

## **Section 15**

### **OFFICE OF STUDENT SERVICES**

DLSU-D upholds students' holistic development. While innovative classes and lectures strengthen academic excellence, the OSS supervises the extra-curricular activities and various student development programs thru its different units: SWC, NSTP-INTRO, SDO, SDAO, ISO, THF, and SWAFO.

#### **15.1 Student Wellness Center**

**15.1.1** The SWC which is headed by a director along with other duly licensed academically-prepared and professionally-trained counselors and psychologists. The SWC Director, the Guidance Counselors and Psychologists coordinate with the deans of seven (7) colleges in the implementation of the SWC programs (core and support and extension services) to ensure the most competent delivery of services to DLSU-D students. Guidance Counselors are housed in different college-based satellite offices.

#### **15.1.2 Core services**

##### **15.1.2.1 Personal-social development**

**15.1.2.1.1 Counseling and psychotherapy** is a responsive intervention program designed to meet the immediate personal, social, emotional, physical or psychological needs and concerns of individual students. Such needs may require counseling/therapy, crisis intervention, consultation, or referrals which may be done individually or in groups.

**15.1.2.1.2 Information dissemination** on various topics (fostering resiliency drug abuse awareness and prevention control; HIV-AIDS awareness; responsible relationship) thru: printed materials for bulletin board (Student Wellness Information Service - SWISS), video, on-line posts and seminar-workshops.

**15.1.2.1.3 Wealthy Hour - Growth Sessions** on various topics such as boosting self-confidence, dealing with bullying, cultivating happiness, self-empowerment, overcoming sadness or depression, advocacy, life skills, and interests enhancement.

#### **15.1.2.2 Career service**

This is focused on career planning, development and education of students. This further involves systematic assessment of their attitudes, interests, personality, needs, values, skills, resources, and personal mission or goals towards developing career-ready students.

- Career Guidance and Counseling
- Transition Session for Shiftees with Special Needs
- Small Group Session for Career Planning
- Seniors' Convention

#### **15.1.2.3 Academic development**

This is designed to complement the academic services of the University to facilitate students' retention and completion. Such activities may be done individually or in group and include:

- Inventory
- Executive Skills Enhancement
- Consultations and Conferences
- Referrals

### **15.1.3 Support and extension service**

#### **15.1.3.1 Testing and inventory service**

This is focused on psychological assessment/testing of students as the need arises. Complementing the other services, it aims to assist students in understanding, monitoring, managing, and planning their developments in terms of their goals, values, adjustments, abilities, interests and competencies, achievements and aptitudes.

### **15.1.3.2 Research, data management, and evaluation**

This is a system support services to maintain, enhance and support the total operation of the program through coordination and provision of needed resources for research endeavors of counselors; management of all relevant student information; and development of appropriate evaluation tools to be used in assessing the SWC program.

### **15.1.3.3 Community service**

This expresses SWC's desire to continue deepening pro-social behaviors among the students and within the ranks in partnership with other individuals and groups. This also strengthens and systemizes our responses to the calls from the margins of society. In doing so, each one is inspired to commit to causes larger than one's self.

### **15.1.3.4 Lasallian peer facilitators**

Peer facilitators serve as a link between the guidance counselors and students. They refer students who need in-depth counseling and/or consultation. Further, they assist in actualizing various SWC-related activities like facilitating and organizing seminars, reaching out to students-at-risk, conducting outreach program activities, among others.

## **15.1.4 Students with special concern**

SWC follows a procedure in handling students with special issues/concerns arising from 15.1.2 – 15.1.3

15.1.4.1 Guidance counselor conducts a parent-counselor conference to seek parental consent for the student to undergo counseling intervention.

15.1.4.1.1 If needed, the student is referred to a specialist for psychological, psychiatric assessment, psychotherapy and/or pharmacological intervention.

15.1.4.1.2 The student then submits relevant documents to the SWC counselor handling the case.

15.1.4.2 Guidance counselor conducts follow-up sessions with the student until the counselor-client relationship is terminated.

## **15.2 NSTP and INTRO to La Salle Programs**

**15.2.1** The NSTP courses are offered by the NSTP-INTRO office. They aim at enhancing civic consciousness and defense preparedness among students by developing the ethics of services and patriotism while undergoing any of the two (2) program components (CWTS, ROTC).

### **15.2.1.1 NSTP components**

**15.2.2.1.1** **CWTS** deals with activities contributory to the general welfare and the betterment of the members of the community. It also helps in the enhancement of its social services especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation, and morale.

**15.2.2.1.2** **ROTC** is designed to provide military training to tertiary level students to motivate, train, and mobilize them for national defense preparedness.

### **15.2.1.2 NSTP policy**

**15.2.1.2.1** NSTP takers are required to attend the orientation session for the purpose of choosing the NSTP component to enroll in. Shifting from one component to another is not allowed.

**15.2.1.2.2** All freshmen enrolled in any baccalaureate and in any two (2) year technical-vocational or associate courses are required to complete the chosen NSTP component as a prerequisite for graduation.

**15.2.1.2.3** A program component shall be completed for an academic period of two (2) semesters. It shall be credited to three (3) units per semester.

**15.2.1.2.4** Students are advised to complete their NSTP requirement during their first curriculum year.

- 15.2.1.2.5** Graduates of CWTS belong to the National Service Reserve Corps and could be tapped by the State for literacy and civic welfare activities through the joint efforts of the Department of National Defense, Commission on Higher Education, and Technical Education and Skills Development Authority, in cooperation with the Department of Interior and Local Government, Department of Social Welfare and Development, and other concerned agencies/association.
- 15.2.1.2.6** Graduates of the ROTC program shall be part of the National Service Reserve Corps and the Citizens Armed Force pursuant to RA 9163, subject to the requirements of the Department of National Defense.

**15.2.2** INTRO to La Salle courses are also offered by the NSTP-INTRO office. The courses are designed to augment students' understanding of what Lasallian students should be towards a full discernment of their chosen career path.

### **15.2.2.1 INTRO components**

#### **15.2.2.1.1 INTRO 01 - Introduction to DLSU-D: The Authentic Lasallian Students.**

This should be completed by all new students (freshmen and transferees) during the first semester of their first year in DLSU-D.

#### **15.2.2.1.2 INTRO 02 - EDGE102: Career Awareness towards Success.**

This should be completed by all new students (freshmen and transferees) during the second semester of their first year in DLSU-D.

### **15.2.2.2 INTRO policy**

- 15.2.1.2.1** Students are required to complete sixteen (16) hours in order to finish the program and get a grade of passed.

- 15.2.1.2.2** A total of three and a half (3.5) hours of absence/tardiness will automatically mean a failed mark.
- 15.2.1.2.3** Absences due to sicknesses or other emergency reasons (sickness or death of an immediate family member/s, accident) should be duly certified by a doctor or a letter from the parent or guardian upon the approval or consideration of the facilitator. An additional task will be given to the student to pass the subject; thus, a period of one (1) week after the whole duration of INTRO class will be given to make up for any excused absence/tardiness.
- 15.2.1.2.4** Students are required to answer all worksheets and submit other requirements that may be given by the facilitator.
- 15.2.1.2.5** Students are given a period of one (1) week after the whole duration of the Intro class to make up for any absence/tardiness.

