



UNIVERSIDAD DE MANILA

OFFICE OF THE STUDENT AFFAIRS



STUDENT MANUAL





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Message from the 16th President of the Universidad de Manila

As an educational institution, Universidad de Manila (UDM) focuses on what the students need within the halls of the University, in preparation for their entry not just into the city's and the country's workforce, but even on the international stage. As such, quality education, responsive infrastructure, facilities and equipment, and a well-developed curriculum geared towards competency and employability are crucial.

To achieve such goals that the youth of Manila deserve, we shall endeavor to put emphasis and scrutiny into key performance indicators upon which the University's academic standing could be readily measured. The current passing rates of our students under our board courses, as well as the current employment and employability of our alumni, are the best indicators as to whether or not the University is being true to its mandate and purpose as an educational institution. With these, we should be apprised of the student's needs and the University's shortcomings that need to be addressed. We will focus on essential goals that will put UDM on the map.

Clear and objective evaluation standards must be formulated and implemented to ensure that our faculty members are truly able to deliver quality education. The existing curricula must be further developed and improved to make it aligned with the highest educational standards and to make it competitive and relevant in today's ever-changing demands.

Quality management standards shall likewise be instituted to guide and document the University's journey towards achieving the above-stated goals, in order to recalibrate the institution's culture of doing things and to steer the University towards continuous development and success, even beyond the tenure of any given leadership and management. This way, each unit's or individual's efforts, outputs, insights, and work will be harmonized and ensured to match set expectations, shared purposes, and most importantly, the needs of the students who are the number one stakeholders of an educational institution. The above is easier said than done.

Let us all work together as a single unit, as a family, for a better UDM, a second home for our Merlions to be proud of. I look forward to meeting you all on campus soon.

MA. FELMA CARLOS-TRIA, Ed.D
University President

Message from the Dean of Office of the Student Affairs

Universidad de Manila (UDM) is an exciting place to be, and we anticipate with passion you joining our campus. We face the 21st century with promises of a new beginning and a vision of a bright tomorrow.

The Student Manual is the culmination of decades of UDM experience in student governance. Always in accordance with the law, the provisions on student conduct and discipline embodied in the Manual should serve as a guide to anyone wishing to study at UDM. The UDM believes that quality education can only be possible in a clean and orderly campus with disciplined and responsible students, faculty members, and workers.

The Student Manual should also be a guide to students who may want to know about the procedures in the various transactions in the University as well as where to go in case they need assistance and help.

The Manual should be with the owner at all times whenever he or she is in campus, and he or she should be thoroughly familiar with its contents

VIRGINIA I. BERGANIO, Ed.D

Dean, OSA

HISTORY OF UNIVERSIDAD DE MANILA

On April 17, 1995, the City Ordinance 7885 was enacted establishing the Dalubhasaan ng Lungsod Ng Maynila known as the City College of Manila (CCM) headed by Hon. Mayor Alfredo S. Lim, the father and founder of CCM with the support of Hon. Vice Mayor Jose L. Atienza Jr., and the City Council with Hon. Nestor C. Ponce Jr., Hon. Humberto Basco and Hon. Bernardito C. Ang as Principal Sponsors.

On April 26 of the same year, City Ordinance No. 7885 was passed into law and became operational with the main objective of providing quality education to the less privileged but intellectually deserving graduates from the Public Schools of Manila.

On June 6, 2006, the Manila City Council, at its regular session enacted City Ordinance No. 8120 elevating the Dalubhasaan ng Maynila or the City College of Manila (CCM) into a university and renaming it Universidad De Manila (UDM) to attune it with its present campus site at 24,000 square meters Mehan Gardens at Arroceros (now Cecilia Munoz-Palma) cor. Hospital Street (Antonio Villegas) Streets, Ermita, Manila. The new University was inaugurated by Hon. Mayor Jose L. Atienza Jr., and Hon. Juan Miguel T. Cuna on June 19, 2006.

On June 28, 2006, of the same year, City Ordinance No. 8120 was approved by his Hon. Mayor Jose L. Atienza Jr., and as such shall continue to operate in accordance with law and within the powers and limitations specified and organized as a corporation under the same name.

In 2015, the University's College Programs was recognized by the Commission on Higher Education (CHED) in compliance with the CMO 30, S. 2006 - Policies and Standards in Operating Colleges and Universities.

