

Republic of the Philippines  
Laguna State Polytechnic University  
Province of Laguna



# Student Handbook

— LOS BAÑOS — — SAN PABLO — — SINILOAN — — STA. CRUZ —  
A L L C A M P U S E S

2021

EDITION

*Approved pursuant to Board Resolution No. \_\_\_\_\_, series of 2021*



[www.lspu.edu.ph](http://www.lspu.edu.ph)

## **LSPU Student Handbook**

2021 Edition

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Laguna State Polytechnic University (LSPU)  
Province of Laguna

Regular Campuses:

LSPU-Sta. Cruz Campus (Main Campus)  
Brgy. Bubukal, Sta. Cruz, Laguna, 4009  
(049) 304-7000

LSPU-Siniloan Campus (Host Campus)  
De Leon St., Siniloan, Laguna, 4019  
(049) 813-0452

LSPU-San Pablo City Campus  
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LSPU-Los Baños Campus  
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(049) 827-0421

Extension/Satellite Campuses:

LSPU-Lopez Quezon

LSPU-Nagcarlan

LSPU-Liliw Pilot Extension Classes

website: [www.lspu.edu.ph](http://www.lspu.edu.ph)



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**Laguna State Polytechnic University**  
Province of Laguna

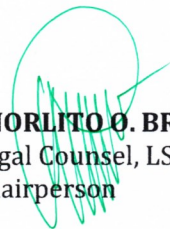
October 15, 2020

**CERTIFICATION**


This is to certify that we have examined the contents of the University Code, Administrative Manual, Faculty Manual and the Student Handbook, 2020 Edition of the Laguna State Polytechnic University (LSPU).

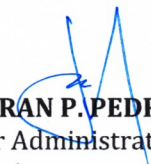
After careful scrutiny of its contents, I further certify that it contains legal bases necessary to guide all LSPU constituents.

This certification was issued this 15<sup>th</sup> day of October, 2020 for whatever legal purpose it may serve.


  
**ATTY. NORLITO O. BRIONES**  
Legal Counsel, LSPU  
Chairperson

Conforme:

  
**EDEN C. CALLO, Ed.D.**  
VP for Academic Affairs  
Co-Chairperson

  
**BELTRAN P. PEDRIGAL, MSA**  
VP for Administration  
Co-Chairperson



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## FOREWORD

Every educational institution has its special mission and unique ways to bring about the total development of the persons who are entrusted to it and who pledged to abide by its policies. LSPU system has been founded to help each student to be developed into a total person who is well equipped with knowledge and skill, fits the modern world of technologies, and is ready and capable of meeting the challenges of life.

This student handbook has been prepared to help students become positively aware of their academic and social tasks. The policies and regulations contained in this handbook seek to establish and ensure an atmosphere of qualified freedom, justice, and love in the academic community that is necessary to carry out the institution's missions and objectives.

The contents of this handbook cover all undergraduate and graduate students currently enrolled in this State University who, upon admission, have agreed to abide and conduct themselves accordingly to maintain self-discipline and uphold the LSPU system's policies, rules and regulations—hence, promoting the institution's standard of excellence.

It is hoped that with the full knowledge of the policies, the whole studentry of all campuses will generously and willingly cooperate with the administration in achieving the success of the system's educational endeavor.

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## HANDBOOK OWNER INFORMATION

Name: \_\_\_\_\_  
 Student Number: \_\_\_\_\_  
 Curricular Year: \_\_\_\_\_  
 College: \_\_\_\_\_  
 Course: \_\_\_\_\_


Person to contact in case of emergency

Guardian/Parent: \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 Contact number/s: \_\_\_\_\_  
 Address: \_\_\_\_\_

This is to acknowledge receipt of the Laguna State Polytechnic University Student Handbook 2020. I hereby provide the aforementioned personal information given that it will be used for legal purposes only and be treated with the utmost sensitivity and data protection. I also understand that as a bonafide student of LSPU, I am also responsible for reading and understanding all the information contained in this handbook.

\_\_\_\_\_  
Signature Over Printed Name


\_\_\_\_\_  
Date

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## MESSAGE OF THE UNIVERSITY PRESIDENT

To All Students,

With this student handbook, you will learn how Laguna State Polytechnic University (LSPU) operates and thereby how you, as a student, can be in harmony with the institution. This handbook is designed to give you the necessary information to succeed in your academic life and develop yourself into productive individuals. It offers a host of practical information that will guide you in getting things done accordingly. It reminds you to be observant and aware of what you should or should not do as students of the University. With the help of its guiding policies, may you bring with you a homeschool atmosphere and self-fulfillment within the campus's shelter.


This handbook tells you where to go and what is offered in the University. Do not hesitate to keep in touch and consult with the Director/Chairperson for Student Affairs and Services, the Deans/Associate Deans, and the other university officials responsible for your welfare and whose roles are laid out here. Use this handbook as a guide in finding the right person to help you with any university-related concerns. We remain our relationship with students transparent.

Provided with this guide, we wish our students to live by the LSPU core values. The University prides itself on being friendly, just as it is intellectually ambitious and innovative at the same time. LSPU works as a community because of the personal decency and mutual respect amongst administrators, faculty, personnel, and students. We respect all who come here. Likewise, we expect you to help promote the LSPU culture of honesty, courtesy, and politeness.

As it is designed, I hope this handbook serves as a useful, clear, and comprehensive guide for you to enjoy your stay here at the university. Together, let us join hands in transforming your experiences into meaningful strengths.

Welcome to the LSPU family!

**Mario R. Briones, Ed.D.**  
University President

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## **VISION**

The Laguna State Polytechnic University is a center of productive and sustainable educational services that promote positive societal impacts and better quality of life.


## **MISSION**

The LSPU is a steward of resources through its appropriate, efficient, and effective management and utilization, allowing for impactful and sustainable services in terms of instruction, research, extension, and production that enable communities to attain self-sufficiency.

## **LSPU QUALITY POLICY**

LSPU delivers quality education through responsive instruction, distinctive research, sustainable extension, and production services.

Thus, we commit to continually improve to meet applicable requirements to provide quality, efficient and effective services to the university stakeholders' highest level of satisfaction through an excellent management system imbued with utmost integrity, professionalism, and innovation.

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## PRAYER

Almighty Creator,  
grant me a teachable spirit  
that I may learn  
from the students, teachers, and staff  
I will encounter in this university.

Let every experience in my stay here  
be an opportunity for me to grow  
academically, socially, and emotionally.

Help me see the beauty of perseverance  
that no matter how hard a situation I may face,  
I will look at it as a challenge I shall overcome  
on my journey into the realization of my dreams.

In You I trust,  
Always.

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# Chapter 1

## LSPU HISTORICAL DEVELOPMENT AND OFFICIALS

### LSPU Historical Development


The Laguna State Polytechnic University (LSPU) was initially established in 1952 as a provincial secondary school known as Baybay Provincial High School, the first public high school in the shoreline district of Laguna de Bay. In 1957, it was converted into Baybay Agricultural and Vocational School (BNAVS) by Republic Act (RA) No.1807.

With the passage of House Bill (HB) 269 into law in June 1971, Rep. Act No. 6327, BNAVS was then converted into Baybay National College of Agriculture and Technology (BNCAT), followed by its conversion into a state college known as Laguna State Polytechnic College (LSPC) on June 10, 1983.

Laguna State Polytechnic College grew more prominent and better from then on with the incumbency of Dr. Ricardo A. Wagan as the first College President in 1986. Through Memoranda of Agreements with the local government officials, Dr. Wagan realized the establishment of satellite campuses such as LSPC Nagcarlan Satellite Campus (S.Y. 1991-1992); LSPC Santa Maria Satellite Campus (S.Y. 1992-1993); and LSPC Cabuyao Campus (S.Y. 1993-1994). The integration phase of three (3) Commission on Higher Education (CHED) Supervised Institutions by the Special Provision No. 2 of the CHED FY 1999 Budget under the General Appropriations Act of 1999 transpired under Dr. Wagan's incumbency.

In January 1999, the former Laguna College of Arts and Trades in Santa Cruz, Laguna, was integrated to LSPC by R.A. 8745, R.A. 7722, and R.A. 8292, hence known as Laguna State Polytechnic College-Santa Cruz Campus. In the same year, Los Baños College of Fisheries at Los Baños Laguna was also integrated to LSPC by R.A. 7722, known as the Higher Education Act of 1994, and R.A. 8292, Higher Education Modernization Act of 1997.

Under CHED Memorandum Order No. 27, s. 2000, Implementing Guidelines of the Integration of CHED-Supervised Institutions (CSIs) to State Universities and Colleges (SUCs) Phase II, the formal turn-over ceremony took place relative to the integration of San Pablo City National School of Arts and Trades at San Pablo City to LSPU.

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President Wagan marked remarkable and distinctive achievements for LSPC. The established multi-campus institution amplified the number of non-degree and degree curricular programs/offerings that necessitated hiring more teachers due to increased enrollment. There was also intensified rehabilitation, repairing, and construction of academic buildings and relevant facilities. Graduate programs were launched, which paved the way for acquiring state-of-the-art equipment.


Likewise, President Wagan opened doors to neighboring Asian countries through academic and cultural exchange and partnership programs. He signed numerous memoranda of agreements (MOAs) and sisterhood agreements with Changwon College and Changwon High School in South Korea and Thai Nguyen University of Agriculture and Forestry in Vietnam.

In the 13th Congress of the Philippines, during its 3rd Regular Session, R.A. No. 9402 converted Laguna State Polytechnic College into a State University, appropriating funds thereof; approved by the Philippine President's Office on March 22, 2007, with Dr. Ricardo A. Wagan as its first University President.

Today, LSPU offers relevant, affordable, and accredited fourteen non-duplicated curricula programs. Nurtured by Dr. Nestor M. De Vera, the 2nd university president, LSPU established an additional satellite campus in Lopez Quezon (S.Y. 2011-2012) with curricular programs in Agriculture and Fisheries and LSPU Extension Magdalena Manpower Training Center (S.Y. 2014-2015).

In addition to the existing international academic programs, the excellent and strong leadership of President De Vera had established partnerships with universities along the Asia Pacific Region such as Phnom Penh International University in Cambodia; Saigon Technology University, and Nong Lam University in Ho Chi Minh City and Hung Vuong University in Phu Tho Province, SRV; and Yunnan Agricultural University in China.

Supporting the Philippines ' National Development Agenda of Human Development and Poverty Reduction and Economic Development, LSPU helps the government make education the central strategy for investing in human resources to reduce poverty while inviting economic growth and national competitiveness. The university tries to achieve the center of sustainable development and higher-level accredited status, under the equally dynamic and innovative administration of its 2nd University President, Dr. Nestor M. De Vera.

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LSPU is a SUC Level III Higher Education Institution, while most of the academic programs are accredited by the AACCUP ranging from Level III re-accredited status to preliminary status for new programs. The BSED, BSIE, and Industrial Technology programs are candidates for Level IV re-accreditation status, while the Teacher Education Program of San Pablo City campus is awarded the Center of Development (2016). Likewise, the university's four campuses received an ISO 9001: 2015 Certification in 2018 for its quality management system while passing the Institutional Accreditation, Level I for its quality institutional operation.

Dr. Eden C. Callo was designated as officer-in-charge, Office of the LSPU President, while the search for the 3rd university president was ongoing. (CHED Special Order 26, s.2019)

On May 22, 2019, Dr. Mario R. Briones was named as the 3rd LSPU President. (BOR Resolution 1410, s.2019)

The leadership of President Briones during the first year had shown the following accomplishments: approval of the enhanced curriculum (CMO PSG 2017), establishment of the LSPU-LILIW Pilot-extension classes in Liliw, Laguna (BOR Resolution 21, s.2019); nationally recognized as an ISO 9001:2015 government higher education institution, Regional PASUC Chairperson, reconstruction of the university's organizational structure, and review and updating of all the university's manuals of operations for quality management system. he

The onslaught of the COVID 19 pandemic brought an unprecedented change in the educational landscape of the university. In order to cope with the new normal, President Briones initiated the conceptualization of the LSPU curriculum and instruction framework for the new normal. The LSPU Board of Regents approved the university's concepts and processes in migrating to the new normal, adopting Flexible Learning as a Delivery Model (BOR Resolution 61, s.2020), and LSPU Pandemic Plan based on a series of institutional studies and workshops for implementation on September 21, 2020.

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## BOARD OF REGENTS



**HON. LILIAN A. DE LAS LLAGAS**  
CHED Commissioner  
Chairperson-Designate and Presiding Officer



**HON. MARIO R. BRIONES**  
LSPU President  
Vice-Chairman



**HON. JOEL G. VILLANUEVA**  
Chairperson,  
Senate Committee on Technical  
and Vocational Education  
Member

Represented by  
**ATTY. ZENON C. AGARAO**




**HON. MARK O. GO**  
Chairperson,  
Committee on Higher Technical Education  
Member

Represented by  
**Congresswoman Marisol Aragoness-Sampelo**



**HON. LUIS G. BANUA**  
NEDA IV-A, Regional Director  
Member



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**HON. ALEXANDER R. MADRIGAL**  
DOST IV-A Regional Director  
Member



**HON. CHESTER ALEXIS C. BUAMA**  
Federated President, LSPU Faculty Association  
Member



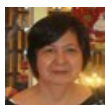
**HON. MICHAEL ANGELO PAONE JAVIER**  
Federated President, Supreme Student Council  
Member



**HON. JULIAN A. LAPITAN**  
Private Sector Representative  
Member




**HON. EVELIA V. RELIGIOSO**  
Private Sector Representative  
Member



**HON. GREGORIA P. REALEZA**  
Federated President, Alumni Association  
Member



**MRS. MARICEL S. CRUCILLO**  
Board Secretary V

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## ADMINISTRATIVE OFFICIALS



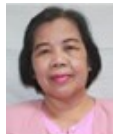
**DR. MARIO R. BRIONES**  
University President




**DR. EDEN C. CALLO**  
Vice President for Academic Affairs



**ENGR. BELTRAN P. PEDRIGAL, MSA**  
Vice President for Administration



**DR. CORAZON N. SAN AGUSTIN**  
Vice President for Research Development and Extension

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## Chapter 2

### CURRICULAR OFFERINGS

The following curricula had undergone various processes, including reviews, consultations, and academic council resolutions approving the following list of curricular programs based on the CHED Memoranda series of 2017.

#### UNDERGRADUATE PROGRAMS

##### **College of Agriculture (CA), *Siniloan Campus***

(BOR Resolution 058, s.2020)

- Bachelor of Science in Agriculture (Unnumbered CMO as of 2020)
- Bachelor of Science in Agribusiness (CMO 24, s.2007)
- Bachelor in Agricultural Technology (with specializations)
- Bachelor of Science in Environmental Science (with specializations)
- Bachelor of Science in Food Technology (CMO 7, s.2019; BOR Reso. 39-E, s.2020)

##### **College of Arts and Sciences (CAS), *All Campuses***

(BOR Resolution 039-A, s.2020)

- Bachelor of Arts in Broadcasting (CMO 37, s.2017)
- Bachelor of Science in Chemistry (CMO 47, s.2017)
- Bachelor of Science in Mathematics (CMO 48, s.2017)
- Bachelor of Science in Biology (CMO 49, s.2017)
- Bachelor of Science in Psychology (CMO 34, s.2017)

##### **College of Business Management and Accountancy (CBMA), *All Campuses***


(BOR Resolution 039-B, s.2020)

- Bachelor of Science in Accountancy (CMO 27, s.2017)
- Bachelor of Science in Business Administration (CMO 17, s.2017)
- Bachelor of Science in Office Administration (CMO 19, s.2017)
- Bachelor of Science in Entrepreneurship (CMO 18, s.2017)

##### **College of Computer Studies (CCS), *All Campuses***

(CMO 25, s.2015; BOR Resolution 039-C, s.2020)

- Bachelor of Science in Computer Science
- Bachelor of Science in Information System

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- Bachelor of Science in Information Technology

*Specialization:* Service Management, Business Analytics, Animation and Motion Graphics, Web and Mobile Applications, and Network Administration Programming

### **College of Criminal Justice Education (CCJE), *All Campuses***

- Bachelor of Science in Criminology (CMO5, s.2018; BOR Reso.39-D, s.2020)

### **College of Engineering (COE), *Sta. Cruz Campus, Siniloan Campus, San Pablo City Campus*** (BOR Resolution 039-F, s.2020)

- Bachelor of Science in Agricultural and Biosystems Engineering (CMO 94, s.2017; BOR Reso. 58-D, s.2020)

- Bachelor of Science in Civil Engineering (CMO 92, s.2017)

- Bachelor of Science in Computer Engineering (CMO 87, s.2017)

- Bachelor of Science in Electrical Engineering (CMO 88, s.2017)

- Bachelor of Science in Electronics Engineering (CMO 101, s.2017)

- Bachelor of Science in Mechanical Engineering (CMO 97, s.2017)

### **College of Fisheries (CoF), *Los Banos Campus***

(LSPU Board Academic Committee: CMO Compliant)

- Bachelor of Science in Fisheries

- Bachelor of Science in Agri-Fisheries Management

### **College of Nutrition and Dietetics (CFND), *Los Baños Campus*** (BOR Resolution 39-E, s.2020)

- Bachelor of Science in Nutrition and Dietetics (CMO 14, s. 2017)

- Bachelor of Science in Food Technology (CMO 7, s.2019)

### **College of Hospitality Management and Tourism (CHMT), *All Campuses*** (LSPU Board Academic Committee: CMO Compliant)


- Bachelor of Science in Hospitality Management (CMO 62, s2017)

- Bachelor of Science in Tourism Management (CMO 62, s2017)

### **College of Industrial Technology (CIT), *Sta Cruz Campus and San Pablo City Campus***

(LSPU Board Academic Committee: Presented and Reviewed)

- Bachelor of Science in Industrial Technology

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### **College of Nursing and Allied Health (CONAH), *Sta Cruz Campus***

(LSPU Board Academic Committee: CMO Compliant)

- Bachelor of Science in Nursing (CMO 15, s.2017)

### **College of Teacher Education (CTE), *All Campuses***

(BOR Resolution 039, s.2020)

- Bachelor of Elementary Education (CMO 74, s.2017)
- Bachelor of Secondary Education (CMO 75, s.2017)  
*Major:* English, Mathematics, Filipino, Science, Social Studies, and Values Education
- Bachelor of Early Childhood Education (CMO 76, s.2017)
- Bachelor of Technology and Livelihood Education (CMO 78, s.2017)  
*Major:* Industrial Arts, Home Economics, Agri-Fishery Arts, Information and Communication Technology
- Bachelor of Technical-Vocational Education (CMO 79, s.2017)  
Specializations: Automotive Technology,  
Electronics Technology,  
Electrical Technology,  
Civil and Construction Technology,  
Heating, Ventilating and Air-conditioning Technology,  
Food and Service Management,  
Garments, Fashion and Design,  
Animal Production,  
Agricultural Crops Production, Fish Processing and Fish Capture
- Bachelor of Physical Education (CMO 80, s.2017)
- Post Baccalaureate Diploma in Alternative Learning Systems (CMO 83, s.2017)


## **GRADUATE STUDIES AND APPLIED RESEARCH (GSAR)**

### **College of Agriculture, *Siniloan Campus***

- Doctor of Philosophy in Agriculture
- Master of Science in Agriculture

### **College of Business Management and Accountancy, *Sta Cruz Main Campus***

- Master of Public Administration

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## **College of Computer Studies**

*Sta Cruz, San Pablo City, and Siniloan Campuses*

- Master of Science in Information Technology

## **College of Fisheries, *Los Baños Campus***

- Master of Science in Fisheries major in Aquaculture
- Master of Science in Fisheries major in Post-Harvest

## **College of Teacher Education**

- Doctor of Education, *Sta Cruz, San Pablo City, and Los Baños Campuses*

*Major:* Educational Management with areas of specialization in Tertiary, Secondary and Basic Education

- Doctor of Philosophy in Education, *Sta Cruz and Siniloan campuses*

*Major in Educational Leadership Management*

- Master of Arts in Education, *All Campuses*

*Major:* Educational Management, English, Filipino, Mathematics, Science and Technology, Physical Education, Social Science, and Home Economics


- Master of Arts in Education, *Sta Cruz, San Pablo City Campuses*

*Major:* Guidance and Counseling

- Master of Arts in Teaching English, *Sta Cruz Campus*

## **College of Law, *Sta Cruz Campus***

- Juris Doctor

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## Chapter 3

### UNDERGRADUATE ACADEMIC POLICIES


#### Article 1. Classifications of Students

##### Sec. 1. Based on Admission

- 1.1 *New Student.* A student who is enrolled in the university for the first time.
- 1.2 *Transferee Student.* A student who had partly finished his/her course in other schools and satisfied the college's weighted average. All subjects taken shall be credited if compared with the university subjects.
- 1.3 *Cross-enrollee Student.* A student currently enrolled in another campus/school is permitted to enroll in the university to earn credit units or vice versa.
- 1.4 *Foreign Student.* A student whose citizenship is not Filipino who enrolls in any degree program of the university.
- 1.5 *Returnee Student.* A student who is previously enrolled in the University and after having stopped without enrolling elsewhere or has valid leaves of absence for the period during which the student discontinued the studies and is not disqualified from continuing their university studies.

##### Sec. 2. Based on Curriculum Level

- 2.1 *Freshman.* A student who has earned a total or fewer than twenty-five percent (25%) of the entire units required in the whole course.
- 2.2 *Sophomore.* A student who has earned a total of twenty-five percent to fifty percent (25%-50%) of the total units required in the entire course.
- 2.3 *Junior.* A student who has earned fifty to seventy-five (50%-75%) or more of the total units required in the entire course.
- 2.4 *Senior.* A student who has earned seventy-five (75%) or more of the total units required in the entire course.

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### Sec. 3. Based on Placement

- 3.1. *Full time/Regular.* A student who carries the full load for a given term/semester/summer term prescribed in the curriculum in which he is enrolled each semester. Credits earned in some of the required subjects will be added to those taken to determine status.
- 3.2. *Irregular.* A student who carries less than the full load prescribed in the curriculum at a given time.

## Article 2. Admission Requirements


### Sec. 1. LSPU Entrance Examination Instrument, Policies and Guidelines for Admission, and Retention (CMO 105, s. 2015)

- 1.1. *Accommodation Capacity.* Admission to this University shall be limited to the number of students for whom adequate facilities and competent faculty members are available to provide better instruction.
- 1.2. *Free Higher Education.* All students who are either currently enrolled at the time of the effectivity of the Universal Access to Quality Tertiary Education Act of 2017 or Unified Financial Assistance System for Tertiary Education Act, or UniFAST (Republic Act No. 10687) shall enroll at any time after that in a course leading to a bachelor's degree in the University shall be exempt from paying tuition and other school fees for units enrolled in.
- 1.3. *Institutional Qualifications.* Students are eligible to receive the benefits stipulated in 1.2. provided that they qualify the admission and retention policies of the University.

### Sec. 2. Admission and Testing

- 2.1. *Non-discriminatory Admission.* No student shall be denied admission to the University by reason of age, sex, gender, nationality, belief, or political affiliation. Equal opportunity is also granted to persons with disabilities (PWDs), differently-abled, indigenous people, solo parents, and people with special concerns; they are likewise admitted for enrolment.



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2.2. *Foreign Students Admission.* International students may be admitted to the College of their choice in accordance with the guidelines set by the Philippine Bureau of Immigration (BI), Commission on Higher Education (CHED), and the University. Provided further that Filipino applicants have priority over them, and finally, a reciprocal agreement exists between the foreigner's country and the Philippines. Expressly, international student visas may be accepted for regular students upon compliance with the following requirements and policies:

2.2.1. Non-immigrant or foreign student-applicants who graduated from a high school abroad and have not enrolled in the university may be admitted to the freshmen class.

2.2.2. The foreign applicant must be a graduate of recognized secondary schools or colleges in their country of origin and submit complete documents. Transferees must show records or proofs of current registration or completion of term course.


2.2.3. Qualifying in the university national or international foreign administered examination such as the General Certificate of Education (GCE) Examination or the Scholastic Aptitude Test (SAT) or any equivalent examination.

2.2.3.1. GCE: 3 ordinary level passed and two advanced levels passed

2.2.3.2. Scholastic Aptitude Test: Minimum total score of 1200

2.2.3.3. IBE (International Baccalaureate Diploma)

2.2.4. The foreign student applicant who is not a native English speaker is required to have at least earned a minimum score of 500 in the Test of English as Foreign Language (TOEFL) or completion of the Intensive English Language Course (IELP) at LSPU or another reputable English Language training institution to equip the students with their Basic Interpersonal Language Skills (BICS) and Cognitive Academic Language Proficiency (CALP).

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2.2.5 Students who can present proof of adequate English proficiency, e.g., IELTS Certificate or related certificates, may not need to enroll in the IELP Course.

2.2.6 Filipinos who graduate from a secondary school abroad applying for freshman admission must satisfy the same requirements as those for international students.

2.2.7. Upon completing the IELP, foreign/international students are subjected to the university's admission policies and rules and regulations.

2.3. *Credential Requirements.* No applicant for enrolment, whether old or new student, is allowed without presentation of proper credentials.

2.4. *Admission Examinations.* Student applicants should pass the following admission requirements administered by the Guidance Office:

2.4.1. *Admission Test.* It aims to measure the ability of the students.

2.4.2 *University Qualifying Examination.* It aims to measure the readiness and the competencies of students for the university.

2.4.3. Results shall satisfy the required standards of the chosen College.


2.4.4. An interview is also a part of the admission.

2.5. *Percentile Rank.* Students who meet the required percentile rank are eligible to enroll in their chosen field of study and are subjected to the College's screening policies.

2.6. *College/Department Qualification.* As a policy, students should have the following General Weighted Average (GWA) in their Form 138 for the following priority courses unless otherwise specified by the College:

2.6.1. eighty-five (85) and above for Accountancy, Engineering, Nursing, Information Technology, Psychology, Biology, Mathematics, Criminology, Agriculture, Teacher Education, and other Board Programs

2.6.2. eighty-two (82) and above – Hotel Restaurant Management, Tourism, and Industrial Technology

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2.6.3. For courses with board examination like teacher education, engineering, accountancy, nursing, criminology, among others, students shall not have a grade in their Form 138 below eighty-five (85), or otherwise specified by the College, at any of the following subjects: English, Science, and Mathematics.

2.7. *Pledge of Compliance.* The student and the parent/guardian should sign the pledge that the student will abide/comply with all the university's rules and regulations. Refusal to take this pledge or violation of its term shall be sufficient for summary dismissal or denial of admission. (Appendix E)

2.8. *Certificate of Registration.* No student should be admitted to classes unless the Certificate of Registration (COR) or a document certifying that the students are officially enrolled had been duly signed by the concerned authorities.


2.9. *Transferring.* Those who intend to transfer to another College should satisfy its grade requirements. The prescribed forms for transfer should indicate a valid reason with an attached copy of grades and a recommendation letter from the previous Dean with a courtesy copy furnished to the registrar. Approval of the College Dean and the Registrar should be acquired before twelve percent (12%) of the regular class meeting for the terms is held. Finally, the student must have completed in the State University no less than sixty percent (60%) of the program's units and seventy-five (75%) if running for honors. (Also see Residency).

2.10. *Shifting of Course.* Students from other courses can shift to any BS Program within the university provided that the following conditions are met:

2.10.1. No failure of greater than six (6) units during the semester.

2.10.2. No failure in the course/major-related subjects stated in the retention policy of any BS in the respective program curriculum.

2.10.3 A filled out shifting form from the Office of the Registrar

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2.11. *Basic Requirements.* A student seeking admission to the University must comply with the following minimum requirements:

2.11.1. *Freshmen*

- Report Card (DepEd Form 138)
- Permanent Record (DepEd Form 137)
- physical, medical, and drug testing examinations certified by a government physician, certifying the applicant's fitness to do University work
- Certificate of Good Moral Character (the last school attended)
- three (3) latest 2x2 pictures
- photocopy of authenticated birth certificate/marriage certificate (for married female students only) issued by the Philippine Statistics Authority (PSA), formerly National Statistics Office (NSO)
- Alternative Learning System (ALS)/Philippine Educational Placement Test (PEPT) results (to graduates of any of these programs)

2.11.2. *Student Transferees*

- Transfer Credential/Honorable Dismissal from the school last attended
- Transcript of Records or a copy of Academic Records for evaluation purposes
- physical, medical, and drug testing examinations certified by a government physician, certifying the applicant's fitness to do University work
- Certificate of Good Moral Character (the last school attended)
- three (3) latest 2x2 pictures
- photocopy of authenticated birth certificate/marriage certificate (for married female students only) issued by the Philippine Statistics Authority (PSA), formerly NSO

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2.13. Other requirements/s may be added as deemed necessary to any of the programs offered by the College/Department. Likewise, payment for accomplishing requirements (i.e., medical test, drug test, etc.) should be shouldered by the student/applicant, especially for testing done in an outside facility.

