanction/s: Holding out-of-campus activity without prior approval by the University President, whether directly or indirectly involving or using the name of the organization by the organization as a whole or by some members and/or in partnership with any entity within or outside the University shall cause, on first offense, suspension of operation for at least 4 months as well as the imposition of appropriate disciplinary sanction to individual students who conspired to hold the said unauthorized activity; resumption of operation shall however be subject to submission of written appeal, the favorable decision of which shall be under strict terms and conditions;
- N.B. Given the robust advisories on the policies and guidelines, ignorance of the same or lack of time to process shall not stand as justification for any unauthorized activity.

CHAPTER V STUDENT ORGANIZATIONS/PUBLICATIONS AND ACTIVITIES

- 6.4 WARNING: Where the activity involves funding: without the approved Activity Form, the following are absolutely prohibited:
- a. collection, solicitation or any form of fund raising activity from any source;
 - b. entering into any commitment, agreement, contract, compromise , or payment of any down payment in the form of earnest fee or reservation.
- Each organization/publication is likewise urged towards the implementation of up-to-date and accurate accounting and recording of generated fund as well as liquidation and reporting of each transaction with proper and official receipts pursuant to pertinent SLU Policies (i.e Anti-peddling Policy, etc.). And once the activity is given approval, the organization shall institute basic safeguards with proper recording and supporting papers for all monetary collections and transactions under the watchful eye and diligent guidance of the Adviser;
7. An Evaluation Meeting or Evaluation Activity, whichever is applicable, shall be undertaken within 10 days after the activity, the Summary of Evaluation shall be submitted together with the duly accomplished Activity's Financial Statement Form (both forms are available at the Student Affairs Office).
 8. At least 5 days before the end of each semester, a complete accomplishment report for the term just concluded and the corresponding latest financial status report duly audited, and approved by the Faculty Adviser/s and the School Dean, shall be submitted to Student Affairs Office. All financial liabilities of each member and officer must be settled before the conclusion of the approved period of operation; failure to comply with this requirement will jeopardize the organization's/publication's renewal application, without prejudice to taking the necessary disciplinary action against any member or officer involved;

CHAPTER V STUDENT ORGANIZATIONS/PUBLICATIONS AND ACTIVITIES

9. All student organizations/publications come under the pertinent provisions of the Constitution and By Laws of the KASAMA/SSC, the policies of Saint Louis University, and of these guidelines. Once recognized the student organization/publication through its duly elected officers, its faculty adviser(s) and academic department head, binds itself to abide by the rules and regulations of Saint Louis University. Failure to do so may mean withdrawal of recognition approval, without prejudice to other measures which the University may take under the principle of fairness and justice; and
10. The University reserves the right to withdraw and/or cancel the recognition or approval as well as to restrain any Student Organization/Publication from undertaking activities which are deemed inimical or prejudicial to the objectives and ideals of Saint Louis University in particular or to the larger society in general.

C. List of Student Affairs Office - Accredited and Duly Recognized University-Wide / School Based Co-Extra-Curricular Organizations / Student Publications Academic Year 2015-2016

School of Accountancy & Business Management	
Green Core Society	Society of Integrated Commercians for Academic Progress
Junior Financial Executives of the Philippines	Rated Production Guild
Junior Philippine Institute of Accountants	Young Entrepreneurs Society
Marketing Mixers	Progressive Economists' Solidarity
Management Dynamics Club	Louisian Imbibed with Genuine Hospitality Transformation

School of Teacher Education	
English Club	Tangkew
Math Club	Muyang
Special Education Club	Social Studies Society
Diwa ng Kabataan	Gray Matter
MAPEH Club	

CHAPTER V STUDENT ORGANIZATIONS/PUBLICATIONS AND ACTIVITIES

School of Engineering & Architecture	
Association of Geodetic Engineering Students	Philippine Institute of Industrial Engineers - <i>SLU Student Chapter</i>
Air and Waste Management Association of the Philippines – SLU Chapter	Philippine Institute of Mechanical Engineers - <i>SLU Student Chapter</i>
School of Engineering and Architecture Honor Society	<i>The Buttress</i>
Institute of Electronics Engineers of the Philippines - <i>SLU Student Chapter</i>	United Architects of the Philippines - Student Auxiliary - SLU Chapter
Junior Institute of Electrical Engineers - <i>SLU Student Chapter</i>	SLU Mining Engineering Society
Philippine Institute of Civil Engineers - <i>SLU Student Chapter</i>	Mechatronics Engineering Society
Philippine Institute of Chemical Engineers Junior - <i>SLU Student Chapter</i>	

School of Humanities	
School of Humanities Repertory	Political Science Academic Society
English Literature Majors' Society	Prime Movers' Society
Gasera	Psyche Society
Mass Communications Society	New Louisiana Philosophical Association

School of Computing & Information Sciences	
SCIS Integrated Confederacy	

School of Law	
Discipuli Legis Universitatis Sancti Aloysii	

School of Natural Sciences	
The Apothecaries Society	Medical Laboratory Scientists Society
Biology Club	School of Natural Sciences Theatri Naturalis Artis
Medical Radiologic Technology Society	

School of Nursing	
Samahang Mag-aaral ng Nursing	

University-Wide Student Organizations/Publications	
Baguio Association of Government Grantees and Scholars	Tinig Himig SLU
Benguet Ifugao Bontok Apayao Kalinga (BIBAK)	Vinculum
Cordillera Cultural Performing Group	Ecolodians of SLU
SLU Debate Society	<i>White and Blue</i>
Foreign Students Association	Student Library Assistants Society

* In Italics are Publications

* Official list of Student Organizations and Publications accredited and supervised by the Student Affairs Office for Academic Year 2015-2016 pursuant to SLU policies in the light of pertinent laws, CHEd guidelines, and SLU vision-mission and procedures - for students' holistic enhancement and development; Parish-based organizations are listed, however, under subtitle, The SLU Parish. ***Special care and diligent exercise of personal discretion and caution are urged if and when the student decides whether or not to join and which group to choose most especially one not in the official list. Corresponding parental guidance is likewise urged; and if recruited by any group NOT IN THE LIST, consult Student Affairs Office without delay.***

The SLU STUDENT COUNCIL (KASAMA/SSC)

The SLU KASAMA/SSC acts as the only legitimate voice to present student needs, problems, and opinions to the Administration and is the only recognized representative in all matters affecting the students. Indeed, the KASAMA/SSC plays a vital role in the promotion of the general welfare and the uplift of fundamental students' rights.

The SLU KASAMA/SSC is composed of three branches, namely Executive Committee, Student Court, and Congress of Louisians; and 2 constitutional commission, namely Commission on Elections and Commission on Audit.

The Executive Branch of the SLU KASAMA/SSC presents the needs, problems, and positions of the studentry to the SLU Administration and Faculty and to ensure that proper action be taken into action. The Legislative Branch [Congress of Louisians] powers shall cover all matters concerning internal student policies and programs of activities, the promotion and implementation of its objectives and purposes. The Judiciary Branch [Student Court] decides on cases involving the interpretation of the constitution and by-laws of KASAMA/SSC and duly recognized organizations, and laws or acts passed by the Congress of Louisians. It also involves the rendering of decision on questions involving student rights and duties. The Commission on Elections plays a very vital role during the KASAMA/SSC General Elections, the commission always make sure that a fair and clean elections is being held. The Commission on Audit is tasked with safeguarding the welfare of the students through careful pre and post audit of the KASAMA/SSC expenditures ensuring that the KASAMA/SSC funds are utilized properly until the last centavo.

The Student Council recognizes that its members are all bona fide students of Saint Louis University. We are all members of this student body and we should, therefore, do our share in promoting its objectives in conformity with the official policies of the university. Let us support its worthy undertakings and participate in its programs and activities which are all intended for us, students. It is imperative that we cast our votes in the general elections for the SLU KASAMA/SSC officers.

If you think you have suggestions for better student-faculty-administration relation; if you have brilliant ideas and plans for your co-students; if you feel all the odds are against you – come to KASAMA/SSC Office (SC-07 A and B) at the SLU Student Center.

- KASAMA/SSC Executive Committee

CHAPTER VI

EDUCATIONAL TOURS AND FIELD TRIPS

A. Memorandum on *Effective Implementation of CHED Memorandum Order No 17, Series 2012*

Memo



**OFFICE OF THE PRESIDENT
SAINT LOUIS UNIVERSITY**
A Bonifacio Street
2600 Baguio City



To : ALL CONCERNED IN SLU

**Re : EFFECTIVE IMPLEMENTATION OF CHED
MEMORANDUM ORDER NO 17, SERIES 2012**

Date : 27 September 2012

Pursuant to and parallel with *CHED Memorandum Order (CMO) No. 17, Series 2012 re: Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students*, the following are hereby reiterated and issued, respectively, for the effective implementation of the CMO:

1. **Coverage, Conditions, and Procedures:** Only the educational tours and/or field trips that are required and specifically included in the course syllabus may be allowed and shall be managed and pursued subject to all the guidelines as stipulated in the CMO along with the Checklist of Requirements annexed thereto using *SLU-CMO#17, s2012 Form 1* and *SLU-CMO#17, s2012 Form 1.a.*, as well as to the related policies of the University such as but not limited to:

- a. Shared and Joint Responsibility Toward Health, Safety, and Security (Memorandum dated 26 October 2005); and
- b. Out-of-Campus Activities (Memorandum dated 12 December 2005);

Conversely, educational tours and/or field trips that are not required in the approved curriculum shall neither be entertained nor allowed; furthermore, educational tours and field trips shall not be made as substitute for a major examination for the purpose of compelling students to participate in educational activities not otherwise compulsory (Sec. 9, Art V);

2. **Option to Join:** Even if such educational tours and/or field trips are required under the approved curriculum, the decision to join or not is purely the option of the student; hence, the students who cannot join the educational tours and/or field trips shall be given parallel school activities which provide similar acquisition of knowledge of the required practical competencies and achieves other learning objectives. Learners with special needs such as Persons with Disabilities (PWDs) shall be given due consideration (Sec 8, Art V);

3. **Health and Safety Requirements:** Individual students who are joining shall be required to submit their respective duly accomplished and notarized Parents'/Guardian's Consent Form with a Medical Clearance issued by the SLU Medical Clinic before joining the educational tours and/or field trips. Exempted however from submitting their Parents'/Guardian's Consent are Graduate Program,

MEMO – Effective Implementation of CHED Memorandum Order No 17, Series 2012/27 September 2012
Page 2

Medicine, and Law students. Corolarilly and as necessary component of the Risk Assessment Procedures, lady students who are bound to join the activity but incidentally in the stage of pregnancy during the scheduled educational tours and/or field trips shall duly advise their Class Instructors and School Deans about their condition supported by the corresponding Medical Certificate in order that parallel school activity as provided under item 3 above can be arranged;

4. **Collection of Fees:** The collection of student fees and payment to the school's official travel agency shall be coursed through the SLU Accounting Office; and
5. **Prohibition and Sanction:** It shall be unlawful for an HEI employee to personally profit from an educational tours and/or field trip. HEI employee who violates this section may be terminated for Grave Misconduct (Sec. 20, Art VII). Corollarily, the use of fraudulent or spurious information, document(s), certification(s), signature(s) to comply with the CMO requirements and guidelines shall be considered as a grave offense by the violator(s) which shall be punishable by a minimum of fifteen (15) class days suspension up to dismissal or non-readmission including but not limited to the invalidation or revocation of academic credits in the concerned subject and forfeiture of all payments paid.

For strict compliance.


REV. FR. JESSIE M. MECHANOA, CICM
President

**B. A PRIMER ON CHEd MEMORANDUM ORDER
NO. 17 S. 2012****POLICIES AND GUIDELINES ON EDUCATIONAL TOURS AND
FIELD TRIPS OF COLLEGE AND GRADUATE STUDENTS****What are the objectives of CMO No. 17?**

The policies and guidelines of the CMO aim to provide access to efficient and interactive learning of students through meaningful and quality educational tours and field trips where participants acquire necessary knowledge, skills and values and a strengthened academe-industry linkage.

What is the coverage of CMO No. 17?

All educational tours and field trips to be conducted by higher educational institutions in the Philippines are covered by this memorandum.

What is not under the coverage of CMO No. 17?

Students undergoing internship, practicum or on-the-job training program are not covered by this CMO. The said students are governed by CHEd Memorandum Order No. 23 s2009 "Guidelines for Student Internship Program in the Philippines" (SIPP).

Who are covered by CMO No. 17?

All undergraduate and graduate students duly enrolled in course/s where educational tours and field trips are embedded in their approved curriculum.

How are educational tours and field trips similar?

Both are considered as extended educational activity involving travel of students and faculty-in-charge outside the school campus.

How different are educational tours from field trip?

Educational tours are relatively longer and lasting more than a day and with more places of destination than field trips. Field trips are relatively shorter lasting for only one day and fewer places of destination.