### **15.3 Sports Development Office**

- 15.3.1** The SDO is tasked with promoting physical wellness in students by providing them with opportunities for developing themselves physically, especially in the field of sports.
- 15.3.2** Under the SDO are different varsity groups and opportunities for physical wellness like intramurals and other athletic meets and tournaments.
- 15.3.3** Following the SDO and CSA guidelines, selected (especially recruited athletes) members of the varsity team enjoy scholarship grants and other privileges as provided for in Student Scholarship Program (section 17) of this handbook.

## **15.4 Student Development and Activities Office**

**15.4.1** The SDAO conducts year-round projects and activities in coordination/partnership with other units/departments within/or outside the University to provide leadership and training opportunities for student leaders and students with leadership potentials. Opportunities to develop and enhance their talents, skills, abilities and other qualities necessary for them to succeed as individuals or as members or leaders of their own organizations.

### **15.4.2.1 Leadership training seminar**

This seminar, entitled Program for Lasallian Student Leaders - PRO La Salle! is intended for all elected officers, particularly the presidents and vice presidents of the USG, CSGs, CSO, RSOs, PAG, auxiliary student groups and the THF. The seminar is expected to be echoed by the identified participants to their co-officers, committee members, organization members, as well as year and class level officers.

### **15.4.2.2 Introductory leadership training seminar**

This training is intended for a select group of sophomore students who exhibits strong leadership potential. Specifically, it is aimed at introducing prospective student leaders to Lasallian leadership. Thus, the program is aptly called Basic University Training in Lasallian Leadership - BUTIL Lasalyano. Prospective participants are recommended by college deans and/or faculty advisers. The recommended students shall pass through an interview to be conducted by the SDAO Director who shall determine the official participants for this training.

### **15.4.2.3 Learning experiences**

These learning experiences under the University Life Advancement Program - ULAP, come in various forms namely, skills training, enhancement sessions, fora, lecture, exposure, integration activities, and the like. The topics/subject matters of such activities are either part of an annual plan based on the training needs survey conducted by the SAO at the beginning of each school year, or determined to be pressing needs which call for immediate discussion/attention.

#### **15.4.2.4      Organizational diagnosis/consultation**

Any recognized student organization in DLSU-D that has organizational concerns may avail of this particular service. It proposes to help student organizations manage issues and problems. Likewise, this is a venue for consultation with student organizations before getting proposals approved by SDAO and OSS.

#### **15.4.2.5      Training/Program design development**

The SDAO collaborates with other units/organizations to develop training/program designs. Such designs, together with other needed materials, are made available to student groups for use in their respective organizations' growth and development.

##### **15.4.2.5.1      SDAO-sponsored training**

This is usually conducted for a specific group (e.g., presidents of CSGs and secretaries of the different interest clubs). In some cases, however, the office also conducts training for other student groups provided that they have to file their request for a specific training at the SDAO and the number of participants should not exceed 15 students.

##### **15.4.2.5.2      Co-sponsored training**

This kind of training is conducted by SDAO in collaboration with other organizations, units and/or offices of DLSU-D. The participants for this training come from the organization co-sponsoring the training.

##### **15.4.2.5.3      Organization-sponsored training**

The role of SDAO in this type of training is to provide the training consultant / conductor / documenter / facilitator. The sponsoring organization takes care of the participants, finance, and logistics.

### **15.4.3 Student Activities Office**

#### **15.4.3.1 SAO's general policy**

The establishment and operation of recognized student organizations in the University are governed by Batas Pambansa Blg. 232 otherwise known as Education Act of 1982, specifically on student organizations and their activities on campuses.

#### **15.4.3.2 General provision governing SAO**

The authority to regulate the establishment and operations of all RSOs is vested upon the SDAO through the SAO.

#### **15.4.3.3 The SDAO, through the SAO, with the approval of the OSS dean, has the authority to:**

**15.4.3.3.1** formulate and evaluate policies and procedures for student activities upon consultation with concerned parties;

**15.4.3.3.2** approve initiated and participated co/extra-curricular activities/ projects which may be organizational, college-wide, university-wide, and those which involve other schools, companies, institution, etc.;

**15.4.3.3.3** revoke the accreditation of a student organization to operate, for cause, upon consultation with the executive board of the CSO;

**15.4.3.3.4** renew the certificate of recognition of a student organization in consultation with the executive board of CSO.

*In case of conflict within an organization or between two or more organizations/parties involved, and when no resolution on the issue at hand has been reached, the SAO may intervene and render a decision that is deemed appropriate.*

*To assist, SAO committees may be created to facilitate and serve as a training grounds for potential student leaders. Such shall be composed of bona fide members of RSO which shall be recommended by CSO executive board and appointed by SAO with*

*the approval of SDAO.*

#### **15.4.3.4 Activities and services**

##### **15.4.3.4.1 Accreditation and re-accreditation of student organizations**

The SAO provides support to and direction for all RSOs on campus. The SAO Coordinator meets with students who want to create new student organizations, those who want to disband current groups on campus, those that need help with planning events, and those who are looking for additional assistance. The Office also assists students in understanding policies and procedures relevant to the governance and operations of student organizations.

##### **15.4.3.4.2 Wellness Program for Lasallian Student Leaders - WISHING W.E.L.L.**

Wishing W.E.L.L. is a recreational activity designed to provide relaxation, bonding, and develop camaraderie among student leaders and campus advisers. It also aims to promote active participation. Ultimately, this wellness program intends to strengthen connection and network with other groups to better serve their respective organizations.

##### **15.4.3.4.3 Luntiang Parangal**

This is the annual student awards program spearheaded by the SAO to recognize outstanding performances of student leaders, artists, writers, athletes, councils and organizations. This event also aims to showcase student models of leadership, commitment to excellence, cooperation, teamwork, and service to others.

- 15.4.3.4.4      Campus Advisers' General Assembly**  
CAGA is an assembly for welcoming campus advisers to the OSS family. This program aims to orient the advisers on the new and existing guidelines of SDAO pertaining to student activities. CAGA also serves as a venue for establishing a network of Lasallian campus advisers who understand and value their role in guiding and helping student leaders deliver quality services to students.
- 15.4.3.4.5      Lasallian Campus Advisers' Seminar Series**  
LACASS are learning sessions spearheaded by the SAO for the purpose of providing advisers with trainings that would help enhance their knowledge, attitudes and skills as advisers. Ultimately, this program aims to further deepen the advisers' commitment to serve their respective student organizations.
- 15.4.3.4.6      Consultation Services**  
The SAO through its Coordinator, welcomes student leaders and advisers who would like to visit SDAO for questions/assistance related to the organizations they are handling.