In January 2020 UDM institutionalized the Learning Management System (LMS) that formed the basis of a remote blended learning platform or enriched virtual. In February 2020, Moodle App was adopted as a learning platform to provide students, faculty members, and, administrators to create a new kind of learning environment where students and teachers need not to each other daily. It was operational during the pandemic.

Prior to the Enhanced Community Quarantine on March 16, 2020, UDM conducted training regarding Moodle App and video tutorials via the Workplace App and as a source of communication among faculty and administration. During the entire duration of the quarantine period, the learning and teaching link between the students and faculty members of UDM were ongoing and students were able to comply with the different academic requirements satisfactorily. Since the start of the lockdown, there has been no disruption in the teaching and learning process in UDM.

On April 27, 2020, City Ordinance No. 8635 was enacted to amend the provisions of Ordinance No. 7885 as amended by Ordinance No. 8120, entitled "An Ordinance Amending Specific Provisions of Ordinance No. 7885, otherwise known as "An ordinance authorizing the City Government of Manila to operate the Dalubhasaan ng Maynila (City

College of Manila) and for such other purpose”, enacted on April 17, 1995”. This Ordinance treated UDM as an independent and institutional department of the City of Manila.

From tertiary courses, the University has expanded with other program offerings - the Institute of Graduate and Professional Studies (IGPS), the College of Law (CoL), the Center for Microcredentialing and Industry Training (CMIT), and the Senior High School (SHS).

Part I

GENERAL PROVISIONS

A. Institutional Philosophy

VISION

A leading Higher Education Institution that prepares visionary and ethical leaders who shall create a positive impact to society.

MISSION

Universidad de Manila is committed to provide equal opportunities by developing the learners' knowledge, skills, and values, through quality education and dynamic technology-driven systems, in a diverse yet inclusive environment for learning, research, and community engagement.

CORE VALUES

E – Ethics and Integrity

Q – Quality and Excellence

U – Unity and Collaboration

A – Achievement and Passion

L – Leadership and Innovation

INSTITUTIONAL GOALS

S – Systems, Academic Support, services Improvement

C – Center for Micro-credentialing and Industry Training Promotion

A – Academic Excellence

L – Leveling up Linkages and Community Extension

E – Engagement in Research

STRATEGIC DIRECTION

Q – Quality Systems and Performance

S – Stakeholders Satisfaction

S – Sustainable and Accountability

QUALITY POLICY

Universidad de Manila is committed to implement quality assurance standards and procedures, to improve the University's performance at all levels.

B. Policy Statements

The Universidad de Manila recognizes that the student is the central figure in all its educational programs, projects, and activities and that his/her self-realization possible through formal education is the measure of the attainment of the institutional goals. The University likewise realizes the importance of the student's participation and cooperation in the establishment and maintenance of a healthy and peaceful campus environment conducive to the efficient and effective attainment of educational objectives. Hence, within the atmosphere of unity of purpose and commitment to shared responsibilities, the University adheres to the following policies:

1. The University shall promote and protect the physical, intellectual, moral, spiritual, and social well-being of the students.
2. The University shall respect the individual and collective rights of students as provided for by law, public policy, and generally accepted customs and traditions.
3. The University shall guarantee the right to quality education for all students and shall act appropriately to make such education accessible.
4. The University shall not discriminate against any student regardless of sex, socioeconomic status, political beliefs, religion, and aspirations.
5. The University shall support students' initiatives and provide for their participation in matters affecting their interests and well-being.

C. THE UNIVERSITY LOGO



The Universidad de Manila Logo has the open Book which symbolizes knowledge, intelligence and the innate ability of the students to communicate. The leaves of the *Scyphiphora hydrophyllacea* or “nilad” represent the city’s significant role, the mangrove of Manila, as a coastal city that receives the treasures from the sea and at the same time buffers the wrath from the sea.

There is a historic-cultural reference to the existence of the Nilad mangrove to have influenced the name of the city-Maynilad (a place where “nilad” grows). The University’s broad programs are consistent with the educational policies, standards, and goals of the City of Manila. Finally, the round shape represents the university’s never-ending commitment to developing the underprivileged but deserving youth of Manila. The Golden Sea-lion is depicted as a mythical creature with a lion's head and the body of a fish. The Universidad de Manila Golden Sea-lion represents the City of Manila - it symbolizes the pride, dignity, and ability of the students to face global challenges in the pursuit of a better future.