What are required of students to participate in educational tours and field trips?

Prior to travel, students are required to have their parent's or guardian's consent notarized and to submit themselves to the Medical Clinic for clearance. A written schedule of fees will be disseminated to the stakeholders to cover the educational tours and/or field trips. After the travel, the students are to document their learning experiences in the learning journal and to accomplish an assessment report of the travel.

How about students who cannot join the educational tours and field trips?

Students shall be given due consideration and shall be given parallel activity by their faculty-in-charge. Such activity shall provide similar acquisition of knowledge of the required practical competencies achieved and other learning objectives as that of the educational tours and/or field trips.

What are the roles of the school according to the CMO No. 17?

The school shall conduct briefing and debriefing programs before and after the travel to undertake precautionary measures, risk assessment procedures and documentation of learning experiences via the learning journal and assessment report of the travel. The school shall also inform CHEd Regional Office on the nature of travel, purpose, schedule, destinations, cost and submit a report on the matter to the CHEd Regional Office a month before every academic year. The school shall also inform all its stakeholders about the guidelines on the conduct of the travel through all possible media for information dissemination. The school has to make sure that only accredited tour operators and tour guides from the Department of Tourism shall be considered for their services and that no school employee shall profit from the travel.

Are there penalties for non-compliance of CMO No. 17?

Yes. Violation of the guidelines and regulations are given sanctions ranging from a written warning to revocation of permits, downgrading of status, phase-out and such other penalties as CHEd sees valid.

When is this CMO No. 17 in effect?

It was issued in July 6, 2012 and it has been effective since its publication in August 21, 2012.

C. CHEd Memorandum Order No 17, Series 2012 and Checklist of Requirements

Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

CHED Memorandum Order
No. 17
Series of 2012

Commission on Higher Education
OFFICIAL RELEASE
CHED Control Office
RECORDS SECTION
C.P. Garcia Ave., U.P. Diliman, Q.C.

SUBJECT: POLICIES AND GUIDELINES ON EDUCATIONAL TOURS AND FIELD TRIPS OF COLLEGE AND GRADUATE STUDENTS

In accordance with the pertinent provisions of Batas Pambansa Blg. 232, Republic Act (R.A.) 7722 otherwise known as the Higher Education Act of 1994, provision in the Constitution which states that "*The State shall exercise reasonable supervision over all higher education institutions*", and pursuant to Commission en Banc Resolution No. 122-2012 dated June 11, 2012, the following the policies and guidelines and procedures are hereby adopted:

**ARTICLE I
STATEMENT OF POLICIES**

Section 1. It is the policy of the state to create and sustain a complete, adequate and integrated system of education relevant to the needs of the people and society. In line with this, the higher education's contribution to boost tourism and generate more employment is recognized towards the attainment of the goals of human development.

Section 2. It is also the policy of the state to continuously promote the law to restrain certain acts of public officers and private persons alike which constitute graft or corrupt practices or which may lead thereto.

**ARTICLE II
COVERAGE**

Section 3. These policies and guidelines shall cover the educational tours and/or field trips in the Philippines duly required in the approved curriculum of authorized higher education programs of both public and private HEIs. These shall apply to all higher education students and the faculty duly authorized by the concerned HEI to handle educational tours and/or field trips. Other trips to be conducted after the student has graduated are not covered by these policies and guidelines.

Section 4. For purposes of this CMO, the terms below are defined as follows:

Educational Tour- an extended educational activity involving the travel of students and supervising faculty outside the school campus which is relatively of longer duration usually lasting for more than one day and relatively more places of destination than a field trip;

Field Trip- an educational activity involving the travel of students and supervising faculty outside the school campus but is of relatively shorter duration usually lasting for only one day and with fewer places of destination.

ARTICLE III OBJECTIVES

Section 5. These set of policies and guidelines aims to rationalize the Conduct of Educational Tours and/or Field Trips among Higher Education Institutions (HEIs) in order to:

- 5.1. provide access to efficient and interactive learning of students through meaningful educational tours and/or field trips as required in their program requirement embodied in the approved curriculum; and
- 5.2 ensure that all Higher Education Institutions provide quality educational tours and/or field trips relevant to the acquisition of the necessary knowledge, skills, and values for student welfare and development.

ARTICLE IV ACADEME-INDUSTRY LINKAGE

Section 6. Educational Tours and Field trips in general are part of the curriculum enhancement, hence, broadens the students' learning opportunities and a feel of the real world, and therefore serves as a powerful motivator to strengthen the academe-industry linkage. HEIs should come up with their creative academe-industry linkage plans appropriate to degree program requirement.

ARTICLE V STUDENTS

Section 7. Higher education students are considered as young adults, thus they shall assess their capability to undertake such educational tours and/or field trips. HEIs shall require the concerned students to submit a medical clearance before allowing them to join the given educational tours and/or field trips. The medical clearance must be issued by the concerned HEIs as part of their free services to the students.

Section 8. For students who can not join the educational tours and/or field trips, they shall be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies and achieves other learning objectives. Learners with special needs such as Persons with Disabilities (PWDs) shall be given due consideration.

Section 9. For students undergoing internship, practicum or on-the-job training program, the same shall be governed by CHED Memorandum Order No. 23 s. 2009 "Guidelines for Student Internship Program in the Philippines (SIPP) for all programs with practicum subject. Educational tours and field trips shall not be made as substitute of a major examination for the purpose of compelling students to participate in educational activities not otherwise compulsory.



**ARTICLE VI
DESTINATION**

Section 10. As much as practicable, destination of educational tours and/or field trips should be near the concerned HEI in order to minimize cost. Be guided by CMO 11, s. 1997 for the places where they should visit among others, the registered museums, cultural sites and landmarks which should be in line with the objectives of the educational tours and/or field trips.

Section 11. When the educational tours and/or field trips require additional cost on the part of students, prior consultation with concerned students shall be undertaken as much as possible. Hence, all these information shall form part of the student handbook so that the same shall be explained during the General Orientation of Freshmen before the start of classes, including the details of the educational tours and/or field trips.

Section 12. Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with the local government units with appropriate clearance from the concerned government and non-government offices shall be secured before the scheduled dates of the educational tours and/or field trips.

**ARTICLE VII
ROLES OF THE HIGHER EDUCATION INSTITUTIONS**

Section 13. HEI shall implement the appropriate educational tours and/or field trips in accordance with the specific degree program requirement.

Section 14. Briefing and debriefing program shall be undertaken by the concerned HEI before and/or after the educational tours and field trips. Briefing shall include among others, precautionary measures that will be undertaken by the concerned HEI with the concerned students and parents/guardians if the student is a minor. Also, Risk Assessment Procedures for educational tours and/or field trips must also be discussed with concerned students including parents and/or guardians. As a general requirement, the HEIs following their institutional policy should require the students to submit the parent's and/or guardians consent. Debriefing program should include among others, reflection of the learning experiences duly documented in the learning journal.

Section 15. As part of the Curriculum/course, a Proto-type Observation Guide during educational tours and/or field trips must be required and to be accomplished, giving emphasis on the relevant competencies and lessons learned from the stated trips. An assessment of learning outcomes must also be accomplished following the institutional policy on grading system.

Section 16. HEIs shall inform the CHEDROs on the nature of the educational tours and/or field trips to include purpose, schedule, destinations, cost and submit a report on the matter to the CHED Regional Offices concerned at least one month before the opening of classes for every academic year. HEI's report should include among others the filled-in undertaking form that the field trip is not



conducted to unduly benefit or accommodate any of the establishments enumerated in the list owned by an HEI or employee or by an owner who is a relative within the third civil degree of consanguinity or affinity to an HEI owner or employee having any involvement in the conduct of educational tours and/or field trips. In turn, all CHEDROs are hereby directed to consolidate these reports of the HEIs within their respective jurisdictions and submit the same to the Executive Office (Attention: The Director, Office of Student Services).

Section 17. In the event that tour guides will be utilized, only accredited Tour Operators and Tour Guides from the Department of Tourism shall be engaged by the HEIs. To ensure quality and professional conduct of tours, only travel and tour operators and tour guides accredited by the Department of Tourism should be engaged by the HEIs (a list of DOT-accredited tourism enterprises can be obtained from the DOT Main & Regional Offices).

Section 18. Security of the students should be the foremost responsibility of the higher education institutions concerned. HEI authorities shall inform parents or guardians on the HEI guidelines on the conduct of educational tours and/or field trips.

Section 19. HEI guidelines for educational tours and/or field trips or on-the-job training shall be written in their students handbook, and copies of the same shall be given to students and displayed in conspicuous places for their students' guidance and reference.

Section 20. It shall be unlawful for an HEI employee to personally profit from an educational tours and/or field trips. HEI employee who violates this section may be terminated for Grave Misconduct

Section 21. If any of the service companies mentioned in the preceding sections is established as a laboratory or practicum training outfit, the provision of the immediately preceding sections shall not apply.

ARTICLE VIII FUNDING

Section 22. Prior consultation including the manner, time and duration of the educational tours and/or field trips shall be done by the concerned HEIs with the concerned students and stakeholders. If the educational tours and/or field trip is included in the internship, this shall be fully explained to the concerned students. Enclosed is Annex A for the checklist of requirements.

ARTICLE IX SANCTIONS

Section 23. In order to ensure compliance with the guidelines and regulations stated in this CMO, the Commission en Banc may, upon the recommendation of the Regional Offices and CHED Legal Services, impose the following sanctions depending on the nature and seriousness of the violation or non-compliance of Higher Education Institutions.



Any HEI found guilty of violating any of the provisions contained in these guidelines may be subjected to the following sanctions:

- 1st Offense, a written warning;
- 2nd Offense, suspension from conducting educational tours and field trips for a period of time as determined by the Commission en Banc, and
- 3rd Offense,
 - disapprove the application for other school fees increase and introduction of new fees of HEI;
 - administrative and criminal charges against it and/or its responsible officers under existing laws
 - imposition of penalties such as revocation of permits, downgrading of status, phase-out and such other penalties may be validly imposed by the Commission to the concerned HEIs.

ARTICLE X REPEALING CLAUSE

Section 24. CHED Memorandum Order No. 11 s. 1997 "Enjoining all HEIs in the Country to Make insofar as practicable, All Registered Museums and Cultural Sites and Landmarks as Venues for Educational Tours and Field Trips and subjects for Studies and Researches is hereby amended. All previous issuances inconsistent with these guidelines are deemed repealed, revoked or rescinded accordingly.

ARTICLE XI EFFECTIVITY

Section 25. These guidelines shall take effect 15 days after publication in newspaper of general circulation and should be observed by all HEIs starting AY 2012- 2013 and shall remain in force and effect until revoked or amended.

Issued this 6th day of July 2012 in Quezon City.



PATRICIA B. LICUANAN, Ph.D.
Chairperson



Checklist of Requirements

For CMO No. 17 Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students

Date:

		Complied Yes	No	Remarks
A. Before the Educational Visit or Field Trip				
1.	Included in the curriculum	Included in the curriculum with corresponding unit credits and time allotment whether whether lecture or laboratory hours		
		- specify course title and unit credits		
2.	Guidelines of concerned HEI included in the student's handbook, displayed in conspicuous places, and included in the General Orientation of Freshmen	Updated Guidelines of concerned HEI included in the student's handbook, displayed in conspicuous places, and included in the General Orientation of Freshmen		
		outline of Assessment Report to be filled in by the concerned faculty and students.		
3.	Faculty-in-charge	Faculty-in-charge		
		a. Present designation		
		b. with letter of notification from the Administration indicating Faculty-in-charge role and responsibilities before, during and after the educational tours and field trips.		
4.	Advanced and properly coordinated with the Local Government and other concerned non-government offices	Advanced and properly coordinated with the Local Government and other concerned non government offices with letter request by the sending HEI and acknowledged/approved by LGUs/NGOs		



		Complied Yes	Complied No	Remarks
5. Consultation conducted to concerned students, faculty and stakeholders.	Consultation conducted to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature			
6. Destination chosen considering cost and benefit requirements	Destination chosen, considering cost and benefit requirements, safety, and relevance with the subject matter			
7. Fund and other resources properly secured	Fund and other resources properly secured and accounted for			
8. Briefing to concerned faculty and students	Briefing to concerned faculty and students and provide the needed info materials			
9. Written plans submitted to HEIs	Written plans by the accredited travel agency (if appropriate) with attached Gant Chart duly-approved by the HEI			
	Copy of the itinerary and Travel Agency's or Tour Operator's Accreditation Certificate issued by DOT			
10. Insurance for students, faculty, and other concerned stakeholders	Individual or group Insurance for students, faculty, and other concerned stakeholders			
11. Format of Learning journals given to students	Standard Format of Learning journals given to students			
12. Announcement to students, faculty and parents	Announcement to students, faculty and parents made one(1) to two (2) months before the scheduled date of educational tour/field trip			
13. Risk Assessment plans in place	Risk Assessment plans and preventive measures given to students and stakeholders			



			Complied Yes	No	Remarks
14. Medical clearance of students	Medical clearance of students and medical aid kits are provided				
	Medical clearance duly signed by the Parent or Physician or Waiver				
15. schedule of fees (including its details)	<i>Written schedule of fees disseminated to concerned stakeholders.</i>				
16 Parent/guardian consent duly-notarized be required before the educational tour or field trip	<i>Duly notarized consent submitted before the activity</i>				
B. During the Educational Visit or Field Trip					
1. Security of the students	<i>Concerned parents or guardians were properly informed of the HEI guidelines on the conduct of educational tours and/or field trips</i>				
2. Proper Implementation of educational visit or field trip	<i>Program of activities followed as planned or activities adjusted as the need arises</i>				
3. Properly coordinated with concerned LGU and/or government or non-government office	<i>Letter or MOA stating the coordination with concerned LGUs or NGOs.</i>				
C. After the Educational Visit or field trip					
1. Conducted Debriefing program including among others reflection of the learning experiences duly documented in the learning journal	<i>Documentation of Debriefing Program</i>				
2. Assessment report by faculty and submitted including details of amount expended	<i>Assessment report by faculty and submitted including details of amount expended to be submitted to CHED. <i>Filled-in undertaking form</i></i>				
3. Assessment report by students and students concerned	<i>Assessment report by students submitted to concerned HEI</i>				

Prepared by:

Certified Correct:



D. Risk Assessment for Educational Tours and Field Trips

SLU-CMO #17 s. 2012 Form 1.a.