#### **15.4.3.5      Nature and status of student organizations**

- 15.4.3.5.1      Recognition**  
The CSO is the mother organization and monitoring unit of all existing RSOs in the university. Its primary purpose is to monitor the activities of the RSOs and to facilitate and coordinate activities that are beneficial to the RSOs and the DLSU-D community.
- RSO refers to any organization of students duly recognized by the accreditation board and the CSO, operating in pursuant of the rules and

regulations set forth by the SAO.

#### 15.4.3.5.2

#### Classification

**Co-curricular organizations** support the academic development of its members. The main thrust is based on the objectives and nature of the academic program each organization aims to complement.

**Interest organizations** focus on the development of its members in a specific field of interest. Such interest shall be of significance to the member's development of ethics, skills and talents. The interests may be in the social, cultural, religious, literary, and recreational aspects.

The CSO uses the following terminologies to describe the status of RSOs on campus:

- **Probationary.** Status of newly recognized organizations. Status of an organization, which has not performed satisfactorily during a semester as evaluated by the CSO executive board and SAO.
- **Regular Status.** An RSO that has undergone the probationary status and has performed satisfactorily during a semester as evaluated by the CSO executive board and SAO.
- **Regular Excellent Status.** An RSO that has exceeded the regular status and has shown exemplary performance during a semester as evaluated by the CSO executive board and SAO.

#### **15.4.3.6 Recognition of new student organization**

**15.4.3.6.1** The application period for recognition shall be within thirty (30) working days before the first day of the first semester and thirty (30) working days before the first day of the second semester. Recognition granted before the first semester is effective for the coming semester, while the one granted during the first semester is effective for the second semester.

The following requirements must be submitted to SAO through the CSO:

- Letter of application addressed to the Director of SDAO through the SAO Coordinator.

***For co-curricular organizations, the letter of application should be signed by the president and noted by the adviser of the organization and endorsed by the College Dean.***

***For interest organizations, the letter of application should be signed by the president and noted by the Adviser.***

- A copy of the constitution and by-laws of the organization to be defended during the deliberation period. Such constitution and by-laws must not be contrary to the vision-mission of DLSU-D and the constitution of CSO.
- Roster of officers/founders should contain the following information:
  - position
  - name
  - program code
  - e-mail address
  - contact number
  - name of faculty adviser, his/her academic rank, college and department and contact number

*The above requirement should be prepared by the president and noted by the adviser.*

- Recent certificate of good moral character of each officers/founders.
- Adviser's form (Form A) and adviser's Information Sheet to be filled out by the faculty adviser.
- List of proposed plan of activities to be undertaken for the upcoming semester with the corresponding timetable. This shall be defended during the deliberation period.
- Student Leader Information sheet to be filled out by each officer under the organization. Attached therein is a photocopy of their current registration form and previous semester's individual report of grades.
- Other requirements that may be required by SAO.

The **Accreditation Board** shall convene immediately after the deadline of the application. Upon submission of the application for recognition to the SAO, the president, an executive board officer, and adviser should be present during the deliberation.

The Accreditation Board is chaired by the SAO Coordinator with the following members: a designated representative from the CSO executive board, USG president or his/her designated representative, RSO president\*, SDAO Director, and the OSS dean or his/her appointed representative.

*\*If the organization seeking for recognition is co-curricular or interest in nature, the RSO representative should be co-*

*curricular and interest, respectively.*

- 15.4.3.6.2** The Accreditation Board shall be the sole body that will decide on all matters concerning the accreditation of new student organizations.
- 15.4.3.6.3** Organizations shall follow-up their application for recognition one (1) week after the deadline of submission.
- 15.4.3.6.4** Changes in the organizational structure must be reported immediately to SAO through CSO.

**15.4.3.7 Re-accreditation of student organization**

Submission of requirements for re-accreditation shall be done within fifteen (15) working days before the second semester and fifteen (15) working days before the first semester. The requirements must be submitted to SAO through the CSO. The requirements shall be the same as for application for recognition except for copy of constitution and by-laws, certificate of good moral character, and plan of activities which may not be submitted unless there have been changes.

**15.4.3.8 Revocation**

The certificate of recognition of any student organization already granted prior institutional recognition may be revoked any time if found to have violated its own statement of purpose and/or constitution and by-laws, or have consistently failed to comply with the policies of the University and other circulars/memoranda of SAO, SDAO and OSS.

Revocation of recognition may only be enforced after due process has been observed.

Other policies on revocation are contained in the CSO Constitution and by-laws.

### **15.4.3.9 Guidelines for student activities**

#### **15.4.3.9.1 Process for submission and approval of activity proposal**

**General Provision.** These guidelines are hereby set for the following purposes:

- properly supervise and implement student activities
- ensure the safety and security of all students while doing the activity

**Activity Period.** It is implemented to give students a fair and ample opportunity to conduct student group activities and non-academic functions.

#### **15.4.3.9.2 Recognized student activities**

##### **Integration of activities**

- Before the start of the school year, student groups must evaluate their accomplished activities of the previous school year and be able to use the result of the said evaluation as basis for planning their activities for the incoming school year.
- Different groups must integrate their POA and must be able to present the same to the respective offices that manage them for approval.

*CSO and Interest Organizations' POA shall be approved by the SAO coordinator.*

*POA of the different organizations under PAG shall be approved by the CAO coordinator.*

*The CSC's, PC's and Co-curricular organizations' POA of every college must be approved by the College Deans/Associate Deans.*

- Soft copies of the plan of activities must be submitted to SDAO on or before the deadline.
- The schedule of Integration Workshop is included in the PRO LASALLE! program.

*\*This activity is being done to encourage organizations to conduct tie-up activities and to identify appropriate venues for student activities.*

#### **15.4.3.9.3 Submission and approval of project proposals**

- Projects or activities consolidated by the SDAO and included in the integrated POA are the ones which shall be allowed for execution; hence, the appropriate proposal forms and attachments shall be submitted to SDAO on or before the deadline of submission of project proposals.
- Lead time of proposal submission (on-campus) for SDAO is four (4) weeks and for OSS is three (3) weeks. Likewise, six (6) weeks of lead time for SDAO and five (5) weeks for OSS (off-campus).
- Follow-up of proposal may only be done two (2) days after submission to SDAO.
- For proposals with comments (e.g. incomplete requirements, corrections of errors/details/information), a maximum of two (2) working days, after the retrieval of proposal from the office, is given to complete and/or revise/finalize before this shall be submitted/returned to SDAO for approval.

- In case of changes of the approved activity (e.g. date, time or venue), the “in case of change” portion in the proposal form (1A, 1B, 2) must be filled out.
- Cancellation of an approved activity should be done at least one (1) week before the activity’s schedule using the Activity Cancellation Form.
- No activity shall be approved during banned dates (one week before and during institutional examination days) except for valid reasons.

#### **15.4.3.9.4**

#### **Venue reservation**

The final output of integrated POA is submitted to the reservation office for pre-blocking of student council/organization activities. The council or organization is advised to accomplish the reservation form at least two (2) weeks before the date of activity. Other concerns and inquiries regarding reservation policies may be referred to the reservation officer.