The University colors shall be *golden yellow*, *tall evergreen*, and *white* and the University seal shall have the inscription “Universidad de Manila 1925”. The University’s official font is *Georgia*.

D. CLASSIFICATION OF STUDENTS

Students of the University may fall under the following categories:

1. Regular Student – a regular undergraduate student follows an organized program of study and complies with requirements that lead to a bachelor’s degree or undergraduate diploma. He or she carries the full semester’s load prescribed by his or her respective curriculum and is classified as a freshman (1st year), sophomore (2nd year), junior (3rd year), or senior (4th year).
2. Irregular Student – an irregular student is a student registered for formal credit but who carries less than the full load called for in each semester or with deficiency/back subjects.
3. Payee Student – a student who has been admitted into the Institute of Graduate School and Professional Studies (IGPS Student), College of Law (JD Student),

CMIT, and other Applied Livelihood-Oriented and Employment Guaranteed Courses.

E. ACADEMIC LOAD

The regular academic load per semester shall be prescribed in the curriculum. Provided, that exceptions may be allowed as per university policies and guidelines, such as:

1. Overloading is only allowed for graduating students, and it shall carry the prescribed academic load plus (6) units.

F. CREDIT UNIT

The subjects taken from other academic institutions may be credited as subject to the University's policies and guidelines and the approval of the Vice-President for Academic Affairs.

G. STUDENT HANDBOOK

There shall be a Student Handbook containing the policies, rules, regulations, procedures, and practices governing student conduct and discipline shall be published by the Student Support Services (SSS). The SSS shall ensure that each student shall have a copy thereof upon enrollment and, in turn, the student shall acknowledge receipt thereof. The SSS shall conduct an orientation seminar on the contents of the Student Handbook. The Student Handbook shall contain the updated University rules and regulations on Student Activities, Student Discipline, Alumni Affairs, Guidance, Counseling, and Psychological Services, Library Services, Health Services, and Registration. It also provides for specific recognitions, awards, and achievements, and likewise provides for punishable offenses and penalties for student violations.

H. CLASS SIZE

The University Registrar and the Vice-President for Academic Affairs shall make a determination of the class size for each college, with the approval of the President, one month prior to the enrollment period. The ideal class size shall be forty (40) for undergraduate programs and a minimum of fifteen (15) for both graduate programs and juris doctor, if the required class size was not met, policies for displacement fee shall be applied.

I. SCHEDULE OF CLASSES OR SUBJECTS

The schedule of classes or subjects shall be prepared by the respective college subject to the approval of the Vice President for Academic Affairs and the President, which shall be issued forthwith by the Registrar.

J. STUDENTS' RIGHTS DUTIES AND RESPONSIBILITIES

Students' Rights

1. Receives, primarily through competent instruction, relevant quality education in line with the University's mission, vision, goals, and core values.
2. Continue their course of study up to graduation subject to compliance with academic requirements, and the policies, rules, and regulations of the University.
3. Receives counseling and psychological services.
4. Have access to their school records, the confidentiality of which the University shall maintain and preserve subject to compliance with the Data Privacy Act of 2012.
5. The issuance of official school certificates, diplomas, transcripts of records, transfer credentials, and similar school documents or records, subject to compliance with clearance obligations.
6. Publishes a student newspaper and similar publications.
7. Exercises free expression of opinions and suggestions within the bounds provided by existing law, through open communication channels as provided by the University.
8. Establishes, maintains, joins, and participates in organizations duly recognized and accredited by the University to foster their intellectual, social, cultural, spiritual, and physical growth and development.
9. Students shall have the right to due process as provided by law.
10. Access to clean, safe, and secure school facilities.

Duties and Responsibilities of Students. Students shall have the following duties and responsibilities:

1. Exerts their utmost in the development of their potential, talents, and skills; particularly by undergoing an education suited to their abilities, in order that they may become assets to society.
2. Upholds the core values of the University and endeavors to achieve academic excellence through conscientious and diligent study and relevant activities, abiding by the rules, regulations, and policies promulgated by the University.
3. Conducts themselves in accordance with the University's mission, vision, and core values, at all times, inside and outside the University, including but not limited to social media platforms and the like.
4. Actively participates in the promotion of the general welfare, particularly in the social, economic, and cultural development of the community toward the attainment of a just, compassionate, and orderly society.
5. Exercises their rights responsibly with the knowledge that they are answerable for any infringement or violation of the general welfare or the rights of others, laws, rules, regulations, and public policies.