SAINT LOUIS UNIVERSITY
Baguio City**RISK ASSESSMENT FOR EDUCATIONAL TOURS OR FIELD TRIPS
and CHECKLIST BEFORE OUT-OF-CAMPUS ACTIVITY**

1. Nature of Trip: () EDUCATIONAL TOUR () FIELD TRIP
2. SUBJECT/COURSE enrolled in which requires the Educational Tours/Field Trip as per official course syllabus:
3. Date and Time of Departure from Baguio City: _____
4. Expected Date and Time of Arrival in Baguio City: _____
5. Itinerary/Destination/s (if several places, kindly indicate the date when you will be at those places).

Date and Time	Name of place/s	Address

6. Servicing Public Conveyance / Accredited Tour Agency: _____
7. Estimated Cost of Educational Tours / Field Trip Package: Amount in words _____ (Php _____)
8. Number of students participating: _____
9. Number of accompanying faculty and staff: _____ Faculty _____ Staff _____
10. Did all the students turn in their duly signed Parent's Consent and Medical Clearance? Yes No
11. Did you:
 - a. For educational tours and field trips, comply with all the requirements as per Checklist and Requirements annexed to CMO #17 s. 2012? Yes No
 - b. Conduct the required briefing and risk assessment as well as take the needed precaution for the safety of the trip such as but not limited to written special instructions on the Do's and Don't's? Yes No
12. Did you bring First Aid/Medical Kit and Team? Yes No
13. Number of vehicles involved: _____
14. Information on vehicles and drivers:

Public Conveyance / Transportation Company / Tour Agency	Plate No. of vehicle (YELLOW PLATE as per DOTC-CAR Memo of July 27, 2009)	Name of Driver/s	License No. of driver/s	Signature of driver attesting that vehicle is safe and in good running condition and is not a smoke belcher as per SLU Memo of Nov. 2005

15. I certify that all the information above are true and correct; I likewise assure that the duly accomplished Parent's Consent Form (parent/s/guardian's signature affixed on each) for this activity is indeed that of the participant's parent/guardian as so identified on the Form and as duly notarized and are submitted together with the required Medical Clearances; furthermore all the participants have paid the assessed travel fees. I shall exercise the due diligence expected of me as the class instructor to ensure the safety and security of my students for the entire duration of the activity.

Printed Name & Signature of Instructor-in-charge

Mobile phone number

Noted and endorsed by:

Printed Name & Signature of Department Head

Printed Name & Signature of School Dean

SLU-CMO #17 s. 2012 Form 1


SAINT LOUIS UNIVERSITY
 Baguio City

EDUCATIONAL TOURS AND/OR FIELD TRIPS PROCESSING FORM
Pursuant to CHED MEMORANDUM ORDER (CMO) #17, s. 2012
Basic Information about the Educational Tours/Field Trips
(Provided by the Instructor-in-charge of the activity and distributed to his/her students on the FIRST WEEK of the Semester)

1. Nature of Trip: () EDUCATIONAL TOUR () FIELD TRIP
2. SUBJECT/COURSE enrolled in which requires the Educational Tours/Field Trip as per official course syllabus:

3. Date and Time of Departure from Baguio City: _____
4. Expected Date and Time of Arrival in Baguio City: _____
5. Itinerary/Destination/s (if several places, kindly indicate the date when you will be at those places).

Date and Time	Name of place/s	Address

6. Servicing Public Conveyance / Accredited Tour Agency: _____
7. Estimated Cost of Educational Tours / Field Trip Package: Amount in words _____ (Php _____)
8. Number of students participating: _____
9. Number of accompanying faculty and staff: _____ Faculty _____ Staff

NOTARIZED PARENT'S/GUARDIAN'S CONSENT

WHEREAS, the Class will hold the () EDUCATIONAL TOUR () FIELD TRIP for its members on (date) _____ from (inclusive time) _____ to _____ at (place) _____

WHEREAS, the activity is aimed _____;

WHEREAS, the University allows this activity subject to CMO #17, s.2012 and only upon the free volition of the students with the written consent of their parents/guardians as duly notarized together with the Medical Clearance certified by the University Physician, as well as with the supervision by their Class Instructor(s) who faithfully and honestly observe the diligence and care within the bounds of the law to prevent any untoward incident/s, to uphold the rules and regulations of the University governing such activity, and the violation thereof shall make the person/s concerned liable therefor;

WHEREAS, the rules and regulations also governing the activity are as follows:

A. For INSTRUCTOR(S)-IN-CHARGE:

1. No undue pressure whatsoever is exerted on any student, either directly or indirectly, in order to participate;
2. The instructors diligently guide the students in accordance with prudence and as per rules and regulations of the school governing out-of-school activities and the conduct of students outside the school;
3. The responsibilities of the instructors are limited only at the very start of the activity until it is over;
4. The instructors are responsible only for the consequences due to negligence on their part; and
5. The instructor is not liable for any untoward incident due to:
 - a. violation of the student/s of rules and regulations or the instructions;
 - b. negligence on the part of the student/s;
 - c. unforeseen events by nature;
 - d. his absence, that is not covered by the period covered;
 - e. force majeure, including civil disturbances or riots; and
 - f. assumption of risk by the student/s;

B. For STUDENT(S):

1. Student activities are governed by school rules and regulations;
2. The students are required to observe and follow the policies, rules and regulations of the university as stated in the Student Handbook, regarding a bona fide Louisiana and his/her conduct and behavior;
3. The students are required to observe and follow the regulations and instructions imposed by the instructor/s before and/or during the activity as warranted;
4. The student is responsible for any act or untoward incident if the cause is:
 - a. due to negligence on his/her part;
 - b. violation of A.2 and/or A.3 above or
 - c. not covered by the period defined under the instructor's duties and responsibilities;

(Page 2)

5. The student shall obtain the Medical Clearance that it is safe for him/her to join the Educational tours/field trips; and
6. The student has obtained his/her PARENTAL/GUARDIAN'S CONSENT which is duly notarized (except for students in the Graduate Program, School of Medicine and School of Law).

I _____, have read and understood the above provisions regarding the Educational Tours/Field Trip scheduled on (date) _____ at

(place) _____. I shall faithfully observe and follow the above provisions and those of CMO # 17, s. 2012 as well as pertinent SLU policies, to achieve the objectives of the activity and to avoid occurrence of any untoward incident.

Attested by:

INSTRUCTOR'S Original Signature over PRINTED NAME

Student's Signature over PRINTED NAME

Date: _____

PARENT'S/GUARDIAN'S APPROVAL and CONSENT

I do allow my child/ward to join the Educational Tours / Field Trip as scheduled on _____ at _____ and will not hold the University and/or its officers liable for any untoward incident that may arise.

Parent's/Guardian's Signature over PRINTED NAME

Date: _____

NOTARIZATION

SUBSCRIBED and SWORN to before me this _____ day of _____ 2012, the owner of the foregoing document, _____, appeared before me and personally declared that the contents of the foregoing document are true and correct.

WITNESS MY HAND AND SEAL this _____ day of _____ .

Doc. No. : _____

Notary Public

Page No. : _____

Until

Book No. : _____

TIN:

Series of : _____

PTR No.:

Issued on

MEDICAL CLEARANCE

Date: _____

This is to certify that Mr./Mrs./Ms. _____

was examined this day _____ and was found

PHYSICALLY FIT and THAT IT IS SAFE FOR HIM/HER TO JOIN the EDUCATIONAL TOURS / FIELD TRIP.

Special Recommendations / Remarks: _____

University Physician

**PAYMENT OF ASSESSED TRAVEL FEES
(Paid to SLU Cashier)**

- () **Tour Package Rate for total of PhP** _____
Amount in words: _____
- () **Non-package Rate for total of PhP** _____
Amount in words: _____
- Breakdown: 1. Round-Trip Fare P _____
2. Entrance Fee/s _____
3. Tour Guide Fee _____
4. _____

COMPLETE PAYMENT RECEIVED under OR Number: _____ Date: _____

Cashier's Signature

**E... DOTC-CAR Memorandum of July 27, 2009
on Legally Operating PUVs**

Republic of the Philippines
DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS
CORDILLERA ADMINISTRATIVE REGION
Baguio City 2600



July 27, 2009

REV. FATHER JESSIE M. HECHANOA
President
Saint Louis University
Governor Pack Road, Baguio City

RECEIVED	
OFFICE OF THE PRESIDENT	
SAINT LOUIS UNIVERSITY	
JUL	2 2009 05:56 AM
DATE/TIME	
BY: LAUREN	

SIR :

We would like to seek your assistance in the information and dissemination campaign of this office against the utilization of colorum motor vehicles, i.e. motor vehicles registered and classified as private but are operating as public utility vehicles.

One way of assisting us is the dissemination of this letter to your school personnel who are in charge in coordinating the transportation needs of your students and/or faculty for travels sanctioned by the school or the curriculum. The posting of copies of this communication on your school bulletin boards is also appreciated.

We seek assistance considering the fact that there were apprehended colorum motor vehicles wherein students/faculty undergoing clinical duties or on educational tours were the passengers. What is alarming is that in some instances, the teachers in charge of the students are the owners of the apprehended colorum vehicles themselves.

Though those apprehended do not necessarily involve teachers or students from your prestigious university, we seek assistance as a preemptive measure against the utilization of colorum motor vehicles.

As a guide, the following differentiate a colorum motor vehicle from a legally operating public utility vehicle:

COLORUM MV		PUBLIC UTILITY VEHICLE
1. LTO registration Classification	Private	For Hire
2. Plates/Stickers	Green markings white background	Yellow background black markings
3. Insurance Coverage	No coverage for Passengers	Passengers covered
4. Legality for charging fee/fare for its use	Illegal	Legal
5. Risk of delayed trip	Very high risk; MV to be impounded	No risk of impoundment for operating as PUV

Thank you and God bless.

Very truly yours,

ATTY. FEDERICO J. MANDAPAT, JR.

Regional Director

CHAPTER VII**APPENDICES****A. RULES AND REGULATIONS IMPLEMENTING THE ANTI-SEXUAL HARASSMENT ACT OF 1995 IN SAINT LOUIS UNIVERSITY****PART I
GENERAL PROVISIONS****Rule I
Preliminary Matters**

Section 1. Title. – This body of rules and regulations shall be known as the Rules and Regulations for the Implementation of the Anti-Sexual Harassment Act of 1995 in Saint Louis University, Baguio City, or "Rules", for short.

Section 2. Terms Used: Meaning of. – Whenever used in this body of implementing rules and regulations, the terms or words "Act", "University", and "Committee" shall respectively mean Republic Act No. 7877, also known as the Anti-Sexual Harassment Act of 1995, the Saint Louis University, and the Committee on Decorum and Investigation of Sexual Harassment Cases in the institution.

Section 3. Coverage. – These Rules shall govern incidents of sexual harassment in Saint Louis University.

**Rule II
Policies**

Section 1. State Policy. – The State shall value the dignity of every individual, enhance the development of its human resources, guarantees full respect for human rights and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

Pursuant to Section 4 of this Act, it is the duty of the employer or the head of the work-related, education or training environment or institution, to prescribe the guidelines on proper decorum on the workplace and educational or training institutions, prevent or deter the commission of acts of sexual harassment, and provide the procedures for the resolution, settlement or prosecution of said acts.