#### 2.14 *Non-regular Admission*

2.14.1 *Non-degree Students.* A degree holder or undergraduate student who is not currently enrolled in any other higher learning institution may be allowed to take the credit courses on the graduate and/or undergraduate level, respectively, provided that this student satisfies the appropriate requirements for admission to the college. He/she should not be allowed to enroll for more than one semester, except by special permission of the dean of the college concerned and the university registrar.


Since the applicant does not follow any organized study program, a non-degree student is not a prospective candidate for graduation for any degree in the university.

2.14.2. *Special Student.* Even if he does not fully satisfy the university entrance requirements, a mature student may be admitted as a special student and may enroll for any subject that is, in the dean's opinion, has the necessary information or ability to pursue profitably. He/she should not be allowed to enroll for more than nine (9) except by special permission from the VPAA.

Subjects taken shall be noncredit, although his work may be reported at the end of each semester as satisfactory or unsatisfactory.

The special student may register at any time without the payment of fine for late registration subject to another college regulation.

2.15. *Online Admission.* Online admission makes it easy and convenient for prospective students to apply for various programs offered by

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the university during the admission cycle using internet connectivity.


**Article 3. Registration.** Registration is open to new and old students who have satisfied the admission requirements. For on-site registration, students should enroll at the Office of the Registrar and register only in those subjects approved by the Registration Adviser/Program Coordinator/College Dean, as evidenced by their initials on the registration form. Whenever applicable, online registration may be used in line with its effectivity as endorsed by the University Registrar.

**Sec. 1. Late Registration.** The students are still allowed to register one (1) week after the last day of the regular registration period. Late registrants are charged a fine of P500.00. (BOR Resolution 1046 s 2012)

**Sec. 2. Deferment of Enrolment.** In the event that a qualified freshman applicant, who, for a valid reason, cannot enroll during the semester initially applied for, may petition for deferment of enrolment to the succeeding semester by writing to the University Registrar, provided that the applicant would not take any academic subjects in another college/university during the deferment period.

**Sec. 3. Refunding of Fees.** A student who has paid the enrolment fees and who is granted Honorable Dismissal/Transfer Credentials or Leave of Absence (LOA) is entitled to a refund of their fees, except matriculation or registration fee, in accordance with the following schedule:

- 3.1. *seventy-five percent (75%)*: within the week from the opening of classes
- 3.2. *fifty percent (50%)*: within the period from the second to the fourth week
- 3.3. *No refund*: after the fourth week from the opening of classes
- 3.4. *Official Day of Registration*. If the withdrawal is made before the opening of classes or made by students who register after the opening of classes and withdraw after that, the number of days shall be counted during the actual date of registration.
- 3.5. *Other Fees*. Laboratory fees will not be refunded after one week

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from the opening of classes where voluntary change is made from one course to another. No refund for registration, library, and miscellaneous fees will be made to any student who withdraws any-time after registration.

**Sec. 4. Cross Registration.** It is defined as the simultaneous registration for a semester or midyear class in more than one college within the university. The course description should be similar to that of the other college's subject offering. The permission from the mother college to cross-register should be secured.

- 4.1. *Within the LSPU System.* No student shall be registered in any college or campus within the university system without the permission of the campus' registrar in which the student is primarily enrolled. Request permission to cross-register in another college/campus should first complete his registration on the campus where he is enrolled. The total number of units or credits for which a student may register in two or more colleges in LSPU should not exceed the maximum number allowed in the academic load rules. Cross-registration may be allowed if there is a conflict in schedule and/or non-offering of the subject in the university.
- 4.2. *From Another Institution.* A student registered from another institution and wishes to cross-register in LSPU must present a registrar's written permit. The written permit should state the total number of units for which the student is registered and the subjects that he is authorized to take them at LSPU. Admission is subject to the approval of the LSPU registrar.
- 4.3. *To Another Institution.* A student who wishes to cross-register in another institution should seek permission /approval from the college dean where he is enrolled, and the campus registrar on the subject/course and number of units to be cross enrolled to earn credits on the subject/course.

## Article 4. Validation

**Sec. 1. Validation of Subjects.** Subjects are validated without fee when the students will take the examination during the final examination provid-

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ed such subjects are included in the schedule of examination for regular students. However, validating test may be given during the period covering one week before the first day of registration in each semester upon payment of P20 per unit. The examination is taken at the time is scheduled. Letter request from the Dean must be obtained taking the validation test. Present the approved letter request to the person in-charge of validating examination.

**Sec. 2. Validation Requirements.** The following rules govern the validation requirements:

- 2.1. holder of a degree who transfers or registers in this University shall be given credits for equivalent courses taken without need for validating them, but such credits shall not exceed 50 percent of the total number of credits required for graduation
- 2.2. a student transferring from any recognized institution and who possess an Associate course or its equivalent of 72 units of work may be enrolled without validation of subjects sought for advanced credits
- 2.3. a student transferring from another College/University within LSPU System who has earned units in a program leading to the course to be pursued within the University will be given credits for equivalent courses without validating them
- 2.4. a student transferring from another College/Campus who has earned units in a degree program other than those pursued in this University will be given credits without validation for selected courses only which in the opinion of the Accreditation Committee will not prejudice the requirements for all courses.

*Example:* English, Foreign Language, Filipino, Taxation and Land Reform, Population Education (Family Planning), Life and Works of Rizal, New Constitution, Algebra, Plane Trigonometry, Physical Education, NSTP and other similar subjects may not be validated. However, such subjects as Botany, Zoology, Microbiology, Chemistry, and selected Biological, Physical, and Social Sciences, Engineering Subjects, Accountancy, and all major subjects need valida-



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tion.

- 2.5. with the recommendation of the Accreditation Committee, the Dean/Registrar may prescribe or select institutions wherein equivalent courses taken there may not be validated in this University.

### **Sec. 3. Other Validation Cases**

- 3.1. All other matters concerning validation, herein not fully specified, will be treated on a case-to-case basis.
- 3.2. Any or all of the above may be set aside in exceptional cases upon the recommendation of the Accreditation Committee/Admission and upon the approval of the University President.
- 3.3. Application for advanced credit should be made on the prescribed form available and submitted to the Dean of the College and Office of the Registrar.

## **Article 5. Retention Policies**

**Sec. 1. Good Moral.** After admission to any university program, the student must maintain good moral character at all times regardless of the year level.

**Sec. 2. Compliance.** A student must adhere to the rules of conduct, regulations, and policies imposed by the University in this Handbook.

**Sec. 3. Retention Requirement.** A student shall always act in a manner that will uphold the honor, dignity, and prestige of the university and must meet the following requirements to stay in the program and must obtain the corresponding degree:

- 3.1. Evaluation of student records for purposes of retention is guided by standards.
- 3.2. Minimum Grade Point Average (GPA) for every semester or summer of study is 2.00.



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### 3.2.1. Minimum Final Grade for Board Program


3.2.1.1. in any major-related subjects	2.00
3.2.1.2. in any professional -related subjects	2.00
3.2.1.3. in any general education subjects	1.75-1.00

### 3.2.2. Minimum Final Grade for any Non-board Program

3.2.2.1. in any major-required subjects	2.25
3.2.2.2. in any professional-related subjects	2. 25
3.2.2.3. in any general education subjects	2.00-1.00

**3.3.** In some cases, when a student gets into any of the situations below, the corresponding action shall be applied:

Situation	Action
3.1.1. GPA is less than 2.25 (in any board Program)	The student shall be given a probationary status and shall be given intervention programs to improve his/her academic performance.
3.1.2. Final Grade in any board/major-related subjects is less than the required grade of 2.25 but not 5.0 (F).	The student shall be given a chance to retake the said subject and meet the required final grade. However, the student shall only be allowed to retake the subject once. The student shall be allowed only a maximum of two major subjects to be retaken from the third year to the study's fourth year.
3.1.3. Final Grade in any course-related/ professional subjects is less than the required grade of 2.25 but not 5.0 (F).	The student shall be given a chance to retake the said subject and obtain the required final grade. However, the student is only allowed to retake the subject once. The student is allowed only a maximum of two subjects (either course-related subject and/or English subjects) to be retaken during the entire study period.
3.1.4. Final Grade in <i>any</i> General Education/ Electives Subjects enrolled is 5.00 (F).	The student shall be disqualified from continuing in the chosen Curriculum and shall be advised to shift to another course.

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#### **Sec. 4. Scholastic Delinquency**

The University Academic Council shall promulgate (delinquency) rules and guidelines governing scholastic delinquency, subject to the approval of the Board of Regents, and to the following minimum standards:

- 4.1. *Warning.* At the end of the semester, A student who fails 25% to 49% of the total academic units he registered shall be warned by the Dean and advised to improve his/her performance.
- 4.2. *Probation.* At the end of the semester, A student fails 50% to 74% of the total academic units in which he registered shall be placed on probation for the succeeding semester, and the Dean concerned shall reduce his/her load accordingly. A student's probation status may be lifted upon passing all the subjects carried during the term s/he is in probation period.
- 4.3. *Dismissal.* Any student who fails in more than seventy-five percent (75%) of the total academic units enrolled shall be subject for dismissal from the College; provided that an incomplete grade shall not be included in the computation of earned units; provided further, that this shall not apply to students who receive final grades in only nine academic units.

**Sec. 5. Dropped.** Any student dropped from one college/school shall not be admitted to another course in LSPU, unless in the evaluation of the Dean, the student's aptitude and interest may qualify him/her to another field of study, in which case, he/she may be admitted on probation.

**Sec. 7. Disqualification Exemption.** Permanent disqualification does not apply to cases, where on the recommendation of the Faculty concerned, s/he certifies that the grade of 5.0 is due to the unauthorized dropping off the student and not to poor academic performance.

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Percentage (%) of failure	Number of units enrolled	Status	Allowable load for the following semester
25% - 49%	any number of academic units	<b>Warning</b>	Less three units from the normal load
50% - 74%	6 academic units or more	<b>Probation</b>	15 units only
75% or more	Nine academic units or more	<b>Dismissal</b> from the College	not allowed to enroll
100%		<b>Permanent disqualification</b> from the University	


## Sec. 8. Monitoring and Assessing of the Students' Status

8.1. *Monitoring.* To assure that the enrolment or status of the student is correct and aligned, the student who is primarily held responsible for his/her status of enrolment may make use of the following records:

8.1.1. *Copy of Grades (COG).* The copy of the grade is issued at the end of the semester by the Office of the Registrar to the student where the grades for the course/subjects taken are indicated.

8.1.1.1. Any concern on the student's standing is indicated in the COG, such as INC for completion and/or enrollment status such as warning, probation, dismissal, or disqualification.

8.1.1.2. COG is used by the Dean of the College for the

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evaluation of the student during enrolment for updating of records.

8.1.2. *LSPU Portal*. The student may also access his/her academic records or standing by logging into his/her account in the LSPU Portal ([myaccount.lspu.edu.ph](http://myaccount.lspu.edu.ph)). Information in the COG is likewise indicated in the account subject for a data privacy policy.

8.1.3. *Registrar Visitation*. In case any of the options mentioned above are not available, the student may visit the Office of the Registrar to directly consult and/or review his/her enrollment status to check deficiencies and related concerns.

8.2. *Consultation on the Status of Enrolment*. For any concern on enrollment status, the student shall immediately seek consultation with the Dean of the College for clarification. For further assistance, the student shall be referred to the Office of Registrar. Failure or delayed reporting of the concern, such as changing grades or completing the requirement, may affect the student's status.


8.3. *Candidates for Graduation*. For students anticipating graduation, the Office of the Registrar issues a List of Candidates for Graduation for evaluation in case of deficiencies in grades and other university requirements at the start of the first semester of the academic year when the students would graduate.

## Article 6. Academic Load and Changes

### Sec. 1. Academic Load

The student's academic load shall consist of a combination of units of credit, the total of which shall be determined by the student's curricular program.

1.1. *Unit of Credit*. One unit credit is at least 18 full hours of lecture, discussion, seminar, recitation, or any combination.

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1.2. *Normal Load.* A normal load is defined as the number of laboratory and non-laboratory units required in any given term/semester prescribed in the curriculum based on the student's academic year or classification.

1.3. *Overload.* No student is allowed to take more than the normal load during the term/semester. Only a graduating student with an academic record better than the average may apply for consideration with the Vice-President for Academic Affairs for an overload of not more than six (6) units or (2 subjects).


**Sec. 2. Prerequisites.** Pre-requisites to courses are specified in the description thereof. A student must pass the prerequisite course before enrolling the course to which it is a prerequisite. The following rules govern them:

2.1. *Nature of Prerequisites.* Pre-requisites to courses are specified in the curriculum. They constitute all subjects of the same department assigned in the regular curriculum for the previous year.

2.2. A student is held responsible for the courses listed in his/her registration form. No student shall be given credit for a course passed without earning credit from the pre-requisite course(s). This must be re-enrolled after having passed and earned the pre-requisite course.

2.3. In meritorious cases, a student who has previously enrolled and altogether attended a course that is a pre-requisite to another may be allowed to enroll and attend in the latter for credit without having passed or earned credit for the pre-requisite course.

Provided further, that the permission to enroll a course for which pre-requisite the student has not earned a credit should be approved by the College Dean through the recommendation of a duly authorized body for the purpose. The permission shall be granted upon a written petition by the student.

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2.3.1. The student granted permission under this rule is required to simultaneously take the pre-requisite course with the course to which the former is a pre-requisite. Suppose these subjects are not taken simultaneously, Rule 2.2. shall prevail.

2.4. For any subject not listed as an essential requirement in the curriculum (such as electives or major subjects), pre-requisite is at the discretion of the Dean in which the subject is given.

### **Sec. 3. Change of Registration**

3.1. *Registration.* Each student is held responsible for the program, of course, listed at the time of registration. After the program has been filed, change of registration and transfer to other classes may be made for valid reason/s.

3.2. *Registration Changes Policy.* No change of registration involving the taking of a new subject is allowed after twelve percent (12%) of the regular class meetings have been held.


3.3. *Registration Changes Procedure.* Changes in registration must be filed in the form for Change in Registration, recommended by the Registration Adviser, and approved by the College Dean and submitted to the Registrar for assessment and notation.

### **Sec. 4. Dropping of Students from a Course**

4.1. *Dropping.* Students shall be dropped if they have an accumulated absence of at least 25% of the total number of class hours in a semester. With the faculty's consent and the Dean's approval, a student may drop the subject by filing the prescribed form. Withdrawing from any subject before mid-term examination permits a student to drop the subject without prejudice.

4.2. *Dropping Grades Policy*

4.2.1. If a subject is dropped after the first day of the midterm examinations, the instructors concerned shall indicate in the form whether or not the student shall be given a grade of

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“5.0” for the course based on his/her class standing in that subject.

4.2.2. Any student who drops a course without the College Dean's approval shall be given an automatic grade of “5.0” for the course of his/her registration privileges is curtailed or entirely drawn.

4.2.3. If a student is dropped from the roll by his/her instructor/professor due to the Attendance Rule, a student is given a grade of “5.0” and if class standing is below “3.0”.

4.3. A dropping fee of P20/unit is required. (LSPU BOR 1046, s.2012)

## Sec. 5. Substitution of Courses

5.1. *Substitution Policy.* Substitution of course is not allowed unless for valid reasons.

### 5.2. *Substitution Guidelines*

5.2.1. Application letter for substitution of course/program is made indicating the reasons.

5.2.2. All requests for substitution must be recommended by the Program Coordinator/Dean and submitted to the registrar for approval before 12% of the regular class meetings have been held during the term. Any request submitted and/or received after that shall not be considered for the semester.


## Sec. 6. Substitution of Subjects

6.1. *Substitution Policy.* Any substitution of the subject must be based on at least one of the following conditions:

6.1.1. When a student is pursuing a curriculum that has been superseded by a new one and the substitution will bring the old curriculum in line with the new.

6.1.2. When the required subject in an old curriculum being phased



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out is no longer offered. This applies, particularly to some “returning” students.

6.2. *Same Courses.* Substitution must be between courses carrying the same number of units for substitute subjects is bigger than that of the course being substituted. The petition must be recommended by the Adviser and Dean with the approval of the Vice President for Academic Affairs.

6.3. *Grade Alteration.* No substitution shall be allowed for any subject prescribed in the curriculum where the student fails or receives a grade of “5.0” except if essential in the opinion of the Adviser, Dean, and Vice President for Academic Affairs. The student concerned shall be notified immediately.

6.4. *Substitution Guidelines.* All approved petitions for substitution must be submitted to the Office of the Registrar and triplicate copy to the Dean’s office and Program Coordinator upon enrolment during the regular semester and summer term. Any petition submitted thereafter shall be considered for the following term.

## Sec. 7. Request for Unscheduled/Petition Subjects


7.1. *Subject Request Policy.* Subjects may only be offered based on the following considerations.

7.1.1. Subjects not scheduled for a given term may be offered only upon presenting the written request of at least ten (10) students duly recommended by the Program Coordinator/Dean and approved by the Vice President for Academic Affairs.

7.1.2. If the number of students does not reach the requirement, the subject may be offered provided that the students belong to the course or curriculum that has been superseded by a new one.

7.1.3. A graduating student may request for unscheduled/petition subject.

7.1.4. A subject may be scheduled by the College Dean for the stu-

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dents who failed during the previous semester, provided that the request is made not later than one (1) month before the end of the preceding semester and the required minimum number of at least ten (10) students is met.

## **Article 7. Grading System and Other Grade-related Concerns**

**Sec. 1. Grading System.** The grading system is expressed in Arabic numerals and is recorded by the Office of the Registrar. The following are the grades used and their equivalents in percent and respective descriptions.


<b>Average</b>	<b>Equivalent Grade</b>	<b>Description</b>
1.00	99-100	<i>Excellent</i>
1.25	96-98	
1.50	93-95	<i>Very Satisfactory</i>
1.75	90-92	
2.00	87-89	<i>Satisfactory</i>
2.25	84-86	
2.50	81-83	<i>Fairly Satisfactory</i>
2.75	78-80	
3.00	75-77	
4.00	70-74	<i>Conditional Failure</i>
5.00	69 and below	<i>Failed</i>
INC		<i>Incomplete</i>
DRP		<i>Officially Dropped</i>

## **Sec. 2. Submissions of Grades**

2.1. *Submission Policy.* The students' grades shall be submitted by the faculty member as soon as possible after the final examination at the end of the term.

2.2. *Submission Deadline.* Students' grades must be submitted to the registrar's office not later than ten (10) working days after the last day of the examination period.

2.3. *Late Submission.* In justifiable cases, deviation from the above rules may be authorized by the Vice President for Academic Affairs.

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### Sec. 3. Change/Rectification of Student Grades

#### (Discrepancies on Grades, Omitted Names, and Others)


- 3.1. *Grading Policy.* A student who has received a passing grade in a given course is not allowed a re-examination to improve the grade.
- 3.2. *Change/Rectification of Grades Period.* A student who received a grade that he/she believes was not correct *may request in writing* for change/rectification of grades within ten (10) days after the official release of the grades by the Office of the Registrar. The student *shall address the concern to his/her faculty*, and the faculty shall do the procedures. (Revised Faculty Manual 2020, Change/Rectification of Grades Period.)

### Sec. 4. Computation of GWA

- 4.1. *GWA.* The *General Weighted Average* or *GWA* of students refers to the weighted average of grades in all academic courses taken in a given semester.
- 4.2. *Cumulative GWA.* Cumulative GWA is the weighted average of the grades in all academic courses from the first semester in which the student was enrolled up to the second semester just finished.

### Sec. 5. Policy on Grades of “4” and “5”

- 5.1. *Appearance of “4”.* To compute the General Weighted Average (GWA) of a student with a grade of “4”, use the latter as an actual grade on the premise that “4” is conditional.
- 5.2. *Appearance of “5”.* If the student gets a removal grade of “5”, this grade is included in the computation of the GWA together with the grade which s/he gets after re-enrolling and passing the course. The GWA should be the basis for determining if the student graduates with or without honors.
- 5.3. *Removal Policy for “4.00”.* A grade of “4.00” may be removed by repeating the subject or by re-examination. The highest grade a stu-

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dent must obtain upon re-examination is “3.00”. If the removal examination is failed, a student is given a grade of “5.00”.

5.3.1. A student is allowed only one (1) removal examination, which must be taken within one (1) academic year from the date the grade “4.00” was received. If the condition is not removed within the prescribed period, it will be automatically changed to “5.00”.

5.3.2. If the subject for removal of grade is a pre-requisite for the succeeding semester, it must be accomplished before the next enrolment, superseding the one-year time frame stipulated in 5.3.1.

5.4. *INC and Automatic “5”*. If not completed within the prescribed period (one year), a grade of “incomplete” will automatically be changed to “5.0”. The Registrar will change the grade upon prior confirmation with the concerned professor or the Dean/Associate Dean of the College. (This refers to the last day of classes during term/semester).


5.5. *Removal Fee*. The removal fee is P20 per unit. (BOR Reso.1046, s.2012)

## Sec. 5. INC Mark

### 5.1. *Types of INC or Incomplete mark*

5.1.1. *No Final Examination*. A grade of INC is given if a student whose class standing throughout the term/semester is passing but fails to take the final examination due to illness or other valid reason/s. An approved excuse slip is required before a student is given the examination. In case the student's class standing is not passing, and s/he fails the final examination for any reason, a grade of “5.0” is given. Re-examination to improve a passing grade is not allowed.

5.1.2. *Failure to comply with certain requirements*. INC is also given to the work that is of passing quality, but some parts of which are un-


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done because of sickness or failure to comply with certain requirements of the course.

## 5.2. *Policies for INC*

- 5.2.1. A grade of INC is not given to any student with a failing grade in a subject. The one-year academic period is interrupted as extending to the regular semester; the removal period immediately follows the one year.
- 5.2.2. Examination for the removal of a grade of “4.0” may be taken without fee during the final examination provided that such subject is included in the schedule of examination. It is also given but with a fee of P20 per unit during the regular removal period; that is, the period covering one week preceding the first day of registration each semester/term. Permit to removal examination may be secured from the Office of the Registrar. (BOR Reso.1046, s.2012)
- 5.2.3. Special removal examination may also be given upon approval of a written petition from the College Dean. A fee of P100 per unit is charged for this removal.
- 5.2.4. Students not in residence (not registered during the semester) with approved Leave of Absence (LOA) or Honorable Dismissal who wish to take the removal examination or completion must seek the approval of the College Dean through a written petition before removal or completion is given. A student under this arrangement shall pay a removal/completion fee of P20 per unit, whether or not the removal/completion is given during the regularly scheduled periods or during special arrangements.

**Sec. 6. Credit and Grading for Transferees.** Consensus taken in other schools by transferees may be credited, provided that the number of credits to be credited does not exceed 20% of the total number of units.

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## Article 8. Attendance

**Sec. 1. Policy.** A student absent from classes for unavoidable cause must obtain an excuse slip from the Office of the Students Affairs Services or Guidance Office. The slip must be presented to the instructor/ professor concerned not later than the second class session, following the student's return with a medical certification for absence due to illness.


**Sec. 2. Absence.** A student accumulating unexcused absences from class, equivalent to twenty percent (25%) of the total number of hours per day session for a particular subject, shall be dropped from the roll of students for the particular subject or class, as the case may be. Time lost due to late enrolment shall be considered as a time lost by absence.

## Article 9. Withdrawal from the University

### Sec. 1. Withdrawal Policy and Guidelines

- 1.1. *Withdrawal Policy.* Students of good standing who wish to withdraw from the university can be granted either temporary (Leave of Absence) or permanent (Honorable Dismissal) forms.
- 1.2. *Withdrawal Guidelines.* The student must prepare a request in the form of a written petition to the Dean and shall secure prescribed clearance to be submitted to the Office of the Registrar.
- 1.3. *Withdrawal Conditions*
  - 1.3.1. If a student withdraws after the start of the midterm, the instructor may give a grade of "5.0" if the student's class standing up to the time of withdrawal is below "3.0".
  - 1.3.2. Students who withdraw from the university without approval shall have their registration privileges curtailed or entirely withdrawn.

**Article 10. Scholarships.** Scholarship grants and all other forms of financial assistance shall be awarded in accordance with pertinent rules and regulations.

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## Sec. 1. Academic Scholars

- 1.1. *Government and Private Company Scholarship.* Scholarship and study grants by government and private companies or individuals are also available for needy and deserving students.
- 1.4. Only one (1) government/public office scholarship is allowed for every qualified scholar.


## Sec. 2. Non-academic Scholars

- 2.1. *Varsity Scholars.* The university provides incentives to deserving and dedicated athletes. This scholarship is divided into:
  - 2.1.1. *Full Scholarship/Training Allowance:* SCUAA medalists whether gold, silver or bronze; grade average of 2.0 for the semester immediately proceeding; and possess good moral character
  - 2.1.2. *Half Scholarship/Training Allowance:* point contributors in SCUAA; SCUAA finalists; average grade of 2.5 and maximum grade of 2.0.
- 2.2. *Advanced ROTC*
- 2.3. *Cultural and the Performing Arts*
- 2.4. *Band Member*
- 2.5. *Student Government (President)*
- 2.6. *Publication (Editor-in-Chief)*

**Article 11. Maximum Residence Rule.** A student must finish the requirements of the course of any college within a period of an actual residence equivalent to 1.5 times the normal length prescribed for the course; otherwise, s/he shall not be allowed to register in the university.

**Article 12. Honorable Dismissal.** Honorable Dismissal is voluntary withdrawal from the college/university with the consent of the Registrar.

**Sec. 1. Honorable Dismissal Petition.** A student of good standing who desires to withdraw from the college/university shall present a written petition to the Registrar signed by the parent/s or guardian/s. If the petition is granted, the student shall be given Honorable Dismissal.

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**Sec. 2. Honorable Dismissal Policy.** All indebtedness to the university must be settled before a statement of Honorable Dismissal will be issued. The statement indicates that the student who withdraws is of good standing as far as character and conduct are concerned. If the student has been dropped from the roll on account of poor scholarship, a statement to the effect may be added to the Honorable Dismissal. A student granted an honorable dismissal may not be readmitted in the university.


**Sec. 3. Non-granting of Honorable Dismissal.** A student who leaves the university for the reason of suspension, dropping or expulsion due to disciplinary action/s shall not be entitled to Honorable Dismissal. Should the student be permitted to receive the transcript of records or certification of academic status in the university, it shall contain a statement of the disciplinary action rendered.

**Article 13. Undergraduate Thesis.** The thesis is a requirement in some of the course curriculum. (Special Academic Council Resolution 1, s.2020)

### **Sec. 1. Thesis Guidelines**

- 1.1. *Thesis Outline.* The outline of the thesis shall be approved by a panel composed of the Chairman of the Panel, Statistician, English Critic, Subject Specialist, College Dean, and Research Director duly filed at the Office of the Registrar. This is done within the semester the student first registered for thesis work.
- 1.2. *Thesis Defense.* The report of the investigation is prepared with the supervision of the Thesis Adviser. This is then presented for the thesis defense to a panel (the same panel that approved the thesis outline) before the thesis could be written for approval.
- 1.3. *Thesis Manuscript.* A preliminary typewritten copy is passed for approval to the adviser and other members of the panel. After approval, five (5) typewritten copies are presented to the Registrar Office at least two (2) weeks before the faculty acts on the candidacy for graduation.
- 1.4. *Approval Sheet.* Only the following shall be included for signing in the approval sheet: adviser, panel members, dean/associate dean, and registrar. Research contribution number shall likewise appear.



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**Article 14. Graduation Requirements.** No student shall be recommended for graduation unless s/he has satisfied all the following requirements:

**Sec. 1. Academic Requirements Completion.** A student must have completed all the academic and other requirements prescribed in the curriculum and university administration.

**Sec. 2. Tree Planting.** A student must have individually planted a minimum of ten (10) seedlings per year in areas determined by their respective college. (*National Greening Program (NGP), Executive Order No. 26, Sec. 3, Paragraph 3.1.*)

2.1. Tree Planting in times of pandemic shall be deferred.


**Sec. 3. Clearance.** No student shall be recommended for graduation if with property and financial accountabilities.

**Sec. 4. Residency.** No student shall graduate from the University until completion of at least fifty percent (50%) of the total number of academic units or hours required for graduation, and must have been in residence for at least two (2) years in this university, one of which must be that of the senior year.

**Sec. 5. Graduation Ceremony Attendance.** All candidates for graduation must attend the commencement exercises.

**Sec. 6. Graduation in Absencia.** Students who cannot attend the commencement exercises on the grounds of sickness or other equally serious reasons must seek permission from for *graduacion in absencia* from the university president. The petition should be made before the commencement exercises. They shall obtain their diploma and transcript of records from the office of the registrar upon presentation of the approved request for *graduacion in absencia*, payment of the graduation fee and submission of clearance.

**Sec. 7. Delayed Graduation.** If some graduation requirements are completed beyond the deadline, the student must register in the succeeding semester or the semester prior to graduation in order to be considered a candidate for graduation as of the end that semester.