6. Absolutely refrains from engaging in any activity, whatsoever, which would be deemed inimical or prejudicial to the goodwill and reputation of the University.
7. Absolutely refrains from joining fraternities, sororities, and other organizations not recognized by the University including those that subscribe, participate in, promote or proliferate illegal activities and violent acts such as but not limited to hazing and initiation.
8. Observes at all times pertinent laws, city ordinances, policies, rules and regulations, and shall act always with fairness, tolerance, moderation, and respect in relation to opinions and feelings of others, bearing in mind that education stands for broadness of views and for appreciation and understanding of principles.
9. Be courteous and considerate on all occasions as are befitting men and women of refinement and good breeding.

K. Students' Orientation

The orientation is a requirement for all new students. It is a yearly student orientation for the university's incoming (freshmen) students. Programs for new first-year undergraduate students are intended to help them get acclimated to the academic, cultural, and social environment of the university. You will encounter a variety of academics at the Student Orientation. Additionally, it gives you the chance to socialize with other UDM freshmen. The program aims to familiarize freshmen with campus resources, introduce them to the rigors and delights of schooling traditions, and prepare them for the academic rigor at UDM. New students have the chance to learn about the various academic resources offered by the UDM community through this program. They will start to establish a network of tools during the program that will enable them to start their UDM journey on the right path.

Because it is anticipated that some norms and regulations may be forgotten as students spend more time at the university, the Old Students are also given an annual Re-orientation.

L. COLLEGES AND GRADUATE SCHOOLS

The University, in its thrust of producing globally competitive Manileños, offers the following academic courses:

Colleges:

College of Arts and Sciences (CAS)

- Bachelor of Arts in Communication
- Bachelor of Science in Psychology

- Bachelor of Science in Public Administration
- Bachelor of Science in Social Work
- Bachelor of Science in Mathematics
- Bachelor of Arts in Political Science

College of Business Administration (CBA)

- Bachelor of Science in Business Administration
Major in Marketing Management
- Bachelor of Science in Business Administration
Major in Human Resource Development Management
- Bachelor of Science in Business Administration
Major in Economics
- Bachelor of Science in Accountancy
- Bachelor of Science in Accounting Information Technology
- Bachelor of Science in Entrepreneurship
- Bachelor of Science in Hospitality Management with
specialization in
Recreation & Leisure
Heritage & Culture
Travel Operations

College in Criminal Justice (CCJ)

- Bachelor of Science in Criminology

College of Health Sciences (CHS)

- Bachelor of Science in Nursing
- Bachelor of Science in Physical Therapy

College of Education (CED)

- Bachelor of Secondary Education
Majors in English
Major in Mathematics
Major in Social Science
Major in General Science
- Bachelor in Physical Education
Major in School Physical Education
- Bachelor of Technical-Vocational Teacher Education

College of Engineering and Technology (CET)

- Bachelor of Science in Electronics Communication
- Bachelor of Science in Computer Engineering
- Bachelor of Science in Information Technology with specialization in
 Cyber Security
 Data Science

College of Law

- Juris Doctor

Institute of Graduate and Professional Studies

- Master in Public Administration
- Master of Arts in Education major in Educational Leadership and Management
- Master of Science in Criminal Justice
- Doctor of Philosophy major in Educational Leadership and Management
- Doctor in Public Administration
- Doctor of Philosophy in Criminal Justice with a specialization in Criminology

Center in Micro Credentialing and Industry Training

- Photography DSLR and Mobile
- Graphic Design
- Web Development
- Programming JAVA
- Android Application Development
- 2D and 3D Animation
- Programming Python
- Bookkeeping
- Bread and Pastry Production
- Catering, Food, and Beverage Service

M. UDM Hymn

Music and Lyrics By: Sharon Quintero (2016)