Section 2. *School Policy and Objectives.* – The mission of Saint Louis University is to foster an open learning and working environment. The ethical obligation to provide an environment that is free from sexual harassment and from fear that it may occur is implicit. The entire educational community suffers when sexual harassment is allowed to pervade the academic and labor atmosphere. It is therefore the declared policy of Saint Louis University that sexual harassment is unacceptable behavior and a violation of the law and shall not be tolerated or condoned.

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

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

PART II

THE EDUCATIONAL COMMUNITY, PROPER DECORUM AND SEXUAL HARASSMENT

Rule I Preliminary Provisions

Section 1. *The Educational Community Defined.* – The educational community consists of those persons or groups of persons as such, or association in institutions, involved in organized teaching and learning systems. They are individuals and groups directly involved in the attainment of an educational institution's objectives, and are therefore bound by shared purposes. The inter-relationships of the members or constituent elements of the educational community are characterized by their respective rights and obligations.

Section 2. *Members or Constituent Elements.* – The members of elements of the educational community are as follows:

- a. "Parents", means the father and/or mother or guardian or head of the institution or foster home which has custody of the pupil or student.
- b. "Pupils" or "Students", refers to children who regularly attend classes in any grade of the elementary education level under the supervision and tutelage of a teacher.
"Students" refers to persons who are regularly enrolled or engaged in formal education studies and attend classes at the secondary or higher education levels in an educational institution.

- c. "School Personnel", refers to all persons working for an educational institution, and includes the following:
- (1) "School Administrators" – refers to the University President, Vice Presidents, APHA, College Deans, Principals, and Heads of Offices, or in general, those who are duly appointed to and occupying a position of responsibility involved in both policy-formulation and implementation in the University.
 - (2) "Faculty" – refers to all school personnel who are formally engaged in actual teaching service and/or in research assignments, either on full-time or part-time basis;
 - (3) "Non-teaching Personnel" – refers to any person or employee possessing certain prescribed functions directly supportive of teaching, and other similar persons.

Section 3. Work, Education or Training-Related Sexual Harassment Defined. – Work, education, or training-related sexual harassment is committed by an employer, employee, agent of the employer, teacher, instructor, coach trainor, or any other persons who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said act.

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

- (1) Against one who is under the care, custody or supervision of the offender;
- (2) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
- (3) When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and/or scholarships, or the payment of a stipend allowance or other benefits, privileges, or considerations; or
- (4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

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

The suggestion or advance need not be direct or explicit. It can be implied from the conduct, circumstance, and relationship of the individuals involved.

Section 4. *Forms of Sexual harassment.* – Sexual harassment can consist of the following:

- a. Persistent, unwanted attempts to change a professional or educational relationship to a personal one.
- b. Unwelcome sexual flirtations and inappropriate put-downs of individual persons or classes of people. Examples include, but are not limited to the following:
 - (1) Unwelcome sexual advances;
 - (2) Repeated sexual oriented kidding, teasing, joking, or flirting;
 - (3) Verbal abuse of a sexual nature;
 - (4) Graphic commentary about the individual's body, sexual prowess, or sexual deficiencies;
 - (5) Derogatory or demeaning comments about women in general, whether sexual or not;
 - (6) Leering, whistling, touching, pinching, or brushing against another's body;
 - (7) Offensive crude language; and,
 - (8) Displaying objects or pictures which are sexual in nature that would create hostile or offensive work or living environments.

Sexual harassment can also consist of serious physical abuses such as sexual assault and rape.

Section 5. *Romantic Relationships.* Romantic relationships between faculty and students, faculty and cooperating teachers, cooperating teachers and students/pupils, and faculty and support staff are hereby discouraged.

Section 6. *Other Persons Liable.* Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it could not have been committed, shall also be held liable under these Rules.

Section 7. *Basic Types of Sexual Harassment.* – The following are considered basic types of sexual harassment:

- a. "Quid pro quo" sexual harassment – occurs when submission to or rejection of unwelcome sexual advances, requests to engage in sexual conduct, and other physical and expressive behavior of a sexual nature is used as a basis for employment decisions, giving of passing grades, granting of honors and scholarships, or the payment of stipend, allowance or other benefits, privileges, or considerations. Quid pro quo sexual harassment cases are hereby classified as grave.
- b. "Hostile or offensive" sexual harassment – occurs when unwelcome sexual conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment, even in the absence of tangible or economic job consequences. Hostile or offensive sexual harassment cases are hereby classified as grave, less grave or light, depending on the reasonable man/woman standards adopted by the Committee.

Section 8. *Sanctions.* – The following administrative sanctions shall be imposed on sexual harassment cases subject to the evidence as may be adduced during the investigation:

- a. For work-related incidents of sexual harassment (Employee is charged with sexual harassment):
 - (1) Reprimand and warning
 - (2) Suspension
 - (3) Dismissal
- b. For education- or training-related acts of sexual harassment (Student is charged with sexual harassment):
 - (1) Reprimand and warning
 - (2) Suspension
 - (3) Exclusion
 - (4) Expulsion

Section 9. *Sanctions Not to bar to Court Action.* – Administrative sanctions not to be a bar to prosecution in the proper courts of unlawful acts of sexual harassment.

Rule II**The Educational or Training Institution As Locus of Sexual Harassment**

Section 1. *The Education or Training Institution's Dual Role.* – The educational or training institution shall, under these Rules, be considered as both a place of study and a place of work.

Section 2. *Commission of Sexual Harassment Outside the Campus.*

– The University and the Committee shall take cognizance of sexual harassment cases committed by the members of its community outside the campus and beyond classroom hours in any of the following cases:

- a. The violation of the Act or these Rules occurred in connection with an activity sponsored or recognized by the University outside the campus; and,
- b. The violation involved the status of the erring constituents of the University or affects the good name and reputation of the Saint Louis University;

Part III**GRIEVANCE PROCEDURES****Rule I****Committee on Decorum AND Investigation**

Section 1. *Committee on Decorum and Investigation.* A Committee on Decorum and Investigation is hereby created. The Committee shall conduct meetings, as the case may be, with officers and employees, teachers, faculty, coaches, trainors and students or trainees to increase understanding and prevent incidents of sexual harassment.

Section 2. *Composition of Committee on Decorum and Investigation.*

– In view of the dual role of the educational or training institution mentioned under Section 1, Rule II, Part II hereof, the Committee on Decorum and Investigation shall be composed of a Chairman, one (1) representative each from the administration and from faculty or the students, as the case may be, to be appointed by the University President.

Rule II Due Process

Section 1. *Right to Due Process.* – No disciplinary sanction shall be applied upon any erring member of the educational community except for cause and after due process shall have been observed.

In sexual harassment cases, the alleged harasser must be afforded due process and as much confidentiality during the process.

Section 2. *Procedural Process Standards.* – The following procedural due process standards must be met in sexual harassment cases:

- a. The alleged harasser must be informed in writing of the cause of the accusation against him;
- b. He shall have the right to answer the charges against him, with the assistance of counsel if desired;
- c. He shall be informed of the evidence against him;
- d. He shall have the right to adduce evidence in his own behalf; and,
- e. The evidence must be considered by the investigating committee that hears the case.

Rule III Complaint and Reporting System

Section 1. *Complaint or Reporting System.* – A complaint or reporting system is hereby installed whereby victims are encouraged to come forward with a report or complaint of incidents of sexual harassment and allows first for informal resolution and then, if the process fails, for formal resolution.

Section 2. *Who May File.* – Any student or employee of the school may report or file a complaint of sexual harassment with the Office of the Vice President for Administration.

Section 3. *Report or Complaint.* – The report of complaint must be in writing and must obtain the following information:

- a. The name(s) and address(es) of the complainant(s);
- b. The name(s) and address(es) of the respondent(s);
- c. The substance, cause/grounds of complaint;
- d. When and where the action complained of happened; and,
- e. The name(s) of any witness thereto.

All pertinent papers or documents in support of the complaint must be attached whenever possible.

Section 3. *Furnishing Respondent with Complaint.* – The Committee shall immediately furnish the respondent a copy of the complaint and all its attachments and shall direct him/her (respondent) to file an answer not later than three (3) calendar days from receipt thereof.

The Committed shall also calendar the case/complaint for a conference with the end in view of arriving at an amicable settlement. The parties shall be duly informed of the conference which shall be set immediately after filing of the answer.

Section 4. *Notification of Parents.* – If it is a college student who is being charged with a sexual harassment offense that is punishable with prolonged suspension, exclusion from the rolls or expulsion, the Committee may or may not inform the parents. If the student is charged with a sexual harassment offense that is punishable by prolonged suspension, dismissal or expulsion is in high school or elementary, the Committee shall notify his parents or guardians as the case may be.

Section 5. *Filing of Answer.* – Within the period indicated in paragraph 1 of Section 3 hereof, the respondent shall file an answer incorporating therein all pertinent documents in support of his defense.

Section 6. *Waiver.* – If respondent fails to file his answer and pertinent documents within the period specified or fails to appear during the conference, respondent shall be deemed to have waived his right to present his/her evidence and the case shall be heard ex parte.

Section 7. *Summary Judgment.* – If on the basis of the pleadings/evidence on record, the Committee finds that there is sufficient ground to render judgment, it shall consider the case submitted for decision.

Section 8. *Judgment Based on Position Paper.* – Whenever summary judgment is not appropriate, the Committee shall direct the parties to the case to simultaneously submit their position papers and/or memoranda within five (5) calendar days from notice after which the case shall be deemed submitted for decision.

Section 9. *Investigation Procedure.* – Where the Committee finds that there are complicated factual issues involved which cannot be resolved through position papers and/or memoranda, it shall conduct investigation by requiring the parties to submit affidavits. It may, if necessary, direct the parties to appear before it to answer clarificatory questions. For this purpose, it may allow the parties to

submit suggested written clarificatory questions which it may propound to the parties concerned.

Section 10. Evaluation of the Case. – In evaluating a report of complaint of sexual harassment, an attempt should be made to focus on the perspective of a person situated similarly to the accuser. The Committee should attempt to maintain confidentiality, however, a complainant should be told that complete anonymity may give way to the University's obligation to investigate and take appropriate action. Because it is important that every effort be made to keep the incident confidential, discretion should be exercised in determining which witnesses are indeed necessary to the investigation.

Section 11. Reasonable Man/Woman Standard. – In view of the fact that the perception of men and women may differ as to what constitutes harmless fun and what constitutes offensive conduct, the Committee shall adopt a "reasonable man/woman" rather than a "reasonable person" standard to determine whether conduct is unwelcome and sufficiently pervasive to amount to sexual harassment. Under this standard, the proper focus is on the victim's perspective of the given conduct and thus, in the typical case, a sexual harassment claim is proven if a reasonable man or woman would consider the harassment hostile or offensive.

Section 12. Resolution of the Case. – The Committee, after evaluation of the evidence submitted by the parties, shall submit its report and recommendation to the University President for the final resolution of the case.

Section 13. Motu Propio Cases of Sexual Harassment. – In instances where cases of sexual harassment are motu proprio initiated by the Administration, the Committee shall handle the case subject to the aforementioned procedure.

Section 14. Liability of the Employer, Head of Office, Educational or Training Institution. – The employer or head of office, educational or training institution shall be solidarily liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational; or training institution is informed of such acts by the offended party and no immediate action is taken thereon in accordance with these rules.

Section 15. Written Records and Privacy of Parties. – Careful written records of cases of sexual harassment must be kept, but precautions should be taken to protect the privacy of all parties involved as much as possible.

Part IV
MISCELLANEOUS PROVISIONS

Rule I
Preventive Suspension

Section 1. *Preventive Suspension of Accused in Sexual Harassment Cases.* – Any member of the educational community may be placed under preventive suspension during the pendency of the hearing of the charge of grave sexual harassment against him if the evidence of his guilt is strong and the University President is morally convinced that the continued stay of the accused during the period of investigation constitutes a distraction to the normal operations of the institution or poses a risk or danger to the life or property of the other members of the educational community.

Section 2. *Preventive Suspension of Student.* – The preventive suspension of a student exceeding twenty percent (20%) of the prescribed school days shall be reported to the regional office of the Commission on Higher Education (CHED), or the Department of Education, Cultures and Sports (DECS) as the case may be.

Rule II
Independent Action for Damages and Prescription

Section 1. *Independent Action for Damages.* – Nothing in the Act or in these Rules shall preclude the victim of work, education- or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

Section 2. *Preventive Period.* – Any action arising from the violation of the provision of the Act and these Rules shall prescribe in three (3) years.

Rule III
Incriminating Machinations

Section 1. *Incriminating Innocent Members of the Educational Community.* – Any member of the Saint Louis University community who, by any act not constituting perjury, shall directly incriminate or impute to an innocent member of the same community the commission of a sexual harassment act shall be punished by exclusion or termination as the case may be.