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## Chapter 4

### GRADUATE STUDIES AND APPLIED RESEARCH (GSAR) POLICIES

#### Article 1. Graduate Studies and Applied Research Goals and Objectives


##### Sec. 1. Graduate Education and its Goals

(CMO 15, s.2019; CMO 53, s.2007; CMO 9, s.2003; CMO 36, s.1998, CMO 1, s.2010)

- 1.1. Graduate Education aims to produce professionals that will contribute to the continued improvement of knowledge sharing and exchange (teaching), knowledge application and utilization, and management of educational programs.
  
- 1.2. Graduate education is one of the most effective means of developing capacities related to doing research that will contribute to the improvement of educational theories and practices attainment of sustainable development and
  
- 1.3. Graduate Education shall produce graduates with mastery of their field of study, the development of original and critical thinking, and the demonstration of 21st Century skills necessary for advanced instruction and leadership positions in the practice of their profession.

##### Sec. 2. GSAR Objectives

- 2.1. Provide advanced professional and technological learning through specialized studies, research, and inquiry into various aspects/ fields of knowledge related to a specific discipline.
  
- 2.2. Maintain the freedom to learn and advanced personal culture or professional training.
  
- 2.3. Further develop skills and training not only for the advancement of one's professional competencies but also for preparation to assume leadership in his/her field of major study.

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- 2.4. Give advance professional and technological training in consonance with government thrusts and national goals.

### Sec. 3. GSAR Program-Specific Objectives

#### 3.1. Doctorate Program


*Doctor of Philosophy (PhD) and Doctor and Education (EdD)*

- 3.1.1. Develop in students expert level of theoretical knowledge in an area of specialization in Agriculture Education (crop/ animal production and managerial ability)
- 3.1.2. Expert level of theoretical knowledge in an area of specialization in Education (e.g., Curriculum, Learning and Instruction, Educational Leadership and Management, Educational Management)
- 3.1.3. Competent and motivated to draw from expert-level knowledge to understand and solve different problems related to their area of specialization in education;
- 3.1.4. Efficient in producing innovative and creative instructional materials that will improve the teaching-learning process.

#### 3.2. Master's Program

*Master of Science (MS in Agriculture/ Fisheries/ Information Technology/ Speech Communication), Master of Arts (MA in Education/ Teaching), and Master in Public Administration (MPA)*

- 3.2.1. Acquire advanced professional training and technological skills necessary for one in maximizing his/her teaching competencies and managerial ability in his/her field of specialization.
- 3.2.2. Produce quality graduates needed in the field of work.
- 3.2.3. Develop and elevate one's aesthetic and personal ideals particularly in his/her field of specialization.
- 3.2.4. Gain advanced knowledge and skills in conducting various kinds of researches in one's field of study.

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## **Article 2. Curricular Offerings Graduate Studies and Applied Research (GSAR)**

### **College of Teacher Education**

- Doctor of Education
  - Major in Educational Management with areas of specialization:  
Tertiary, Secondary and Basic Education
- Doctor of Philosophy in Education
  - Major in Educational Leadership Management
- Master of Arts in Education
  - Major: Educational Management, Guidance and Counseling,  
English, Filipino, Mathematics, Science and Technology, Physical  
Education, Social Science, and Home Economics
- Master of Arts in Teaching English (for foreign students)

### **College of Agriculture**

- Doctor of Philosophy in Agriculture
- Master of Science in Agriculture

### **College of Computer Studies**

- Master of Science in Information Technology

### **College of Business Management and Accountancy**

- Master in Public Administration

### **College of Fisheries**


- Master of Science in Fisheries major in Aquaculture
- Master of Science in Fisheries major in Post-Harvest

### **College of Law**

Juris Doctor

## **Article 3. GSAR Admission Requirements, Policies, and Registration**

**Sec. 1. GSAR Admission Requirements and Registration.** Registration, completed by semester and midyear annually, is an essential process that certifies LSPU has all necessary information about the students. Some details will

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be taken like the personal, program of study, and confirmation of status as a continuing student for the forthcoming academic year.


### 1.1. *New Graduates*

- 1.1.1. original Transcript of Records (TOR)
- 1.1.2. Permit to Study form/letter (if employed)
- 1.1.3. four (4) copies of photographs, 2x2" in size
- 1.1.4. Application Form for Admission and Examination
- 1.1.5. photocopy of Marriage Certificate (if original TOR was acquired when not yet married, female only)
- 1.1.6. average rating of 85% or 2.0 in the entire undergraduate course. An applicant with lower grades shall be conditionally admitted and become a regular student only upon earning grades not lower than 2.0 in nine (9) units of foundation subjects and nine (9) units in major subjects.
- 1.1.7. entrance examination and interview results with a passing rate
- 1.1.8. recommendation for graduate study (LSPU GSAR Form) from immediate head/supervisor
- 1.1.9. for non-education graduates, 18 units of professional education are required
- 1.2.0. for applicants of the master's program to enroll in major subjects other than what they majored in college, 12 units in an undergraduate course in that particular new choice/major shall be taken. However, an applicant with two-year experience teaching the new preferred major subject shall qualify him/her to enroll in the preferred course.

- 1.2. *Transferees.* Residency is tantamount to the acquisition of 50 percent (50%) attendance to the required courses of the university, namely: two (2) foundations subjects (Methods of Research and Advance Statistics), three (3) major subjects, and one (1) cognate.

### 1.3. *Foreign Students*

- 1.3.1. Admission Requirements of foreign/international students stipulated for undergraduate students are the same for graduate students.
- 1.3.2. Certification of Registration


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#### 1.4. *Doctorate Students*

- 1.4.1. Applicant shall be a holder of any master's degree with a thesis.
- 1.4.2. An applicant with a master's degree in another field of study shall be admitted provided he/she takes at least 12 units of major subjects, e.g., educational management courses to enroll in EdD in Educational Management or 12 units in agriculture subjects to enroll in PhD in Agriculture in the master's programs.
- 1.4.3. Applicant shall have a General Weighted Average (GWA) of at least 85% or 1.75, as indicated in the Transcript of Records (TOR) of his/her earned master's degree.
- 1.4.4. Applicant shall have passed the entrance examination and interview by the panel of the admission committee.
- 1.4.5. Applicant shall submit the recommendation for graduate study (LSPU GSAR Form) from his/her immediate head/supervisor.

## **Sec. 2. Admission Policies**

- 2.1. Any bachelor's degree holder from various colleges or universities shall apply for admission and comply with all the course requirements where the student intends to enroll.
- 2.2. An undergraduate without specialization may be admitted but is required to earn 18 education units and preferably a holder of a license in teaching before admitted to the Master of Arts in Education program. The student must also be a PRC license holder.
- 2.3. *Master of Arts in Education (M.A.Ed.)*. Enrollee in any field of concentration shall have 12 units of undergraduate academic background related to the intended major course or at least two (2) years of experience teaching the subject or practicing the field.

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2.4 *Master of Science in Agriculture (M.S.A.) / Master of Science in Fisheries.* A non-agriculture graduate has to earn 18 units in an agriculture course before admittance to MSA. Alternatively, an enrollee in any field of concentration shall have 12 units of undergraduate academic background related to the intended major course.

2.5. The list of officially enrolled students shall be furnished by the registrar through the Dean/Assistant Dean.

## Article 4. Matriculation and Fees

**Sec. 1. Change of Matriculation.** In case of a change in matriculation, a student shall be advised to accomplish the form for change of matriculation to be submitted at first, the accounting office for assessment; then, the office of GSAR for notation and filing. No change of matriculation involving the taking of new subjects shall be allowed after 12<sup>th</sup> of regular class meetings have been held.

## Sec. 2. Rules on Fees

2.1. All fees related to enrolment shall be payable in full payment or three (3) installments:

2.1.1. upon enrolment: 50% of total fees

2.1.2. midterm examination: 25% of balance


2.1.3. final examination: the remaining balance

2.2. Under the following conditions, tuition fee paid upon enrolment shall be refunded to any student who withdraws within the first 30 days after the date of registration:

2.2.1. 80% of the amount paid if within the first week of registration, regardless of attendance to classes

2.2.2. 50% of the amount paid if within the second, third, or fourth week after registration, regardless of attendance to classes

2.3. There is no refund for other fees after registration.

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## Article 5. Course Load and Requirements

### Sec. 1. Course Load

- 1.1. A student's maximum load is nine (9) units per semester and not more than six (6) units if the subject has a laboratory during the summer weekend session.

### Sec. 2. Course Requirements

	MPA	MS	MA/ MAT	MA Ed	PhD (Agri)	PhD (Mgt)	EdD
Core/Foundation	9	9	9	9	18	18	12
Major Courses	18	18	15	15	21	24	18
Electives/Foreign Language					6	3	9
Cognate/Graduate Seminar	9	9	12	12	9	9	12
Thesis/ Dissertation	6	6	6	6	12	12	12
Total Units	42	42	42	42	66	66	63


## Article 6. Advanced or Transfer of Credits

- Sec. 1.** A student whose application for admission has already been approved and is duly matriculated shall apply for advanced credits or transfer credits for work done in another institution upon:

- 1.1 Presentation of credentials showing that the applicant passed in another institution courses fully equivalent to those given in this university for which credit is sought.
- 1.2. Passing the validating test given if necessary by the department concerned.

- Sec. 2.** Transfer from one graduate school to another is discouraged. However, in exceptional cases where transferring is unavoidable, all the academic



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units earned by the students from the school last attended shall be accepted and validated by the Dean of the Graduate Studies but not exceeding 50 percent of the total number of units required by the university for the degree working; this excludes thesis or dissertation units.

**Sec. 3.** Transferees shall seek transfer subjects with the following conditions:

- 3.1. The subjects taken in the school last attended are substantially the same in content in the graduate curriculum of the university.
- 3.2. The residence requirements shall have been complied with.
- 3.3. The approval of the Dean of GSAR upon the recommendation of the admission committee shall be sought.

**Sec. 4.** Application for advanced credit shall be filed to the Graduate School during the first semester of residence.

**Article 7. Old Students Returning.** Old Students Returning (OSR) may be admitted to a program or any other special program of the university upon evaluation of the scholastic rating and approval of the application for re-enrollment by the registrar, depending on the availability of slots and upon undergoing of counseling.


**Article 8. Grading System and Requirements**

**Sec. 1. Grading System**

Numerical Grades	Adjectival Rating	Numerical Grades	Adjectival Rating
1.0 = 99-100	excellent	2.0 = 87-89%	passing
1.25 = 96-98%	outstanding	A	audit
1.5 = 93-95%	very satisfactory	W	withdrawn
1.75 = 90-92%	satisfactory		

**Sec. 2. Grading Requirements**

- 2.1. No provisional, conditional, or temporary final grade for any curricular or component subject/course shall be given to a student.
- 2.2. In case a student fails to take a final examination or submit an academic requirement for completion of a subject/course and that his/her scholastic performance is not sufficient to merit a final

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passing grade, an institution may, consistent with its academic policies, give the student a final grade which does not earn any academic credit nor indicate failures such as “NC” for “No Credit” or “NG” for “No Grade.” Such a grade is permanent and cannot be subsequently changed. Provided, however, that where the failure to take the final examination or to submit the academic requirements is due to excusable grounds, such as sickness, emergency or accident may be given an incomplete mark or “INC.” Provided further that the institution allows special or completion examinations or additional time for compliance with the requirements. In no case shall an incomplete or “INC” mark remain for more than one (1) academic year. (CMO No. 40 s.2008 and CMO No. 30 s.2009)

- 2.3. A special completion fee of P100 is charged in the completion of “INC.”
- 2.4. A student cannot drop or change the subject without the written consent of the GSAR Dean; otherwise, the student shall be given an “F.”
- 2.5. The letter “W” for “Withdrawn” shows that the student shall drop a course with the written permission of the College Dean of the Graduate Studies. If a student drops a course without written permission, s/he shall get an “F automatically.”

**Article 9. Residence Requirements and Time Limit.** For most degrees and other qualifications, the University requires the students to spend a set amount of time receiving tuition or carrying out research.

**Sec. 1.** A master's degree student shall earn a minimum of 18 units within two (2) semesters, whereas a doctorate aspirant shall complete a minimum of 27 units equivalent to three (3) semesters.

**Sec. 2.** All curricular requirements for a master's degree shall be completed within five (5) years after the student's first enrolment in the master's program; those for doctorate shall be completed within seven (7) years

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after the student's first enrolment in the doctorate program.

## **Article 10. Class Size**

**Sec. 1.** A minimum of five-to-ten students, especially for major subjects whose professors are limited and a maximum of thirty (35) students for basic and elective subjects respectively, shall be considered as one whole class.

**Sec. 2.** In case the number of enrollees is less than five (5), considerations shall be given under the following conditions:

- 2.1. graduating students
- 2.2. remaining subject/s before graduation
- 2.3. the professor's honorarium is P3,000.00 per student/semester. Increase in honorarium is subject for change.

## **Article 11. Attendance**


**Sec. 1. Policy.** A student may absent from classes for unavoidable cause. A student accumulating absences from class which is equivalent to twenty percent (20%) of the total number of hour per day session for a particular subject shall be dropped from the roll of students for the particular subject or class. Time lost due to late enrolment shall be considered as a time lost by absence.

**Sec. 2.** Sports, other non-academic activities, and academic commitments at other institutions will not normally be accepted as valid reasons for approving absences from any arranged course activities in the university.

## **Article 12. Comprehensive Examination Guidelines**

### **Sec. 1. Nature of the Comprehensive Examination**

- 1.1. The university Graduate Studies Comprehensive Examination as the major academic evaluation procedure while taking the graduate studies program assures if student has attained sufficient mastery of his/her program of study. Mastery includes sufficient knowledge of pertinent literature, academic background, advanced professional and technological training skills and competencies to conduct distinctive research.
- 1.2. Passing the comprehensive examination for the course is a prereq-

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uisite to thesis/dissertation writing and oral examination.

## **Sec. 2. Comprehensive Examination Requirement**

- 2.1. A student must have finished all the academic courses and has no incomplete grades in any subject taken.
- 2.2. The student academic records must have been evaluated by the Registrar and to be endorsed to the Dean of the Graduate Studies for approval.
- 2.3. Clearance from the accounting office must be secured.
- 2.4. Application form with the following documents must be submitted to the Office of the Graduate Studies.
  - 2.4.1. summary of grades
  - 2.4.2. photocopy of examination fee official receipt
- 2.5. Regular comprehensive examination shall be given during the months of January and May. However, special examinations shall be administered or conducted upon request of the applicants with a minimum number of ten (10) students or in some special cases.

## **Sec. 3. Comprehensive Examination Policy**


- 3.1. The examinee must obtain a minimum of eighty percent (80%) in each subject to pass.
- 3.2. In the event that a student fails any of the course/s in the examination, s/he shall retake the subject/s failed with a maximum number of two (2) chances.
- 3.3. The student passers are informed of the final result to be posted in the Bulletin Board.
- 3.4. Students whose names do not appear in the list may verify from the office of the Dean of the Graduate Studies.

## **Sec. 4. Examination Fee**

- 4.1. The comprehensive examination fee is P1,000.00 for master's degree and P2,000.00 for doctorate degree. In some opportune time, the examination fee may be subject to change. (BOR Resolution 1046, s..2012)

## **Sec. 5. Preparation and Administration for Comprehensive Examination**

- 5.1. The Dean of the Graduate Studies shall establish an Examination

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Committee for the preparation of policies and guidelines.

- 5.2. The professors shall be required to administer the comprehensive examination.
- 5.3. The examiners shall submit the final ratings to the Examination Committee for consolidation within the period of two weeks after the last day of examination and the dean for concurrence.
- 5.3. Basis for the final marks: foundation courses, forty percent (40%); major courses, forty percent (40%); and cognate subjects, twenty percent (20%).

## Sec. 6. Grading System


Rating	Grading Scale	Descriptive Equivalent
1.00	100	Excellent
1.25	95-99	Outstanding
1.50	90-94	Very Satisfactory
1.75	85-89	Satisfactory
2.00	80-84	Passed
below 2.00	79-below	Retake the examination for the subject

## Article 13. Graduate Advisory Oral Examination Committee

**Sec. 1.** The committee shall be composed of:

- 1.1. Adviser
- 1.2. Chairman (university president/VPAA/dean/associate dean)
- 1.3. Statistician
- 1.4. Technical editor
- 1.5. Subject specialist

The student may submit his/her preferred adviser and panel of oral examiners subject to the recommendation of the GSAR Program Committee. The Thesis/Dissertation Adviser or other members of the advisory committee must be chosen from the roster of panel examiners who satisfy the prescribed qualifications.

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## **Article 14. Thesis/Dissertation and Conduct of Thesis/Dissertation Writing**

### **Sec. 1. Thesis/Dissertation**


- 1.1. After completing the academic requirements and passing the comprehensive examination, students shall enroll in Thesis Writing 1 and 2 equivalent to six (6) units or Dissertation Writing 1 and 2 for twelve (12) units for two semesters. The minimum length of time in which the thesis or dissertation writing could be finished is one academic year.
- 1.2. The student shall submit to the office of the Graduate Studies the approved title and outline of the thesis/dissertation for evaluation and suggestions for improvement, after which oral examination defense follows.

### **Sec. 2. Thesis/Dissertation Oral Examination**

- 2.1 The oral examination for proposal refers to the preliminary stage of completing the thesis/dissertation writing. The preliminary chapters including the research methodology and instrumentation would be evaluated for feasibility and impact for contribution.
- 2.2 After completion of the research study, final oral defense follows. The student then shall submit copy of the final draft to the panel of examiners of consolidated comments and suggestions given during the defense for evaluation, and recommendation for final printing.
- 2.3 A student who failed the final oral examination shall be given second chance for re-examination not earlier than one (1) month but not later than one (1) year after the first oral examination. Failure to pass the second oral examination shall disqualify the student from earning the degree.

### **Sec. 3. Submission of Thesis/Dissertation Final Copy**

- 3.1 Three (3) hard copies and five (5) soft copies in CD of the thesis/dissertation shall be submitted to the office of the GSAR before graduation. Recommending further, that the policy for research ethics and test plagiarism be followed.

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#### **Sec. 4. Thesis/Dissertation Approval Sheet**

- 4.1 Only the following shall be included as signatories for the Approval Sheet: adviser, members of the oral committee, dean, registrar.
- 4.2 The following shall likewise appear in the approval sheet; Research contribution number and date of passing the comprehensive examination.

#### **Sec. 5. Conduct of Thesis/Dissertation *in absentia***

- 5.1. The thesis/dissertation shall be conducted by the graduate student *in absentia* with the university president's approval if the research is better conducted outside the university. In such a case, the student shall be registered in graduate studies.
- 5.2. A student working for the thesis/dissertation *in absentia* shall make a periodic report to his/her thesis/dissertation adviser and Dean of the Graduate Studies.

#### **Sec. 6. Conduct of Thesis/Dissertation Oral Examination Via Online**


- 6.1. As an innovation in the university graduate studies program's delivery of service in times of pandemic or fortuitous events where physical distancing is required, an online examination may be applied.
- 6.2 Final oral defense could be done through online means provided that there was approved request/policy from the administration; that the students are well informed and agree to the college policy.

#### **Article 15. Retention/Scholastic Policy**

**Sec. 1.** The minimum grade point average (GPA) of a graduate student required by the program for an advanced degree is 2.0.

**Sec. 2.** The GPA is computed at the end of every semester and is shown in a grade report of the student. The GPA shall be based only on units within the grade of 1.0 through 2.0 and on all courses prescribed in the approved graduate program.

**Sec. 3.** The student shall obtain a passing grade of 2.0 in all prescribed subjects and 3.0 for undergraduate subjects, including those listed under

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“others”. Excluded in the computation are grades of Incomplete (INC), Satisfactory (S), and other letter marks.


**Article 16. Research Requirements.** As a requirement for graduation, a GSAR student must be able to produce one published (CMO No. 15, s.2019) and one presented paper outside the University, in a local and/or international publication, presentation, and conference among others.

**Article 17. Plagiarism .** Failure to acknowledge sources by clear citation and referencing constitutes plagiarism. All students must carefully understand regulations on Plagiarism, which make clear that:

- Sec. 1.** Student must always indicate in their thesis/dissertation when they have drawn on the work of others.
- Sec. 2.** Other people’s original ideas and methods should be clearly distinguished from their own.
- Sec. 3.** Other people’s words, illustrations, diagrams etc., should be clearly indicated regardless of whether they are copied exactly, paraphrased, or adapted
- Sec. 4.** Material that has been previously submitted for publication or presentation at LSPU or elsewhere, cannot be re-used unless specifically permitted
- Sec. 5.** The University reserves the right to use software applications to screen any individual’s submitted work for matches either to published sources or to other submitted work. Plagiarism regulations apply to online material and other digital material just as much as they do to printed material.

**Article 18. Leave of Absence (LOA).** A graduate student who intends to take a leave of absence must accomplish a Leave of Absence (LOA) form, indicating the reason for the request and the length of time for the absence. The length of time for LOA, which should not exceed two (2) years, is considered a part of the residency. Should there be an extension beyond the prescribed maximum residency, the student shall take one (1) penalty subject (additional course not yet taken) for every year of the extension. Failure to submit a LOA would mean absence without official leave (AWOL), and would affect the efficient tracking of the student’s academic records.



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## Chapter 5

### FUNCTIONS AND OBJECTIVES OF STUDENT AFFAIRS AND SERVICES

(CMO No.9 S.2013: Enhanced Policies and Guidelines on Student Affairs and Services” Article V, Section 10)


Student Affairs and Services is herein to:

1. Provide student-centered activities and services in support to academic instruction to facilitate holistic student development: thus, contribute to the attainment of life skills and values.
2. Promote student development and welfare and ensure their access to quality, relevant, efficient and effective student affairs and services.
3. Initiate and assist various institutional and/or student-initiated activities to promote student well-being.

**Article 1. Student Welfare Services.** These are basic services that are necessary to serve the well-being of students. These include Information, Orientation and Awareness, Guidance and Counseling, Alumni and Placement, and Student Handbook Development.

#### Sec. 1. Information and Orientation Services

- 1.1. Publicize information on institutional vision, mission, quality policy and goals; academic rules and regulations; student conduct and discipline; student programs, services and facilities; and such other information necessary for student development.
- 1.2 Provide a regular comprehensive orientation program held for new and continuing students responsive to students’ needs.
- 1.3. Organize, update and make readily available educational, career and personal/social information materials including legislations affect-

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ing students such as student rights and responsibilities, guidelines on drug abuse prevention and control, bullying, sexual harassment, self-care and healthy lifestyle.

## **Sec. 2. Guidance and Counseling Services**


- 2.1. Conduct individual and group counseling among college students.
- 2.2. Conduct case conference with parents and students.
- 2.3 Set an open climate conducive for private setting counseling sessions.
- 2.4. Monitor the problems of students with the assistance of peer counselors.
- 2.5. Call students referred for counseling by professors.
- 2.6. Follow-up counselee with cases and refer if necessary to multi-disciplinary team of specialists to ensure that special needs of students are met.

## **Sec. 3. Alumni and Job Placement Services**

- 3.1. Help students find place where personal and professional goals meet.
- 3.2. Build a personal relationship with the students and provide a point of contact for local, national and international linkages.
- 3.3. Provide professional career counseling and coaching assistance with emphasis on helping students develop strong critical thinking and sound decision-making skills as they enter the occupational world.
- 3.4. Follow-up and monitor student job placement on a regular basis.
- 3.5. Maintain active networking with schools, industries, community and other relevant agencies for career and job placement of students.
- 3.6. Make available informative materials on career, job opportunities and skills development programs for students.
- 3.7. Organize job fairs and career days for students to be sponsored by the university in cooperation with other organizations.

## **Sec. 4. Student Handbook Development**

- 4.1. Develop the student handbook and updates be made into accessi-

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ble formats for dissemination, information, and guidance of students and university stakeholders.

- 4.2. Archive and retrieve previous student handbooks for purposes of improvement.

**Article 2. Student Development Services (SDS).** These are programs and activities for the enhancement and deepening of leadership and soft skills of university students. The SDS refer to the services and programs designed for the exploration, enhancement and development of the full potential of student's personal, leadership, and social responsibility through various institutional and/or student-initiated activities.


### **Sec. 1. Student Organization and Activities**

- 1.1. Recognition/accreditation of old and new student organizations.
- 1.2. Monitor/evaluate student activities using institutional procedures and processes in recognition of basic rights to organize
- 1.3. Assist the different student organizations in planning and implementing of periodical Action Plans.
- 1.4. Involve student organizations in seminars, workshops and trainings.
- 1.5. Keep record of assemblies and meetings.
- 1.6. Encourage student organizations to take part in the community.

### **Sec. 2. Leadership Training Programs**

- 2.1. Organize efficient and effective leadership training programs for stronger student leadership skills.
- 2.2. Allow students gain recognition for all their work or contribution on campus.
- 2.3. Train students who will bring honor to the university through local, regional, national and international competitions.
- 2.4. Provide sustainable interactions with counterparts from other linkages.

**Sec. 3. Student Council/Government.** This refers to the student body duly managed and elected at large by the students themselves

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- 3.1. Recognize the right of the students to govern themselves as a student body.

#### **Sec. 4. Student Discipline Services**

- 4.1. Strictly impose the rules and regulations of the university.
- 4.2. Coordinate with teachers and parents regarding student discipline.
- 4.3. Impartially deal with students on disciplinary problems.
- 4.4. Follow-up and monitor students with offenses for proper guidance.
- 4.5. Recommend measures to solve existing case.


#### **Sec. 5. Student Publication**

- 5.1. Screen, recommend and train student publication staff in accordance with the operating policies and guidelines.
- 5.2. Help prepare annual procurement plan for the publication unit.
- 5.3. Ensure that facilities and equipment shall be used only for production of student publications.
- 5.4. Act as liaison between students, the campus and community at large.
- 5.5. Provide inputs for long-range planning and goals in all areas of responsibilities.
- 5.6. Establish, consolidate or discontinue any publication under its control.

**Article 3. Institutional Student Programs and Services.** These are programs and activities the University offers to facilitate the delivery of essential services to the students. It refers to the services and programs designed to proactively provide for the basic health, food, shelter, and safety concerns of students including students with special needs and disabilities.

#### **Sec. 1. Admission and Testing Services**

- 1.1. Recruit prospective college students through career information.
- 1.2. Administer college entrance test and conduct intake interview for all incoming university students and transferees as a process for admission.
- 1.3. Prepare and update testing materials.

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- 1.4. Keep files and records systematically.
- 1.5. Interpret and evaluate college entrance test results and post them on the bulletin board.
- 1.6. Strictly follow the admission policies of the university.
- 1.7. Assist incoming college students, facilitate admission requirements and similar documents.
- 1.8. Recommend alternatives/options, if necessary, for students who failed the admission requirements.
- 1.9. Administer psychological tests for students who have special cases.

## **Sec. 2. Scholarship and Financial Assistance Services**


- 2.1. Disseminate information to students regarding the requirements for scholarship.
- 2.2. Monitor academic performance of all students scholars irrespective of the type of scholarship.
- 2.3. Facilitate processing of allowances and benefits of all scholars.
- 2.4. Conduct testing and interview among scholarship applicants.
- 2.5. Select student-scholars based on testing and interview.

## **Sec. 3. Food Services**

- 3.1. Set criteria for safety and sanitary conditions of food outlets within the compound of the institution.
- 3.2. Coordinate with local government and health department for the maintenance of food services quality inside the university premises.
- 3.3. Periodically inspect food outlets for sanitation and hygiene.
- 3.4. Ensure that healthy meals are being served at the university canteen.

## **Sec. 4. Health Services**

- 4.1. Inform medical/dental services to faculty and students.
- 4.2. Ensure that there are sufficient medicines and drugs in case of emergency.
- 4.3. Guarantee that there are enough medical/dental equipment.
- 4.4. Conduct regular training to first aiders.
- 4.5. Supervise the school sanitation and safety.

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## **Sec. 5. Safety and Security Services**


- 5.1. Ensure the safety and security of the students while inside the university premises.
- 5.2. Help University officials evaluate university emergency and crisis plans, safety drills and exercises, training on emergency and crime prevention, crisis communications, and related emergency planning considerations.
- 5.3. Help the Administration improve emergency management and response capacity, lockdown and evacuation procedures, national trends in school deaths and violence, managing and assessing student threats, safety assessment processes, heightened security during national terror alerts, and other related school safety.
- 5.4. Assist student leaders acquire skills how to effectively communicate on safety and crisis issues with parents, media, and the community.
- 5.5. Provide support services to assess the roles of school officials in promoting safety and security in compliance with government standards in infrastructures, buildings and facilities.
- 5.6. Supervise the security forces in the effective implementation of the policies and guidelines of the university.

## **Sec. 6. Student Housing & Residential Services**

- 6.1. Provide assistance and/or list of acceptable student dormitory
- 6.2. Make sure that housing facilities are safe, clean, affordable, and conducive to learning.
- 6.3. Monitor student dormitory dwellers activities.