#### **15.4.3.9.5**

#### **Accomplished projects or activities**

Accomplishment reports (hard copy), for strict compliance, must be submitted to SDAO within a maximum of five (5) working days after every activity.

Non-submission of accomplishment report shall receive a demerit.

#### **15.4.3.9.6**

#### **The following are special requirements for specific kinds of activities:**

On-campus Activities	Off-campus Activities
Fund-raising	Team Building/Workshop
Spiritual	Invitations
Seminar/Assembly/Orientation	Contests/Competitions
Team Building/Workshop	Outreach
Contests/Competitions	
Sports	
Outreach	
Income Generating	

**15.4.3.10 Existing guidelines based on the nature of activities**

**15.4.3.10.1 For fund-raising activities that would entail sponsorship/donations, the following must be noted:**

- Observe the guidelines of UAO on fund-raising activities;
- Include details such as mechanics, procedures, target sponsors;
- Include details on the expected expenses and profits;
- Include declaration of gross and net profit in the accomplishment form;
- Include other requirements as provided for in the fund-raising form;
- Copies of the financial statement should be submitted to UAO and SDAO after the activity.

**15.4.3.10.2 For invitational activities such as off-campus competitions, conventions, trainings, etc.**

- Invitation letter from the organizing party or brochure of the activity
- Letter of intent
- List of participants
- Itinerary
- Letter of conformity of accompanying faculty
- Letter for the issuance of parental consent forms addressed to the OSS dean
- Resolution on budget allocation

**15.4.3.10.3 For On-campus activities**

- A brief description of the program/activity to be proposed
- List of participants
- Resolution on budget allocation
- Letter of conformity of accompanying faculty
- Letter for the issuance of parental

consent forms addressed to the OSS Dean for the activity scheduled on weekends.

**15.4.3.10.4      For On-campus contests or competitions**

- A brief description of the program/activity to be proposed
- Mechanics, procedures, criteria
- Prizes
- Judges
- Resolution on budget allocation

**15.4.3.10.5      For income generating**

- A brief description of the program/activity to be proposed
- Include details such as mechanics and procedures
- Include details on the expected expenses and profits
- Include declaration of gross and net profit in the accomplishment form
- External sponsors and not allowed
- List of participants
- Resolution on budget allocation
- Letter of conformity of accompanying faculty

**15.4.3.10.6      For on-campus outreach activities**

- Initial dialogue/consultation with LCDC
- Observe LCDC outreach guidelines
- A brief description of the program/activity to be proposed
- List of participants
- Letter of conformity of accompanying faculty
- Letter for the issuance of parental consent forms addressed to the OSS Dean
- Resolution on budget allocation

#### **15.4.3.10.7      For joint activities**

- Memorandum of agreement signed by parties involved
- Accomplished proposal form for each proponent and one set of attachments submitted altogether

#### **15.4.3.10.8      For sports activities**

- At least one school nurse must be secured by the college concerned during their games. Any cost that may be incurred in the request for nurse/s shall be shouldered by the college through their CSG trust fund.
- The presence of all of the following personnel during any game is a requisite:
- Faculty advisers/members following the 1:50 faculty to student ratio
- Nurse/s on-duty at the ULS
- Two standby vehicles with designated drivers for emergency transport to the University Medical Center
- Failure to satisfy any of the above shall mean non-approval or cancellation of any scheduled game by SDAO Director. Likewise, an authorized faculty or representative of the college dean may stop a game at any time at their discretion.

#### **15.4.3.10.9      For off-campus and overnight activities**

- Itinerary
- List of participants
- Letter of conformity of accompanying faculty
- Letter for the issuance of parental consent forms addressed to the OSS Dean
- Resolution on budget allocation

#### **15.4.3.10.10 For off-campus outreach activities**

- Initial dialogue/consultation with LCDC
- Observe LCDC outreach guidelines
- A brief description of the program to be proposed
- Itinerary
- List of participants
- Letter of conformity of accompanying faculty
- Letter for the issuance of parental consent forms addressed to the OSS Dean
- Resolution on budget allocation

#### **15.4.3.11 Accompanying Faculty**

All approved activities shall be attended by the faculty adviser. However, if the faculty adviser, with a justifiable reason, is unable to attend, s/he must assist the council or organization in looking for/ in requesting for another full-time faculty member to accompany the group; thus, the replacement must be reported to SDAO and OSS two (2) working days before the actual date of activity.

The full-time faculty student ratio must be 1:50 for in-campus weekend activities and 1:30 for off-campus activities.

#### **15.4.3.12 Parental Consent Form**

For sports related activities, it is for strict compliance that medical certificate and a photocopy of parent/guardian's valid ID must be included upon the submission of PCF of the participants.

Only a photocopy of parent/guardian's valid ID is required to be attached to the PCF for the non-sports related activities.

#### **15.4.3.13 Faculty Adviser**

DLSU-D believes in the importance of assisting and supporting its student organizations in their co-curricular and extra-curricular endeavors. The members of the academic community specifically the

faculty are strongly encouraged to take an active role in the total development of the students by participating as advisers of student organizations.

The organization shall have no more than one (1) faculty adviser and, if qualified, shall be appointed by the OSS Dean.

The adviser must be a full-time faculty member of the university and has observed at least one-year residency.

- For co-curricular organizations, the adviser must be involved in the activities of the particular academic area.
- For interest clubs, the adviser should be knowledgeable in the particular field.

The adviser shall serve for one school year but may be renewed based on the recommendation of the organization. Before the period expires, the faculty adviser should be recommended by the organization to the OSS Dean to serve the remaining term.

#### **15.4.4 Cultural Arts Office**

**15.4.4.1** As a unit of the SDAO, the CAO is tasked with providing opportunities for students to develop themselves in the area of culture promotion and arts. Such is realized through the institutionally recognized PAG, namely:

##### **15.4.4.1.1**

##### **Teatro Lasalliana**

Teatro Lasalliana is a prominent student theater/dramatics group in the campus. It was established in 1988 and is composed of talented members from different colleges. The group promotes awareness and development of theater arts in the University. It subscribes to the belief that theater arts is a concerted and collective effort.

Yearly, Teatro Lasalliana comes up with minor and major stage plays as well as theater festivals. The members

also visit elementary and secondary schools for outreach programs and workshop sessions designed for potential artists.

#### **15.4.4.1.2**

#### **The DLSU-D Chorale**

This is a pioneer institutional performing arts organization under the CAO. The group is composed of students from the different colleges who strive to promote appreciation for choral music, uphold Filipino faith and culture, and aid its members in their personal formation towards becoming men and women who live by the Lasallian core values of faith, zeal for service and communion in mission.

Under the leadership of a professional choral trainer and conductor, the group produces musical presentations, performs in diverse institutional functions, choral festivals, competitions and other external events. It aims to inculcate discipline, responsibility, determination, cooperation, and humility while enhancing the potential of its members through trainings, rehearsals, exposure activities and various trainings conducted throughout the year.