Section 2. *Intriguing Against Honor or Reputation.* – The penalty of exclusion or termination as the case may be imposed for any intrigue involving sexual harassment which has for its principal purpose to blemish the honor or reputation of a member of the Saint Louis University community.

Rule IV Administrative Provisions

Section 1. *Separability Clause.* – If any part or provision of the Act, or any of these implementing rules and regulations, which may be held invalid or unconstitutional, shall not thereby affect the effectiveness and implementation of its remaining parts or provisions.

Section 2. *Repealing Clause.* – All rules and regulations, orders and policies of the Institution which are inconsistent with any provision of the Act or with any of these implementing rules and regulations, are hereby deemed repealed or modified as the case may be.

Section 3. *Effectivity.* – These Rules and Regulations implementing the Anti-Sexual Harassment Act of 1995 in Saint Louis University shall take effect fifteen (15) days after the publication or posting in conspicuous place in the University campus by the Committee.

At Saint Louis University, Baguio City, Philippines, April 1, 1996.

(SGD.) REV. FR. PAUL H. VAN PARIJS, CICM
PRESIDENT

(SGD.) ATTY. ROLANDO C. DELA CRUZ
UFESLU

(SGD.) ENGR. PETRONILO A. BALLESCA
UFESLU

(SGD.) ATTY. BERNARD D. PADANG
UFESLU

(SGD.) MR. JEROME B. TUDLONG JR.
SSC/KASAMA

B. PRIMER ON REPUBLIC ACT 8049: THE ANTI-HAZING LAW**I. What is the concept of hazing?**

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

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

1. The act is a prerequisite for admission into membership in a fraternity, sorority or organization; hence, if the victim is already a member, there is no violation of the anti-hazing law but the illegal act is punishable by the Revised Penal Code;
2. The recruit, neophyte or applicant is placed in either of the following situations:
 - a. embarrassing situation;
 - b. humiliating situation;
 - c. is subjected to physical suffering or injury; or
 - d. is subjected to psychological suffering or injury

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

II. What are humiliating/embarrassing situations?

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

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

The physical, mental and psychological testing and training procedure and practices to determine and enhance the physical, mental and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine National Police as approved and duly recommended by appropriate officials.

The officer and cadet corps of Citizens Military Training or Citizen's Army Training are covered by the Anti-Hazing Law since they are not prospective regular members of the military. The fraternities, organizations or dubs in the AFP, PMA and PNP are also covered by the law.

IV. When is hazing or initiation allowed?

The following must be present:

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

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

- A. What is the liability of the actual participants?

The officers and members who actually participated in the infliction of physical harm shall be liable as principals. They shall suffer a penalty ranging from reclusion perpetua (from 20 years and 1 day to 40 years imprisonment) if death, sodomy, rape or mutilation results therefrom, to prison correccional in its maximum (from 4 years, 2 months and 1 day to 6 years imprisonment) even if the injuries do not prevent the victim from engaging in his habitual activity or work nor require medical attendance.

- B. What is the liability of the owner of the place where hazing was conducted?

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

- C. What is the liability of the school authorities and faculty members?

They are liable as accomplices:

1. if they consent to the hazing, or
2. if they have actual knowledge thereof but failed to take any action to prevent the same from occurring in both cases.

- D. What is the liability of the adviser?

1. If he is present when the acts constituting hazing were committed and failed to take any action to prevent the same from occurring, he is liable as a principal.
2. If he is not present but consents to the hazing, he is liable as accomplice.
3. If he is not present but has actual knowledge of the hazing but failed to take any action to prevent the same, he is liable as accomplice.

- E. What is the liability of officers of the fraternity even if they are absent during the hazing?

If they are part of the planning or if they actually planned it, they shall be liable as principals.

- F. Are outsiders liable?

Outsiders, like former officers or alumni, even if they are absent during the hazing are liable as principals if they actually planned it.

- G. Are members of the fraternity who merely recruit or induce a neophyte liable?

The officers or members who knowingly cooperated in carrying out the hazing by inducing the victim to be present thereat, shall be liable as principals.

- H. Is anybody who is merely present during the hazing liable?

Anybody who is present during the hazing may be liable as principal. The law says that mere presence is a *prima facie* evidence of participation in the hazing as principal unless he shows that he prevented the commission of the illegal acts. This means that he has the burden of proving that he is innocent of the crime charged.

- I. Are there other people who are liable for violation of the law?

The president, manager, director or other responsible officers of a corporation engaged in hazing as a requirement for employment in the manner provided by the law.

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

No. The proceedings in school disciplinary boards are only administrative. It is enough that the penalty is based on substantial evidence (not an evidence beyond reasonable doubt as required in criminal cases).

VII. What are the aggravating circumstances that the court shall consider in imposing the maximum penalty?

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

VIII. Who is an accomplice?

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

IX. Who is a principal?

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

C. PRIMER ON REPUBLIC ACT 9165: COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002**Comprehensive Dangerous Drugs Act of 2002 Specifically On RANDOM DRUG TESTING in SCHOOLS****Legal Basis: ARTICLE III-Dangerous Drugs test and Record Requirements**

Sec. 36, c. Student of Tertiary and Secondary Schools- Students of tertiary and secondary schools shall, pursuant to the related rules and regulations as contained in the school's student handbook and with notice to the presents, undergo a random drug testing. Provided, that all drug testing expenses whether in public or private schools under this Section will be borne by the government; Provided, further, that the Department of Education and the Commission on Higher Education, as the case may be, shall see to it that this provision is implemented.

Board Regulation #6, Series of 2003 as amended by Board Regulation #3, Series of 2009

General Guidelines for the Conduct of Random Drug Testing for Secondary and Tertiary Students

1. WHAT IS RANDOM DRUG TESTING? Random Drug Testing is a procedure to determine the presence or absence of a substance in the body and the selection of students is through an unbiased process of generating random numbers using a computer or a scientific calculator.

2. WHAT ARE THE PURPOSES OF RANDOM DRUG TESTING?

- a. To determine the prevalence of drug users among the students.
- b. To assess the effectiveness of school-based and community-based prevention programs.
- c. To deter adolescents from initiating the use of illegal drugs.
- d. To give adolescents a reason to resist peer pressure to use illegal drugs.
- e. To facilitate the referral/treatment of drug users and dependents.
- f. To strengthen the collaboration efforts of identified agencies against the use of illegal drugs and in the treatment of drug user and dependents.

3. WHAT IS A SCREENING TEST? Refers to a test to find out if a person is negative or positive for drug use. This is usually done using

test kit (immunoassay kit) that tests a person's urine if it would give a positive result for use of marijuana, methamphetamine (shabu) and other amphetamine-type stimulants. If the Screening Test gave a positive result, it will automatically undergo Confirmatory Test.

4. WHAT IS A CONFIRMATORY TEST? Refers to the analytical procedure to identify and quantity the presence of a specific drug in the urine using the Gas Chromatography Mass Spectropometry (GC-MS), currently the "gold standard" equipment for drug testing worldwide. This will validate and confirm the result of the Screening Test.

5. HOW ACCURATE ARE DRUG TESTS? Department of Health (DOH) endorsed guidelines, approved and adopted by the Dangerous Drugs Board (DDB), is in place to assure accuracy of the drug tests. Drug testing kits used in the activity have been validated by competent agencies. Screened positive cases still undergo a "confirmatory" test using an instrumented method that is internationally accepted. This second level test provides a more specific quantitative and qualitative result. The element of "surprise" also increases accuracy of findings.

6. IS THERE A GOVERNMENT MANDATE TO CONDUCT RANDOM DRUG TESTING? Yes. Article III. Sec. 36c of Republic Act 9165, otherwise known as "Comprehensive Dangerous Drug Act of 2002" states that students of tertiary and secondary schools shall, pursuant to the related rules and regulations as contained in the school's students handbook and with notice to the presents, undergo a random drug testing.

7. WHO SHALL CONDUCT THE RANDOM DRUG TESTING IN THE SCHOOLS? The random drug testing in the schools shall be conducted by the Supervising Agencies, DOH, Department of Education (DepEd), Commission on Higher Education (CHED), Technical Education and skills Development Authority (TESDA) in collaboration with the DDB. The school, through its respective Selection Board and health personnel, shall assist in the conduct of the drug testing.

8. WHO SHALL COMPOSE THE "SELECTION BOARD"? The "Selection Board" shall be the board constituted at the level of the school composes of the Drug Testing Coordinator, the School Head as chairperson and representative each from the students, faculty and parents as members. The authorized governing body duly recognized by their respective constituents shall choose the representative from these stakeholders based on a set of selection criteria formulated for this purpose. In the absence of a parent's association, the School Head may appoint any parent who shall be a member of the Selection Board.

9. HOW IS THE SELECTION OF SAMPLE DONE IN A RANDOM DRUG TESTING?

- a. The Drug Testing Coordinator shall convene the school's Selection Board within five days from the receipt of notice from the Supervising Agency stating the school is included in the program.
- b. On the day of testing, the Selection Board shall conduct the random selection of those to be tested.
- c. The Selection Board shall ensure the confidentiality and integrity of the random selection process.
- d. The selection process shall be random through a lottery, which may be computerized, or in any other manner that shall be agreed upon by the board.
- e. The random selection of students and the drug testing shall be done on the same day.
- f. Prior to testing, the selected students shall be asked to reveal the medicines, vitamins, food supplements that they had taken within the past thirty (30) days. The Drug Testing Coordinator shall keep the listing and utilize this in the evaluation of the confirmatory drug test.
- g. The laboratory shall follow the DOH-prescribed guidelines in the collection of urine specimens. DOH-prescribed guidelines shall be posted in strategic places/visible areas of the school. Universal precautions shall be observed at all times.
- h. The monitor assigned shall ensure the integrity of the collection process the specimen collector should be of the same gender as the student
- i. The specimen collection shall be done in the school and testing conducted by a duly accredited drug-testing laboratory.

10. WHO SHALL NOTIFY/INFORM THE STUDENTS, PARENTS AND THE COMMUNITY ABOUT THE RANDOM DRUG TESTING IN THE SCHOOLS? The Supervising Agency shall issue an order or a memorandum and this should include the guidelines on the conduct of random drug testing. All students, parents and the community shall be notified by the school in writing on the process and manner by which the random drug testing will be done.**11. HOW IS RANDOM DRUG TESTING RESULTS TREATED?** The drug test result shall be treated with utmost confidentiality and shall guarantee and respect the personal privacy and dignity of the student. The result should not be used in any criminal proceedings. No school shall publish or post results whether positive or negative.

12. WHAT SHOULD BE DONE IN CASE THE DRUG TEST IS CONFIRMED POSITIVE? A student with drug result confirmed positive shall then undergo the prescribed intervention program under the supervision of the Department of Health (DOH) accredited facility or physician, or private practitioners in consultation with the parent. Such process of observation and counseling shall be done in coordination with the Drug Counselor of the school and the Department of Social Welfare and Development (DSWD) through its local social welfare offices.

13. WHO SHALL PAY THE TESTING FEES FOR THE RANDOM DRUG TESTING IN THE SCHOOLS? Payment of testing fees shall be borne by the government Article III, Sec 36c of Republic Act 9165.

14. WHAT DISCIPLINARY CONSEQUENCES SHOULD THE STUDENT FACE? None. Positive drug test result shall not be a ground for expulsion or any disciplinary action against a student.

15. IS DRUG TESTING A VIOLATION OF STUDENT'S PRIVACY RIGHTS? RA 9165 mandated that student drug testing can be done, in utmost confidentiality. Schools have a responsibility to respect students' privacy, so it is vital that only the people who need to know the test results see them (parents and school administrator). The result should not be shared with anyone else. As ruled by the Supreme Court in the case of Social Justice Society (SJS) vs. Dangerous Drug Board (DDB) and the Philippine Drug Enforcement Agency (PDEA), GR No. 157870 dated November 3, 2008, drug testing among students is not violative to the constitutional right of students, to include their right to privacy.

16. WHAT ARE THE POSSIBLE INTERVENTIONS FOR STUDENTS FOUND POSITIVE FOR DRUG USE? Interventions may include any or a combination of the following therapies. This may include rehabilitative actions that may take the form of crisis intervention, peer counseling, peer leadership programs, parent/peer group, or psychological counseling at the individual or family level and structured rehabilitation programs.