## **Sec. 7. Multi-Faith Services (Spiritual Development Program)**

- 7.1. Ensure the right of freedom to religion is respected.
- 7.2. Cultivate students' higher awareness and spiritual understanding to handle life authentically, powerfully and compassionately.
- 7.3. Grant utmost respect, protection and consideration the exercise of students' religious rights in the formulation of institutional policies with due consideration on institutional rules.
- 7.4. Assure that all policies developed will ensure equal access in education regardless of religious status and affiliation.

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## **Sec. 8. International Student Services**

- 8.1. Foster high level of international student exchange and academic programs.
- 8.2. Integrate service programs for international students, scholars, exchange visitors, faculty and administrative staff to enhance their intellectual, artistic, psycho-social and cultural aspect and social development engagement in a welcoming environment.
- 8.3. Assist foreign students with proper coordination to concerned government agencies like Commission on Higher Education, Department of Foreign Affairs, and Bureau of Immigration.
- 8.4. Supervise and monitor International students' activities. Provide necessary assistance for visa application.

## **Sec. 9. Services for students with Special Needs and Persons with Disabilities**


- 9.1. Designed to provide equal opportunities to Persons With Disabilities (PWD's), indigenous peoples, solo parents, and other accommodation for learners with special needs.
- 9.2. Conflict management and counseling or testing referrals shall be done when necessary.

## **Sec. 10. Socio-Cultural Programs**

- 10.1. Assist students to appreciate all type of socio-cultural activities.
- 10.2. Encourage students to participate in the university multi-cultural activities.
- 10.3. Organize cultural programs in visual arts, performing arts, film, and arts education.
- 10.4. Arts management and cultural activities.
- 10.5. Prepare annual procurement plan for the socio-cultural activities.

## **Sec. 11. Sports Development Programs**

- 11.1. Designed for physical fitness and wellness of students.
- 11.2. Promote institutional, regional and national sports competition/ activities in coordination with other HEI's/SUC's.

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## Chapter 6

### CODE OF CONDUCT FOR LSPU STUDENTS (Definition and Type of Offenses)

#### Article 1. Basis of Discipline

##### Sec. 1. General Behavior

Every student of the university shall:

- 1.1. observe the law of the land, the rules and regulations of the University, and the standards of a good society;
- 1.2. be courteous and considerate on all occasions as befitting men and women of refinement and good breeding; and
- 1.3. shall always act with fairness, tolerance, moderation, and respect for the opinions and feeling of others, bearing in mind that education stands for broadness of view and for appreciation and understanding of principles of values.

**Sec. 2. Prohibited Activities.** Any of the student's activities which partake of the nature of subversion or insurgency, or which are deemed to be unlawful under existing legislation, are strictly prohibited and disallowed. (D.O. No. 35, s, 1976).

**Article 2. Major Offense.** A student shall be subjected to disciplinary action ranging from deprivation of certain students' privileges, suspension and expulsion if he commits serious deviations from the expected norm of behavior as an LSPU student. The following acts are strictly prohibited.





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Section/Title/Definition	1st Offense	2nd Offense	3rd Offense
<b>Sec. 1. Acts of Cybercrime</b> <i>(Stipulated by RA 10175 or the Cyber-crime Prevention Act of 2012).</i>			
1.1. Cyber bullying or bullying done through the use of technology or any electronic means	Suspension for one (1) month	Suspension for one (1) semester	Expulsion from the University
1.2. Illegal access or hacking to the whole or any part of one's online accounts including e-mail, social media profiles, etc.	Suspension for one (1) month	Suspension for one (1) semester	Expulsion from the University
1.3. Illegal interception or listening to, recording, monitoring or surveillance of the content of communications, either directly through the access and use of computer systems, or indirectly through the use of electronic eavesdropping or tapping devices	Suspension for one (1) month	Suspension for one (1) semester	Expulsion from the University
1.4. Data interference or the intentional or reckless alteration, damaging, deletion or deterioration of computer data, electronic document or electronic message, without right, including introduction or transmission of viruses	Suspension for one (1) month	Suspension for one (1) semester	Expulsion from the University
1.5. Computer-related fraud, forgery and identity theft or the intentional acquisition, use, misuse, transfer, possession, alteration or deletion of identifying information belonging to another person.			



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Section/Title/Definition	1st Offense	2nd Offense	3rd Offense
1.6. Cybersex or the willful engagement, maintenance, control or operation, directly or indirectly, of any lascivious exhibition of sexual organs or sexual activity, with the aid of a computer system, for favor or consideration.	expulsion from the University		
1.7. Child Pornography, including unlawful and prohibited acts defined and punishable by RA 9775 or the Anti-Child Pornography Act of 2009, committed through a computer system.	expulsion from the University		
1.8. Cyber Libel or the unlawful or prohibited acts of libel as defined in Article 355 of the Revised Penal Code, committed through a computer system or any other similar means.	expulsion from the University		
1.9. Aiding, abetting or attempting to willfully commit any of the offenses enumerated as acts of cybercrime shall be held liable.	Suspension for one (1) week and 40 hours service to be rendered in the institution	Suspension for one (1) month	Suspension for one (1) semester



Section/Title/Definition	1st Offense	2nd Offense	3rd Offense
<b>Sec. 2. Belligerence and Discourtesy.</b> Defiant attitude indicated by acts of belligerence, gross and deliberate discourtesy toward fellow student, teachers, employees and other University authorities.	suspension for one (1) week, 40 hours service to be rendered in the institution, and letter of apology	suspension for one (1) month with letter of apology	suspension for one (1) semester depending on the gravity of the offense
<b>Sec. 3. Breach of Peace.</b> Creating within the University premises disorder, tumult, serious disturbance, and other forms of disturbances such as shouting, racing, roaming in corridors and the like while classes are going on.			
3.1. Shouting and roaming in the corridor/pathways	reprimand	suspension for one (1) week and 40 hours service to be rendered in the institution	suspension for one (1) month
3.2. Subsequent offense	suspension for one (1) semester		
<b>Sec. 4. Bringing of Deadly Weapons.</b> Carrying within the University premises any firearm/s, knife with a blade longer than 2-1/2 inches, ice pick, explosive/s or any other dangerous or deadly weapon/s is a major offense. However, this provision shall not apply	Suspension for one (1) semester	Suspension for one (1) year	Expulsion from the University



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Section/Title/Definition	1st Offense	2nd Offense	3rd Offense
to anyone who possesses bolo/s and other monitored tools in connection with his/her studies or field of activities. Case of unauthorized possession of firearms shall be reported to Safety and Security Management Office.			
<b>Sec. 5. Bullying</b> <i>(RA 10627 or the Anti-Bullying Act of 2013)</i>			
5.1. Any severe or repeated use of written or verbal expression, physical act or gesture, or a combination thereof that is directed against another student, causing or placing the latter in reasonable fear of physical or emotional harm or damage to his/her property.	Suspension for one (1) week and 40 hours service to be rendered in the institution	Suspension for one (1) month	Suspension for one (1) semester
5.2. Creating a hostile environment at school for the other student, infringing on the rights of the other student at school, or materially and substantially disrupting his/her education process.	Suspension for one (1) week and 40 hours service to be rendered in the institution	Suspension for one (1) month	Suspension for one (1) semester
5.3. Unwanted physical contact between the bully and the victim like punching, pushing, etc. and the use of available objects as weapons	Suspension for one (1) month	Suspension for one (1) semester	Expulsion from the University



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5.4. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, impersonating or calling/giving derogatory names etc.	Suspension for one (1) month	Suspension for one (1) semester	Expulsion from the University
<b>Sec. 6. Drinking/Alcohol-related Concerns.</b> Drinking alcoholic beverages or exhibition of any drunken behavior within the University premises.			
6.1. Drinking alcoholic beverages	Suspension for one (1) week and 40 hours service to be rendered in the institution	Suspension for one (1) semester	Expulsion from the University
6.2. Any drunkenness or drunken behavior resulting in physical injuries to other person/s or destruction of property/ies.	Suspension for one (1) month and payment of damages	Suspension for one (1) semester and payment for damages	Expulsion from the University and payment of damages
<b>Sec. 7. Deception and Forgery.</b> Intentional making of a false statement of any material or fact, or practicing or attempting to practice any deception or fraud in connection with his admission registration in or graduation from the			



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Section/Title/Definition	1st Offense	2nd Offense	3rd Offense
University. (Forging signature and falsifying public documents.)			
7.1. Falsification of common forms like excuse letters, waivers and signature of parents.	Suspension for one (1) week and 40 hours service in the university	Suspension for one (1) month	Suspension for one (1) semester
7.2. Falsification of official University and public documents like clearance, completion form, and other related documents.	Suspension for one (1) month	Suspension for one (1) semester	Expulsion from the University
7.3. Borrowing and lending Library card and School ID using unauthorized ID	Reprimand	Suspension for one (1) week and 40 hours service to be rendered in the institution	Suspension for one (1) month
<b>Sec. 8. Gambling.</b> Engaging in any form/s of gambling and/or possessing of cards or any gambling paraphernalia within the University premises.	Suspension for one (1) week and 40 hours service to be rendered in the institution	Suspension for one (1) semester	
<b>Sec. 9. Indecency and Obscenity.</b> Engaging in indecent, obscene conduct and activities which include possessing and/or circulating pornographic/trashy literature and			



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pictures, using indecent language and doing similar acts. (PD No. 960 as amended by PD No. 969)			
9.1. Directed against the faculty, staff, student, visitors and any person in authority which include sex video scandals	Suspension for one (1) month	Suspension for one (1) semester	Expulsion from the University
9.2. Uploading, downloading and sharing sex video scandals.	Suspension for one (1) month		
9.3. Surfing of pornographic pictures and posting of lustful photos in the internet while within the university premises.	Suspension for one (1) week and 40 hours service to be rendered in the institution	Suspension for one (1) month	Suspension for one (1) semester
<b>Sec. 10. Narcotics-related Concerns.</b> Possession, use or distribution of any prohibited drugs or chemicals such as LSD, ecstasy, marijuana, Methamphetamine (shabu), heroin, or opiates of any form (R.A. 9165) will be reported to Safety and Security Office. Parents will also be informed.	1st offense: Suspension for one (1) semester or dismissal according to the gravity of the offense. Before re-admission (after the suspension)  Note: Board Resolution No. 1362 Series of 2017 dated Dec. 7, 2017 Re: Board Approval of Mandatory Drug Testing of LSPU students effective AY 2018-2019.  A Resolution by the Supreme Student Council approving the Mandatory Drug Testing of LSPU students (CHED Memo. No. 64 s.2017; Subject: Policies/Guidelines & Procedures for		



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	Higher Education Institutions requiring Drug Testing of Students.) Please refer to Appendix for Guidelines for the Conduct of Mandatory Drug Testing Program of LSPU Students.		
<b>Sec. 11. Physical Assault.</b> Settling misunderstandings by fist fighting, boxing or any form of physical assault, or challenging one to a fight.	Suspension for one (1) week, 40 hours service to be rendered in the institution and payment of damages	Suspension for one (1) semester and payment of damages	Expulsion from the University
<b>Sec. 12. Stealing.</b> Getting something from an individual or from the University without permission from proper authorities and other forms of stealing.	Suspension for one (1) semester and payment of damages	Expulsion from the University and payment of damages	
<b>Sec. 13. Strikes, demonstrations, and boycotts of classes.</b> Obstructing or disrupting classes or other University activities by instigating, leading or participating in strikes or demonstrations without permit. This includes instigating fellow students to boycott a class or any other University activities.	Suspension for one (1) month	Suspension for one (1) semester	Expulsion from the University





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Section/Title/Definition	1st Offense	2nd Offense	3rd Offense
<b>Sec. 14. Unauthorized and unrecognized organizations</b>			
14.1. Leading, instigating and participating in the formulation and operation of unauthorized organizations (Based on CHED Memo. No. 9, s 2013, Article VIII Student Development Sect.19).	Suspension for one (1) month	Suspension for one (1) semester	Expulsion from the University
14.2. Unrecognized organizations operating and conducting activities who did not apply for the recognition and operation (based on the ISO coded form approved guidelines for application, recognition and operation of student organizations).	Warning	The student organization is banned to operate for one (1) semester	
14.3 Recruitment of an unauthorized and unrecognized organization that promotes hazing and physical or psychological harm to students.	Suspension for one semester	Suspension for one year	
<b>Sec. 15. Vandalism or Destruction of Public Properties.</b> Destroying property which includes breakage of glass windows; chairs dragging; misuse of tools and equipment; drawing on the walls and pieces of furniture; act of tearing off or defacing any library books, magazines and periodicals; posting illegal/unauthorized notices; picking of fruits, uprooting and cutting of plant; arson and any other form of destructions.	Suspension for one (1) month and demand payment for damages	Suspension for one (1) semester and demand payment for damages	Expulsion from the University

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<b>Sec. 16. Other Acts.</b> Other acts which in the judgment of the Office of Student Affairs and Services require disciplinary or corrective action.			
<b>Sec. 17. Habitual Offenders.</b> Any student who persists to disregard any of the provisions in these Articles after counsel and repeated warnings shall withdraw from the University and be dropped from the roll or denied admission on the succeeding semester/school year.			

### Article 3. Minor Offense

Section/Title/Definition	1st Offense	2nd Offense	3rd Offense
<b>Sec. 1. Attendance</b>			
1.1. Attending flag raising and flag lowering ceremonies (R.A. 8491 Sec. 18 and 50 Philippine Flag Law), classes, and other required University activities regularly and on time is required for all students unless exemption is granted by the University President or his duly authorized representative.			
1.2 Tardiness and absences shall be dealt with as follows: 1.2.1 Tardiness in all activities where student's attendance is required shall be considered one (1) absence in class. 1.2.2 Three (3) tardiness in a class shall be considered one (1) absence from the same.	One (1) day absent plus community service	Inform the parents/guardians with three (3) days suspension	Suspension for one (1) week



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Section/Title/Definition	1st Offense	2nd Offense	3rd Offense
<p>1.2.3. Every student accumulating unexcused absences from class equivalent to 17% of the total number of hours/ semester for a particular subject or class shall be dropped from the roll of students. However, excused absences can be removed through make-up.</p> <p>1.2.4. Every student shall secure an excuse slip from the Guidance Office for absence/s made before admission to classes.</p>			
<b>Sec. 2. Dishonesty.</b> Any form of cheating in examinations.	Automatically failed in examination	Academic probation and automatic grade of 5.0.	<i>Subsequent offense:</i> Dismissal from the University
2.1 Any act of dishonesty in relation to his studies and any other forms of dishonesty.	Reprimand with community service	Promissory note duly signed by the Guidance Counselor/ Student Discipline Coordinator and two (2) days community service	Subsequent offense: Suspension for two (2) weeks



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Section/Title/Definition	1st Offense	2nd Offense	3rd Offense
<b>Sect.3. Littering/Scattering of Trash in Public Places.</b> Proper disposal of waste, trash, garbage and the like shall always be observed. Comfort rooms, trash cans, containers, garbage pit-piles are provided for this purpose. Anyone who violates this provision shall be required to clean any portion of the University without pay for a specific period.	Required to clean the area	Suspension for one (1) week, 40 hours service to be rendered in the institution and required to clean the area	<i>Subsequent offense:</i> Suspension for two (2) weeks & required to clean the area
<b>Sec. 4. Non-wearing of I.D. and School Uniform.</b> Wearing of the University student's ID together with its lace at all times and school uniform is required for all students but it may also depend during field activities. Any student who violates this provision shall be dealt with accordingly.	<i>1st action:</i> Shall not be allowed to enter the University gates or in class unless he/she presents an excuse slip from the OSAS through the Guidance Counselor	<i>2nd action:</i> Submit filled out Promissory Note Form (refer to Student Handbook) before the written suspension.	<i>Subsequent offense:</i> Suspension for one (1) week and 40 hours service to be rendered in the institution
<b>Sec. 5. Signboard Littering.</b> Notices and provisions printed on signboards within the University premises shall be observed by every student. Students who remove or damage posted signs and notices shall be dealt with accordingly	Suspension for three (3) days and restoration of damaged signs/ no-	Suspension for one (1) week and restoration of damaged signs/ notices and 40	Subsequent offense: Suspension for one (1) month or one (1) semester and




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or as the administration may decide.	tices with community services	hours service to be rendered in the institution	restoration of damaged signs/ notices
<b>Sec. 6. Smoking.</b> Smoking within the University premises is strictly prohibited to all students.	Reprimand with community service	Promissory note duly signed by the Guidance Counselor/ Student Discipline Coordinator and two (2) days community service	Subsequent offense: Suspension for two (2) weeks
<b>Sec. 7. Trespassing.</b> Students are not allowed to stay inside the University premises after class hours in the afternoon or to get inside the campus premises during off-school days, provided that this shall not apply to those who are authorized to report for “make-up”, for practice, for field activities, and other official business and provided further, that permission or authorization from the Campus Director/Deans/OSAS Director/Chairperson/Chief of Security is presented to the guards, except for those whose activities are regular such as ROTC /CWTS and Band.	Reprimand, promissory note duly signed by the College Dean/ Associate Dean and Student Discipline Coordinator	Inform the parents, suspension for one (1) week and 40 hours service to be rendered in the institution	Suspension for one (1) month  Anyone who persists to violate this provision after being counseled and warned shall be advised to withdraw from the University



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Section/Title/Definition	1st Offense	2nd Offense	3rd Offense
Movements of campus-resident students are likewise restricted except on the activities mentioned above.			or whatever sanctions as the administration may so decide.
<b>Sec. 8. Violation of Any Rules, Regulations and Policies from Other Departments/Units.</b> Every student is required to observe the rules, regulations and policies promulgated by the College/Department Head, instructors/professors/personnel-in-charge of specific/unit, classroom and organization advisers and management of the affairs/activities of their respective department, units, organization, etc. provided, however, that such rules/regulations, and other University policies, circulars and memoranda shall be in conformity with the LSPU Code of Conduct.	Suspension for three (3) days with community service	Suspension for one (1) week, 40 hours service to be rendered in the institution	<i>Subsequent offense:</i> Suspension for two (2) weeks to one (1) semester and payment of damages, if any.
<b>Sec. 9. Other Offenses.</b> Other offenses not stated herein shall be treated on a case to case basis.			
9.1. Over speeding of motorized vehicles within the University premises that causes disturbances to classes; driving more than 20 kph/ more than walking speed	Reprimand	Suspension for one (1) week and 40 hours service to be rendered in the institution	<i>Subsequent offense:</i> Suspension for one (1) semester

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Section/Title/Definition	1st Offense	2nd Offense	3rd Offense
9.2. Unauthorized climbing or jumping over the perimeter fence of the University	Reprimand and community service to be rendered in the institution	suspension for one (1) week and 40 hours service to be rendered in the institution	<i>Subsequent offense:</i> Suspension for one (1) semester

#### Article 4. Norms and Decorum

The following are not allowed or strictly prohibited for male and female students.

##### Sec. 1. School Uniforms

- 1.1. The prescribed uniform shall be worn in all classroom sessions and the proper field/laboratory attire or work clothes for the field/laboratory activities and/or as prescribed by the instructor/ professors-in-charge. Any student who violates this provision shall not be allowed to enter the University gates unless she/he presents a promissory note/communication letter from the Office of Student Affairs and Services (OSAS) through the Student Discipline Coordinator.
- 1.2. P.E. uniforms shall be worn only during P.E. classes. Students wearing P.E. uniform will not be allowed to enter academic classes.
- 1.3. University t-shirt shall be worn every Wednesday while department shirt shall be worn every Friday. Blue jeans and/or maong trouser (pants) following the dress code will be acceptable. Wearing of inappropriate student campus attire shall be considered a minor offense during washdays, (Wednesday and inter-semester classes). The following attires or apparels are strictly prohibited inside the campus:
  - 1.3.1. Shorts/short pants

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- 1.3.2. Walking Shorts, cycling shorts
- 1.3.3. Pedal pusher pants
- 1.3.4. Capri pants
- 1.3.5. “Puruntong” style or Cargo shorts
- 1.3.6. Mutilated/Jazzed pants
- 1.3.7. Faded, torn, wrinkled shirts
- 1.3.8. Jogging pants / Jogger pants
- 1.3.9. Miniskirts
- 1.3.10. Sleeveless, backless, venus de milo neck (one sleeve type), spaghetti type shirt and blouse
- 1.3.11. Sandos or sando type sleeveless shirt
- 1.3.12. Plunging necklines/halter tops
- 1.3.13. Leggings
- 1.3.14. Slippers

*Note:* Female pants should be slacks or loosely cut trousers, not made up of denim/maong and not very tight fitting.


- 1.4. Society/Organization uniforms shall be worn on specific occasions (parade, competitions, seminars, trainings, workshops, conferences) only.
- 1.5. For On-Campus/Off-Campus Trainings, there should be an official style and color of uniform to those who will undergo OJT/practicum/ internship/practice teaching, hence, in case of changes in uniform, the Business Affairs Office in coordination with the Office of Student Affairs and Services shall be properly informed.

## **Sec. 2. Hair Style/Hair-cut**

The following are prohibited in the university:

- 2.1. Colored/tinted/dyed differently (out of the ordinary) styled hair is not an academic requirement; (hair-dyeing and hair coloring for both male and female is allowed on a minimal aesthetic level and appropriate personal needs only upon the approval of the OSAS and the Campus Director)



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2.2. Funky short or fixie crop (shaven side and long top) hairstyles among male students, which they usually fasten with hair ties or stiffen with gel

2.3. Departure from approved hair-cut below:

2.3.1. 2x3 - for male Freshmen and Senior High School Students

2.3.2. Clean-cut or 1x2 barbers/decent cut - for 2nd to 4th year College students who are through with their ROTC/CWIS

S.O.P. hair cut inspection every first (1st) Monday of the month (by Guard-on-Duty/ Chief of Security/ OSAS Director/ Chairperson)

### **Sec. 3. Inappropriate Earrings**

3.1. For female students: ornamental, dropped, dangling, nose, eyebrow, tongue, upper and lower-lip lobe earrings display is prohibited.


3.2. For male students: wearing of any kind of earrings is strictly prohibited.

**Sec. 4. Wearing of Cap.** Wearing of cap/head gear inside any offices, hall, centers, room is prohibited for both male and female students.

**Sec. 5. Tattooing.** Permanent tattooing on the exposed part of the body is strictly prohibited.

**Sec. 6. Clothing and Gender Representation.** LSPU may enforce dress codes pursuant to the university policy as specified in student hand book. Transgender students shall have the right to dress in accordance with their gender identity and expression, including maintaining a gender-neutral appearance within the constraints of the dress codes adopted by the school (*from the Office of Gender and Development*).

6.1. Lesbian, Gay, Bisexual and Transgender (LGBT) and Gender Nonconforming students shall be allowed to dress and present themselves in a manner consistent with their gender identity.

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LSPU shall allow LGBT and Gender Nonconforming Students with institutional clothing, including undergarments, appropriate for the LGBT and Gender Nonconforming Students gender identity and gender presentation in such a way that Transwoman will still be required to wear male uniform i.e. pants and polo but with female cut blouses of same color with male uniforms and Transman will be allowed to wear pants and polo but with same color of the female uniform.

- 6.2 Grooming rules and restrictions, including rules regarding hair, make-up, shaving, etc., shall be the same in male and female units. Transgender girls shall not be required to have a male haircut provided that their hair should be clipped properly (men's tail or fold over style), or to wear masculine clothing. Transgender boys shall not be required to maintain a female hairstyle, to wear make-up, or to wear feminine clothing.

## **Article 5. Additional Guidelines**

### **Sec. 1. International/Local Off-campus Activities (Curricular and Non-Curricular)**

- 1.1 International/local education tours/trips are voluntary in nature. Students who cannot join the tours/trips shall be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies & achieves other learning objectives. (CMO No. 17, s. 2012)
- 1.2. To ensure safety on the conduct of Off-Campus Activity(ies) a mandatory compliance on the policies and guidelines set by CMO No. 63, s. 2017 shall be observed and accomplished for local academic and non-academic activities. On the other hand, International Educational Tours or Field Trips are governed by CMO No. 26, s. 2015.
- 1.3. Students undergoing local and international internship, practicum or on-the-job training, shipboard training programs, etc. shall be governed by separate guidelines for student internship programs

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(CMO 104 s. 2017).

## Sec. 2. Suspension of Classes

2.1. *Authority to Suspend Classes.* The University President has the final authority to suspend classes throughout the University including all units or branches, or he may suspend classes in specific units or campuses for specified periods of time.


The suspension, dismissal or postponement of classes in any academic unit by the dean concerned should have previous authority from the President except in emergency cases when the Dean or Campus Director immediately issues an order for the suspension of classes after which he shall make a report to the President on the circumstances which compelled such action.

2.2. *Bases of Suspension of Classes.* Classes are suspended primarily to assure the safety of students upon the advent, usually unexpected calamities, and forces of nature such as typhoons, earthquakes, and any untoward incidents.

2.3. With respect to typhoons, classes shall be suspended upon advice of Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA) whenever the typhoon is of sufficient intensity to make it advisable to suspend classes in the elementary grade and moreover when the approach of the typhoon becomes more definitely pronounced as to require suspension of classes in the high school and collegiate levels as well. Aside from such official announcements to be made, classes may be considered automatically suspended in the elementary grades when reports throughout the mass media confirm the raising of Typhoon Signals: *No. 2 (suspension of classes in high school level); No. 3 (suspension of classes in the college level)*

2.4. *CHED Memorandum Order No. 15 series of 2012*

2.4.1. Other force majeure and fortuitous events or circumstances which may compel immediate suspension of classes are fires,

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epidemics and bomb threats which will be dealt with accordingly as the occasion arises.

2.4.2. Classes are also suspended for short periods of time to enable students to attend University convocations or special gathering. However, these are pre-scheduled events for which announcements are circulated in advance.

2.4.3. In the absence of the University President, the person next in rank in the hierarchy of command succession adopted by the University shall decide on the suspension of classes.

2.5. Classes at collegiate level, including graduate school, may be cancelled or suspended at the discretion of local chief executives of Local Government Units and/or head of Provincial Government. (CHED Memorandum Order no. 34, Series of 2010) but with the instruction of the University President thru the Campus Director/s.

## **Article 6. Procedure for Major Disciplinary Actions**


**Sec. 1. First Action.** All complaints must be reported in writing to the OSAS thru the Coordinator of Student Discipline and must be signed by the complainant. (refer ISO W.I. Complaint)

**Sec. 2. Second Action.** The Office of Student Affairs and Services shall conduct an investigation through the Student Discipline Committee, and shall submit its findings and recommendation thereafter.

**Sec. 3. Third Action.** All parties concerned shall be afforded due process.

**Sec. 4. Fourth Action.** The final investigation report should be presented or submitted to the University President who may or may not issue the necessary disciplinary actions.

**Sec. 5. Fifth Action.** The Guidance Counselor will do the follow-up to those who violated the rule to solicit the reasons of the incident/occurrence of such, except for cases given an expulsion as disciplinary action.

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## Article 7. Composition, Administration, Coverage and Jurisdiction of the Student Discipline Committee

**Sec. 1. Definition.** Student discipline refers to the desired and/or expected norm of conduct of students, and the corresponding administrative sanctions thereof, as set forth in this duly approved and promulgated Code of Conduct of LSPU Students and /or College Rules and Regulations.


**Sec. 2. Composition of Student Discipline Committee.** The Student Discipline Committee shall be composed of the following:

- 2.1. *Chairman / Chairperson:* Director/Chairperson for Student Affairs and Services
- 2.2. *Vice Chairman / Vice Chairperson:* Student Discipline Coordinator
- 2.3. *Members:* Vice President for Academic Affairs/Campus Director, Dean of College where the student is enrolled, Chief Security Officer, President of Supreme Student Council
- 2.4. *University Legal Consultant*

**Sec. 3. Administration.** The Office of the Student Affairs and Services (OSAS) shall handle all complaints against alleged violators of the Code of Conduct of LSPU Students and/or College Rules and Regulations. Cases must be treated individually according to their merits and findings of investigations. They shall be reported to the University President who has the final say in all the cases.

In the pursuit of the preceding paragraph, every faculty member is authorized to enforce this Code of Conduct. A faculty member usually handles his own disciplinary problems, and more serious infractions. However, it must be reported to the OSAS through the Student Discipline Coordinator. Student leaders authorized by the administration are given equal responsibility in enforcing the Code of Conduct.


**Sec. 4. Coverage.** The provisions on Specific Misconduct and Miscellaneous Rules and Regulations herein are by situation demand administration, through its authorized body and/or OSAS, may add coverage of other

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offenses.

**Sec. 5. Jurisdiction.** Violation of rules and regulations done outside the premises shall be treated as if they were committed within the University premises when a student is representing the University in conference, conventions, competitions presentations, during the time of On- the-job Training (OJT) and Student Internship Program (SIP) period.

*NB:* LSPU System reserves the right for its University President to device any measure or enhance any established policy for the resolution of any concern if the implementation of any former policy will not be workable at any juncture.