MULA SA DILIM NAGKAROON NG LIWANAG
ANG AKING MGA PANGARAP
YAKAP NG DUNONG MO AT KALINGA
KINABUKASAN KO'Y MAKAKAMIT KO NA

UNIVERSIDAD DE MANILA
IKAW ANG NAGBIGAY PAG-ASA
SA TULAD NAMING SALAT
TINUPAD MO ANG MGA PANGARAP

ALMA MATER NAMING MAHAL
NATATANGI ANG IYONG KADAKILAN
BIYAYA KA NG MAYKAPAL
INA'T AMANG AMING GABAY
TUNGO SA KAUNLARAN

UNIVERSIDAD DE MANILA
SA IYO'Y LUBOS ANG PASASALAMAT
SAAN MAN MAPUNTA, NGALAN MO'Y NAKAUKIT NA
DI MALILIMUTAN KAILANMAN

N. UDM Prayer

Almighty God, creator and giver of life
We give You thanks and vow to seek Your light
Through the knowledge that we gain and impart with our peers
In our University

Grant us forgiveness for the sins we confess
And give us strength to discern what is best
For ourselves, and more so, for the benefit of others

Teach us to have grateful hearts and enlightened minds
As we learn and share our talents to the community

For the greater good and a brighter future
Of the City of Manila and our country

All these for your greater glory.

Amen.

Part II

ACADEMIC REGULATIONS

A. ADMISSION REQUIREMENTS

FOR FRESHMEN

Applicants must be:

- a *bona fide* resident of Manila;
- Senior High School (SHS) graduate of SY 2020-2021;
- High School graduate on or before June 2019 with required bridging programs for general education
- Parent must be a Manila-registered voter or taxpayer; and
- a passer of the UDM Admission Test.

Accomplished Procedure

1. Completely filled-out admission form.
2. One (1) long brown envelope (with Surname, First Name, and Middle Initial written in capital letters at the back using a board marker pen),
3. Original and photocopies of the following:
 - a. Birth Certificate
 - b. Barangay Certificate of Residency
 - c. Parents' latest ITR or Voter's ID or Voter's Affidavit
 - d. Report Card with 2nd Quarter Grades (for 1st batch) with GWA of 82% as certified by the SHS Guidance and/or Principal
 - e. Report Card with complete grades (for 2nd and 3rd batch)
 - f. Certificate of Good Moral Character
 - g. 4 pieces of 1 1/2 X 1 1/2 colored picture with name tag (white background)
 - h. For PEPT, ALS, NFEA & E- Certificate of Passing

B. ENROLLMENT

PROCEDURE OF ENROLLMENT FOR FRESHMEN

1. Go to the official website of the Universidad de Manila Website:
www.udm.edu.ph
2. Choose Student Services.
3. Click Admission.
4. Fill out the admission then click Submit.
5. Print two (2) copies of the accomplished Admission Form.

6. Proceed to UDM Registrar: Window 5 for Senior High School and Window 6 for freshmen.
7. Submit the accomplished Admission Form and the photocopies of all documentary requirements.
8. Present Admission Test Results.

C. ATTENDANCE

- A student is required to attend classes punctually and regularly. A student is considered tardy if he/she comes in after the official time. A student is considered absent if he/she comes in 15 minutes beyond the official time. Three (3) tardiness is equivalent to one (1) absence. A student who exceeds the allowable number of absences shall be dropped from the class with a final grade of 1.00.
- A student should not incur more than 20% of the required total number of classroom contact hours. The maximum accumulated classroom non-contact hours should not exceed:
 - a. 18 hours for 6-unit subjects
 - b. 15 class hours for 5-unit subjects -
 - c. 12 class hours for 4-unit subjects
 - d. 9 class hours for 3-unit subjects
 - e. 6 class hours for 2-unit subjects
 - f. 3 class hours for 1-unit subjects

D. GRADES AND GRADING SYSTEM

1. GRADES

A student's grade is determined by the result of his entire performance in a subject which includes quizzes, recitations, assignments, reports, term papers, and major examinations. The basis for grading shall follow the Fifty-based policy and convert the raw score to a percentage score to determine the final grade ($\text{Raw Score} / \text{Total Number of Items} \times 100$). The grade given to a student should be based solely on his scholastic performance.