Behavior Expected From the Student During the conduct of Random Drug Testing

Before the test:

1. *A team from the DOH together with representative of your school, will officially conduct random drug testing in your school.*

2. *There is no special preparation for Drug Testing. It is part of a normal health screening procedures.*
3. *Bring your school ID with picture.*
4. *Drink 500 ml or 2 glasses of water before going to the Drug Testing Area to ensure adequate urine specimen.*

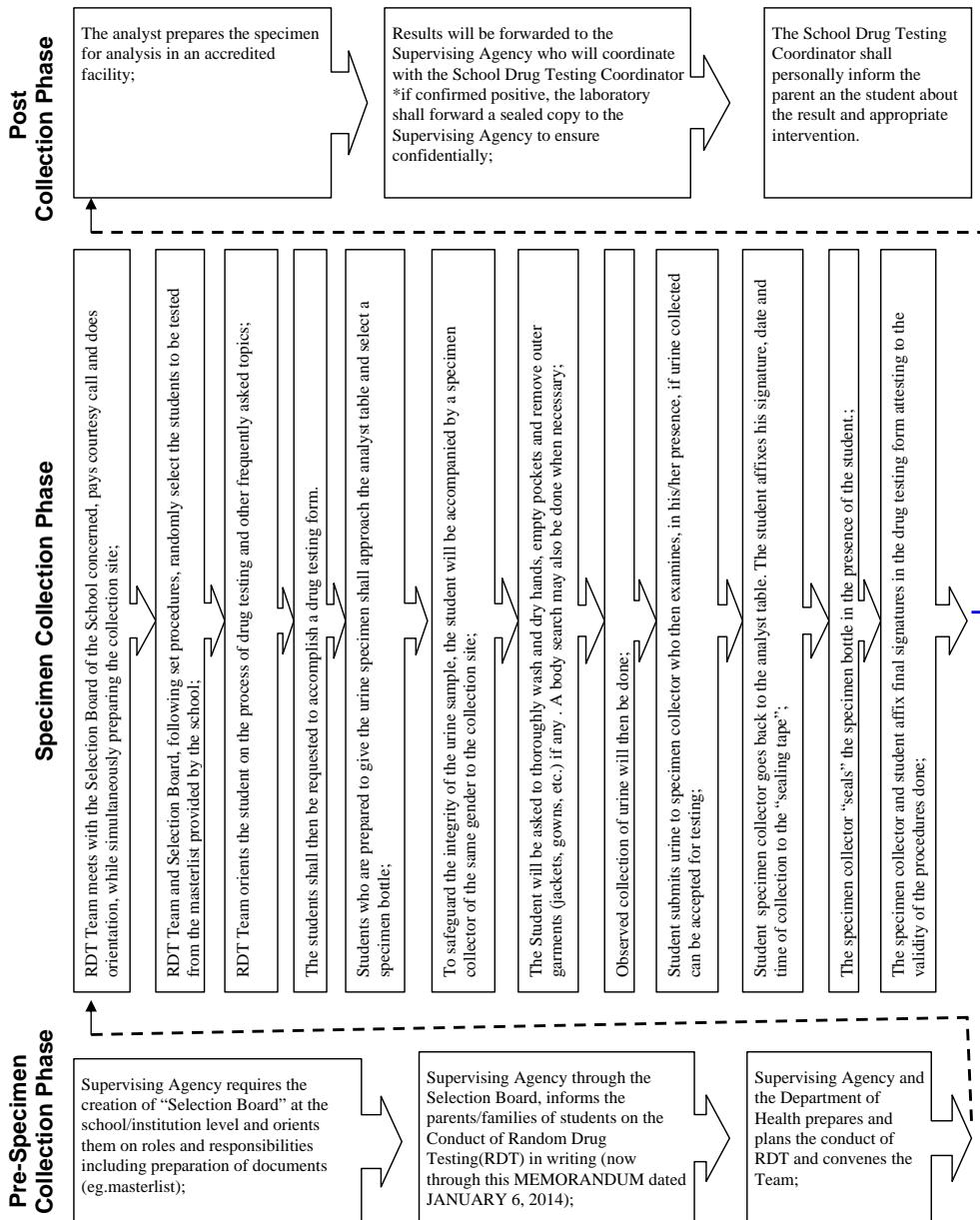
During the test:

1. *Fill up forms correctly and honestly.*
2. *You will be asked some questions after filling up the form. (e.g if you have been taking medicines lately, etc.)*
3. *You will be accompanied by an authorized Specimen Collector to the comfort room and will be asked to pick up a specimen bottle.*
4. *Submit the specimen to the authorized Specimen Collector for sealing and labeling.*
5. *You and the authorized Specimen Collector will be asked to sign the seal of the specimen bottle. (all specimen collected will be placed in an ice-box to be transported to the laboratory).*

All specimens are closed to ensure strict confidentiality of results.

All the results will be endorsed by the DOH to the Supervising Agency (DepEd, CHEd, TESDA)

D. RANDOM DRUG TESTING FLOW CHART



E. Memorandum on the Anti-Peddling Policy

Saint Louis University
Baguio City

OFFICE OF THE PRESIDENT

Memo

To : All Concern
Date: 11 October 2000
Re : Anti-Peddling Policy

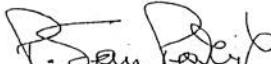
Relative to the Anti-Peddling Policy of the University, the following additional clarifications are hereby issued:

1. anywhere on campus such as but not limited to offices, classrooms, halls; corridors, laboratories and open spaces, unless officially authorized on a case-by-case basis by the University Treasurer, all commercial transactions are absolutely prohibited. Exempted however are the official business offices, canteens and, and the bookstore which operate in accordance with duly established University guidelines;
2. pursuing, undertaking, or engaging, directly or indirectly inside University premises, any personal business transactions such as but not limited to buying/selling of, advertising, or collecting payment/orders for commodities, products or services, unless covered by an official permit from the University Treasurer, are likewise absolutely prohibited;
3. engaging in or abetting any of the above-cited or analogous prohibited unauthorized business transactions within one's area of responsibility shall be similarly prohibited and may be a cause for appropriate disciplinary action against the concerned employee(s), faculty member(s), administrative personnel, or student(s); and
4. the University Administration shall be free and harmless to exercise its prerogative to apprehend or to confiscate through the guards, the Heads of Offices or officials, or to impound all commodities which may be about to be peddled or found actually peddled on the campus in violation of this policy.

Allowed, however, are the following, subject to certain conditions:

- 1) delivery of commercial drinking water for the common use of faculty members and/or office staff by a provider duly authorized by the University Treasurer; and
- 2) delivery of meals and/or snacks for official departmental, faculty, staff or organization meetings called for in coordination with the respective Deans or Heads of Office who shall give prior notice to the Dean of Student Affairs/Principal to ensure the orderly delivery of said orders.

Please be guided accordingly.


REV FR PAUL H VAN PARIS, CICM
President

F. Memorandum on Shared and Joint Responsibility Toward Health, Safety, and Security

Saint Louis University
Baguio City
Office of the President

Memo

To : ALL EMPLOYEES, STUDENTS, CONCESSIONAIRES, AND VISITORS

Date : 26 October 2005

Re : SHARED AND JOINT RESPONSIBILITY TOWARD HEALTH, SAFETY, AND SECURITY

There is no denying the current complex circumstances confronting everyone in the area of health, safety, and security. And the need to effectively manage the same is not just an indispensable challenge but also an imperative responsibility of, by and for each one of us. It is therefore both a civic and a moral duty for everyone to individually and collectively address these concerns and do everything possible to preserve life and to prevent any harm done to any person!

Upon the above premises, we call on and enjoin everyone's wholehearted cooperation in the related interventions being adopted on campus to mitigate if not counter the real and potential threats before all of us:

A. On Health:

1. Be always on high alert against dreaded if not pandemic diseases such as but not limited to dengue fever, HIV-AIDS, SARS, meningo-coccemia, avian flu, STD's, and the like;
2. Be well-informed about proper health advisories and take active role in undertaking the duly recommended intervention mechanisms; and
3. Immediately refer/report to the Medical Clinic any known or suspected cases or anyone on campus showing the symptom(s) of illness and/or infection.

B. On Safety:

1. Exercise prudence and due diligence; neither expose yourself nor allow others to be exposed to unnecessary risk; report to the

nearest office for immediate intervention, any potential or actual hazard/risk/harm to life or property; be responsible over the safekeeping of your personal effects;

2. Be guided by the SLU Safety Manual or similar safety advisories, and seriously participate in all safety drills being conducted from time to time; and
3. Keep a proactive attitude; understand and follow all safety memoranda issued by the University; practise good housekeeping; support wholeheartedly the City's Solid Waste Segregation Program both on and off campus; be a safety, rescue, or relief operation volunteer/advocate.

C. On Security:

1. The PROPER WEARING OF THE VALID SLU ID IS A SECURITY AND ADMINISTRATIVE REQUIREMENT FOR EVERYONE ON CAMPUS; please do not resent being approached or when reminded about this responsibility; and
2. Cooperate fully with the random inspection/spot check that may be conducted on campus by persons in authority (teachers and school administrators) or any guard-on-duty, for any regulated and/or prohibited items. (See attached Memorandum made effective since June 17, 1991, as amended)

All University policies already provided in handbooks, manuals, memoranda or other official issuances relative to the above matters are hereby reiterated, and shall continue to be in effect.

Thank you.

REV FR JESSIE ALHECHANOVIA, CICM
President



Handwritten signature

- G. Attachment to Memorandum dated 26 October 2005
Re: Policies on Prohibited and Regulated Items

SAINT LOUIS UNIVERSITY Baguio City

To: **ALL STUDENTS, TEACHING AND NON-TEACHING EMPLOYEES**
Re: **POLICIES ON PROHIBITED AND REGULATED ITEMS**

Effective June 17, 1991, the following policy shall be complied with by all concerned, mainly students, teaching and non-teaching employees, visitors, and the security force of the University.

A. **STRICTLY PROHIBITED AND BANNED ITEMS:**

The items enumerated below are strictly prohibited on campus, unless prior official clearance is issued by the University through the Student Affairs Office. Without this clearance, such items shall be immediately confiscated. Any unauthorized person in possession of or using any of these items will be subjected to appropriate legal and/or administrative/disciplinary sanction in accordance with University rules and regulations.

The items are as follows:

1. Prohibited drugs such as, but not limited to, any narcotic substance or their derivatives, LSD, marijuana, solvents, shabu;
2. Pornographic and other obscene/smut materials;
3. Weapons and their accessories, such as, but not limited to, firearms, bladed instruments, icepicks/daggers, chako, clubs;
4. Explosives, incendiary and/or corrosive/toxic substances/chemicals, and their accessories;
5. Noise-making gadgets/devices, such as, but not limited to, gongs, megaphones, bullhorns, sound/public address systems, and/or other similar devices;
6. Alcoholic drinks of any alcohol level content, kind and/or brand (any person who is under the influence of liquor is escorted out of the campus); and
7. Gambling paraphernalia, such as playing cards, dice, jueteng bet sheets, and similar items.

B. REGULATED ITEMS:

These are items the authorized use of which shall be subject to prior clearance and approval with specific conditions set by the Student Affairs Office. Without the clearance and approval of said office, such items shall be immediately confiscated, and the possessor or user will be subject to appropriate administrative/disciplinary sanction in accordance with University rules and regulations.

The regulated items are:

1. VTR (video tape recorder), cameras, projectors, and the like;
2. Billboards, streamers, posters, leaflets, handbills, handouts, paints (spray paints), paint thinner/remover and the like, pentel pens; and
3. Stoves/heaters and other cooking equipment or paraphernalia.

C. AUTHORITY TO IMPLEMENT ABOVE POLICY:

1. The office authorized to issue prior clearance for the entry and/or use of the above items is the Student Affairs Office.
2. Any person in authority, such as school officials, the medical staff of the SLU Hospital, faculty members, and the security guards of the University, is authorized:
 - 2.1. To prevent the entry of any prohibited item enumerated above if it is without official clearance;
 - 2.2. To confiscate any of the prohibited and regulated items enumerated above if they are without prior official clearance. Any confiscated item shall be delivered and turned over to the Student Affairs Office to be properly receipted and kept until further proper disposition; and
 - 2.3. To summon and escort immediately to the Student Affairs Office and/all person/s violating the above policy and to file the necessary complaint against any or all violator/s.

PLEASE BE GUIDED ACCORDINGLY.

(Sgd) REV FR JESSIE M HECHANNOVA, CICM
President
(26 October 2005)



H. Memorandum on Out-of-Campus Activities

Saint Louis University
Baguio City
Office of the President

Memo

To : All Students, Faculty, and Heads of Offices
Date : 12 December 2005
Re : OUT-OF-CAMPUS ACTIVITIES

The New Family Code and current jurisprudence are robust with statutes and decrees on the responsibilities of persons-in-authority such as teachers and school administrators relative to various school-related activities both in- and off-campus. But under the principle of "*loco parentis*" or substitute parental authority as well as "*special parental authority*", the exercise of due diligence over students outside the school campus cannot be prudently warranted given the prevailing circumstances where hazards/risks (both actual and potential) are open. This is the basic consideration for the Memorandum of 08 November 2005 re: "Acquaintance Party, Graduation Ball, and Similar Activities". Not to be glossed over are the extraneous costs attached to off-campus activities considering the current economic situation in the country.