#### **15.4.4.1.3**

#### **La Salle Filipiniana Dance Company – LSFDC**

The LSFDC, established in 1993, specializes in Creative Folk and Ethnic Dances reflecting the historic Philippines. Among its well-applauded repertoire include *singkil*, *salidsid*, *tinikling*, *sayaw sa bangko*, *pandangguhan*, and *paunjalay*. LSFDC is composed of members from various colleges, all raring and eager to know more of themselves, of others, and of

our culture through Philippine dances. A technical dance instructor heads this group to provide members with the much needed training to prepare them for competitive exposures and dance competitions. Each year, LSFDC mounts major and minor productions in the campus.

#### **15.4.4.1.4 Pointes 'n Flexes Dance Company - LPNFDC**

The LPNFDC is an accredited institutional PAG under the supervision of the CAO. Members of this group are trained by a professional choreographer specializing in jazz, hip-hop, ballroom, ballet, modern, contemporary and interpretative dance. The group also performs belly dancing and gymnastics. LPNFDC represents DLSU-D in Inter-university activities and competitions. It renders free shows and minor and major productions in the University.

#### **15.4.4.1.5 DLSU-D Symphonic Band**

The DLSU-D Symphonic Band, formerly DLSU-D Brass Band, is composed of a dynamic group of instrumentalists and band players. Since 1994, the band blows its harmony in various institutional activities and special functions in and off campus. The members of the group are given free trainings and workshops to further hone their skills in playing various musical instruments. Just like other performing arts group, the group renders free shows and minor and major productions within the University. It also participates in off-campus exposures and competitions.

#### **15.4.4.1.6**

#### **Lasallian Pop Band - LPB**

The LPB is into OPM, pop, R&B, disco, fiasco, and jazz music. It used to be a unit under the DLSU-D Symphonic Band. Thus, it is considered the youngest member organization under the PAG. It was launched as an independent organization in 2002 during the Grand Alumni Homecoming. Since then, LPB has been a constant figure in various in/off-campus activities and events.

#### **15.4.4.1.7**

#### **Visual and Performing Arts Production Unit - VPAPU**

The VPAPU was established in 1996. It is a multifaceted arts organization specializing in events, production, stage management, lighting and set design and techniques. The group is also into visual, graphic and digital arts. Apart from staging its own events and projects, VPAPU manages the minor and major productions of the six other organizations under the PAG. By invitation, the group also provides technical and production assistance to other recognized student groups and offices/units within the university. Members of the said performing arts groups are entitled to scholarship grants.

### **15.4.4.2 Activities and services**

#### **15.4.4.2.1**

#### **Cultural awareness**

The CAO aids in the promotion of culture and arts not only within the University but also in underprivileged communities. This program aims to enrich the spirits of “the least, the last and the lost” in society through the teaching of artistic skills and production

of shows for people to watch, appreciate and learn lessons from.

#### **15.4.4.2.2**

#### **Recruitment**

The office recruits applicants annually at the beginning of the school year to give students the chance to be part of the PAG of their choice. Applicants undergo screening and interview before they are accepted as probationary members of the PAG.

#### **15.4.4.2.3**

#### **Artistic direction**

The office shares its expertise in various facets of production such as production design, technical services, scriptwriting, direction, stage management, hosting services and other artistic and creative innovations.

#### **15.4.4.2.4**

#### **Scholarship grants**

The office provides scholarship to deserving members of the PAG (see section 17).

#### **15.4.4.2.5**

#### **Cultural Arts Festival**

The office prepares an annual month long celebration of Culture and Arts through cultural presentations, competitions and exhibits inside and outside the university.

#### **15.4.4.2.6**

#### **PAG Synergy**

The office designs an annual teambuilding activity done outside the campus. This aims to strengthen the bond between and among the members of the PAG and to bring out the artistic talent of each member through teambuilding activities.

**15.4.4.2.7****Cultural presentations**

The office, through the seven performing arts groups, holds major and minor productions, concerts and cultural shows to heighten cultural awareness and to provide venues for exposure and appreciation of the different art forms on campus.

**15.4.4.2.8****Performances**

The office grants performance requests from units/offices/department /organizations from within and outside the University to support their activities and projects and showcase the artistic talents of the seven PAGs.

**15.4.4.2.9****Exposure trips**

The office gives each performing arts group the opportunity to watch stage plays, concerts, exhibits, expositions and other performances and activities conducted outside the University. This aims to help the members of the performing arts group better appreciate their craft and to help them learn contemporary approaches, skills and techniques in performing arts which they could eventually apply to their future activities and projects.

**15.4.4.2.10****Free workshops**

The office, through the seven performing arts groups, provides free trainings and workshops to reach out to children and teens who are interested in and are willing to learn the various forms of art.

## **15.4.4 THE HERALDO FILIPINO**

**15.4.4.1** The HF is the official student publication of DLSU-D. It is guided by the principles of responsible campus journalism, motivated by the Lasallian virtues, and called upon to serve the DLSU-D community by establishing a pronounced transformation constructive to the progress of the entire society.

As the voice of the students, The HF strives to provide essential information and promote analytical and reliable thinking for the students' interest. As dedicated and vigilant Lasallians, HF observes the values of Religio, Mores, and Cultura in efficient harmony with progressive and conscientious judgment.

**15.4.4.2** The HF commits itself to the unwavering pursuit of the development of the academic community and nation by upholding the principles of responsible student journalists. The University shall support its student publication by adhering to the concept of a free and responsible press, as stated in Section 2 of RA 7079 or the Campus Journalism Act of 1991, that upholds and protects the freedom of speech and of the press even at the campus level, and encourages critical and creative thinking of the Filipino youth (HF Editorial Policies, 2018).

### **15.4.4.3 Publications**

- HERALDO FILIPINO – broadsheet
- HERALDO FILIPINO Website – digital platform
- La Salleño – feature magazine
- Just Play – sports magazine
- Palad – literary digest
- Alipato – art and photo folio
- Halalan – student elections coverage
- Decreto – investigative journalism

#### **15.4.4.4 Editorial policies**

The editorial policies of the HF are the rules, guiding standards, and principles with which the best quality of the publication and the ethical standards of journalism are guaranteed.

The editorial board of the HF is responsible for enforcing, amending, and revising the policies every 3 years, with exceptions to necessary amendments, as stated herein furtherance to Rule IV Sec 2 (c) of DECS Order No. 94 Series of 1992, which has the statement "...the editorial board shall freely determine its editorial policies."

#### **15.4.4.5 Composition**

**15.4.4.5.1** The HF organizational structure is comprised of the editorial board and the editorial staff.

**15.4.4.5.2** The editorial board is composed of five higher editors (Editor in Chief, Associate Editor, Managing Director, Copy Editor, and Office and Circulations Manager) in charge of overseeing the editorial and operational functions of the HF ; and nine section editors (Writing: News Editor, Features Editor, Literary Editor, Sports Editor; Visuals: Art Director, Graphics and Layout Director, Chief Photographer, Chief Videographer; Digital: Web Manager) in charge of creating the content of the HF.