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## APPENDIX A

### Article 1. Rights of Students

*(Lifted from: Art. II. The Educational Community, Chapter 2. Rights, Section 9)*

In addition to other rights under existing laws, and subject to limitations prescribed by law and regulations, students shall enjoy the following rights:

- a. The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development as person with human dignity.
- b. The right to freely choose their field of study subject to the existing curricula and to continue their course therein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulations
- c. The right to guidance and counseling services for making decisions and selecting the alternatives in fields of work suited to their potentialities.
- d. The right to access to their own academic records, the confidentiality of which the university shall maintain and preserve.
- e. The right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials, and other similar documents within thirty days from request.
- f. The right to publish a student newspaper and similar publications, as well as the right to invite resource persons during assemblies, symposia, and other activities of similar nature.
- g. The right to have free expression of opinions and suggestions and access to particular channels of communication with appropriate academic and administrative bodies of the university.

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- h. The right to form, establish, join or participate in Organizations and Societies recognized by the University to foster their intellectual, cultural, spiritual, physical growth and development, or to form, establish, join and maintain Organizations and Societies for purposes not contrary to law.
- i. The right to be free from involuntary contributions, except those approved by their own Organizations and Societies.


## **Article 2. Duties and Obligations of Students**

*(Lifted from Section 15: Duties and Responsibilities of Students)*

In addition to those provided for under existing laws, (and of this Code,) every student shall:

- a. exert utmost effort to develop his potentialities for service, particularly by an asset to his family and to society;
- b. uphold the academic integrity of the University, endeavor to achieve academic excellence and abide by the rules and regulations governing his academic responsibilities and moral integrity;
- c. promote and maintain the peace and tranquility of the University by observing the rules of discipline, and by exerting efforts to attain harmonious relationship with fellow students, the teaching and academic staff and other university personnel;
- d. participate actively in civic affairs and in the promotion of the general welfare, particularly in the social, economic and cultural development of his community, and in the attainment of a just compassionate and orderly society; and
- e. exercise his rights responsibly in the knowledge that he is answerable for any infringement or violation of the public welfare and of the rights of others.



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## APPENDIX B


### Guidelines on the Selection of Honors and Awards

#### Article 1. Academic Awards

**Sec. 1. Description.** This pertains to awards given to students who showed academic proficiency and excellence in their respective courses.

#### Sec. 2. Policies and Guidelines

- 2.1. Students carrying normal academic load each semester (unless otherwise carrying of lighter load is justifiable like that of a working student but not less than 15 units each semester) who completed their courses with the following averages, computed on the basis of units, shall have graduated with honors, provided they meet all the requirements.
- 2.3. Provided further that they must have completed in this university at least 75% of the total number of units or hours required for graduation and must have been in residence in this university at least two (2) years immediately prior to graduation.
- 2.4. Students who completed a curriculum in the degree/non-degree courses with the grades computed in the basis of the number of units for each course will be granted with honors.
- 2.5. In the computation of the final averages of the students who are candidates for graduation with honors, subjects such as PE, NSTP (MTS/CWTS), Euthenics and other similar subjects must not receive a grade lower than “2.0” in all subjects to qualify for graduation with honors.
- 2.6. For transferee students running for honors, students must have no grades lower than “2.0” in all subjects.
- 2.7. In computing the final average of candidate for graduation with honors, only resident credits shall be included. He/she should not have a mark of incomplete or dropped subjects. He/she must be of good moral character. All grades from first to fourth year shall

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be considered.

### Sec. 3. Academic Awards Criteria

#### 3.1. for degree course

Award	Final Grade
Summa cum laude	1.00 to 1.20
Magna cum laude	1.21 to 1.45
Cum laude	1.46 to 1.75

#### 3.2. for non-degree course

Award	Final Grade
with highest honors	1.00 to 1.20
with higher honors	1.21 to 1.45
with honors	1.46 to 1.75

### Article 2. Major Awards


**Sec. 1. Description.** This award is one of the highest forms of awards recognized by the President of this University and automatically given to students who get the highest academic final average of graduating students with honors that meet the requirements under graduation with honors of the Academic Policies and Regulations of this University.

**Sec. 2. Submission Process.** The University Registrar shall submit the list of the top graduating students with honors and the Committee on Awards and Recognition shall finalize the recipient of this award by getting the student with highest final average.

### Article 3. Non-academic Awards


#### Sec. 1. President's Award for Leadership Excellence

1.1. *Description.* This award is one of the highest forms of non-academic awards in leadership recognized by the President and given to an Of-

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ficer of the Supreme Student Council (SSC) upon the recommendation of the adviser of the organization considering the following conditions:

- 1.1.1. That the Officer of SSC is observed with compliance to the duties and responsibilities defined by the laws of the SSC.
- 1.1.2. That the Officer has no record and reported in written form of any acts that violated the defined duties and responsibilities. Such acts may be in criminal acts by nature or civic acts that violate as well the constitution.
- 1.1.3. That the Officer served as student representative and accomplished relative projects and/or programs for student and institutional development.
- 1.1.4. *President of SSC.* In respect to hierarchy of position and the conduct of students' vote, this award may be given automatically to the President of SSC with the recommendations from the Adviser of SSC, four (4) officers within the top eight (8) positions and Deputy Campus Director.
- 1.2. *Criteria for Evaluation.* If in case the award cannot be given automatically given to the President of SSC, the Committee on Awards and Recognition shall ask for a list of the top three performing officers of the said organization from the recommendation of the adviser with the following evaluation (aligned with CMO 47, s2008):
  - 1.2.1. *Organizational Relevance*, twenty percent (20%). This is defined as the objectiveness and consistency in practicing the vision, mission and goals of the organization aligning to the organizational value of the university.
  - 1.2.2. *Performance Based on Student Welfare*, thirty percent (30%). This is defined as the initiative and responsibility performed on students development through conducted programs and services

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within the organization and the entire institution.

1.2.3. *Student's Impact/Effect on the Initiative and Responsibility Performance*, twenty percent (20%). This is defined as the positive effect observed on students aiming towards students' welfare and development.

1.3. *Selection and Screening Committee*. The Committee on Awards and Recognition (comprised of Committee Chair, Co-chair and three [3] members) and the SSC Adviser will be the committee in selecting for this award if in case the award will not be given to the President of SSC.

1.4. *Screening and Selection Process*. The Screening and Selection Committee shall ask the top three (3) officers for a narrative report duly authenticated and signed by the adviser of the said organization and conduct a panel interview to screen and select the recipient of this award with the observance of its objective and productive evaluation as indicated earlier. A decision shall be finalized by the Committee on Awards and Recognition and SSC Adviser to whom this award is to be given.


## Sec. 2. Athlete of the Year Award

1.1. *Description*. This award is given to a student who excels in the field of Sports. His/her representation in the field of Sports made him known to other institutions through his/her exemplary performance that led to the university's recognition, thus strengthening its external relations with other states, universities and colleges.

### 1.2. *Recommendation*

1.2.1. The Chairperson of Sports Development of this University shall recommend top three (3) performing athletes of the year. The following conditions shall be considered by the Chairperson of Sports Development prior to deliberation:

1.2.1.1. The awardee has no derogatory records reported to the Office of Students Affairs and Guidance and

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### Counseling Office.

1.2.1.2. The awardee represented the university in the field of sports and won in various competitions recognizing the name of the university.

1.2.2. With the letter of recommendation, the athletes shall attach certifications to prove authenticity of the performance and these certifications shall likewise be used as basis in crediting relative points per achievement and involvement performed.

1.2.3. In the absence of certificates, the nominee shall list down all the competitions he/she participated in, duly signed and authenticated by the Chairperson of Sports Development.

1.2.4. A one (1) page narrative report for each recommended candidates shall be submitted by the candidates duly signed by the Chairperson of Sports Development.


1.3. *Criteria for Evaluation.* The nominee of this award shall be evaluated according to the following:

1.3.1. *Technical-based Evaluation*, seventy percent (70%). Crediting of points shall be based on the following:

1.3.1.1. *Participation Credits*

1.3.1.2. *Ranking and Percentage*

Level	Participation Level Points	Winning Level Additional Points		
		1st	2nd	3rd
International	6	1.00	0.50	0.25
National	5			
Regional	4			
Provincial	3			
Institutional	2			
College/Department	1			

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1st place on points earned: 70%

2nd place on points earned: 60%

3rd place on points earned: 50%

- 1.3.2. *Student-Achievement-Based Evaluation*, thirty percent (30%). It refers to an athlete involved in increasing the importance of athletics in student's welfare and development by means of role modeling and/or relative program that gives impact on student's involvement.

*Ranking and Percentage*

1st place on student achievement: 30%

2nd place on student achievement: 20%

3rd place on student achievement: 10%

- 1.3.3. In case there shall be the same percentage earned for two (2) or three (3) nominees, then the Selection and Screening Committee shall reserve its rights to determine to whom the awards is to be given based on the objective of its performance and conduct of panel interview.


- 1.4. *Screening and Selection Process*. The Committee on Awards and Recognition (comprises of the Committee Chair, Co-chair and three [3] members) and the Chairperson of Sports Development shall be the committee in selecting this award.

### **Sec. 3. Student Journalist of the Year Award and Service Awardee**

- 3.1. *Description*. This award is given to students who excel in the field of campus journalism. The student journalists' active participation in the campus publication and/or representation in press conferences and contests led to the university's recognition and promotion.

3.2. *Recommendation*

- 3.2.1. The adviser/s of the student publication shall recommend performing student journalists for the year. The following condi-

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tions shall be considered by the adviser/s prior to deliberation:

- 3.2.1.1. The awardee has no derogatory records reported to the Students Affairs and Services Office and Guidance and Counseling Office.
- 3.2.1.2. The awardee may be a recipient of any of the two awards, depending on the following qualifications:

Award	Major Qualifications	
	active participation in the production of the campus papers	exemplary representation in competitions
Service Awardee	Yes	No
Student Journalist of the Year	Yes	Yes


3.2.2. With a letter of recommendation, the student journalist shall attach certifications to prove authenticity of the performance.

3.2.3. In the absence of certificates, the nominee shall present a portfolio showing one's contributions in the annuals and/or list down all the competitions participated in, duly signed and authenticated by the publication adviser/s.

3.3. *Criteria for Evaluation.* The nominee of this award shall be evaluated according to the following:

3.3.1. *Service Awardee*

3.3.1.1. The student journalist actively participates in the production of publications: Newsletter, Magazine, Tabloid, Broadsheet and Literary Folio. This also includes covering of events, editing of articles/pages and other publication-related tasks.

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3.3.1.2. Evidence of involvement in the annuals is based on the publication of articles, photographs and/or art-works with the name of the student journalist indicated in the *by-line*. The number of credited works for the whole year must not be less than five (5).

3.3.1.3. Evidence of participation in covering/documenting of events is based on the attendance sheet/log provided every meeting/event.

3.3.1.4 As an official recognition of active participation, the student journalist must also be included in the editorial board.

3.3.2. *Student Journalist of the Year*. Apart from the policies and guidelines indicated in 1.3.1., the student journalist must have received three or more awards in any of the following competitions: university wide press conference (1<sup>st</sup>-3<sup>rd</sup> place), regional press conference (1<sup>st</sup> to 5<sup>th</sup> place), and/or luzon-wide/national press conference (1<sup>st</sup> to 10<sup>th</sup> place).

3.4. *Screening and Selection Process*. The Committee on Awards and Recognition (comprises of the Committee Chair, Co-chair and three [3] members) and the publication adviser/s shall be the committee in selecting this award.


## Article 4. Minor Awards

### Sec. 1. Proficiency Award

1.1. *Description*. This award is given to students who excel academically and showed active participation to uplift the academic and application-based morale of the program offered in their respective college. Hence, each department of each college shall have its recipient for this award.

1.2. *Recommendation*. The Program Chair of each college shall submit at least top five (5) performing students of their program considering the following conditions:



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- 1.2.1. The awardee obtained substantive academic and non-academic achievements to the course taken.
- 1.2.2. The awardee has no derogatory record in the university.
- 1.2.3. The awardee has no failure grade, Incomplete (INC) mark and dropped subjects within the scope of his/her academic residency in the university.

### 1.3. *Criteria for Evaluation.*

- 1.3.1. *Academic-Based Evaluation*, seventy percent (70%). This is defined as academic performance achieved by the top three (3) performing students based on average grade obtained with the conditions that he/she has no failure grade, Incomplete (INC) mark and dropped subjects within the scope of his/her academic residency in the university.

#### *Ranking and Percentage*


- 1st place on academic performance: 70%
- 2nd place on academic performance: 50%
- 3rd place on academic performance: 30%

- 1.3.2. *Active Involvement o Extra Curricular Activities*, thirty percent (30%). This is defined as students participation in different field of activities that increased the student's holistic proficiency to a field of specialization.

#### *Ranking and Percentage*

- 1st place on extracurricular activities: 30%
- 2nd place on extracurricular activities: 20%
- 3rd place on extracurricular activities: 10%

- 1.3.3. On evaluating the extra-curricular activities achieved by the students, the Committee on Awards and Recognition highly recommend to use the following point systems so as to maintain objective consistency on evaluation (involving seminar, competition, research presentation and other related activities). A Participation Form shall be given for evaluation of Participation Credits.

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Level	Participation Level Points	Winning Level Additional Points		
		1st	2nd	3rd
International	6	1.00	0.50	0.25
National	5			
Regional	4			
Provincial	3			
Institutional	2			
College/ Department	1			


#### 1.4. *Selection and Screening Committee*

1.4.1. The program Chair, two (2) faculty members aligned to the program and the Dean of the College shall compose the Selection and Screening Committee for this award. Selection and Screening Form shall be given to the Dean of the College. Eventually, forms shall be given to each program chairs of the colleges.

1.4.2. Once the recipient of this award has been chosen by the Selection and Screening Committee, then there shall be the Decision Form indicated on the Selection and Screening Form indicating the name of the awardee, duly signed by the members of the said committee and be submitted to the Committee of Awards and Recognition noted and accepted by the Committee Chair.

## **Sec. 2. Service Award**

2.1. *Description.* This award is given to students who excel in the arena of public service and rendered dedicated services to their respective department/college/office. The services provided to the department/college/office made them be known as role models in

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giving significance and value on the importance of commitment and work values contributory to organization's success. The student must have served the organization/college/office for a minimum of two (2) semesters or one (1) year.

## 2.2. *Criteria for Evaluation*

2.2.1. *Length of Service*, sixty percent (60%). This refers to the number of semesters the students served in any organization, college or office.

2.2.2. *Work Attitude*, forty percent (40%). This refers to the exemplary behavior of the student within the organization, college or office.


2.2.3. It is recommended that the president of each society for each college to receive the Service Awards since he/she is elected and manages the leadership within the organization. If in case this shall be automatically given to the president of the society of each program with the observance of the above criteria as qualifiers in granting this award, then there is no need for deliberation, screening and selection. Otherwise, a screening and selection committee shall facilitate the deliberation.

## 2.3. *Selection and Screening Committee*

2.3.1. For students rendering service in college or organization, the Program Chair, two (2) faculty members aligned to the program and the Dean of the College shall compose the Selection and Screening Committee for this award. Selection and Screening Form shall be given to the Dean of the College. Eventually, forms shall be given to each program chairs of the colleges.

2.3.2. For students rendering service in different offices, the head of office and his/her staff shall compose the Selection and Screening Committee for this award.

2.3.3. Once the recipient of this award has been chosen by the Selection and Screening Committee, then there shall be the Decision Form indicated by the Selection and Screening

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Committee bearing the name of the awardee/s, duly signed by the members of the said committee and be submitted to the Selection Committee of Awards and Recognition and noted and accepted by the Committee Chair.

### **Sec. 3. Performance in Award for On-the-Job Training**

3.1. *Description.* This award shall be given to students who showed remarkable and exemplary performance in diverting theoretical knowledge to application-based programs such as the On-the-Job Training (OJT) in their specific field. This shall recognize students who maintained the University's image to industries and field of work with relative positive feedbacks and highest recommendation because of the best performance conveyed to the company/industry/school.

#### **3.2. Recommendation**

3.2.1. Recommendation and granting for this award shall be based on the following:

3.2.1.1. *Direct Recommendation:* Direct superior of the company/organization who supervises duties and performance during OJT

3.2.1.2. *Recommending Support:* Program Chair


3.2.1.3. *Recommending Approval:* Dean of the College

3.2.2. A form shall be given to each chair for each program if there is unanimous recommendation from the recommending body. If in any case there is a conflict on the recommendation, then there shall be a Deliberation Form to be given to the Program Chair who shall select top three (3) performing candidate OJT students with the following criteria:

3.2.2.1. The awardee fulfilled the academic requirements for OJT.

3.2.2.2. The awardee obtained a certificate of OJT completion under the supervision of the Program Chair.

3.2.2.3. The awardee has no derogatory records in the university.

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### 3.3. *Criteria for Evaluation*


- 3.3.1. The main basis of this award shall be the final OJT/ Supervised Industrial Training (SIT)/Practice Teaching (PT) final grade of the student that is submitted to the Registrar.
- 3.3.2. If there shall be same score after objective deliberation, then the Program Chair and the Dean of the College will deliberate which will be the one who will be awarded from the highest nominees of equal obtained marks based on the class record.

### 3.4 *Section and Screening Committee*

- 3.4.1. The Program Chair, two (2) faculty members aligned to the program and the Dean of the College shall compose the Selection and Screening Committee for this award. Selection and Screening Form shall be given to the Dean of the College and to each chair of different programs of the college.
- 3.4.2. Once the recipient of this award has been chosen by the Selection and Screening Committee, then there shall be the Decision Form indicated on the Selection and Screening Form bearing the name of the awardee/s, duly signed by the members of the said committee and be submitted to the Committee of Awards and Recognition, noted and accepted by the Committee Chair.

## **Sec. 4. Best Research Paper**

- 4.1. *Description.* This award is given to student/group who excelled in Research Writing and declared as “Best Research Paper” during the conduct of the Intercollegiate Student Research Congress by the Research and Development Unit. The thesis made by the student/group is a form of academic dedication and determination of each program for educational sustainability in academic research writing.
- 4.2. *Conditions.* Preliminary selection (per program) for nominees of this award will be based on the following conditions:
  - 4.2.1. That the thesis if fully furnished and have already completed the requirements for its clearance.

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4.2.2. That the thesis is successfully presented in the intercollegiate research congress.

4.3. *Recommendation.* The Research and Development Chairperson shall submit the result of the Intercollegiate Student Research Congress and shall be considered as the basis for this award.

## Sec. 5. Special Awards

5.1. *Description.* The university recognizes the diversity of excellence. The college/organization shall be given its own opportunity to recognize the achievement of their students based on the organizational value of the respective college/organization.

5.2. *Conditions.* The following conditions shall be categorized as Special Awards:

5.2.1. That the Special Award is not the same in name as Non-academic Major and Minor Awards.

5.2.2. That the Special Award is in line with the organizational value of the college/organization.

5.2.3. That the Special Award shall have a description and form of recommendation, duly approved and signed by the authorities within the scope of the college/organization.

5.3. *Submission Process.* The Dean of the College or Adviser of the Organization shall fill out the Special Award Form with the following information:

5.3.1. name of the college/organization

5.3.2. name of the award (not the same name provided to the non-academic major and minor awards)


5.3.3. description of the award

5.3.4. name of the recipient/s

5.3.5. narrative overview on the Grant of the Award to the recipient

5.3.6. sample certificate to be provided for the purpose of college/organizational recognition of the award and its authenticity.

5.3.7. signatories for the college or one (1) signatory for the adviser

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er of the organization

- 5.3.8. The Committee on Awards and Recognition shall validate the Special Award submitted by the college/organization based on the conditions provided. Once approved, then the Special Award submitted shall be included during recognition day.

## **Article 5. Medals and Certificates**

**Sec. 1.** All academic and non-academic awardees shall receive a Medal of Excellence and a Certificate of Recognition signed by the Vice-President for Academic Affairs and the University President.

*(Presented by the Committee for the Honors and Awards, A.Y. 2017-2018.)*

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## APPENDIX C

### GUIDELINES FOR THE CONDUCT OF MANDATORY DRUG TESTING PROGRAM OF LSPU STUDENTS (MDTP)


#### Sec. 1. Rationale

- 1.1. The Philippine Government recognizes the primary responsibilities of the family particularly the parents for the education and awareness of its members of the ill-effects of dangerous drugs. Thus, all educational institutions are enjoined to adopt a strong policy on drug prevention on campus and among the youth; and to employ all means necessary and reasonable to ensure a healthy and drug-free school environment.
- 1.2. CHED Memo. Order No. 64, series of 2017 giving the policies, guidelines & procedures in HEP's requiring mandatory drug testing of students, ARTICLE VII and strongly encouraged to adopt mandatory drug tests as part of their institutional requirement in the admission and retention policies.
- 1.3. LSPU strongly supports the prevention and reduction efforts of the government to fight illegal drug use and abuse and its ill-effects to humans & society.
- 1.4. *LSPU Board Resolution No. 1362, S. of 2017 dated December 7, 2017 Re: Board Approval of Mandatory Drug Testing of LSPU Students Effective A.Y. 2018-2019; a Resolution by the Supreme Student Council approving the Mandatory Drug Testing of LSPU Students.*

#### Sec. 2. Purpose of the LSPU Mandatory Drug Testing Program (MDTP)


- 2.1. to identify drug use among the students and help them by providing appropriate intervention/s
- 2.2. to prevent or discourage experimentation and use of illegal substances among the students
- 2.3. to assess the affectivity and strengthen the drug prevention initiatives and activities of the University



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**Sec. 3. Definition of Terms.** For purposes of this guideline, the definition of terms used in the CMO No. 64 Series of 2017;

- 3.1. *Accreditation.* It refers to the formal authorization issued by the DOH to an individual, partnership, corporation or association which has complied with all licensing requirements (input/structural standards) and accreditation requirements (process standards and outcome/output impact standards) as prescribed in the Manual of Operation for Drug Testing Laboratories issued by the DOH.
- 3.2. *Confirmatory drug test.* It refers to an analytical test using a device, tool or equipment with a different chemical or physical principle that is more specific which will validate and confirm the result of the screening test. It refers to the second or further analytical procedure to more accurately determine the presence of dangerous drugs in a specimen, which shall likewise be done by any government laboratory or by privately owned and operated drug testing laboratories accredited and monitored by the DOH having confirmatory test capabilities.
- 3.3. *Current Students.* It refers to existing and currently enrolled students in an authorized higher education.
- 3.4. *Dangerous Drugs.* It includes those identified and listed in R.A. 9165 or “Comprehensive Dangerous Drugs Act of 2002” and its annexes, subject to any reclassification, addition or removal of any drug from said list by Dangerous Drug Board, in accordance with Section 93 of R.A. No. 9165.
- 3.4. *Drug Abuser.* It refers to a person who uses or administers to himself or allows others to administer dangerous drugs to himself without medical approval. He belongs to any three categories:
  - 3.4.1. *The Experimenter* refers to one who, out of curiosity, uses or administer to himself or allows others to administer to him

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dangerous drugs once or a few times;

3.4.2. *The Casual User* refers to one who, from time to time, uses or administers or allows others to administer to him dangerous drugs in an attempt to refresh his mind and body or as a form of play, amusement or relaxation; and

3.4.3. *The Drug dependent* refers to one who regularly consumes or administers or allows other to administer to him dangerous drugs and has acquired a marked psychological and/or physical dependence on the drugs which has gone beyond a state of voluntary control.

3.5. *Drug Dependency*. It refers to a state of psychological and/or physical dependence on drugs arising in a person following the administration or use of the drug on a periodic and continuous basis.

3.6. *“Drug-free” Campus*. It refers to the declaration of the government to the HEI as clear of drugs that has been subjected to conduct of the drug testing and with the following parameters, among others:

3.6.1. Non-availability of drug supply;


3.6.2. Absence of drug user/dependent;

3.6.3. Absence of drug pusher; and existence of drug awareness, preventive education and information, and other related programs.

3.7. *Drug Testing*. This process undertaken to determine the presence of dangerous drugs in a person’s system, to include both screening test and confirmatory test.

3.8. *Drug Testing Coordinator*. It refers to the point person, duly appointed by the head of the HEI tasked with handling drug testing program.


3.9. *Interventions*. These are therapeutic programs appropriate for high risk individuals/students who are using dangerous drugs and who

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need special assistance to recognize the signs and symptoms of initial drug use and dependency. It may include corrective or rehabilitative actions that may take the form of crisis intervention, peer counseling, peer leadership programs, parent/peer groups or psychological counseling of the individual or family level and structured rehabilitation programs. It may also include medical intervention of the afflicted student whenever necessary. Four (4) major modalities of intervention that can be given, as established by the Department of Health (DOH) are (1) in patient, (2) out patient, (3) recover homes/half-way houses , and (4) community based interventions.

- 3.10. *Laboratory*. It refers to a private or government facility that is capable of testing a specimen to determine the presence of dangerous drugs therein.
- 3.11. *Mandatory drug testing*. It refers to compulsory submission of a student for drug testing as required by R.A. 9165.
- 3.12. *Prevention*. It refers to the promotion of the drug-free lifestyle thru strategies such as advocacy, information, dissemination, and capability building through training
- 3.13. *Screening drug test*. It refers to a rapid test performed to establish potential or presumptive positive result. It refers to the immunoassay test to eliminate a “negative” specimen, i.e. one without the presence of dangerous drug from further consideration and to identify the presumptively positive specimen that requires confirmatory test.
- 3.14. *Student-Applicants*. It refer to students who are applying for admission to a higher education institution either as freshman or a transferee of an authorized higher education institution (HEI).

**Sec. 4. Expenses.** The mandatory drug testing will be a part of the University admission and retention policy starting this First Semester A.Y. 2018-2019. Payment of testing fee shall be shouldered by the students and shall be paid

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directly by the students to the drug testing service provider accredited by DOH.

**Sec. 5. LSPU – MDTP Procedure.** All students will undergo drug testing as part of the University Policy for admission and retention program and will be a part of annual physical examination. For its first year of implementation starting this First Semester A.Y. 2018-2019.

The following procedure:


#### 5.1. Notification

- 5.1.1. All incoming freshmen and old students shall be secured by a “drug testing consent form” before the testing
- 5.1.2. A general announcement.. posting of schedule drug testing by colleges/ and with the social networking sites (Supreme Student Council)

#### 5.2. LSPU Drug-Free Committee

- 5.2.1. Composition and Specific Duties & Responsibilities of the LSPU-Drug-Free Committee Selection Board are as follows:

- 5.2.1.1. **Campus Director** – acts as Drug Testing Coordinator (DTC) & Chairperson of the Selection board; convenes and presides the LSPU-DFC Selection Board meetings; handles the conference of the parents or guardians and students who maybe found positive of the use of dangerous drugs.
- 5.2.1.2. *Director/ Chairperson/s of Student Affairs and Services* – assists the Drug Testing Coordinator in his/her duties and responsibilities; handles the logistic requirements of the LSPU-Mandatory Drug Testing Program; monitor the conduct of the MDTP
- 5.2.1.3. *Guidance Counselors* – handles the counseling-related concern of students of the LSPU –MDTP.
- 5.2.1.4. *Medical Services (University Physician & Nurse/s)* – handles all the health services-related concerns of the LSPU-MDTP.
- 5.2.1.5. *Supreme Student Council (President/Representative)* –

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assists the LSPU-DFC Selection Board in its information dissemination activities of all students.

5.2.1.6. *Parents/Guardian of LSPU Students* – assists the LSPU-DFC Selection Board in its information dissemination activities for all parents.

5.2.2. The DFC Selection Board shall ensure the integrity and confidentiality of the MDTP.

5.2.3. The LSPU-DFC Selection Board shall meet to prepare and plan the conduct of MDTP and to determine the schedules of drug testing at the beginning of the academic year.


5.2.4. The Selection Board shall be convened by the DTC to conduct an orientation on their specific roles and responsibilities for LSPU-MDTP.

**Sec. 6. Collection of Urine Specimens.** The awarded Health Service-Provider of the DTP shall follow the DOH-prescribed guidelines in the collection of urine specimens. Universal precautions shall be observed at all times. DOH-prescribed guidelines shall be posted in strategic places/visible areas of the University.

6.1. The students shall be requested to accomplish a drug testing consent form aside from the waiver/or drug testing consent form. They must declare the prescription medicines, vitamins, and food supplements that they had ingested within the past five (5) days.

6.2. Students who are prepared to give urine specimens shall approach the analyst table and select a specimen bottle.


6.3. The student will be accompanied by a specimen collector of the same gender to the collection site to safeguard the integrity of the urine sample.

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- 6.4. The student will be asked to empty his/her pockets, remove outer garments if any (such as blazer, jacket, vest, etc.) and to thoroughly wash & dry hands. A body search may be done when necessary.
- 6.5. After checking of urine sample and sealing the specimen bottle by the specimen collector, the student affixes his/her signature, date and time of collection to the “sealing tape”.
- 6.6. The specimen collector and the student affix final signatures in the drug testing form attesting to the validity of the procedures done.