Upon the above considerations, the following are hereby issued and reiterated:

1. Effective immediately this Second Semester 2005-2006 ALL OUT-OF-CAMPUS student activities, unless granted prior approval by this office and undertaken in accordance with duly established policy, as a rule, SHALL NOT BE ALLOWED. Relative to this, the *Checklist Before Any Out-of-Campus Activity* (sample copy attached; copies available at Student Affairs Office) shall be accordingly accomplished and submitted before departure as far as approved field trips and similar group activities are concerned.

Corollary to the above, it shall be absolutely prohibited for any student, group of students, class, organization, employee, office, department or any entity to use, directly or indirectly, the name and/or facilities of Saint Louis University in any planning, organizing, communication, transaction, and/or announcements relative to any unauthorized off-campus activity involving SLU students;

2. Section 79 (Basis for Grading) under Art XV of the Manual of Rules for Private Schools, 1992 Edition as reiterated in par 10, p 13, SLU Student Handbook 2004 Edition, shall govern, to wit:

"Absences and non-academic behavior are not included in the computation of grades which are based solely on academic performance and achievement of students. However, requirements of the course and other class work missed during an absence become an academic liability of the student.

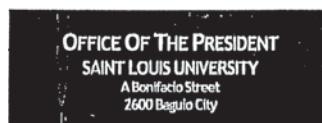
The University does not sanction the lowering of grades due to absences, misconduct or poor extra-curricular performance. However, it does not interpose any objection to the lowering of academic grades for work actually missed or not made up due to misconduct, absence or tardiness. This is in keeping with Section 79. Basis for Grading, Art XV of the Manual of Rules for Private Schools, Eight or 1992 Edition, which provides: "The final grade or rating given to a pupil or student in a subject should be based solely on his scholastic performance. Any addition or diminution to the grade in a subject for co-curricular activities, attendance, or misconduct shall not be allowed, except as may otherwise be explicitly provided for by an individual school in an appropriate issuance or publication, and provided further that such adjustments are relevant to the subject content and requirements ..."; and

3. Any deviation to the above guidelines shall be subject to proper administrative disciplinary action on anyone/those found responsible without prejudice to other measures that the University Administration deems necessary under the circumstances.

FOR STRICT COMPLIANCE.



REV FR JESSIE M HECHANOVА, CICM
President

I. Memorandum on the Policy Prohibiting the Chewing of Momma & Chomping of Tobacco

Memo

To : ALL STUDENTS, TEACHING AND NON-TEACHING PERSONNEL,
SERVICE PROVIDERS AND CLIENTS
**RE : POLICY PROHIBITING THE CHEWING OF MOMMA AND THE
CHOMPING OF TOBACCO**
Date : 02 OCTOBER 2013

Greetings!

The chewing of betel and areca nut, the recipe locally referred as *MOMMA*, has led to the passage of local ordinances most prominently in our region aimed at avoiding the social disgrace and embarrassment brought about by the disregard of basic hygiene in the process.

Unfortunately, our campus has increasingly been subjected to and has suffered from the wanton and inconsiderate unhygienic practice by the few aficionados who are either oblivious of or are defiant to their basic responsibilities under said ordinances and to the health concerns and sensibilities of the greater number among the Louisian community; consider also the unnecessary burden they bring to janitorial services and the mess they cause on affected areas, facilities and properties. Such unhygienic practices inevitably resulting from the chewing of momma or in few instances the chomping of tobacco (locally referred as *MUSCADA*) cannot be condoned or tolerated on-campus premises as well as at SLU-sanctioned activities off-campus.

Upon the above considerations and for the common interest of the academic community, effective immediately, it shall be prohibited to chew momma or to chomp tobacco anywhere on campus premises as well as at SLU-sanctioned activities off-campus. Strict compliance is thus urged, and anyone found violating this policy or abetting the violation thereof shall be subject to proper administrative measure or disciplinary action. For students, however, the following disciplinary action shall be meted:

1 st offense	: Stern warning/Reprimand to one-day class suspension with restoration
2 nd offense	: One week class suspension to non-readmission with restoration
3 rd offense	: Exclusion (Non-readmission/Dismissal) with restoration

Please be guided accordingly.

REV FR JESSIE M MILCHANNOVA, CICM
President

J. Memorandum on the Individual Presentation of Valid SLU ID

Memo

To : All Students, Employees, Clients, Visitors and Guests of SLU
Re : **PEDESTRIAN AND VEHICULAR ENTRY GATE SECURITY PROTOCOL AND MANAGEMENT**
Date : 14 October 2015

For the purpose of easing the entry of individual members of the SLU community as well as clients, visitors, and guests of SLU in the light of the conditions at both pedestrian and vehicular entry gates while not compromising campus safety and the University policy on the proper wearing of individual valid SLU ID, the following security protocols at the entry gates are hereby adopted and instituted effective 19 October 2015:

A. ON THE INDIVIDUAL PRESENTATION OF THE VALID SLU ID:

In furtherance to the optimum benefits derived from the effective checking of the valid SLU ID right at the entry gate in conformity with University policy, each Louisian walking in shall steadily hold keeping it from swaying or flip-flopping and show front-out at chest level his valid SLU ID for the duty guard to readily recognize.

B. ON VEHICULAR ENTRY:

B.1. An employee on-board his vehicle which is duly registered and bearing a valid SLU Car Pass sticker issued at the Student Affairs Office (SAO) shall, before entering the driveway, have properly worn his valid SLU ID for the driveway guard to readily recognize.

B

- B.3. Entry of a student on-board a vehicle shall be limited only to one with severe mobility disability condition/problem subject to his presentation of a Conditional Pass issued by the SAO Dean. On the other hand, a student (of the Graduate Program, School of Law, or Pre-bar Review) with valid semestral SLU Car Pass to enter after 5:00 o'clock P.M. shall follow the entry ID-presentation protocol stipulated in item B.1 above;

B.4. Others:

- B.4.a. **Pre-arranged Guest/s:** Their entry shall be in accordance with the prior arrangement duly set by the respective host Office or Events Organizer with SAO;
- B.4.b. **Visitor/s:** At the driveway entry, they secure a Driveway Gate Slip from the duty guard, then proceed straight to the Security Office for proper referrals and issuance of a Visitor's ID;
- B.4.c.
- . B.4.d. **Special Case** other than any of the above: He shall be referred to SAO Dean for appropriate clarification and guidance for the proper implementation of pertinent University policies.

Please be guided accordingly as we ardently expect your wholehearted understanding and cooperation with the above procedures in order to help ease vehicular traffic into and enhance security inside the campus.



REV FR GILBERT B SALES, CICM
President

K . SAINT LOUIS UNIVERSITY SONG

Piano

M.G. Fronda

Let's all

Refrain

Let's all sing a song
Gay and cheerful,
Bursting forth from our young
And joyous hearts.
For our life is so bright
For we study right
We choose a smile for our part.
Here we are, students of St. Louis,
That is why we are so proud,
We'll always stand in defense for it.
For it makes us brave and fit.

Chorus:
Training our body and mind,
That in school we find,
Bright future smiles on us
Let's be ready thus,
We'll deserve well of our land,
Go ever hand in hand
For God's and country's sake.
This is the pledge we make.

L. SLU CENTENNIAL SONG**Light of the North, Light that transforms
Lyrics: Mel Pablo / Music: Bing Pablo**

*From a small beginning came
The little seed has fully grown
Now look at what you've become
A sturdy tree on its own*

*It was just one little spark
Now the flame is bright as day
Without knowledge, all is dark
But with your light we see the way*

*As you continue with your mission
To touch more lives as you envision
Competence, creativity
You develop in me*

*Social involvement, Christian spirit
Are imbued within my heart
The future is truly bright for you
Shine with such great light*

*SLU, Light of the North
Shine through all directions
The wisdom you bring forth
Builds, inspires and reforms*

*SLU, Light of the North
A hundred years now
Through all the years,*

*Continue to glow
Light that transforms
As I soar to greater heights
Your wisdom I will bring
The mission of your light
I will keep burning deep within*

*Through the next years that will pass
I promise to make you proud
With your values by my side
I will transform other lives!*

*SLU, Light of the North
Shine through all directions
The wisdom you bring forth
Builds, inspires and reforms*

*SLU, Light of the North
A hundred years now
Through all the years,
Continue to glow
Shine forever more*

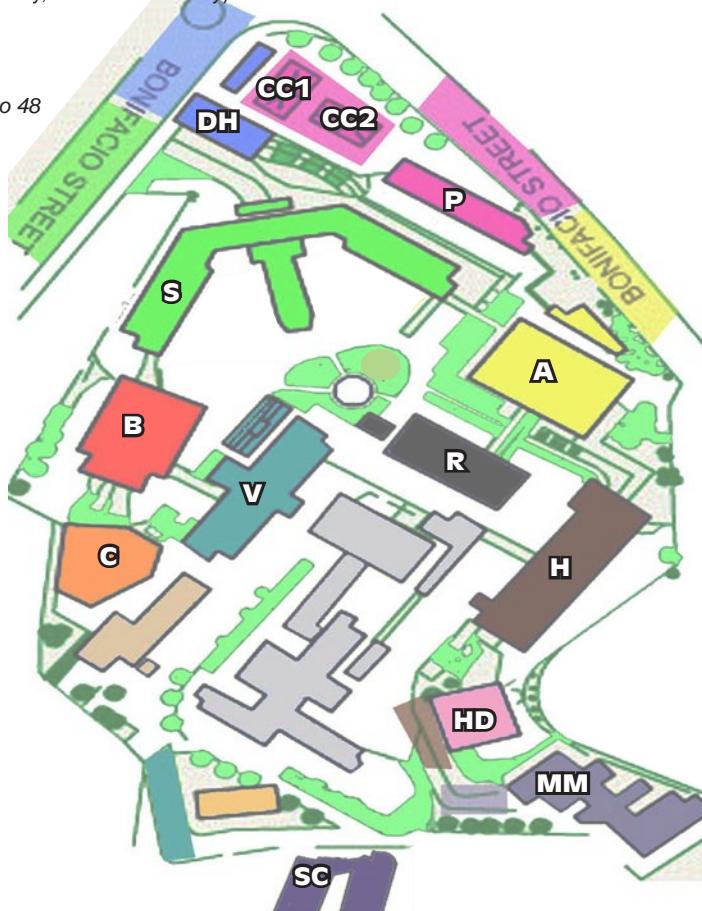
*Through all the years,
Continue to glow
Light that transforms
Light that transforms*

M. MAIN CAMPUS BUILDING LOCATION CODE AND GENERAL DIRECTORY**Room/
Bldg Code****Building**

A	— Adenauer (Natural Sciences, Nursing, Physics & Chemistry Labs)
B	— Prince Bernhard Gym
C	— Center for Culture and the Arts
CC	— Covered Courts 1 and 2
DH	— Fr. Joseph De Haes P.E. Building
H	— Otto Hahn (Engineering & Architecture)
HD	— Fr. Hugo Delbaere (Engineering & Architecture)
MM	— Mt. Mary Hall
P	— Waldo Perfecto (Teacher Education, Computing & Information Sciences, Engineering & Architecture)
R	— Jose Rizal (Natural Sciences, Medicine)
S	— Diego Silang (Computing & Information Sciences, Law, Nursing and Natural Sciences; Accounting Office, Registrar's Office, Guidance Center, Image Innovation, Medical & Dental Clinics & Student Affairs Office)
SC	— Student Center (Men's Residence Hall, SSC KASAMA & White and Blue)
V	— Charles Vath (Library, Law & Net Library)

Trunk Lines:

442-2794, 442-2193
443-3043, 443-2001
444-8253 444-8246 to 48



- Basic student services such as those provided by the Guidance Center, Medical and Dental Clinics, SLU Libraries and the Student Affairs Office are available at the Maryheights and Navy Base Campuses.