**15.4.4.5.3** The editorial staff members of the HF are ranked from apprentice, junior staff, and senior staff, based on merit. Each staff member belongs to one of the nine sections of the HF: News, Features, Literary, Sports, Art, Graphics, Photo, Video, and Web.

#### **15.4.4.6 Funding**

**15.4.4.6.1** The HF uses publication fees paid by undergraduate students during regular

semesters only. The HF collection fee can be found under the miscellaneous fees of each DLSU-D enrollee.

Such fees are collected by the Accounting Office and are considered to the HF trust fund under the care of the university. The release of such funds requires institutional accounting procedure.

- 15.4.4.6.2** When a necessary and urgent need arises, the provisions of RA 7079 (Campus Journalism Act of 1991) on publication shall apply.

**15.4.4.7 Staff selection**

Students who aspire to become members of HF must meet the requirements set by the editorial board such as:

- 15.4.4.7.1** Passing the competitive examination and interview by the editorial board.
- 15.4.4.7.2** Submitting photocopies of their report of grades in the semester or summer term prior to their application. Sample works are also encouraged if available.
- 15.4.4.7.3** Obtaining a GPA of at least 1.75 or higher, with no failing mark in any academic or non-academic subject.
- 15.4.4.7.4** Carrying a minimum load of 15 units per semester. However, students may be exempted from this rule if they are graduating students, shiftees or transferees where the 15 unit requirement is not possible.
- 15.4.4.7.5** Guaranteeing that they are not under any disciplinary probation, or must not have been found guilty of any major offense, as certified by the SWAFO director.
- 15.4.4.7.6** Ensuring that the applicant is not an officer of the USG, ROTC, or other organizations in DLSU-D.

#### **15.4.4.8 Editorial board and staff retention**

Members of the editorial board and staff must:

- 15.4.4.8.1** Maintain a GPA of 1.75 or better with no failing mark in any academic or non-academic subject.
- 15.4.4.8.2** Carry a minimum load of 15 units per semester. However, this may be waived if they are graduating students, shiftees, or transferees where a 15-unit load is not possible.
- 15.4.4.8.3** Publish at least five (5) articles or visual works per semester.
- 15.4.4.8.4** Not be under any disciplinary probation or found guilty of any major offense as certified by the SWAFO Director.
- 15.4.4.8.5** Complete 250 residency hours.
- 15.4.4.8.6** Attain a score of 75% or above in the HF internal organizational evaluations.
- 15.4.4.8.7** Must not be an officer of the USG, ROTC, or other organizations, or member of any other media organization in DLSU-D.

#### **15.4.4.9 Editorial board selection**

- 15.4.4.9.1** Members of the editorial board are appointed based on merit by the editorial screening board.
- 15.4.4.9.2** Editorial board applicants must complete a rigorous examination and interview process, which will be assessed by the editorial screening board assigned to determine the criteria and credentials of applicants.
- 15.4.4.9.3** The editorial screening board shall be composed of all graduating or outgoing editors who are not applying for a second term and the publication adviser acting as chair. Previous

editors of the HF currently working as media practitioners may also be invited to sit on the panel upon the discretion of the incumbent editor-in-chief.

**15.4.4.10 Printing**

The HF , Vicissitude and all other collegiate, department and organizational student publications are printed by commercial printing presses chosen through the University bidding process.

**15.4.4.11 Selection of publication adviser**

**15.4.4.11.1** Lasallian Core Values

**15.4.4.11.2** High degree of accuracy and fluency in the Filipino and English language

**15.4.4.11.3** Extensive experience in advising campus paper and/or background in journalism

**15.4.4.11.4** A degree in Bachelor of Arts Communication or Journalism. In cases wherein the adviser has a degree other than the ones mentioned above, s/he may be hired provided that he/she has a sufficient experience in the field of journalism.

## **15.5 Vicissitude**

**15.5.1** Vicissitude is DLSU-D's collegiate official yearbook that features the school year's roster of graduates. The recognized Vicissitude Editorial Board, under the supervision of a coordinator, is generally concerned with the preparation and production of the official yearbook. They attend to the various phases of the production of the yearbook such as editing, laying out, proofreading, choosing the artwork, etc.

Vicissitude envisions itself as an invaluable Lasallian partner in preserving and upholding Lasallian pride, heritage and identity by producing high-quality DLSU-D yearbooks that are worth-keeping for generations to come.

### **15.5.2 General membership**

Each member of Vicissitude must be a bona fide student of DLSU-D who is committed to the values of responsibility, creativity and service. A student who aspires to become a member must

- Submit a copy of an accomplished application form
- Copy of grades earned from the most recent semester (for upperclassmen)
- COR of the current semester
- Pass the interview and examination given.

### **15.5.3 Editorial board and staff**

The Vicissitude editorial board and editorial staff are a group of students empowered and equipped to take responsibilities for the timely production (conceptualizing to printing) of the yearbook with the supervision of the Vicissitude coordinator.

The Vicissitude Editorial Board is composed of seven (7) members: Editor-in-Chief, Associate Editor, Managing Director, Marketing and Communications Director, Content Director, Photography Director, and Creative Director.

#### **15.5.4 Benefits and privileges**

##### **15.5.4.1 Deserving Editorial Board/Staff members may be given any or all of the following benefits and privileges:**

- Free in-campus/off-campus trainings on leadership, writing and editing, photography, graphics and laying-out, and other fields relevant to yearbook production
- Free pictorial by Vicissitude's official photographer/photo studio
- Free yearbook copies (for Editorial Board/Staff members)
- Tuition discounts

*In case that the graduating executive board/executive staff members did not accomplish the required duty hours, they shall pay the total amount of the graduation picture and yearbook.*

##### **15.5.4.2 Bases for the granting of any or all of the abovementioned benefits and privileges are as follows:**

- Seniority
- Performance evaluation (70% from the Vicissitude Coordinator and Graphics and Design Layout Artist, and 30% from the EB) with at least a *Satisfactory* rating
- Academic performance (No failing grades);
- Completion of required duty hours
- Availability of funds

## **15.6 International Student Office**

- 15.6.1** The ISO is a unit directly under the supervision of the OSS Dean. Its main task is to ensure that all incoming and bonafide international students of the university have the proper visa and other requirements for studying.
- 15.6.2** The ISO is the office that handles specialized functions concerning foreign student which include the following:
- 15.6.2.1** Monitors all foreign students enrolled in the university every semester;
- 15.6.2.2** Inspects, verifies and monitors all legal and valid documents of foreign students;
- 15.6.2.3** Facilitates the processing of Student Visa conversion, extension and Special Study Permit of incoming qualified applicants and eligible old students;
- 15.6.2.4** Has the authority to hold students' portal should they fail to comply with the requirements of ISO and the Student Desk of the Bureau of Immigration;
- 15.6.2.5** Issues the following:
- Certificate of Eligibility to Enroll;
  - Waiver for Enrollment cancellation;
  - Final Notice of Enrollment cancellation;
  - Final Enrollment Cancellation;
  - Monthly monitoring card to ensure that they are attending their classes.
- 15.6.2.6** Updates foreign students on new rules and regulations concerning their stay in the Philippines;
- 15.6.2.7** Conducts advising on matters concerning status as students;
- 15.6.2.8** Provides assistance to special transactions that the foreign students encounter with any DLSUD office;
- 15.6.2.9** Provides assistance to and consultation with foreign students concerns;
- 15.6.2.10** Conducts freshman orientation and general assembly for international students; and
- 15.6.2.11** Assists ISA during meetings and activities.