## **Sec. 7. Treatment of Drug Test Result**

- 7.1. The results of the test shall be strictly confidential. The University shall not publish nor post results whether positive or negative.
- 7.2. Any person who violates the rules of confidentiality of the results shall be liable under section 72 of RA 9165 and such appropriate laws.
- 7.3. The students with negative results shall be provided with an individual copy of their drug screening results.
- 7.4. In case the test results are positive at the screening level, the following shall be observed:
  - 7.4.1. The same specimen shall immediately be submitted for confirmatory test observing all strict claim of custody procedures and confidentiality of records; and
  - 7.4.2. The DTC thru the University Physician/Nurse shall inform (in writing) both the students and their parents or legal guardians that a confirmatory test shall be conducted.
  - 7.4.3. The results of the confirmatory test shall be transmitted by the laboratory (service provider) in a sealed envelope and forwarded directly to the DTC.
- 7.5. If a student is “confirmed” negative from dangerous drug use, the Medical Services Office shall individually inform each student re-

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garding the results.

7.6. If a student a student is “confirmed” positive or using a dangerous drug, the following shall be observed:

7.6.1. The results of the confirmatory test shall be transmitted by the laboratory (service provider) in a sealed envelope and forwarded directly to the DTC.

7.6.2. The DTC shall then inform in writing both the student and his/her parent/s or legal guardian of the results and how the information is regarded with utmost secrecy and confidentiality.

7.6.3. The DTC shall prepare and invite the student and his/her parents or guardian for a conference to discuss issues of drug use and *appropriate intervention/s or treatment plan*.

7.6.3.1. Will undergo counseling of 40 hrs. with the guidance counselor


7.6.3.2. Repeat drug test for six (6) consecutive weeks to accredited DOH drug testing facility

7.6.3.3. The fee shall be shouldered by the student

7.6.4. The DTC may refer the student and his/her parent to a DOH-accredited facility or physician to determine the student's dependency level.

7.6.5. Positive confirmatory drug test result shall not be a ground for any disciplinary action against the student and should not be reflected in any of his/her academic records. Under no circumstances shall the results be used to incriminate the student for further legal action which may result to administrative/civil/criminal liabilities.

7.6.6. The student shall then undergo the prescribed intervention program under the supervision of the DOH-accredited facility or physician, or private practitioner, or school based pro-

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gram in consultation with parents or guardian. Such process of observation and counseling shall be done in coordination with the Medical Services of the University (University Physician/Nurse/s) and Guidance Office. The student may be asked to file for a Leave of Absence if necessary.

7.6.7. If another drug testing is conducted for another period and the student is found positive the second time or show no sign of improvement or recovery, the University may place the student under a one (1) term/semester. Observation and counseling period with the University Physician/Nurse/Guidance Counselor/s or require the student to file a leave of absence (LOA) in consultation with the parent/s or guardian or proceed in accordance with Section 6, of RA 9165.

7.6.7.1. If the student is found to be drug dependent, appropriate sanction and intervention shall be imposed as stated in the latest edition of the Student Handbook; Code of Conduct for LSPU Students, Article II. Specific Misconduct, section 6, Narcotics; that in case of old student already enrolled in any program of the University he/she shall be suspended for one (1) semester; provided that appropriate rehabilitation shall be personally discharged by the student and/or by family of the student who is found to have positively used prohibited drugs. In the case of student seeking re-admission in the University, he/she shall not be admitted in the said semester/term and after suspension he/she shall secure promissory note duly signed by the OSAS upon presentation of latest drug test results.

7.6.8. If the parents or guardian refuse to act, the University shall process in accordance to Section 61, entitled, Compulsory Confinement of a Drug Dependent who Refuses to Apply




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under the Voluntary Submission Program of RA 9165 without prejudice to the provision of Section 73, entitled, Liability of a Parent, spouse or Guardian who Refuses to Cooperate with the Board or any concerned agency of RA 9165.

7.6.9. The DTC shall submit reports on drug testing activity initiated by the University to the CHED for proper accreditation of the Department of Health.

**Sec. 8. Enforcement of Compliance.** Students who refuse to undergo drug testing shall be dealt with accordance with the rules and regulation of the University provided that no time refusal to undergo testing shall not give rise to a presumption of drug use or dependency; provided further that the University may implement interventions on such refusal other than offense of drug use or dependency.

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## **APPENDIX D**

### **LSPU INTERNSHIP PROGRAM**

(LSPU Student Handbook 2020, Chapter 7. Code of Conduct  
for LSPU Students, Article 5. Additional Guidelines,  
Section 1. International/Off-Campus Activities)

The Laguna State Polytechnic University (LSPU) presents the policies and guidelines for students' internship or on-the-job training (OJT) programs in the pursuit of strong industry-academe linkage yielding to an effective and efficient exposure of the students to a safe and secured work environment. Specifically, through the strong partnership between the academe and the industries, the students are expected to acquire knowledge, skill, and values in their work immersion/exposure.

The policies and guidelines were generated with observance to and compliance with pertinent requirements mandated by the University, the Commission on Higher Education (CHED), and the Republic of the Philippines. Specifically, the LSPU Immersion/Internship guidelines were lifted from two important bases, namely: RA 7722, otherwise known as the "Higher Education Act of 1994" and CHED CMO 104, s. 2017 otherwise known as "Revised Guidelines for Student Internship Program in the Philippines (SIPP) for All Programs". Also taken into consideration were concerns and suggestions brought out during the dialogues of the Regional Development Council (RDC) meetings on Academe-Industry Linkages.


#### **Article 1. Objectives**

##### **Sec. 1. LSPU**

- 1.1. develop curricular programs responsive to the globalizing world
- 1.2. participate in strengthening of industry-academe partnerships
- 1.3. strengthen career guidance

##### **Sec. 2. Student Intern**

- 2.1. offer students avenues where acquired knowledge and skills from the University are realized in a safe and authentic work environment

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- 2.2. reinforce instruction-based knowledge through exposure to material and human resources in the workplace resulting in the accommodation of new learnings responsive to the needs of the industry
- 2.3. enhance both hard and soft skills of the students, with special emphasis on the latter in terms of communication and interpersonal skills among others
- 2.4. imbibe a sense of professionalism and work appreciation through the course of the internship/on-the-job training

### Sec. 3. Host Training Establishment (HTE)

- 3.1. have the opportunity to work with and gauge the readiness of the student interns who are the future industry professionals, thereby providing a platform in developing trainings that bridge knowledge and skills gaps and are tailor-fit to the demand of the respective industry.

### Article 2. Definition of Terms

- 1.1. **Industry** refers to companies involved in services and production of goods for sale especially in a factory.
- 1.2. **Internship** refers to a period of time spent receiving or completing training at a job both to apply classroom learning and to be exposed to professional workplace.
- 1.3. **Host Training Establishment (HTE)** refers to agencies, institutions, or establishments whom the University has partnered with and entrusted the students for work immersion and learning experience.
- 1.4. **Internship Manual** refers to the document detailing the policies and guidelines for the conduct of the internship/on-the-job training of the students.
- 1.5. **Internship Plan** refers to the curriculum and competency outline detailing what the student should be able to attain in the course of the internship/on-the-job training program as prepared and approved by the University and the HTE.
- 1.6. **Memorandum of Agreement (MOA)** refers to the document that records the details of an agreement between the University and the HTE, detailing the objectives, plan, scope, expecta-

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tions and activities among other composites of the agreement.

- 1.7. **SIPP Coordinator** refers to the designated faculty/personnel who directly and primarily manages, oversees, and attends to the student internship programs.
- 1.8. **Life Skills** refer to skills necessary and valuable for adaptability to personal and work life, specifically soft skills such as communication and interpersonal skills among others.
- 1.9. **Immersion** refers to the process of learning through industry-engagement with the blending of classroom instruction and workplace learning.

### Article 3. Academe-Industry Linkage


As a response to the advent of Industry 4.0 otherwise known as Fourth Industrial Revolution and in conjunction with Regional Development Council (RDC) dialogue on Academe-Industry partnership, LSPU has integrated the inclusion of student immersion to industry respective to their training for the enhancement of soft skills and the acquisition of professional experience.

### Article 4. Implementing Guidelines

**Sec.1.** The duration of internship program shall be up to a maximum of five (5) months in accordance with the approved curriculum except for highly technical programs that require longer internship hours which shall be in accordance with their existing Policies, Standards and Guidelines (PSGs).

**Sec. 2.** Student intern has passed the LSPU's qualification for internship program and taken all his/her major (professional) subjects before taking the internship subject to the requirement of the HTE. He or she is allowed to take other subjects with a maximum of six units during the internship period and/or subject to the institution's policy.

**Sec. 3.** The CHED/LSPU guidelines on student internship must be displayed in conspicuous places for student's guidance and reference. HEP's internship plan for the particular internship program must be made available to students.

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## Article 5. Requirements, Obligations, and Responsibilities

### Sec.1. LSPU


#### 1.1. Requirements

- 1.1.1. The LSPU higher education program(s) with internship course must have
  - 1.1.1.1. Board Resolution for State Universities and Colleges (SUCs) and Certificate of Program Compliance; and
  - 1.1.1.2. Local Government Ordinance for Local Universities and Colleges (LUCs) Certificate of Programs Compliance.
- 1.1.2. LSPU must have a pool of reputable HTEs; and
- 1.1.3. In collaboration with the duly selected HTE, LSPU must develop an internship plan for the student intern specifying goals and objectives.

#### 1.2. Obligations/Responsibilities

##### 1.2.1. *Planning/Engaging/Orientation*

- 1.2.1.1. Assume full responsibility over the students during their internship in the Philippines;
- 1.2.1.2. Formulate local school internship policies and guidelines on selection, placement, monitoring and assessment of student interns;
- 1.2.1.3. Select the HTEs and ensure acceptability of internship plan and internship venues in order to protect student intern interest;
- 1.2.1.4. Develop in collaboration with the duly selected HTE an internship plan for the student intern specifying goals and objectives;
- 1.2.1.5. Ensure that the student intern will acquire actual and relevant competencies in each learning area, assignments, and schedule of activities. The internship shall be part of the internship contract signed by the student intern, HTE and LSPU;
- 1.2.1.6. Execute the duly notarized Memorandum of Agreement (MOA) with HTE;
- 1.2.1.7. Provide free medical and dental services and certification by a duly licensed medical doctor and dentist to


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the student interns;

- 1.2.1.8. Provide appropriate insurance coverage to include travel, medical and health to the student interns during the duration of the internship;
- 1.2.1.9. Assign an SIPP coordinator for the student internship programs; and
- 1.2.1.10. Conduct pre-internship orientation/training to student interns, as a prerequisite to their development to internship venues, on work environment issues, including, but not limited to, proper work ethics and laws against sexual harassment.

#### 1.2.2. *Monitoring and Evaluation*

- 1.2.2.1. Safeguard student interns undergoing internship from harassment, exploitation, deplorable training conditions and such other conditions that contravene or defeat the purpose of internship;
- 1.2.2.2. Take appropriate action on any complaint against the student intern in accordance with LSPU's policies;
- 1.2.2.3. Conduct initial and regular visit/inspection of their HTE to ensure safety of students interns;
- 1.2.2.4. Monitor and evaluate performance of the student intern jointly with the HTE based on the prescribed internship plan;
- 1.2.2.5. Monitor the student intern and attend to his/her needs and concerns by coordinating with THE, CHED and other concerned government authorities if necessary;
- 1.2.2.6. Conduct monitoring evaluation of the HTE to gauge the overall performance of HTE and provide feedback mechanism;
- 1.2.2.7. Conduct a post training review and evaluation of the program and the performance as well as with the partner HTE;
- 1.2.2.8. Evaluate and assess related prior training experience and provide credits for internship, when applicable; and

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1.2.2.9. Issue a final grade to the student intern upon completion of requirements within the prescribed period in accordance with LSPU's regulations on grading system and performance assessment of the HTE.

1.2.3. *Reporting.* Submit to CHED through the CHED Regional Office (CHEDRO) the following documents:

- 1.2.3.1. Annual report per school year on the implementation of SIPP on the number of student interns per program, their issues and concerns and actions to be taken to address the issues among others to be signed by school head or authorized representative such as deans of concerned program and/or registrar;
- 1.2.3.2. Copy of duly notarized MOA or training agreement; and
- 1.2.3.3. List of partners HTEs and student interns duly certified by authorized school official to have completed internship.


## **Sec. 2. SIPP/OJT**

### **2.1. Coordinators**

- 2.1.1. *Requirement.* Must have official designation by their respective head/president on the basis of LSPU's qualification requirement.

### **2.2. Obligations/Responsibilities**

- 2.2.1. Provide pre-internship orientation prior to deployment to internship venues including among others work ethics and anti-sexual harassment laws as pre-requirement;
- 2.2.2. Coordinate with the dean or authorized school coordinator for the purpose of the internship orientation;
- 2.2.3. Inspect internship venues and sites;
- 2.2.4. Monitor and assess student interns periodically;
- 2.2.5. Coach or mentor student interns;
- 2.2.6. Consult and assist student interns in revolving problems/issues encountered; and

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2.2.7. Validate the result of the internship of students per batch, at the end of the internship period.

### **Sec. 3. Student Intern Requirements**


#### **3.1. *Student intern must:***

- 3.1.1. Be officially enrolled in a legitimate Philippine higher education institution;
- 3.1.2. Be enrolled in an internship subject;
- 3.1.3. Be at least eighteen (18) years of age from the start of the internship period;
- 3.1.4. Pass pre-internship requirements as specified in the internship plan;
- 3.1.5. Submit a Medical Certificate indicating that he or she is in good health and emotionally fit. The medical certificate shall be based on a physical and psychological examination conducted, or certified by Department of Health (DOH) accredited clinics and hospitals. He or she must also submit other related medical examination requirements by HTE, if any; and
- 3.1.6. Have a notarized written consent from his or her parents or legal guardian. (No waiver is allowed.)

#### **3.2. Obligations/Responsibilities**

- 3.2.1. Enter into an internship contract and/or agreement with the participating HTE;
- 3.2.2. Sign all the required documents necessary for his or her participation in the internship program, including the acceptance letter, internship contract and/or agreement;
- 3.2.3. Comply with the provisions of the contract and/or agreement including the rules and regulations of LSPU, the HTE and CHED at all times;
- 3.2.4. Undergo the required orientation/internship program conducted by LSPU and the HTE;
- 3.2.5. Report for internship in the HTE based on the schedule indicated in the internship contract and/or agreement;
- 3.2.6. Perform tasks and activities indicated in the internship




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plan;

- 3.2.7. Maintain confidentiality, when and where appropriate, during and after internship period of all the data, business or trade secrets where such information is not within the public domain and is indicated or understood to be confidential;
- 3.2.8. Adhere to the existing rules and regulations of the HTE including the proper use of tools, instruments, machines, and equipment;
- 3.2.9. Submit a journal of internship as required by HTE reflecting on the approved internship plan, his or her experiences describing the internship activities, any problem/s encountered, and his or her reflections on the internship experiences to the SIPP coordinator;
- 3.2.10. Complete the agreed duration of his or her internship; In case the student intern will be unable to finish his or her internship within the designated period, he or she shall inform the SIPP coordinator in writing of his or her intent and reasons to prematurely end his internship, at least three (3) working days before his last day of internship. Failure to complete the internship program without valid cause disqualifies the student intern from retaking the program with the concerned HTE; and
- 3.2.11. Report to the SIPP coordinator for an exit assessment after the completion of the internship period.

### 3.3. Status

- 3.3.1. The student intern shall be considered as an intern and not as an employee of the HTE for the duration of the internship; and
- 3.3.2. In case of working student, he or she shall be allowed to earn credits for internship upon evaluation and assessment of his or her particular assignment/task during internship period, by the LSPU.

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## Sec. 4. Host Training Establishments (HTEs)

### 4.1. *Requirements*

- 4.1.1. Has been duly authorized HTE by the appropriate government entity/ies, i.e. Local Government Unit (LGU), Securities and Exchange Commission (SEC) and Department of Trade and Industry (DTI);
- 4.1.2. Capable of providing the appropriate internship program, and has the capacity to co-develop, along with LSPU, and follow an internship plan to be undergone by the student intern in the HTE;
- 4.1.3. Has capacity to mentor, provide and facilitate the provision of technical training to student intern;
- 4.1.4. Has the capacity to monitor and submit monthly reports to the SIPP coordinators; and
- 4.1.5. Follow the evaluation system of student performance provided by LSPU.

### 4.2. *Obligations/Responsibilities*


- 4.2.1. Designs and implements the internship plan in partnership with LSPU;
- 4.2.2. Encourages student interns to develop their personality and professionalism, and to extent possible, protect them from physical or moral danger;
- 4.2.3. Assigns a point/focal person responsible for the implementation of all phases of the internship;
- 4.2.4. Orients the student intern on the standard rules and regulations of their establishment before signing of contract;
- 4.2.5. Enters into an internship contract/agreement with the student intern;
- 4.2.6. Facilitates the processing of the documents of the student intern in coordination with LSPU;
- 4.2.7. Provides practical training or work experience in accordance with agreed internship plan and schedule of activities;
- 4.2.8. May provide necessary incentives to the student interns as contained in the MOA, such as free duty meals, travel allowance and uniforms, if applicable;

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- 4.2.9. Ensures that student interns do not perform tasks and duties of regular position in HTEs;
- 4.2.10. Provides supervised applied learning experience for student interns in accordance with agreed Internship Plan and schedule of activities;
- 4.2.11. Develops feedback mechanism to the student intern;
- 4.2.12. Develops feedback mechanism to LSPU of the overall implementation of the internship and student performance;
- 4.2.13. Provides monitoring and evaluation reports or other information on the student intern's performance as may be required by LSPU;
- 4.2.14. Make available, accurate and current records and provide access to LSPU of such records while on internship;
- 4.2.15. Notifies and provides at least 30 working days written notice to LSPU of a student intern's breach of contract or misconduct in the internship premises prior to HTE's decisions to suspend or terminate the contract; and
- 4.2.16. Issues certificates of completion for the student interns not later than two weeks after the completion of internship.

**Sec. 6. Monitoring and Evaluation.** The monitoring and evaluation of the performance of the student interns shall be done by both LSPU and HTE. The SIPP coordinator, as well as the dean of the LSPU college should use standard procedures, instruments and methodologies, such as oral and written observations, monthly reports, and interviews or conferences to the students, to monitor and evaluate the student interns.

- 6.1. At the end of the internship period, the HTE shall transmit within ten (10) to fifteen (15) working days to LSPU the following documents:
  - 6.1.1. Certificate of completion;
  - 6.1.2. Accomplished evaluation sheet; and
  - 6.1.3. Other pertinent reports, information, and/or documents which may be included for purposes of describing student intern performances.

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6.2. The SIPP Coordinator's report including the HTE evaluation report will be the basis of the student intern's final grade;

6.3. A student intern whose contract was terminated before the end of the stipulated period for other causes shall be given a final grade on the basis of the school's grading system, and after considering the circumstances surrounding such termination; and

6.4. The LSPU shall strictly monitor compliance to these guidelines.

## **Sec. 7. Procedures for Local OJT/Internship**

7.1. The OJT/SIPP Coordinator prepares an endorsement letter to the agency/institution endorsing the students who are to undergo an OJT/internship. This is duly signed by the Dean and submitted to the company one (1) month before the start of the semester. The student/OJT Coordinator shall seek confirmation of acceptance from the respective agency.

7.2. Students who will undergo OJT/Internship should be officially enrolled. Students who do not meet the requirements per evaluation of their grades or academic standing during enrolment shall not be allowed to undergo OJT/Internship.


7.3. The student submits a medical certificate as may be required by the company.

7.4. The OJT/SIPP Coordinator conducts an in-house orientation on the policies and procedures in the conduct of the OJT and distributes relevant forms and documents.

7.5. The OJT/SIPP Coordinator endorses students to the Dean and VPAA for approval, after which s/he packages the following documents for submission and endorsement to the institution/agency: Training Needs Form, request letter for the conduct of OJT, Memorandum of Agreement, among others.

7.6. The OJT/SIPP Coordinator conducts regular monitoring of the OJT students or interns.

7.7. Assessment and Evaluation of the OJT is accomplished by requiring the student to submit pertinent documents such as daily time record, evaluation form, certificate of completion, among others.

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- 7.8. A presentation of the Narrative Report may be conducted and, upon revision based on the comments/suggestions of the panel, a soft-bound copy is submitted to the OJT/SIPP Coordinator.

**Sec. 8. Fee.** LSPU shall follow the approved students' internship fee based on CHED Memorandum Order No. 3, Series of 2012 (CMO No. 03, s. 2012), or the "Enhanced Policies, Guidelines, and Procedures Governing Increase in Tuition and Other School Fees, Introduction of New Fees, and for Other Purposes". In no case shall the school charge the student fees other than the approved/prescribed fee or other school fees duly noted by CHED. Charging of internship fee in accordance with CMO No. 03, s. 2012 includes administrative cost that corresponds with the units of the practicum/OJT subject and shall complement with the administrative costs of the LSPU.

**Sec. 9. Grievance Machinery.** It is recognized that the program may give rise to grievances and complaints from or related to a variety of sources, including the University, HTEs, student interns, and other stakeholders. More often, grievances arise for varied reasons to include one party claimed to be treated unfairly or unjustly, or that there have been undesirable program outcome or lapses in the program's process for that matter.

- 9.1. *Objective.* To ensure a transparent and accountable Student Internship Program, a Grievance Committee shall be constituted. The Grievance Committee is empowered to handle and review any complaints or grievances from LSPU, HTE, student intern and other stakeholders. The Grievance Committee shall have the initial responsibility of settling differences in any cases of violation of the training agreement or upon filing of a complaint by an aggrieved party.

- 9.2. *Composition and Terms of Reference (TOR).* The Grievance Committee at the university level shall be composed of officials, SIPP Coordinator and dean and/or representative of the concerned College of LSPU which have jurisdiction over concerned student intern. The Committee shall investigate matters within its jurisdiction and render decision pursuant to LSPU's rules and regulations. In case of

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failure by the Grievance Committee to settle an issue or render a decision shall be referred to the concerned CHEDRO for appropriate action. Once action has been recommended or taken, and depending on the nature and confidentiality of the grievance/ resolution, the parties shall be informed of the resolution or decision by the committee.

## Sec. 10. Violations

### 10.1. *Violations of Host Training Establishment (HTE)*


- 10.1.1. violation of any of the provisions of the MOA and this CMO;
- 10.1.2. changing provisions of signed internship contract and/ or agreement without the consent of the student interns and HEI;
- 10.1.3. non-compliance with prescribed Internship Plans;
- 10.1.4. placing student interns in internship venues which degrade, debase or demean the intrinsic worth and dignity of the student intern as a human being;
- 10.1.5. withholding practicum reports of student interns without just cause; and
- 10.1.6. such other acts similar or analogous to the foregoing and activities classifies as human trafficking under R.A. No. 9208 and such other similar issuances that is in violation of the provisions herein.

### 10.2. *Violations of Student Interns*

- 10.2.1. Any act of gambling, theft and other similar illegal acts;
- 10.2.2. Submitting forged or fraudulent documents;
- 10.2.3. Any act in violation of the HEI's rules and regulations;
- 10.2.4. Any act in violation of the HTE rules and regulations in accordance with the internship program; and
- 10.2.5. Any act in violation of the laws of the country

## Sec. 11. Sanctions

- 11.1. *HTE*. Grounds for Blacklisting of the HTE without prejudice to


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the filing of administrative and/or criminal case. Any HTE found guilty of violating any of the provisions contained under Section 10, Number 2 of these guidelines may be subjected to the following:

11.1.1. Written reprimand, with a warning that repeated or persistent violations of these guidelines may result to the blacklisting of the HTE; and

11.1.2. Blacklisting of the HTE to participate in the SIPP.

11.2. *Student.* Any student intern found guilty of violating any of the provisions contained in these guidelines may be subjected to sanctions in accordance with the LSPU's rules and regulations.

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## APPENDIX E

### LSPU PANDEMIC PLAN

#### Article 1. Rationale

The Laguna State Polytechnic University (LSPU) joins the Philippine government with all its actions by launching an initiative to take care of its students, employees, and the academic community amid the spread of the COVID-19 disease. Hence, this LSPU Contingency Plan.


The Laguna State Polytechnic University Contingency Plan is anchored on the CHED Guidelines for the Prevention, Control, and Mitigation of the Spread of the Covid –

19 in Higher Education Institutions (CHED COVID Advisory No. 7) issued on May 24, 2020. This advisory has been issued to all HEIs in connection and coordination with the Interagency Task Force for the Management of Emerging Infectious Diseases (IATF) Resolution Nos. 35A and 36 issued on 13 May 2020.

Vice Presidents' Rules and Policies, Interim Administrative Guidelines for New Normal, and LSPU President Internal Policies and Advisories since March, 2020 were reviewed and included in this Contingency Plan which allows flexibility and sustainability in delivering quality education through responsive instruction, distinctive research, sustainable extension and production services. It is intentionally designed for continual improvement so that each process owner of the LSPU can meet the applicable requirements to provide quality, efficient and effective services to the university stakeholders' highest level of satisfaction through an excellent management system imbued with utmost integrity, professionalism and innovation.

This Contingency Plan amplifies the LSPU's vision on becoming a center of productive and sustainable and educational services that promote positive societal impacts and better quality of life. It covers LPSU Flexible Learning Delivery, Quality Assurance Measures, Delivery of Internship/Practicum,



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Health and Safety Protocols, School Reopening Readiness Assessment Checklist, Operationalizing Limited Face-to-Face Classes, Creation and Functions of Crisis Management Committee, and Safeguarding Students, Faculty, and Staff.


Furthermore, this Contingency Plan scaffolds the LSPU in achieving the set strategic objectives amidst the pandemic. It seeks to complement and supplement each unit's work instruction along the identified strategic initiatives to wit: Community Relations Program (CRP), Organizational Knowledge Program, Comprehensive Development Program and Student Welfare, Comprehensive Resource Generation and

Management Program, University Research and Development Program, Comprehensive Faculty and Staff Development Program, and Comprehensive Tourism Promotion and Development Program (LSPU Strategic Plan, 2020 – 2024).

The aforementioned initiatives are geared towards the realization of LSPU's organizational outcomes: Quality and Relevance of Instruction, Research Capability and Output, Service to the Community, and Management of Resources. Henceforth, propelling the Laguna State Polytechnic University as a steward of resources through its appropriate, efficient, and effective management and utilization, allowing for impactful and sustainable services in terms of instruction, research, extension, and production that enable communities to attain self-sufficiency.

## **Article 2. Student Admission and Counseling**

In line with the directives of the IATF for seniors and young individuals to minimize going out of their homes during the pandemic, the process of admission and enrolment are modified in compliance with the IATF guidelines. Further, even under the Modified General Community Quarantine (MGCQ) or most likely the post-quarantine “new normal”, less congregation of people with strict compliance to social distancing and other minimum health standards will still be enforced. Congregation of students during enrollment should be avoided. To achieve this, the following measures are to be followed.


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## Sec. 1. Admission Strategies and Policies

- 1.1. Admission shall be flexible. Incoming freshmen and transferees may apply admission either online or in person. In the flexible admission scheme, some documents required for admission may be uploaded to the online registration system.
- 1.2. Transfer of students to another degree program may be allowed, subject to the department policies on admission and retention.

## Sec. 2. Enrollment Strategies, Policies, and Procedures

- 2.1. Colleges or departments may commence enrollment immediately once course offering is already finalized.
- 2.2. The adviser or the enrolling officers shall decide the schedule that best fits the subjects advised for the students. All students should be accommodated and no one should be left behind.
- 2.3. Students shall then be notified on the subjects they have to take this semester through any possible means. Changes or modification of the courses to be taken by the student is allowed in case there are errors or discrepancies in the subjects advised/enrolled for the student prior to the confirmation of enrollment.
- 2.4. Confirmation or official enrollment shall be done by the Registrar, upon confirmation by the student that he/she shall continue his/her studies, a week prior to the start of classes.
- 2.5. The process of a fully functional and efficient automated registration and online payment is considered for utilization. Payment includes tuition and other matriculation fees, requests (TOR, certification) of senior high school students, and graduate students, while the undergraduate students shall have efficient records for UNIFAST.
- 2.6. The University Admission Test for 1st-year entrants A.Y. 2020-2021 will not be administered. Admission tests might be given during the middle of the semester as a follow-up procedure in the

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admission policy of the university.


- 2.7. Requirements for admission among college students may include high school grades, interviews, and schedules of examinations before the implementation of Enhanced Community Quarantine (ECQ).
- 2.8. The graduate students are required to submit an official transcript of records, authentic marriage certificate (if married), and 2X2 pictures to the Office of the University Registrar prior admission to the program.

### **Sec. 3. Tele-Web Counseling**

The adversity brought us another opportunity to learn. To ensure that Guidance and Counseling services be offered to its service user, the Philippine and Guidance and Counseling Association (PGCA) and other Counseling organizations recognize the use of technology in the implementation of its services. The TeleWeb Counseling is introduced to fill in the space of providing services in the New Normal.

