**Office of the Prefect of Discipline**

August 8, 2016

To: **Dr. Arcadio L. Tamayo**

Chancellor

Thru**: Dr. Roldan D. Concepcion**

Executive Director

Dear Dr. Tamayo,

This is to ask for approval regarding the composition of the Ad Hoc Disciplinary Committee that will deliberate on the case of Ms. Jerocel S. Ludovico and Ms. Chelsea Justin C. Liclican (Nursing students) charged with smoking inside the campus – Major Offense: Offenses against School Norms, Standards and Policies, Section 1.19 Smoking within the premises of the UPH-DJGTMU campus, including all grounds /properties / premises of the College; Student Handbook 2016-2018, page 40.

Ad Hoc Committee of Discipline

Voting members:

1. Dr. Roldan D. Concepcion – Dean, College of Dentistry

2. Ms. Estrella A. San Juan– Dean, College of Nursing

3. Mr. John P. Lumagui – Dean, College of Physical Therapy

4. Ms. Anna Nelizza T. Baliza – SPS Director

5. SSC President or representative

6. Security Department Representative

Non-voting members:

Ms. Rebecca R. Marfil – Guidance Counselor

Mr. Victor C. Belizario – Prefect of Discipline

Legal Department Representative

The Disciplinary Committee meeting is scheduled on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_ at the SPS Office.

Respectfully yours,

**Victor C. Belizario**

Prefect of Discipline

Noted by:

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**Ms. Anna Nelizza Tamayo-Baliza**, **Dr. Roldan D. Concepcion**, SPS Director Executive Director

Approved by:

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**Dr. Arcadio L. Tamayo**

Chancellor