### **15.6.3 International Student Association**

Every international student, upon enrollment at DLSU-D, is an automatic member of the ISA. It is the official international students' organization in DLSU-D which is headed by eight (8) officers and a maximum of ten (10) support staff represented by all nationalities who will serve the organization for one academic year under a designated adviser. The ISA is directly under the OSS Dean. The functions are the following:

- 15.6.3.1** Spearhead activities for international students;
  - 15.6.3.2** Promote cultural orientation, camaraderie, and synergy between and among foreign and Filipino students by conducting activities relevant and helpful to them, such as outreach programs, cultural shows and other programs;
  - 15.6.3.3** Provide assistance to its members;
  - 15.6.3.4** Render voluntary service to International Students Office operations.
- 15.6.4** Regular activities for the international students include new student orientation, general assembly, and year-end workshop. Optional activities include leadership training, cultural show, food festival, sports tournament, among others.

### **15.6.5 Foreign fee charges**

All international students are charged with the following fees in US dollars:

- 15.6.5.1** Admission fee which is paid on a one-time basis during the first semester of their first school year in the university
- 15.6.5.2** Semestral fee which is paid twice a year for each semester during their entire stay in the University.

## **15.7 Student Welfare and Formation Office**

It is very important for students to maintain a clean discipline record to be assured of their continued stay in DLSU-D. This section aims to orient the students of what SWAFO is all about, its mandate, the disciplinary proceedings, and the formation program. SWAFO embraces the following taglines/goals to reach out positively to students:

- Student Will Never Be A Foe With SWAFO;
- Strengthening Discipline. Exuding Compassion. Nothing But Service.
- SWAFO exercises S.M.A.R.T. (S.mile M.ake simple conversations, A.sk for student's name and ID card, R.efer the student to the office, T.hank the student.)

**15.7.1** The SWAFO is in charge of the enforcement of student discipline policies, rules and regulations as stipulated in this Handbook. It is headed by a director who:

- 15.7.1.1** implements University policies and regulations regarding discipline;
- 15.7.1.2** maintains a record of all offenses or violations of students;
- 15.7.1.3** coordinates with the Chief of Security in the implementation of the University policies rules and regulations;
- 15.7.1.4** hears and decides on disciplinary cases of students;
- 15.7.1.5** presents decided cases of violations submitted and appealed to the UDB;
- 15.7.1.6** renders and promulgates decisions on discipline cases;
- 15.7.1.7** supervises student formatores and staff; and
- 15.7.1.8** issues student clearances and certificate of good moral character.

**15.7.2** The SWAFO Director is aided by the Assistant to the Director and the Student Formatores whose main functions are to:

- 15.7.2.1** maintain and promote peace and order in the campus;
- 15.7.2.2** monitor activities of students and student groups on campus;
- 15.7.2.3** accost students who are seen violating or suspected to be violating rules and regulations, and

- demand the presentation/confiscation of the student ID card;
- 15.7.2.4** conduct investigation of students who violate University rules and regulations while being always mindful of their rights;
- 15.7.2.5** prepare and submit required investigation report of discipline cases to the SWAFO Director;
- 15.7.2.6** invite students during their free time to the SWAFO for purposes relative to their violation;
- 15.7.2.7** coordinate with other offices and units of the University regarding student discipline and behavior; and
- 15.7.2.8** act as custodian of all surrendered lost and found items

### **15.7.3 Discipline procedure**

SWAFO observes the following discipline procedures which strictly adhere to the standards set by law and jurisprudence;

- 15.7.3.1** Upon receipt of the complaint/report, the head of the Investigation Section shall carefully study and evaluate the same.
- If the report has no justifiable grounds, the section head automatically recommends to the SWAFO Director the dismissal of the same.
  - If the report has justifiable grounds, the section head disseminates the case to the member of the investigation section.

- 15.7.3.2** The respondent student shall be given notice in writing, through the investigator, of the nature and cause of allegation against him/her. The said student shall then be required to answer the allegation in writing within three (3) school days upon receipt of the notice. During that time, the student shall also be allowed to present evidence on his behalf.

Failure/refusal on the part of the respondent student to submit his/her statement within the prescribed period without valid reason shall be deemed as a waiver of his/her right to answer and defend his/her right against the allegation.

**15.7.3.3** The respondent student shall be scheduled for preliminary investigation.

- If the respondent student willfully and voluntarily admitted the allegation, the assigned investigator shall prepare and shall thereafter serve the formal charge;
- If the student denies the allegation, the investigator has the right to conduct follow-up investigations if the statements of the respondent student is doubtful.

**15.7.3.4** During follow up investigations, the investigator can gather additional pieces of evidence to clarify and verify the case at hand. Likewise, s/he can invite the informant/complainant and/ or his/her witnesses, if there are any, for questioning pertinent to the instant case. After follow-up investigations:

- If the investigator finds the allegation not meritorious, he shall draft an investigation report addressed to the SWAFO Director containing the dismissal of the case.
- If the investigator finds the allegation meritorious, he shall then prepare and serve the formal charge to the respondent student.

**15.7.3.5** The investigator thereafter prepares the investigation report indicating his findings and recommendations. The same shall be submitted to the SWAFO director for proper hearing.

**15.7.3.6** After submission of the investigation report, the SWAFO director can call on the Assistant to the Director and the investigator in charge to discuss the case at hand.

**15.7.3.7** The SWAFO director shall conduct proper hearing in the presence of the respondent student. Thereafter, the Director shall render the decision on the disciplinary case at hand on the scheduled time and date. During the entirety of the disciplinary proceedings, the student reserves the right to be assisted by a counsel. However, the proceedings

shall not be invalidated by the absence of one.

**15.7.3.8** The decision of the SWAFO director shall be final and executory unless the student appeals the said decision. The appeal shall be filed before the UDB within five (5) school days from the receipt of the decision.

Grounds for the consideration of appeals to the UDB:

- Grave abuse of discretion on the part of the SWAFO Director.
- The absence of due process

#### **15.7.4 The University Discipline Board**

**15.7.4.1** The UDB may be convened to hear, deliberate, and decide cases on appeals submitted by student and on cases referred by the SWAFO director which need the decision of the board.

The UDB is composed of the:

- OSS Dean as chair. In his/her absence, the other members of the Board may elect from themselves a temporary chair
- Concerned collegiate dean/associate dean
- USG President or his/her representative
- Faculty Association president or his representative
- POLCA president or his/her representative
- Alumni Association president
- President of CSG or representative

#### **15.7.4.2 Procedure for appeal**

**15.7.4.2.1** An appeal shall be filed within five (5) school days after receipt of the decision. Such appeal (7 copies) must be filed to the OSS. The appeal shall contain a concise statement of the issues involved and the grounds relied upon for the appeal. It should be accompanied with a copy of the decision subject of the appeal.