In support of this, a strong basis has been elaborated in the Ethical Standards for School Counselors, under Virtual/Distance School Counseling, it adheres the face-to-face counseling settings (American School Counselor Association, 2016).

- 3.1. Things to prepare
  - 3.1.1. Hardware (computer, camera, headsets with microphones, cellphone, sim card (smart & globe), load budget)
  - 3.1.2. Software (ready-to-upload materials of relaxing videos, stress and anger relief steps; email address-for counseling purposes only; e.g. Zoom-account for consultation and hushmail account, Facebook account)
  - 3.1.3. Signage (do not disturb & counseling on-going)
  - 3.1.4. Network (strong and stable internet connection; auxiliary personnel in case of referral-e.g. Psychologist, Psychiatrist, Neurologist, and other health experts)

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### 3.2. Phases of Virtual Counseling

#### 3.2.1. Pre-Counseling

#### 3.2.2. Briefing


#### 3.2.3. Counseling process

#### 3.2.4. Termination

## Sec. 4. Re-counseling

Involves the process prior to the counseling process. Includes the collection of necessary details for counseling such as:

- 4.1. Service user information (contact number, address, and emergency contact person);
- 4.2. Internet provider;
- 4.3. Hardware (cellphone, laptop, personal computer, tablet, etc.); and
- 4.4. Screening of service user/client
- 4.5. Does the client know how to use technology?
- 4.6. Does the client understand the risk of technology?
- 4.7. What type of previous experience, did the client have in mental health?
- 4.8. What did the client like and dislike?
- 4.9. How frustrated does the client get with technology and what does the client do when they get frustrated?
- 4.10. What type of network to be used?
- 4.11. If the client is an appropriate match as a client for tele-counseling work.
- 4.12. Issues (e.g. online addiction)
- 4.13. Emotional state (e.g. high risk suicidal)
- 4.14. Psychiatric conditions (e.g. psychosis, medications)
- 4.15. Counseling appointment specifics – consist of the clients' information that needs to be screened. It will be the basis of virtual counseling. These are:
  - 4.15.1. Date of filing o Service user's name
  - 4.15.2. Age o Gender o Present address
  - 4.15.3. Level (Senior High School/College)

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- 4.15.4. Grade/Section (SHS) o Program/Section (College) o Contact number
- 4.15.5. The alternative contact number of service user
- 4.15.6. Hardware to be used (cellphone, laptop, personal computer, tablet, etc.)
- 4.15.7. Internet provider (personal Wifi, mobile data) o Emergency contact person
- 4.15.8. Contact number (emergency contact person)

## Sec. 2. Briefing

This phase includes the discussion of virtual counseling process such as; time, protocols, dos and don'ts on virtual counseling sessions, and briefing of informed consent and data privacy.

- 2.1. **Time** – each counselor should limit their time in the counseling process. The time of process includes the following
  - 2.1.1. The counselor's time needs to be emphasized to the client (e.g., 10 am – 3 pm only). This can be the boundary of responding to the client.
  - 2.1.2. Beginning of the session, the counselor is ready with the set-up and needs to be present in front of the screen and/or camera when the client arrives.
  - 2.1.3. Leeway, consider late clients at least half an hour. If the client failed to meet the given leeway, the appointment will be automatically canceled.
  - 2.1.4. Briefing of protocols that happens prior to counseling (30 minutes).
  - 2.1.5. Counseling process wherein the acceptable time is 50 minutes for the client and counselor's common good. o Lastly, the scheduling interval, the counselor should think of intervals between each client-this is to give the counselor ample time to be ready in accepting new client and to regain energy in entering into a new session.

- 2.2. **Protocols** – includes the details (time), procedures turn takings,

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during client's breakdown, keywords, emerging criminal activities, what to do when the connection is cut, and how to end the session.

2.2.2. Turn takings – it is a challenge on how to take turns in virtual counseling. Make an agreement with the client who to speak as a show of respect to each other and to not preempt the flow of discussion and information.

2.2.3. During the client's breakdown – what to do? Form an agreement on the process of handling breakdown. A process must be clear to the client. The counselor may provide deep-breathing techniques to place the client's emotional state at a level that the client can express and extend his/her problems clearly.


- o Keywords – client and counselor must have a code word (e.g. whoa) that may be used when someone is there that may cause interruption, might as well to maintain safety and confidentiality in terms of client's disclosures.

2.2.4. Emerging criminal activities – be prepared. As this event arise be ready with the list of organizations better suited to dealing with the situation. Establishing networks through auxiliary personnel is relevant.

2.2.5. What to do when the connection is cut? – explain to your client the protocol when this happens. As the service provider, it is best to guide your client on what to do. Give each other time to reconnect (e.g. 5 minutes). If such that it is unable to reconnect due to connection problems and other occurring problems, it is good to have a backup plan (e.g. connect with your client through other means-telephone, alternative contact number).

- o How to end the session? - At the end of the session, the client should end the video call when they have said goodbye. If the client feels like ending the session, make sure to have an agreement, like the counselor will note that the client chose to end the session for his/her sake for which the counselor respects the decision of the client.


**2.3. Dos and Don'ts** – includes the session rules in virtual counseling.

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- 2.3.1. Accomplish the counseling appointment form.
- 2.3.2. The client will ensure he/she logs in from a quiet and private environment.
- 2.3.3. The client makes sure that the hardware to be used is supplied with enough battery charge.
- 2.3.4. The client is in their attire like being in face-to-face counseling.
- 2.3.5. The client may like to have a soft drink to hand, but please do not bring food.
- 2.3.6. Any inappropriate behaviors or dressing will result in the termination of the session.
- 2.3.7. The counselor and client WILL NOT record unless they have discussed this in detail previously. Inform your client about the recording of the session. Exceptions; techniques or activities that they can practice, make sure to discuss that they may record it but for their consumption only. They are not allowed to share it with others.
- 2.3.8. Messages in between sessions. Between session, contact should be used for administration purposes only (e.g., sending of necessary documents that may be a reference for the counseling process) and not used as an extension of therapeutic work discussed in the session.
- 2.3.9. Explain to the client that counselors don't do counseling via text/SMS. And inform them that you may not be able to answer immediately. o Counselors do not accept a Facebook request of clients. To protect the counselor's confidentiality. And to be objective in understanding the client and not to hear it to others in social media. Discuss it with the client that it is not your intention to disregard his/her intention to know about you, as this is part of the counselor's code of ethics to maintain the counselor and client relationship (RA 9258).

### **Sec. 3. Counseling Process**

This phase focuses on the counseling process per se. The process does

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not differ from a face-to-face counseling session. Different techniques may be applied to assist the client in finding the proper solution in their issues/problems. Lastly, the Code of Ethics for Registered and Licensed Guidance Counselor presented in PRC Board Resolution No. 05, Series of 2008 is highly considered in the virtual counseling process, same grounds apply. The process may include the following:

- 3.1. Conference – process referring to consultation with the client, parent/guardian, and institution's personnel.
- 3.2. Follow-up – if the counseling process is still open and the goal has not been achieved, the counselor needs to be updated on the status of the client. This is will be subject to another appointment.
- 3.3. Referral – a process that permits the counselor to tap other professionals and experts that may help the client in such issues.

#### **Sec. 4. Termination**


This phase refers to the closing of the counseling process. This includes termination requested by the client to the Guidance Counselor, termination may be considered intentional and unintentional.

- 4.1. Counselor-initiated – termination that is ended by the counselor upon achieving of set counseling goal.
- 4.2. Client-initiated - termination requested by the client/service user. The termination of counseling sessions may take place upon the completion and submission of termination form. The office recognizes the right of their clients and the freedom to withdraw from the process especially when the client feels that the process is not applicable to his/her issues.

**Sec.5. Counseling termination specifics** – consist of the clients' withdrawal from the counseling process. It will be the basis of virtual counseling. These are:

- 5.1. Service user's name
- 5.2. Level (Senior High School/College)
- 5.3. Grade/Section (SHS)
- 5.4. Program/Section (College)
- 5.5. Contact number



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5.6. Reason for termination

5.7. Withdrawal of involvement

5.7.1. *I as the client chose to withdraw my participation from the counseling process for some personal reason. I do understand that this will mean that I am not obliged to participate in any counseling sessions and that the counselor respects my decision. Though I am aware that this termination will not end the Guidance Office services as I am aware that their services are always open for their students.*

### Article 3. LSPU Flexible Learning Delivery

**Sec. 1. Definition of terms.** LSPU uses these definitions of flexible learning:

1.1 Flexible Learning is the design and delivery of programs, courses, and learning interventions that address learners' unique needs in terms of place, pace, process, and products of learning. It involves the use of digital and non-digital technology, and covers both face-to-face/in-person learning and out-of-classroom learning modes of delivery or a combination of modes of delivery. It ensures the continuity of inclusive and accessible education when the use of traditional modes of teaching is not feasible, as in the occurrence of national emergencies (CHED, 2020).

1.2. Flexible Learning is a pedagogical approach allowing flexibility of time, place and audience including, but not solely focused on, the use of technology. Although it commonly uses the delivery methods of distance education and facilities of education technology, this may vary depending on the levels of technology, availability of devices, internet connectivity, level of digital literacy and approaches (SEAMEO).

### Sec. 2. Target Delivery Mode for Flexible Learning


The LSPU Flexible Learning is an institutional response to the current and future challenges in instructional delivery. Using the results of the survey of the OVPA and CIDQA Unit, flexible learning is contextually categorized:



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- 2.1. Synchronous Online – learning is real-time via Internet
- 2.2. Asynchronous Online – students learn at different times and locations, no real-time interactions with Internet requirements (via LMS, discussion forum, self-guided materials, prerecorded videos)
- 2.3. E-Learning Offline – students are using digital learning resources package offline while NOT connected to Internet (using hard

Description of each Mode of Delivering Instruction			
Mode	Context	How do we address it in this Plan	Implications To Faculty Preparation
<b>a. E-Learning offline delivery</b>	The faculty either has little or no training or experience in the delivery of an online learning.	Modular  Self-paced course packs	1. Modules would have to be prepared and be ready for distribution upon student enrolment.  2. The Faculty uses the LSPU LMS at the beginning of the term (to upload all course requirements and syllabus), end of term (for final requirement submission OR final lesson).
<b>b. E-learning Online synchronous and online asynchronous</b>	The faculty can spend the full 2 hours per course of contact period online: synchronous (maximum of 30 minutes) and asynchronous (90 minutes).	The faculty will be using Google Classroom) in delivering the elearning lessons provided by the policies on course scheduling and programming of the university.	1. All course requirements and IMs are ready for electronic distribution to students upon enrollment.  2. Faculty uses LMS as primary platform and must use it in a minimum of 4 sessions (synchronous and asynchronous) for the whole semester.

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Description of each Mode of Delivering Instruction			
Mode	Context	How do we address it in this Plan	Implications To Faculty Preparation
<b>c. Combination of E-learning Online synchronous and Full offline</b>	The faculty can spend a portion of the full 2 hours per course of contact period online: synchronous (maximum of 30 minutes) and the rest of the lesson will be left for the student to spend using modules or other self-directed learning materials/activities	LSPU will maximize the use of Google Classroom. This platform will be available to the community at the earliest time, so that the migration from F2F to e-learning may be utilized and implemented.	1. All course requirements and IMs are ready for electronic distribution to students upon enrollment.  2. Faculty uses LMS as primary platform and must use it in a minimum of 4 sessions (synchronous and asynchronous) for the whole semester.

### Sec. 3. Guidelines for Helping Teachers Transition to Online Learning

While faculty are expected to be proactive and reflective in their teaching practice in face-to-face settings, it is really challenging for them to migrate to the new teaching and learning environment. Crucial to the approaches outlined below is the provision of an opportunity to explore potentialities of e-learning, by establishing a complete migration learning plan, designing and developing an e-learning module from the migration plan template, and translating the e-learning module to the LSPU platform.

Step 1. Cluster subjects based on learning outcomes and disciplinary content. The Faculty may conduct curriculum mapping to cluster the subjects according to the nature of the discipline. Some subjects may also remain stand-alone.

Step 2. Examine the syllabi and review course intended learning outcomes. The University Cluster Curriculum Review Committee (UCCRC) composed of the VPAA, CIDQA, Dean / Associate Dean, Program Coordinator, Subject Matter Expert, GAD Unit, and ITSO Unit, will examine and calibrate the soundness, appropriateness, and gender sensitivity

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of the identified Essential Intended Learning Outcomes.

Step 3. Complete migration learning plan template. The Migration E-Learning Course Plan should be accomplished by all faculty of each course as soon as they receive their teaching load for the incoming semester/term. It will be submitted to the UCCRC for review and evaluation. The CIDQA Chairperson will endorse the accomplished Template to the CIDQA for recommendation to the Vice – President for Academic Affairs (VPAA) for approval. The VPAA may approve the Migration Learning Plan Template at least two (2) weeks before the opening of classes.

Step 4. Design and develop a module from the migration plan template

#### 4.1 LSPU Course Guide

The Course Guide is a document which serves as the learner's guide in completing the course. It contains the general information about the course and what students need to pass the course. Further, it serves as a learning contract between the teacher and the students directly lifted and migrated from the OBE Syllabi.


#### 4.2 LSPU Self-Paced Learning Module

The university shall adopt the Self-Paced Learning Module (SLM) which was crafted during the Webinar Workshop. These e-learning materials, designed both for online and offline modes, are based on the essential competencies identified in a course.

In the preparation of SLM, an established and unique identity for LSPU shall be adopted. Hence, its acronym could be described as:

**Learning Outcomes.** These pertain to the identified high essential learning competencies lifted from the OBE course syllabus that the teacher wishes students to perform after finishing the learning course or unit.

**Student Learning Strategies.** Flexible learning is self-paced and self-

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directed, the IMs to be produced shall characterize as personalized learning by using it as a tool to adapt to student capabilities. The teacher determines the approach for achieving the learning objectives and are included in the pre-instructional activities, and lesson presentation adopting flexible learning options.

**Performance Tasks.** These are the activities that require the learners to perform the task or activity to standards. It will give students an experience for engagement attuned to the community of practice.


**Understanding directed assessment.** Assessment is done through faculty marked exams, portfolios, reflective/synthesis papers, research papers, projects, and innovative tools, among others.

Step 5. Google Classroom will be institutionalized as primary LSPU LMS platform and parameters on its use to support course delivery will be made available to faculty.

#### **Sec. 4. Modified Grading Policy**

The Modified Grading Policy During the pandemic, shall be observed:

- 4.1. The university will continue using the numerical grading system for all students;
- 4.2. In preparation for the non-face-to-face conduct of teaching and learning, the university shall still adopt the grading system stated in the Student Handbook.
- 4.3. The bases for the computation of grades used in the grading system for each grading period may include quizzes, recitation/participation, course requirements, activity sheets/projects. However, the New Normal permits the academic community to modify each grade. Hence, based on the online Self-paced Learning Module, the following components for the computation of grades shall be adopted:
  - 4.3.1. Synchronous/Asynchronous: Course discussion – 20%; Activities/Performance Task 40% Final Exam /Outputs – 40%

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#### 4.3.2. E-learning Offline/Remote Modular: Activities/ Performance Task– 50%; Final Exam/Outputs – 50%

The Offices of Graduate Studies Applied Research shall determine the parameters for the assessment of their students' academic performance, taking into consideration the current situation.

4.5. The GSAR may also adopt the grading system for undergraduate students.


### **Sec. 5. Safeguarding the Integrity of Assessment**

- 5.1. Assessment of learning outcomes, regardless of the mode of learning and teaching will follow the requirements and standards that have been developed by the faculty and adopted by the University.
- 5.2. These requirements and standards will be uniform and not vary across different courses regardless of the degree of flexibility they may integrate as part of the learning and teaching transaction in any mode of study.
- 5.3. All formal course examinations taken by students, as part of any mode of study, will be proctored and may be taken online.
- 5.4. Course work and assessment items undertaken and/or submitted online will be authenticated with procedures and processes, including tools such as Turnitin, to ensure that all online learning activities are valid and undertaken by the registered student.
- 5.5. Student Manual may be revisited regarding the rules on cheating and its consequences.
- 5.6. Students may sign an Honesty Form where students commit that the answers came from them without relying on others and with knowledge of consequences when caught dishonest, and attested by parents, if possible.
- 5.7. Students may sign a Non-Disclosure Agreement attested by the parents to minimize the spreading of the assessment tool.

## **Article 4. Quality Assurance Measures**

### **Sec. 1. Monitoring, Review, and Assessment of Instructional Materials**

- 1.1. The University Curriculum and Instruction Development (CIDQA) Unit of each campus will review, assess, and monitor

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the rules, policies, and guidelines in the adoption of the flexible learning delivery mode to ensure the safety of students, faculty members, and employees from the pandemic.

- 1.2. The CIDQA shall establish criteria for the assessment of self-paced learning materials or learning resource materials to check the language construction, comprehensibility of the learning contents, intellectual property rights, gender sensitivity, and creativity in the presentation of ideas and design.
- 1.3. The creation of the University Cluster Curriculum Review Committee (UCCRC) will provide faculty developers assistance and guidance in the preparation of learning materials on the different area of expertise, including but not limited to: Agriculture, Fishery, Forestry; Business Administration and Related Areas; Education Sciences and Teacher Training; Engineering and Technology; General Education; TVL (HE, Trade, Industrial); IT Related Discipline; Law and Jurisprudence; Mathematics; Natural Sciences; Behavioral Sciences; Arts, Humanities and Social Sciences; Physical Education; and Languages.

## **Sec. 2. University Cluster Curriculum Review Committee (UCCRC)**

The UCCRC composed of the VPAA, CIDQA, Dean/Associate Dean, Program Coordinator, GAD Unit, ITSO Unit, and Subject Matter Expert is responsible in monitoring and calibrating the instructional materials prepared by faculty. The functions of the UCCRC are the following:

- 2.1. Vice President for Academic Affairs – approves the IMs prepared by the faculty prior their publication, circulation, and utilization
- 2.2. CIDQA Director – validates the reviewed IMs prior its endorsement to VPAA for approval
- 2.3. CIDQA Chairperson – coordinates with the CIDQA Director, Deans/Associate Deans, Program Coordinators, and Subject Matter Experts regarding the evaluation of the IMs. He/she issues the signed approval sheet to the faculty.
- 2.4. Dean/Associate Dean – supervises and motivates the faculty to develop instructional materials. He/she identifies the program co-

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ordinator and subject matter experts in the College. He/she also certifies and endorses the IMs to CIDQA for evaluation.

- 2.5. Program Coordinator – evaluates the organization and presentation of the instructional material and the suitability of the assessment procedures
- 2.6. Subject Matter Experts – examines the IMs in terms of learning content, format, and language construction
- 2.7. GAD Unit – verifies the inclusivity and gender-sensitivity of the instructional materials developed by the faculty
- 2.8. Innovation and Technology Support Office (ITSO) – checks and certifies the intellectual property right of the IMs


### **Sec. 3. Monitoring of Faculty Presence to Ensure Quality Learning**

Faculty presence shall be monitored in two ways depending on the level of community quarantine declaration: (1) when residential instruction is allowed, faculty attendance will be monitored by their presence in their respective classes; and (2) when the community quarantine declaration requires students to stay at home, faculty presence shall be monitored through a progress report on the achievement of their students through the home or distant learning using the learning modules.

The following documents shall be submitted by the faculty at the end of each month. They shall be used as proof that services are rendered by the faculty:

- 3.1. Pilot Testing Results of the Self-paced Learning Module through the Survey Questionnaire accomplished by all students enrolled in the class (LSPU – CQA – SF – 011). (See Annex A)
- 3.2. Accomplishment Report that documents the classes being conducted synchronously or asynchronously/e-learning offline OR Student's Progress Report, of all classes handled, if the mode of instructional delivery is purely home or distant learning using the printed module; and
- 3.3. Faculty Daily Time Record, when limited face-to-face instruction is taking place.
- 3.4. Before the semester ends, the teaching effectiveness of all faculty




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will be gauged through LSPU – CQA – SF – 012 (Criteria for Evaluation of Teaching Effectiveness in Flexible Learning) to be accomplished by at least 10 students (through the Program Coordinator), Dean/Associate Dean, CIDQA, and VPAA.

## **Article 5. Delivery of Internship/Practicum**

### **Sec. 1. University Policy on On-the-job Training (OJT)/Practicum/Internship**

- 1.1. No student shall return to their respective field to continue with their OJT/Practicum/Internship.
- 1.2. The incomplete period/time accomplished by the student for OJT/practicum/internship may adopt alternative learning opportunities to be used for implementation and assessment in the completion of the supposed exposure.
- 1.3. Where it is applicable, the final task regarding OJT/practicum/internship may make use online and live video presentations (e.g., via Zoom) duly arranged by the teacher-in-charge/adviser for proper management and assessment (e.g., final demonstration for education).
- 1.4. For courses with the required number of hours of OJT/practicum/internship such as B.S. Nursing, the college may opt for the inter-semester hours to complete the essential subject requirements, and adjustments are made for other subjects to be taken in other semesters (Curriculum Shift, CHED 2020).
- 1.5. In recognition of the uniqueness of each college/department, any exceptional cases wherein the abovementioned procedures for OJT/practicum/internship are not applicable, may be consulted and deliberated with the Academic Affairs Office.
- 1.6. A work-from-home scheme could be adopted, that is, OJT/Internship/Practicum of students could be done inside the University campus. The campus could establish a simulated workplace (e.g., offices, physical plant and facilities for engineering students, etc.). However, using a virtual laboratory equipment would cost so much, hence, it shall be advised that the focus of the first term of

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the curriculum contents would be on theories, concepts, and principles. The second semester would see to the applications of those skills and a request for an extension of laboratory hours shall be allowed.

## **Article 6. Conduct of Research and Extension/Production**


In view of the on-going COVID-19 pandemic particularly with the imposition of the Modified General Community Quarantine in the province of Laguna by the national government, faculty researchers and extensionists are advised to be guided with the relevant protocols and guidelines that were issued by the Inter-Agency Task Force and the Office of the University President in the conduct or implementation of their respective research and development-related activities. This is to ensure for the safety and of the other university personnel and the public, in general, during this health crisis. Specific concerns regarding the implementation of the duly approved research programs/projects/studies at this point in time can be directed to the Office of the Director of Research and Development via email at [rd\\_siniloan@lspu.edu.ph](mailto:rd_siniloan@lspu.edu.ph). (LSPU-RDOMEMO-006; October 13, 2020).

Research Development at the present time is much needed and inevitable. In the light of the existing National Health Emergency Situation in the country, LSPU must be proactive in innovating measures that will support the fight against COVID 19. Sustainability of LSPU RDE work is deemed necessary specifically during and after the ECQ, hence submission and screening policies which are fitting to the situation are to be put in place to accelerate and likewise achieve the University's RDE targets.

Relative to this, an alternative work arrangement such as work from home scheme (CSC Memo Circular 10, s. 2020) is to be followed in the implementation of the following rules and policies in research and all project works discussed herein.

### **Sec. 1. Submission and Screening of Research and Extension Proposals**

To amplify the efforts of LSPU research and extension faculty in the


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different Units and Colleges which were affected by the implementation of ECQ, a flexible schedule and shortened protocol in the submission and screening of research proposals is recommended, hence the following rules and policies must be observed:

- 1.1. Submission of Research and Extension proposal must be held open to all faculty who are interested in submitting RDE proposals for screening during and after ECQ. Submission and screening will be done in two rounds (batch 1 and batch 2) based on a proposed schedule.
- 1.2. A shortened time in the submission and screening (utmost one month from date of submission) will be observed based on a new recommended RDE protocol:

Process	Responsible
1. Submission of Research Proposal	Faculty Researcher
2. Peer Review of Proposal (Internal Expert on Area of Specialization)	RDE Unit Coordinator RDE Chairperson
3. Review of Proposal (External Expert)	Research Unit Coordinator Dean of Proponent College
4. Return of Reviewed Proposal (cc: Dean, CD, RD, VP)	Research /Extension Director RDE Chairpersons
5. Final Screening and Submission of Proposal for funding	RDE Director/Chairperson/VPRDE

- 1.3. It is to be noted that no in house review shall be called to proceed, instead review must strictly be made through blind review of internal experts in specialized field where research is categorized and blind review of external expert to be done through email and online consultation if necessary.
- 1.4. Further, in consideration of the urgency to respond to the most

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pressing problems brought about by COVID 19, the LSPU has to take the lead in developing research innovations in areas of its expertise. Such that, in addition to the usual call to undertake research in the University, it is important that a shift from the normal to the “NEW Normal” way of prioritizing ‘innovation’ and increasing support thereof, must be shaped through forwarding the following protocol in doing research innovation:


Process	Responsible
1. Submission/Call for Proposal	Faculty Experts/Researchers Dean of Colleges
2. Peer Review of Proposal	RDE Coordinator Peer Reviewer based on Expertise
3. Review of External Expert	ITSO Manager/Coordinators
4. Return of and Revision of Reviewed Proposal (cc: Dean, CD, RD, VP)	Research Director/Chairperson
5. Final Screening and Submission of Proposal for funding and Implementation	RDE Director/Chairperson
6. IP Registration and Publication	ITSO

## Sec. 2. Rules and Policies in the Conduct of Capacity Building Programs for RDE During and after ECQ

To minimize movement and face to face interactions, the following guidelines are hereby set for implementation:

2.1. In exchange of the normal ‘face to face ‘training workshops for capacity building of RDE faculty, open learning programs must be designed using tools that utilize media with the following recommended content:


- Training Guide Roadmap
- Content of Training Course
- Course Pack containing all instructions for the training
- Online References, websites and video references

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- 2.1.1. Relative to this no capacity building workshops shall be carried out without an approved training module, training resources and attached schedule of activities and training proposal for this purpose.
- 2.1.2. Narrative Report of capacity building Activities shall be submitted with the following attachments (Certificates of Attendance, pre-test and post-test evaluation report, narrative report with photo documentation, list of Participants, copy of the training module. sample of training output)
- 2.1.3. To sustain the efficient performance of all faculty in RDE each RDE coordinator, chairperson and director will required to submit one training module and conduct one online capacity building activity based on the need of LSPU faculty during and after the ECQ implementation. The following topics for Modules to be used for capacity building activities which may be done simultaneously to this effect is hereby recommended:

Training Module	Responsible
a. How to make Quality RDE Proposals	RDE Directors
b. How to Prepare Publishable RDE Proposals	RDE Chairpersons
c. IP Awareness and IP Registration	ITSO Manager/ Coordinators
d. Technology Transfer and Roll Out	ITSO Manager/ Coordinators
e. Final Screening and Submission of Proposal for funding and Implementation	VPRDE
f. Special Topics in Research	RDE Directors/ Chairpersons

All LSPU faculty are encouraged to submit online RDE training materials and learning tools that utilize media resources

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as mode of transfer to clientele (e.g., videos, distance education modules, RDE support systems, or any form of open learning programs) based on their expertise. The said learning resources once approved will be credited as RDE contribution and accomplishment of the faculty concerned.

### **Sec. 3. Rules and Policies in the Conduct of Extension Projects During and After ECQ**

Guided by Office Memorandum series 2020, dated March 12 from the University President regarding cancellation and postponement of campus activities, all Extension and Community activities shall be in abeyance until further order is issued from the Office of the University President.


- 3.1. All extension activities (e.g., Relief Operations) which are voluntarily conducted as part of the University's initiative to combat COVID shall be recognized as RDE accomplishment of all faculty engaged in the activity. Relative to this, terminal report of activities with photos and list of beneficiaries shall be submitted to the ETS Office for official documentation.
- 3.2. All relevant RDE undertakings that will meaningfully contribute to combat COVID 19 and to mitigate its effect to society and communities may only be implemented upon request and approval of the University president.

### **Article 7. Health and Safety Protocols**

LSPU is committed to ensure safe educational continuity amidst the challenges of the pandemic. Learning opportunities must be provided to give hope and stability, contribute to the normalization of activities in the country, and facilitate development of our learners and bring normalcy to their lives.

#### **Sec. 1. General Guidelines**

- 1.1. LSPU shall adopt the new norms of physical distancing and safety

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measures to prevent the transmission of the Coronavirus Disease 2019 (COVID-19). Number of people in the workplace shall be reduced, as well as the need to travel, including work from home arrangements to those whose tasks can be done at home, and among employees at high risk (employees beyond 60 years of age or of any age with comorbidities, or pre-existing illness such as hypertension, diabetes, cancer/immunocompromised health status, or with high-risk pregnancy).

- 1.2. LSPU shall screen returning employees/workers for influenza-like symptoms. Temperature checks and proper disinfection of inbound and outbound persons must be strictly implemented.
- 1.3. On-site classes, sports and other extra-curricular activities shall remain suspended until further notice from the proper authorities.