2. COMPUTATION OF THE PRELIMS, MID-TERM, AND FINAL GRADES

Preliminary Grade (Weight = 30%)

- Class Standing = 60%
(Quizzes, recitations, assignments, reports, term papers, practice sets, book reports and attendance)

- Prelim Examination = 40% Preliminary Grade

Mid-Term Grade (Weight = 30%)

- Class Standing = 60%
(Quizzes, recitations, assignments, reports, term papers, practice set book reports and attendance)
- Mid-Term Examination = 40% Mid-term Grade

Pre-Final Grade (Weight = 40%)

- Class Standing = 60%
(Quizzes, recitations, assignments, reports, term papers, practice sets, book reports and attendance)
- Final Examination = 40% Mid-term Grade

The following is the percentage distribution that will determine the total final grade:

Transmuted Prelim Exam Grade	30%
Transmuted Mid-Term Exam Grade	30%
Transmuted Pre-Final Exam Grade	40%
Final Computed Grade	<u>100%</u>

3. GRADING SYSTEM

There shall be a University grading system both at the undergraduate and graduate level:

Point Equivalent	Grade Equivalent	Description
4.00	99-100	Excellent
3.75	97-98	Outstanding
3.50	95-96	
3.25	92-94	
3.00	90-91	Very Satisfactory

2.75	88-89	
2.50	86-87	
2.25	84-85	
2.00	82-83	Satisfactory
1.75	80-81	
1.50	78-79	
1.25	76-77	Fair
1.00	75	
	74 and below	Failed
	INC	Incomplete
	DO	Dropped Officially
	DU	Dropped Unofficially

4. |Student in Good Standing

A student shall be considered to be in good standing if he maintains a General Weighted Average (GWA) of 2.25 (84-85%) for the board program and 1.75 (80-81%) the for non-board program without receiving a failing grade in any course.

5. Warning Status

A student shall be considered on warning status if he obtains:

1. A failing grade in any course, including P.E. and NSTP/ROTC; or
2. GWA below 2.25 (84-85%) for board programs and below 1.75 (80-81%) for non-board programs.

E. COMPLETION OF GRADES

A student given a grade of “Incomplete” (INC) in any subject should complete the requirements within the prescribed period of completion of one (1) year from receipt of his class card, subject to the following conditions:

- a. Medical/ Sick Leave with Doctor’s certification duly approved by the University Physician.
- b. Death of immediate family member accompanied by Death Certificate duly approved by the University Guidance counselor.

- c. Attendance to local, national, and international conferences and other contests approved by the Office of Student Affairs.
- d. Unforeseen circumstances brought about by inclement weather, earthquake, fire, and other calamities.
- e. Issues arising from conflict in the law of the University and the Country.
- f. Other acts or issues deemed meritorious by the College Dean.

The final determination of a completion grade must be in accordance with the University's grading system likewise, failure to accomplish this automatically merits a grade of 1.00 with remarks of "Failed".

F. CHANGING OF GRADES

Grades that have been duly submitted to the Registrar shall not be changed in any manner unless the concerned faculty writes a letter of request to the concerned dean with relevant attachments. If meritorious, the dean shall endorse such a request to the Committee on Change of Grade, then the change of grade shall be approved by the University Council. In case of discrepancy or substantial variance of the grade in the Report of Grades (ROG) and in the class card, or any other record of grades, effort shall be exerted to ensure the correctness of the final grade reported. The Registrar shall report the approved changes in the final grade to the University Council. The Change of Grade shall only be allowed or entertained within the specific semester.

G. CHANGING/ADDING/DROPPING OF GRADES

Changing/Adding/ Dropping of subjects shall be made within the specified period and done through the proper procedure. Any dropping/changing of a subject/s without official notice shall be marked "dropped unofficially" or "Failed" at the end of the semester.

H. WITHDRAWN/WITHDRAWAL OF REGISTRATION

Withdrawal of Registration shall be made and approved based on existing rules and regulations of the university. A student who withdraws his/her registration within a specified period shall be entitled to withdraw his credentials submitted as a requirement for enrolment, but if withdrawal is made outside the specified period, the rules on dropping shall be applied

I. RETENTION POLICY

A student is considered in Good Standing (GS) if he/she meets the required GPA, and in Warning Status (WS) if he/she fails to meet the same. A student who has incurred two (2) consecutive WS shall be dismissed from the University.

J. SHIFTING

A student may be allowed to shift from one course to another provided that he/she

complies with the program requirements and within the maximum residency period of an additional one (1) year beyond the prescribed program.

K. CROSS ENROLLMENT

A bona fide student may be allowed to cross-enroll in other universities for a subject needed for graduation except field practice, thesis, and major subjects with or without laboratory; subject to the following conditions:

- 1.1 Only the General Education subject only is allowed for cross-enrollment.
- 1.2 The cross-enrollment is recommended by the College Dean and duly approved by the Vice-President for Academic Affairs.
- 1.3 Number of units to be cross-enrolled does not exceed to the Minimum/allowable units of graduating. and
- 1.4 Cross-Enrollment permit issued by the Office of the Registrar

L. TENURE POLICY

The maximum tenure of students shall be five (5) years for a four-year degree course.