**15.7.4.2.2** A true copy of such documentary pieces of evidence shall be kept in SWAFO. One

school day after the letter of appeal was submitted to UDB, the SWAFO shall submit to the chair of UDB all original documents pertinent to the matter of the appeal for purposes of marking.

- 15.7.4.2.3** The OSS Dean convenes the board to determine the sufficiency of the grounds of the case subject of the appeal.
- 15.7.4.2.4** If the case subject of the appeal is without merit, or insufficient in grounds, or the questions raised therein are too insubstantial to require consideration, the board may dismiss the case subject of the appeal.
- 15.7.4.2.5** If the case subject of the appeal is sufficient in grounds or with merit, the board shall determine schedule/s of hearing.
- 15.7.4.2.6** The appellant and his parents/guardian are duly notified of the date/s of the hearing/s. If the parent/guardian cannot come, the same shall inform the board in writing within three (3) school days from receipt of the notice.
- 15.7.4.2.7** The board shall convene to hear the case subject of the appeal. In the event of the appellant's failure to appear during the hearing, the Board shall proceed ex parte without prejudice to the appellant's appearance in subsequent hearings.
- 15.7.4.2.8** If hearing of witnesses of the appeal is indispensable, the Board may hear witnesses, in the absence of the appellant. However, the presence of the appellant is a must unless such right is waived in writing. The presence of the SWAFO director to present the case shall be indispensable.
- 15.7.4.2.9** Real, testimonial or documentary evidence shall be limited to the

allegations contained in the result of the investigation submitted by the SWAFO director. No new evidence can be entertained during the hearing.

- 15.7.4.2.10** The entire proceedings shall be documented and filed. The proceedings may likewise be audio/video recorded by the Board. All documents of the proceedings shall be submitted to the chairperson, who shall have custody of such records. The parties may be furnished a copy of the minutes.
- 15.7.4.2.11** As far as practicability is concerned, hearing on any appeal shall not last beyond one (1) calendar month from the date of the initial hearing. Postponements shall only be allowed due to highly justifiable causes as decided on by the Board.
- 15.7.4.2.12** The board shall render a decision within ten (10) days from the date of the last hearing whether or not the parties submit their respective memoranda. The decision shall be in writing and shall state the reasons relied upon in arriving at such decisions. Copies thereof shall be sent to all parties and submitted to the VCAR, College Dean/s concerned, Department Chair/s concerned, the OUR, SWAFO, and CHED, if necessary.
- 15.7.4.2.13** The Board reserves the right to decide on the case subject of the appeal. Therefore, it may commute, reverse, affirm the decision of the SWAFO based on the documents presented.
- 15.7.4.2.14** Decision of the UDB shall be final and executory within fifteen (15) school days after the promulgation of the decision unless a motion for reconsideration is submitted to the Board with five (5) school days from receipt of the decision. Such motion for reconsideration shall be on the

ground that a new evidence has been discovered which was not presented before. A copy of which shall be furnished to the complainant and the appellant.

**15.7.4.2.15** The filing of motion for reconsideration stalls the counting of the fifteen (15) school days from receipt of the said motion for reconsideration.

**15.7.4.3** Each party shall only be allowed one postponement. Parties who wish to request postponement of hearing should be reminded of the following:

**15.7.4.3.1** Request for postponement shall only be on writing.

**15.7.4.3.2** Written request of postponement must be filed with the chair of the UDB at least three (3) school days before the scheduled date of hearing.

**15.7.4.3.3** The requesting party shall be notified in writing of the action taken thereon at least (2) days prior to the scheduled date of the hearing.

**15.7.4.3.4** Notice to the parent or guardian on record shall be deemed sufficient notice for the purpose.

**15.7.4.3.5** Written request of postponement filed beyond the prescribed period shall be denied and the parties shall be required to be present at the scheduled hearing.

## **15.7.5 Formation Program**

The Formation Program is intended for students who have committed a major offense and were given a sanction of either suspension or alternative sanction (office work). This program aims to help students with violations recognize their mistakes and eventually learn from them.

### **15.7.5.1 Guidelines for the Formation Program Participants**

- 15.7.5.1.1** Formation Program is a requirement to students who have committed a major offense, whether s/he is currently enrolled, has already transferred to another school or has already graduated from this University.
- 15.7.5.1.2** Only students who have served / finished their sanctions (either suspension or alternative sanction) shall be required to attend.
- 15.7.5.1.3** Students must visit the office and enlist themselves (names and contact numbers) for the seminar, through the SWAFO Secretary, from the first day of classes until before the date of the first meeting.
- 15.7.5.1.4** During the first meeting, students must submit the following:
- COR – to serve as reference for student's current class schedule
  - Certificate of Completion – to be secured from SWAFO c/o the Secretary upon completion of sanction
- 15.7.5.1.5** The Formation Program is composed of five (5) sessions, which shall be held once a month. The first four (4) sessions shall be scheduled based on the common vacant time of the participants. The final session shall be held for one whole day and is usually scheduled after the final examination week.
- 15.7.5.1.6** All participants are expected to:
- Complete all sessions of the program to become qualified to secure a Certificate of Good Moral Character.
  - Inform SWAFO, through the Education Section, ahead of time in case of a conflict with the scheduled session. A letter of explanation should be addressed

to the SWAFO Director, through the Education Section, subject for approval.

Note: Only those with approved letters shall be allowed to continue with the program. In the absence of the approved letter, failure to attend in one (1) session of the program shall mean forfeiture of the opportunity to complete the sessions within the said semester. Thus, the student would have to wait for the next set of meetings of the Formation Program, which shall be held the following semester.

- 15.7.5.1.7** Be punctual in attending all the sessions of the program. Tardiness, without a valid reason, might be considered an absence.
- 15.7.5.1.8** Relative to the second item in 15.7.5.1.6, an attendee who submitted a letter of explanation and was approved by the SWAFO Director shall be given a special task.
- 15.7.5.1.9** Participants may only be allowed to be absent once.
- 15.7.5.1.10** In case the participant fails to attend the final session, s/he will be allowed to attend the final session of the next batch, provided, a letter of explanation on why s/he was not able to attend the said session should be submitted to the SWAFO director. S/he will be obliged to attend the first meeting of the said batch.
- 15.7.5.1.11** A student can only be given the chance to attend and complete the sessions of the Formation Program once.
- 15.7.5.1.12** In the event that a student commits any major offense after attending the program, his/her opportunity to secure a

Certificate of Good Moral Character  
shall be forfeited.

#### **15.7.6 Peer Assistance Program**

The SWAFO, in its constant aim to reach out to as many students as possible, and to inculcate in the minds of students the value of discipline, has its own student auxiliary group known as the Peer Assistance Program. It is composed of volunteer students coming from the different colleges who help SWAFO in promoting the importance of discipline, camaraderie and leadership among many students.