N. MARYHEIGHTS CAMPUS BUILDING LOCATION CODE AND GENERAL DIRECTORY

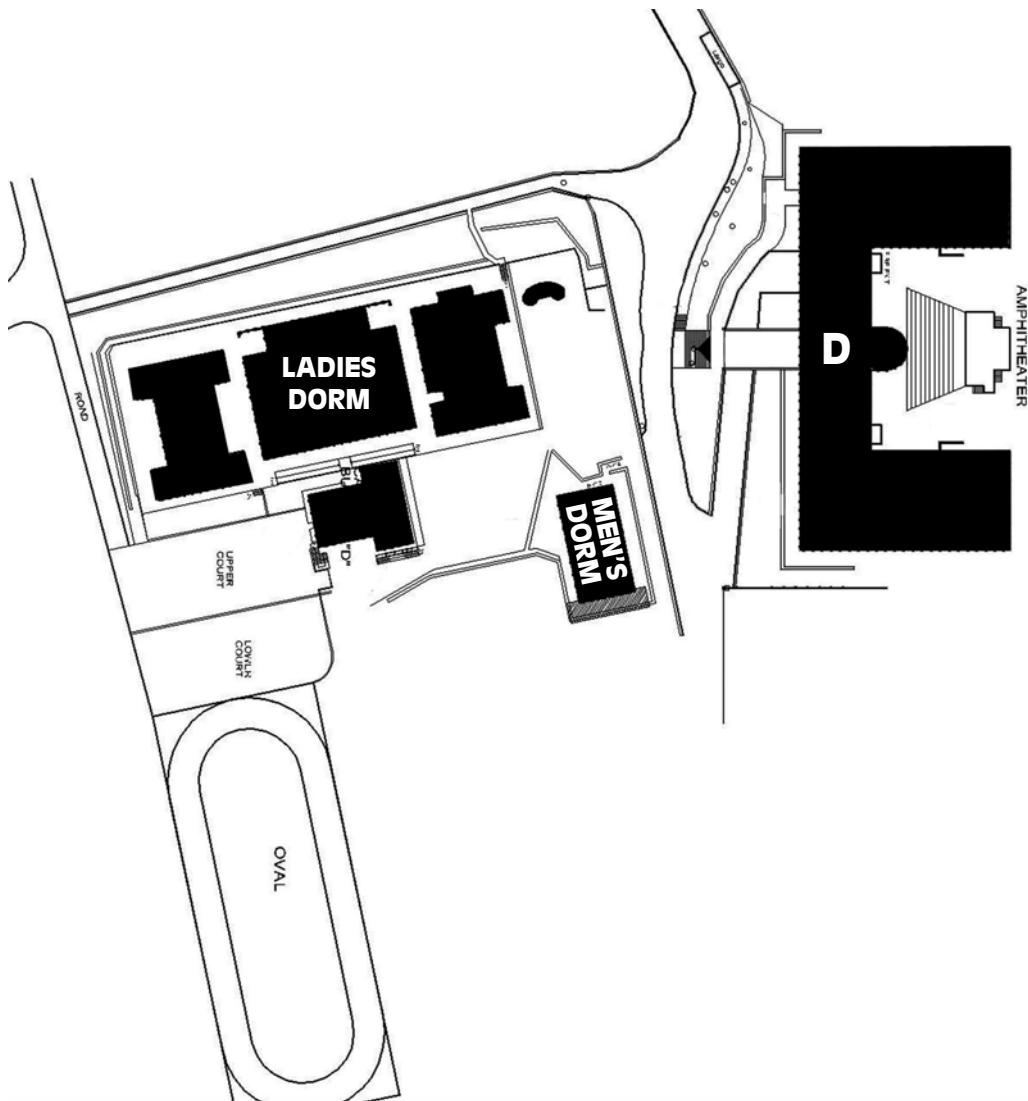
*Room/
Bldg Code*

D —

Building

Fr. Seraphin Devesse Building
(School of Accountancy & Business Management)

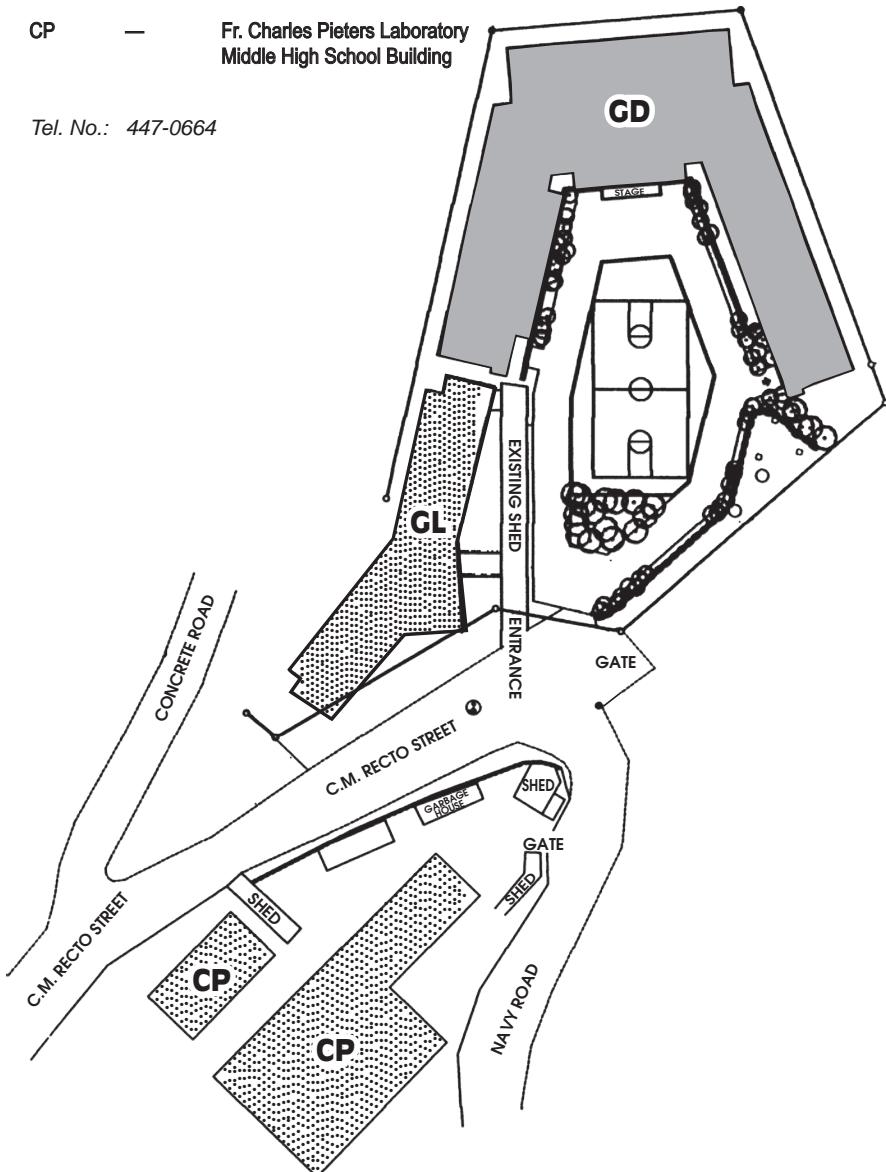
Tel. Nos.: 442-6321
442-3848
443-9571



O. NAVY BASE CAMPUS BUILDING LOCATION CODE AND GENERAL DIRECTORY

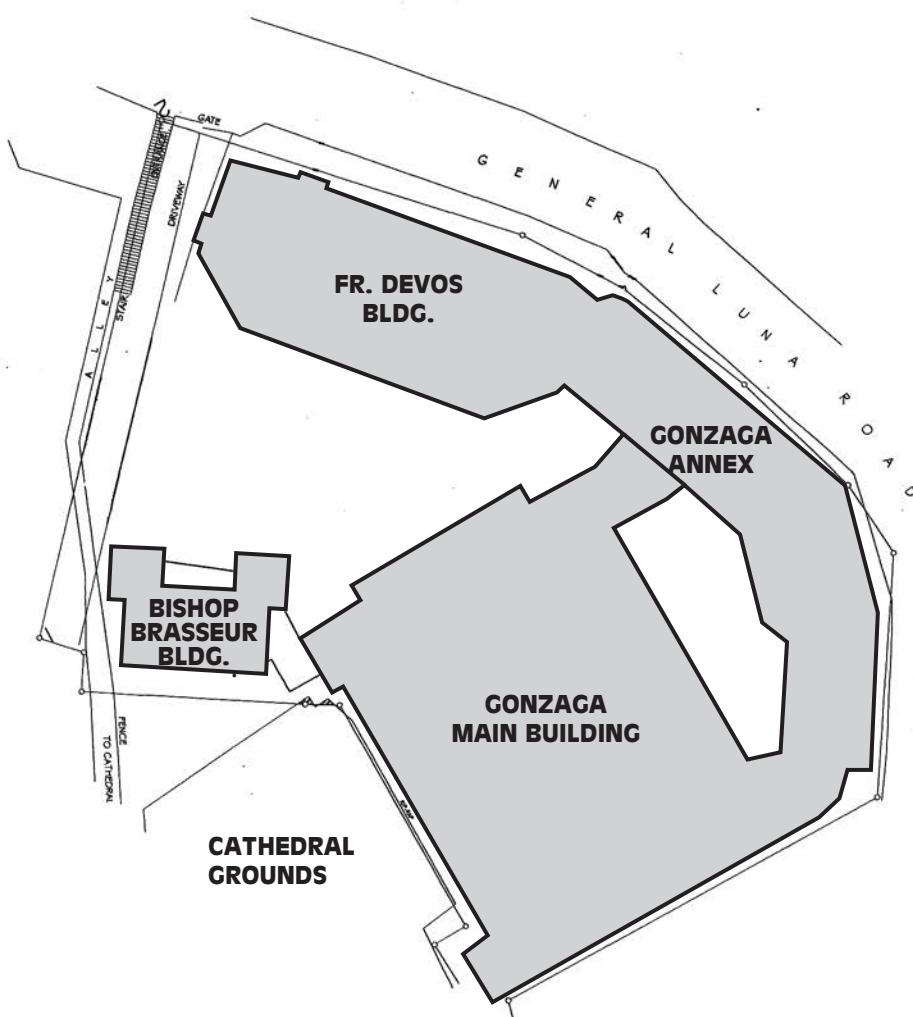
<i>Room/ Bldg Code</i>	<i>Building</i>
GD —	Fr. Gerard Decaestecker School of Humanities Building
GL —	Fr. Gerard Linssen Laboratory Junior High School Building
CP —	Fr. Charles Pieters Laboratory Middle High School Building

Tel. No.: 447-0664



P. ALOYSIUS DE GONZAGA CAMPUS BUILDING LOCATION AND GENERAL DIRECTORY

*SLU Laboratory Elementary School
General Luna Road, Baguio City, Philippines 2600
Tel. No.: 442-6883*



Q. EMERGENCY NUMBERS DIRECTORY**A. POLICE ASSISTANCE THRU PATROL 117**

1. PNP Text Hotline 2920
= Type PNP[space][message] and send to 2920
2. Patrol 117 – Call 117 in case of emergency

BAGUIO CPO Director's Office	Tel/Fax (074) 300 9230
For Emergency	Dial 166
Tactical Operation Center (TOC)	(074) 442 1211 / 442 7944
	(074) 304 6997
	GLOBE 0917 575 8993
	SMART 0920 422 2861
STATION 1 (Naguilian)	(074) 300 9111 / 0917 581 2011
STATION 2 (Camdas)	(074) 300 9112 / 0917 581 2012
STATION 3 (Pacdal)	(074) 300 9113 / 0906 568 7660
STATION 4 (Loakan)	(074) 305 9114 / 0917 581 2014
STATION 5 (Marcos Highway)	(074) 300 9115 / 0917 581 2015
STATION 6 (Aurora Hill)	(074) 300 9116 / 0905 500 6684
STATION 7 (Central Business Dist)	(074) 300 9117 / 0917 581 2017
STATION 8 (Kennon Rd.)	(074) 305 9118 / 0917 581 2018
STATION 9 (Irisan)	(074) 305 5329 / 0929 537 3343
STATION 10 (Marcos Highway)	(074) 305 5108 / 0917 581 2020
Market Task Force (COMPAC 1)	(074) 300 6570
Traffic Management Branch (TMB)	(074) 300 9406

Benguet Provincial Police Office	(074) 422 6515
Municipal Office Trinidad Police Station	(074) 422 4344
Tuba Police Station	(074) 442 7561
Itogon Police Station – Tuding	(074) 442 3526

La Trinidad Emergency Numbers

POLICE OFFICE	166
La Trinidad Municipal Police Station	(074) 422 4344
Betag, PCP	(074) 422 4343
KM 5 Pico Sub-station	(074) 422 1699
KM 3 Bell Church Sub-station	(074) 422 4612
Camp Dangwa	(074) 422 3207
Bureau of Jail Mgmt & Penology (Capitol)	(074) 422 2301
Bureau of Jail Mgmt & Penology (Mun. Dist.)	(074) 422 7331

B. FIRE DEPARTMENT

Fire Station	160
Or Call	(074) 443 7089 / 442 2222

C. HOSPITAL

SLU Hospital of the Sacred Heart	(074) 442 5700 / 442 5701
Baguio General Hospital	169
Or Call	(074) 442 4216

D. INFORMATION AND ASSISTANCE CENTER

Emergency Medical Service	(074) 442 1911
City Disaster Risk Reduction	
Management Council	(074) 442 1900 — 1902
Or Call	(074) 442 1904 / 442 1905
Baguio Water District	(074) 442 3218
Or Call	(074) 442 4929
Benguet Electric Cooperative	(074) 442 2295 / 442 6663
Or Call	(074) 444 9201 / 444 9638
PAGASA	(074) 442 3464 / 443 5515