## Sec. 2. Specific Guidelines

### 1. 1. Administrative Control Measures

- 1.1.1. Workspaces should be properly and regularly disinfected, ventilated, and maintained.
- 1.1.2. Putting of proper visual reminders for safety policies in strategic locations in the University to improve compliance.
- 1.1.3. Adoption and implementation of alternative work arrangements indicated in the Civil Service Commission Memorandum Circular 10, series of 2020.

### 1.2. Implementation of Other Prevention and Control Measures


- 1.2.1. There shall be health service personnel at the main gate to conduct daily temperature and symptom monitoring and recording of all employees who report to work. The health units are to submit weekly reports, or as the need arises to the Campus Director of their respective campus. They are to refer/report to RHU any probable or suspected case of COVID-19.
- 1.2.2. Enforce infection control procedures such as:
  - 1.2.2.1. physical distancing of one (1) meter, including in

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workspaces;


- 1.2.2.2. mandatory wearing of face masks and face shields, especially those involved in frontline services;
- 1.2.2.3. all persons entering the University shall pass through the Sanitation Tent or Campus Observation Tent located at the main entrance;
- 1.2.2.4. All vehicles shall pass through the sanitation area upon entering the University premises;
- 1.2.2.5. No persons are allowed inside the University without proper authorization especially during weekends and holidays;
- 1.2.2.6. Availability of handwashing and/or sanitizing stations, alcohol/sanitizer dispensers to promote meticulous hand hygiene (all employees should be advised to at least bring with them alcohol or hand sanitizer to be used even when they are no longer in the University premises);
- 1.2.2.7. There shall be a supervision of all sanitation and disinfection procedures (especially railings, door-knobs, etc.);
- 1.2.2.8. Provision for the installation of pin microphone and speaker to all transaction windows; and
- 1.2.2.9. In the meantime, flexible teaching and learning shall be the primary mode of learning for students. Once on-site classes resume, the number of classes should be reduced and staggered days should be implemented to enable students and teachers to comply with physical distancing and other safety measures.



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## Article 8. School Reopening Readiness Assessment Checklist

Elements	Statements	Yes	No
<b>1. Management and Oversight</b>	a. LSPU has created a Crisis Management Committee (CMC) for each campus.	/	
	b. LSPU has developed a communication plan to provide timely and updated information to all stakeholders.	/	
	c. LSPU has coordinated with its Local Government Unit.	/	
	d. LSPU has a standby set-up of a single-person isolation room in its campus clinic or health service area.	/	
	e. LSPU has conducted virtual orientation and disseminated information, Education and Communication Materials detailing health protocols, precautions and/or FAQs to students, faculty, and staff who will be allowed to attend face-to-face classes.	/	
	f. LSPU has a health and safety plan based on DOH and CHED guidelines.	/	
<b>2. Health Safety Materials, Products, Facilities</b>	a. LSPU has put/posted visible, readable, and adequate number of signs and signals in each campus.	/	
	b. LSPU has policies/protocols on the use of PPEs, as recommended in DOH Administrative Order No. 2020 – 0015.	/	
	c. LSPU has handwashing facilities and an adequate supply of sanitation products to be placed in strategic places	/	
	d. LSPU has put up engineering controls to ensure physical distancing, physical hygiene, and environmental hygiene are observed.	/	
	e. LSPU has a mechanism by contact tracing, following rules and regulations of DOH.	/	
<b>3. Protocols/ Policies</b>	a. LSPU has emergency transfer protocols, in case a student, faculty, or staff exhibits signs and symptoms while within the campus.	/	
	b. LSPU has referral system protocols for COVID-19 suspects and confirmed cases.	/	
	c. LSPU has quarantine and isolation policies.	/	
	d. LSPU has distancing and capacity protocols.	/	
	e. LSPU has maintenance, cleaning, sanitation, and disinfection protocols.	/	
	f. LSPU has a cleaning and disinfection plan when anyone develops flu-like symptoms while in school premises.	/	
	g. LSPU has student shifting implementation plan.	/	

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Elements	Statements	Yes	No
<b>4. Quality of Academic Programs</b>	a. LSPU has conducted a needs assessment of students and faculty to appropriately determine appropriate flexible learning option/s and capacity building training for them, respectively.	/	
	b. LSPU has a Learning Continuity Plan ensuring academic quality and equity.	/	
	c. LSPU has a Student Affairs and Services (SAS) Plan ensuring continuous provisions of supporting holistic development of students.	/	
	d. All faculty of LSPU are capable and ready to implement flexible learning.	/	
<b>5. Cleaning and Disinfection of Built Environments</b>	LSPU has regularly cleaned and disinfected all school buildings, facilities, classrooms, office spaces, vehicles, and commonly used spaces, among others.	/	

## Article 9. Operationalizing Limited Face-to-Face Classes

The following four (4) components of limited face-to-face classes shall be implemented by LSPU if and when the Campus Site is classified under low-risk MGCQ, in consideration of place, pace, process, levels of technology, availability of devices, internet connectivity, and level of digital literacy of students.

### Sec. 1. Students who can take Face-to-Face Classes

- 1.1. Not all students shall be allowed to take face-to-face classes. Those permitted to attend in-person classes are the following:
  - 1.1.1. Students living in school dormitories/private dormitories within the immediate vicinity of the Campus duly accredited by local Inter-Agency Task Force (IATF)
  - 1.1.2. Students taking laboratory subjects wherein the required skills and competencies cannot be learned through online or offline modes.
  - 1.1.3. Students doing OJT or Practicum inside the campus.
  - 1.1.4. Students who cannot do online learning because they do not have personal gadgets (computer, smartphone, etc.) or access to internet connection, as determined by a need assessment survey conducted by LSPU

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1.2. If said students are:

1.2.1. Below twenty-one (21) years old and living outside the campus, they may be allowed to leave their residences for the sole purpose of attending their face – to – face classes; activities other than the face-to-face classes are prohibited, or

1.2.2. Identified to have comorbidity thus increasing their risk for mortality if afflicted by COVID – 19 and living outside the campus, they shall stay home and LSPU shall implement appropriate flexible learning for them.

1.3. Students doing offline learning may be allowed to enter the school premises by appointment for the picking up learning materials, submission of academic requirements, or consulting with their professors.

## **Sec. 2. The 14-5 Cycle Model as a Student Shifting Model**


In order to reduce the COVID – 19 reproduction number (the average number of people infected by each infected person – below one), the 14-5 cycle model is highly recommended. Under this model, the students will attend in person classes at school for one week and will study from home for the next two weeks through online or offline modes.

The LSPU will pilot test other models it finds appropriate based on its peculiar situations, without prejudice to adjustments if deemed necessary. If this will be the case, LSPU shall submit its preferred model one month before the planned school opening subject to the evaluation of the CHED Public Health Experts Group (PHEG).

## **Sec. 3. Rotating Schedule**

To complement the 14-5 cycle model, the LSPU will have three (3) batches of students, with one batch returning each week and rotating on a three-week cycle.

The LSPU will color code or digitally chip the identification cards of

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the students to ensure that students shall only go to the campus on their designated weeks/days. The LSPU shall also adhere to the restrictions on mobility imposed by the local government unit concerned, such as curfew.

#### **Sec. 4. Reduced Class Size or Occupancy Capacity**

The LSPU shall re-engineer or re-design the layouts of its classrooms so that while inside the classroom, students shall have physical distancing throughout the duration of the class with at least 1.5 m radius around each person.

The LSPU shall also base the occupancy capacity of communal areas (cafeteria, library, study halls/centers, etc.) on 1.5 m physical distancing protocols or policies.


### **Article 10. Creation and Functions of Crisis Management Committee**

**Sec.1.** LSPU has a Crisis Management Committee (CMC) whose main function is to take the appropriate measures when risks and impacts of COVID – 19 may exist in the campus or community, e.g., presence of suspected and confirmed cases have been reported. The LSPU CMC is in charge of communication or information dissemination.

**Sec. 2.** The LSPU CMC is composed of the University President, Vice-President for Administration, Campus Director, Planning Officer, and University Health Officer who is responsible for ensuring adherence to safety regulations, rules and policies, and for assessing unsafe act and environment, and hazardous situations/circumstances in the campus.

**Sec. 3.** The CMC shall determine areas where students, faculty, and staff congregate, and recommend measures to be undertaken by the school so that the congregation can be avoided or if necessary, to education, minimized.

**Sec. 4.** The CMC shall recommend and implement closures of physical classes if there will be clustering of suspected cases in the classrooms, labora-

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tories, libraries, cafeterias, dormitories, or other communal areas or at least one confirmed case of COVID – 19.

**Sec. 5.** The CMC shall develop an emergency response plan and a continuity of operations plan including relevant guidelines, and procedures. These include:

- 5.1. Procedures when students, faculty, or staff were reported to have symptoms of COVID-19 or not feeling well in any way;
- 5.2. Reporting of cases in accordance with RA 11332 otherwise known as “Mandatory Reporting of Notifiable Disease and Health Events of Public Health Concern Act” and coordinating with the appropriate public health authorities whenever necessary;
- 5.3. Close monitoring of the suspects or confirmed cases; and
- 5.4. Contact tracing, among others.

**Sec. 6.** The CMC shall coordinate with the appropriate government agencies or entities for regional level guidelines on resurgence protocols.

## **Article 11. Safeguarding Students, Faculty, Staff, and Guests**


Health and safety protocols shall strictly be implemented when students, faculty, staff and guests shall be allowed to enter the University premises, subject to existing and applicable guidelines, directives and policies prescribed by the proper authorities.

### **Sec. 1. If not feeling well, stay home.**

Students, faculty, and staff who have fever or with flu-like symptoms are advised not go to the school premises. LSPU shall monitor their health status.

For continuity of learning, LSPU shall implement the appropriate flexible learning mode for the affected students.


The LSPU shall allow work from home arrangement for the affected faculty and staff.

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## Sec. 2. Screening at the Entry Point

LSPU campuses shall designate a holding area for guests/visitors seeking entry and services from the university, and ALL shall subscribe to the following strict guidelines:

- 2.1. All students, faculty, staff, and guests shall:
  - 2.1.1. Wear face masks and face shields at all times.
  - 2.1.2. Accomplish daily the health declaration form/health symptoms questionnaire (LSPU-HSU1) and submit to the guard or designated officer prior to entry. Have their temperature checked and recorded in the health symptoms questionnaire.
  - 2.1.3. For any student, faculty, staff, or guest with temperature of 37.5 degree Celsius and/or above, even after a five-minute rest, or if their response in the questionnaire needs further evaluation by the designated employee or staff, said person shall be isolated in a specific area identified by LSPU inside the holding area, and shall not be allowed to enter the premises. Close coordination with LGU/RHU shall be done to ensure that the student, faculty, staff, or guest concerned will be attended to as provided under DOH Guidelines on persons manifesting symptoms.
- 2.2. The LSPU shall ensure that there are no choke points at all entrance gates of the campus. There shall be adequate number screening stations to avoid long queues outside the school premises.
- 2.3. Social distancing and no contact policy shall be strictly observed.
- 2.4. Individuals who had passed the screening shall be subjected for disinfection.
- 2.5. The LSPU shall provide an adequate number of handwashing/sanitizing stations by the entrance gates. Students, faculty, staff, and guests shall be required to wash/sanitize their hands before or immediately after entry.
- 2.6. Guests/visitors shall be at the holding area to be assisted by the


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officer-in-charge as they wait for the person to be visited or be given clearance to enter the University premises.

- 2.7. Senior citizens who are not employees of LSPU and those persons below 21 years old shall be strictly prohibited from entering the University Premises.

### 3. Conduct of Classes

- 3.1. The LSPU shall identify the classrooms/laboratories to be occupied considering foot traffic, fresh air ventilation, and near the toilets or handwashing facilities, among others.
- 3.2. The LSPU shall be able to assess classroom/laboratory ingress and egress with 1.5 m. physical distancing to determine impact on the time needed for student movement between classrooms and buildings.
- 3.3. The LSPU shall require students to go straight to their assigned rooms upon entry to the campus.
- 3.4. The LSPU shall implement a one-way human traffic system to limit human intersection, contact or interaction. There shall be markings on the floors indicating the directions and proper distancing to follow from the entrance gate to the room and within the room. The LSPU may employ other traffic system as long as the same will limit human intersection, contact, or interaction.
- 3.5. To limit the movement of students, the faculty shall be the ones to enter and leave the room or move between rooms. The LSPU should schedule classes so that the students will not have to change rooms, unless extremely necessary. Students can take bathroom breaks and shall be reminded to practice proper personal hygiene before returning to the room.
- 3.6. The classroom/laboratory room shall be sanitized every after each use.
- 3.7. The LSPU shall enforce policies on “no sharing” of personal belongings and to minimize handling of objects and touching of surfaces, unless necessary. Proper handwashing shall be done, if the situation is unavoidable.
- 3.8. There shall be adequate supply of sanitation products in the classroom/laboratory.

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- 3.9. Laboratory classes shall be scheduled strategically so that there is a one is to one student-equipment ratio.


#### **Sec. 4. Breaktime Period**

- 4.1. The LSPU students are encourage to bring their own food, utensils, and water bottle. They are allowed to eat in lecture rooms to avoid crowding the eating areas.
- 4.2. There will be rotating and shorter break times to minimize the number of students taking a break at the eating areas or student halls/study centers.
- 4.3. The 1.5 m physical distancing shall be observed in the eating and other communal areas. Tables and chairs are marked “X” to inform students where not to sit.
- 4.4. There shall be a physical distancing enforce present at these communal areas.
- 4.5. There shall be an adequate number of handwashing stations in these communal areas.

#### **Sec. 5. Sports and Physical Activities for the Promotion of Physical Resilience**

- 5.1. There shall be screening and registration of students, faculty, and staff before they will be allowed to use the sports facilities.
- 5.2. The LSPU shall impose a time limit for students, faculty, and staff on how long they can use the sports facilities.
- 5.3. The occupancy capacity of the sports facilities shall be determined following the physical distancing protocols.
- 5.4. Only non-contact sports/activities are allowed as long as physical distancing and contact precautions are strictly observed. Thus, contact sports such as basketball, volleyball, and soccer are not allowed.
- 5.5. Cleaning and disinfection of the gym, sports facilities, and changing rooms, among others shall be performed more regularly and frequently.
- 5.6. There shall be hand hygiene stations at entrance and exit points of these facilities, establish a one-way circulation of individuals through the facilities and limit the number of persons allowed in



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the locker room at one time, based on physical distancing protocols.

## Sec. 6. Library Services

- 6.1. Students, faculty, and staff need to wash or sanitize their hands before entering. Sanitation products or handwashing stations shall be available at the entrance of the library.
- 6.2. There shall be body temperature screening before a student, faculty, or staff can enter the library.
- 6.3. Students, faculty, and staff need to register their names, time-in, and time-out in case contact tracing will be needed.
- 6.4. Tables and chairs are marked to inform the students, faculty, and staff were not to sit.
- 6.5. 1.5 m physical distancing shall also be strictly observed inside the library.
- 6.6. The LSPU shall determine the maximum time limit a student, faculty, or staff can stay inside the library and the number of times he or she can access it per day.
- 6.7. There shall also be quarantine protocols for returned books or materials.
- 6.8. Commonly shared computer units shall be disinfected before and after use.
- 6.9. As much as possible, LSPU shall encourage students, faculty, and staff to use the online library services instead of actually going to the library. LSPU shall promote the PhlCHED Connect for free access to instructional and learning resources or materials.

## Sec. 7. Leaving the Campus

- 7.1. Students, faculty, and staff shall leave the campus on the designated time. They cannot stay longer than necessary inside the campus.
- 7.2. There shall be a designated exit gate. Students, faculty, and staff can only pass through this gate to leave the campus.
- 7.3. Students, faculty, and staff shall be constantly reminded on how to be safe on their way home.


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## Sec. 8. Simulations and Drills

- 8.1. LSPU shall conduct simulations and drills of traffic flow and 1.5 m physical distancing for a smooth implementation of controlled traffic of students, faculty, and staff.
- 8.2. LSPU shall have a plan how to conduct fire and earthquake drills while still maintaining 1.5 m physical distancing.
- 8.3. LSPU shall have enforcers of physical distancing deployed around the campus to monitor and ensure said measure is strictly observed.

## Sec. 9. School-Based Isolation Room for Persons with Flu-Like Symptoms


- 9.1. When students, faculty, and staff develop flu-like symptoms while in school premises, they shall be immediately confined in an isolation room while waiting to be transported to a health facility or to home.
- 9.2. Students, faculty, and staff who developed flu-like symptoms while at school should be evaluated by the CMC's appointed medical or safety health officer. This officer must be familiar with:
  - 9.2.1. How disease spreads;
  - 9.2.2. How to identify disease symptoms;
  - 9.2.3. How to protect themselves;
  - 9.2.4. Environmental cleaning and disinfection procedures; and
  - 9.2.5. When to contact health official or occupational health services.
- 9.3. If a student, faculty, or staff becomes ill,
  - 9.3.1. If symptomatic, he or she shall be placed in a single – person room with the door closed. He or she shall have access to a dedicated bathroom.
  - 9.3.2. If asymptomatic, the CMC shall designate isolation rooms that have outside access or exit doors to facilitate transport of student, faculty, or staff without contaminating additional school areas and limiting his or her exposure to others.
  - 9.3.3. An identified family member shall be notified immedi-

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ately and shall be required to transport the student, faculty, or staff back home or to a health facility. If transportation is unavailable, the LSPU shall aid to ensure that the student, faculty, or staff is safely transferred to his or her home or to a healthcare facility.


## **Sec. 12. COVID-19 Guidelines and Protocols for LSPU Employees (Regular, Casual, Contract of Service/Job Order)**

- 10.1. Notice of quarantine (Form LSPU-HSU3) shall be issued by the Health Services Unit of the LSPU Employees' respective campuses to those who shall be advised to be under quarantine;
- 10.2. A minimum of fourteen (14) days quarantine period shall be imposed to suspected person/s;
- 10.3. Strict implementation of the "No Contact Policy" shall be observed all-throughout the entire duration of the quarantine;
- 10.4. The employee shall be reminded that he/she is strictly advised not to go out during the entire duration of the quarantine;
- 10.5. Only those who are sent or assigned to be on official business or work shall be without deduction on leave credit/s for regular/casual employees, or be given salary/wages (casual, regular, COs/Jos) for the prescribed duration of quarantine period. Also, the concerned employee must adhere to the quarantine protocol imposed by the University, Municipal Health Office, City Health Office, Rural Health Unit;
- 10.6. LSPU employee/s who had been exposed or identified to be a close contact of a COVID-19 positive shall be advised to undergo a strict 14-day home quarantine and shall not be permitted to return to work until he/she had been released a negative RT-PCR (swab) Test result or any equivalent certification/clearance from respective RHU (if applicable), and that of the COVID-19 positive he/she had been exposed to;
- 10.7. LSPU employees who had been in contact with an LSPU employee considered to be exposed or a close contact of a COVID-19 positive shall be advised to undergo a strict 7-day home quarantine. If after the 7-day quarantine period, the employee developed


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no flu-like symptoms, he/she shall be permitted to go back to work, requesting clearance from the Health Services Unit of his/her respective campus. But if the employee developed flu-like symptoms anytime during the 7-day quarantine period, the quarantine period shall be extended to 14 days;

- 10.8. LSPU employees who had been visiting hospitals on a daily basis/ taking care of someone admitted in a hospital shall not be allowed to report to work without undergoing a strict 14-day home quarantine;
- 10.9. LSPU employees who had attended funerals of those who have died due to pneumonia, tuberculosis, and other known COVID-19 related cause of deaths shall be subjected to a 14-day quarantine;
- 10.10. LSPU Drivers and other LSPU employees who shall travel on official business or work must furnish the Health Services Unit of their respective campuses with copies of their travel orders or signed memoranda authorizing their travel. They shall be advised by the Health Services Unit as to how many days they shall be on home quarantine, depending on the place where they have traveled, the duration of their stay in a specific place, the number of COVID-19 cases in the place they have visited, among others;
- 10.11. If an LSPU employee was found out to be positive for COVID-19, the University shall immediately report to the LGU where it is located, and shall immediately close for 48 hours to disinfect the whole University;
- 10.12. Upon return to work, the employee/s who had undergone quarantine shall submit clearance from Municipal Health Office/City Health Office/Rural Health Unit to the university health services unit;
- 10.13. The employee who are positive with COVID19 shall be permitted to return to work provided that he/she had finished the required days of quarantine of not less than 14 days, supported by a negative RT-PCR (swab) Test;
- 10.14. The University Health Services Unit must notify the Campus Director, Human Resource and the Accounting Unit for the return to work of the quarantined employee. It shall also be their

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responsibility to report any health-related concerns and recommendations to the Campus Director and Human Resource Office before implementing them, unless it is considered to be an emergency, one calling for an urgent medical decision.

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## APPENDIX F

### AGREEMENT with Laguna State Polytechnic University

This is to certify that the student, parent(s)/guardian(s) and the University authorities fully subscribed to this agreement to the following terms:

I have read and fully understood the contents of the Student Handbook.

I shall abide with the general rules, regulations and procedures written in his handbook.

I accept the right of the University to refuse/deny my admission for the next school year if I fail to comply with the academic requirements/conditions set by the university authorities as stated in my Student Handbook.

I shall not display any misconduct or create any disruptive behavior. Any violation shall result to disciplinary action.

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
Course

\_\_\_\_\_  
*Name of Parent or Guardian*

\_\_\_\_\_  
*Date*


Conforme:

\_\_\_\_\_  
*Dean Name and Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*OSA Director or Chairperson  
Name and Signature*

\_\_\_\_\_  
*Date*

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## APPENDIX G

### PLEDGE OF COMPLIANCE

Date: \_\_\_\_\_

To Whom It May Concern:

After reading and understanding the “Code of Conduct” for LSPU student, I hereby agree to sign this Pledge Upon Admission for and in my behalf.

In consideration of my admission to and of the privilege to be a student of the Laguna State Polytechnic University, I hereby pledge to abide by and comply with all the rules and regulations laid down by authorities of this University.

It is understood that refusal to take pledge shall be sufficient cause for denial of admission.

\_\_\_\_\_  
Name and Signature/Date

Conforme:

\_\_\_\_\_  
Name of Parent or Guardian/Date

\_\_\_\_\_  
Residence Certificate Number/Date Issued

Noted by:


\_\_\_\_\_  
OSA Director or Chairperson  
Name and Signature/Date

Approved by:

\_\_\_\_\_  
Campus Director Name and Signature/Date

By the authority of:

**Dr. Mario R. Briones**  
University President, LSPU

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## APPENDIX H

### Office of the Students Affairs Discipline Committee

### PROMISORY NOTE

Date: \_\_\_\_\_

To Whom It May Concern:

I, \_\_\_\_\_, hereby agree to accept the right of the University to refuse/deny my admission for the \_\_\_\_\_ semester of Academic Year \_\_\_\_\_ - \_\_\_\_\_, if I fail to comply strictly with the conditions set by the University authorities.

Any further misconduct or violation of the University/College policies shall bar my enrolment in this state institution.

Respectfully yours,

\_\_\_\_\_  
*Name and Signature/ Date*

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

Conforme:

\_\_\_\_\_  
*Name of Parent or Guardian/ Date*

Approved:

\_\_\_\_\_  
*Guidance Counselor*

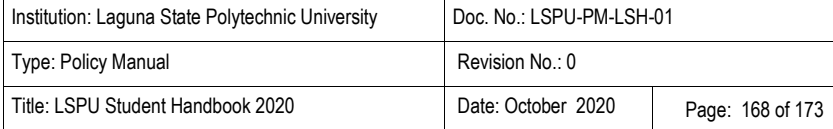
Misconduct(s) or Violation(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sanction(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





# Guidance Office EXCUSE SLIP

Date(s) of Absences:

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Recommendations:

\_\_\_\_\_ has to make up

\_\_\_\_\_ excused


\_\_\_\_\_ call the parents for conference

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## APPENDIX J

### DATA PRIVACY ADHERENCE

In compliance with the Data Privacy Act of 2012, the Laguna State Polytechnic University assures that sensitive personal information relayed with consent of the data subject to the university is to be treated with utmost sensitivity, privacy and security in maintaining and upholding the subject's dignity; therefore, no information in the system will be issued without the due consent of the data subject, specifically those that do not concern the data subject as a responsibility (i.e., student, employee, etc.,) of the university.

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## APPENDIX K

### INFORMED CONSENT FORM (for minor clients)

**Student's Name:** \_\_\_\_\_

**Student's ID Number:** \_\_\_\_\_

I, \_\_\_\_\_, am the legal parent/  
guardian of \_\_\_\_\_ (name of student). I  
have read, understood, and agreed to the terms of  
\_\_\_\_\_  
(service, activity, or program).

**Please Check:**

☐ I give permission for my son/daughter to receive  
\_\_\_\_\_ (service, activity, or program) while in  
LSPU \_\_\_\_\_ (campus). I understand that I may withdraw  
my consent at any time by signing and dating a written note request-  
ing termination of \_\_\_\_\_ (service, activity, or  
program).


☐ I choose to decline \_\_\_\_\_ for my son/  
daughter at this time \_\_\_\_\_ (date). I understand that  
I may request \_\_\_\_\_ service, activity, or pro-  
gram) at a later date if needed.

\_\_\_\_\_  
*Signature over printed name*

\_\_\_\_\_  
*Date*

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

Email address: \_\_\_\_\_

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## APPENDIX L

### INFORMED CONSENT FORM (for adult clients)


I, \_\_\_\_\_ (name), \_\_\_\_\_ (age)  
 \_\_\_\_\_ (year level) \_\_\_\_\_ (course) am fully aware of  
 the extent of my participation on the conduct of  
 \_\_\_\_\_ (service, activity, or program) and the out-  
 come of which will solely address any concern/s and issue/s I have. I hereby  
 give my full consent to the said activity or any assistive procedure that will be  
 conducted.

I understand that the information I disclose will be treated with greatest  
 confidentiality, if and only if not for legal case purposes/life-threatening  
 events.

I am aware of my rights to withdraw my consent at any time thru a writ-  
 ten communication requesting termination of  
 \_\_\_\_\_ (service, activity, or program).

\_\_\_\_\_  
*Signature over printed name*

\_\_\_\_\_  
*Date*

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## APPENDIX M

### TECHNICAL WORKING COMMITTEE

#### Student Handbook 2020 Edition

CHAIRMAN: **DR. EDEN C. CALLO**  
*Vice President for Academic Affairs*

VICE-CHAIRMAN: **Dr. Michelle B. Sarmiento**  
*Director, OSAS*

MEMBERS: **JAYSON N. OLAYTA**, *Chairperson, OSAS, Siniloan Campus*  
**ALBERTO B. CASTILLO**, *Chairperson, OSAS, San Pablo City Campus*  
**NOEMI B. NUÑEZ, RGC**, *Chairperson, OSAS*  
*Guidance Counselor, Los Baños Campus*

**GREG R. REYES**, *Director, Admission and Registrarship*  
**MA. GRACIELA C. PRADILLADA**, *Registrar, Siniloan Campus*  
**EVELYN B. NAPIZA**, *Registrar, Sta Cruz Campus*  
**LUCILLA A. PERIA**, *Registrar, Los Baños Campus*  
**JOSEPHINE H. CONSEBIDO**, *Guidance Counselor, Sta. Cruz*  
**ROWENA D. SORIANO, RGC**, *Guidance Counselor, Siniloan Campus*  
**ANNALYN A. DELFINO, RGC**, *Guidance Counselor, San Pablo City*  
**MICHAEL ANGELO PAONE JAVIER**, *FSSC President*

TECHNICAL STAFF: **KEVIN A. AMANTE**  
**JOANNE L. VILLACORTA**

REVIEW COMMITTEE MEMBERS: **ENGR. MANUEL LUIS R. ALVAREZ**  
*Campus Director, Sta. Cruz Campus*


**ENGR. JOSEPH M. CABIENTE**  
*Campus Director, Siniloan Campus*

**ATTY. RUSHID JAY S. SANCON**  
*Campus Director, San Pablo City Campus*

**JOEL M. BAWICA**  
*Campus Director, Los Baños Campus*

LEGAL COUNSEL: **ATTY. NORLITO BRIONES**

CONSULTANT: **DR. MARIO R. BRIONES**  
*University President, LSPU*

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## LSPU HYMN

*Lyrics: Romeo de Rosas*

*Music: Genaro Acelajado*

Oh dearest LSPU, our guiding star to success  
 Oh dearest Alma Mater, LSPU evermore  
 Our source of knowledge like a star  
 Leading, making us all go far  
 In our vocations, fields of work,  
 You guide us to our goals  
 We'll live to serve our people  
 We'll do the best we can  
 For our loved ones and our country  
 Progressive, free

Finale:

Our dearest LSPU, our guiding star to success  
 Our dearest LSPU, our guiding star to success



# Student Handbook

—LOS BAÑOS— —SAN PABLO— —SINILOAN— —STA. CRUZ—  
ALL CAMPUSES

2020  
EDITION



Republic of the Philippines  
**Laguna State Polytechnic University**  
Province of Laguna

[www.lspu.edu.ph](http://www.lspu.edu.ph)