Duly approved Leave of Absence (LOA), which should not exceed one (1) academic year, shall not be included in the computation of the residency.

M. LEAVE OF ABSENCE

A student is allowed to take a Leave of Absence (LOA) for a period not exceeding one academic year. A request for LOA shall be filed in the Office of the Dean of the college concerned and shall be approved by the VPAA upon the recommendation of the said Dean.

N. HONORABLE DISMISSAL

A student seeking honorable dismissal shall be issued a certification subject in compliance with the requirements of the Office of the Registrar.

O. GRADUATION AWARDS

1. Academic Honors

The following requirements must be met for a student to receive any of the academic awards given on Graduation Day:

Academic honors shall be given to graduating students based on their grade point average and type of course as follows:

1. Has completed the curricular requirements of the course with the following grade equivalents:

3.76 – 4.00 May Sukdulang Papuri (Summa Cum Laude)

3.51 – 3.75 May Dakilang Papuri (Magna Cum Laude)

3.25 – 3.50 May Papuri (Cum Laude)

2. Has not obtained a grade below 2.50 in any academic or non-academic courses.
2. A regular student from the first year up to the last semester of his/her prescribed curricular program.
3. The PE and NSTP grades will be included in the computation of the General Weighted Average.
4. Has not incurred an incomplete grade (INC) in any course.
5. Has not incurred a Dropped Unofficial (DU).
6. Has not been charged with any of the grave offenses categorized in the University Student Manual.
7. Has not been charged with any civil or criminal case.

P. RECOGNITION DAY

The following awards are given to qualified students during Recognition Day:

- ***NILAD AWARD or Outstanding Student by College*** is conferred upon graduating students with four (4) consecutive years of residency along with outstanding academic performance, leadership, character, and community-based activities.
- ***MAHARLIKA AWARD or Outstanding University Student*** is awarded to a student who has achieved outstanding academic performance and has shown effective leadership inside and outside the University. The awardee must have received the highest point from among the Nilad Awardees.
- ***SPECIAL AWARDS*** are given to students for their exemplary performance in different specialized fields such as **College Achievers, Athlete of the Year** (male and female), and **University service awards**.

Q. GRADUATION REQUIREMENTS

1. Each student who has satisfied all the requirements of his/her course is required to apply for graduation by filing the official Application for Graduation form to the office of the Registrar.

2. All candidates for graduation must be cleared of all property accountabilities in the University before the commencement exercises.
3. No student shall graduate from this University unless he/she has completed at least one year of residence prior to the date of graduation.
4. All disciplinary charges against a student must be resolved and sanctions completed before a student is eligible to graduate.

Part III

STUDENT AFFAIRS AND SERVICES

VISION

A leading learner-centered student affair committed to the welfare, holistic transformation, and development of student Manileños toward social transformation.

MISSION

To produce graduate Manileños who are globally competent, technically skilled, socially responsible, and values-driven professionals through delivering relevant curricular, co-curricular, and extra-curricular programs and activities that enhance students' discipline, creativity, essential life skills, and responsiveness to the changing needs of society

GOALS

1. To develop effective, comprehensive student development services and programs;
2. To deliver services necessary to the welfare of students;
3. To adopt, formulate, review, improve or revise and implement guidelines and policies in the delivery of services to students;
4. To appraise students about University's vision and mission, policies and procedures on admission and enrollment;
5. To enhance the competencies of students through relevant programs and activities that contribute to the development of their leadership capabilities;
6. To foster a collaborative, healthy, and productive environment among students and student organizations in the University;
7. To promote appropriate values, attitudes, behaviors, and discipline to become law-abiding and socially responsible individuals of the society;
8. To strengthen the relationship among graduates in helping the school achieve excellence in academics and service and be responsive to the needs of graduates locally and globally;
9. To assist deserving students in meeting their financial needs and problems through the facilitation of financial grant approval from different government and non-government agencies;
10. To establish and maintain harmonious relationships among students, faculty members, personnel, and administration;
11. To instill values of excellence, respect, leadership, integrity, and service to student Manileños and Filipinos.

OBJECTIVES

The OSA aims to:

- 1.** Promote access to quality, relevant, and effective student affairs and services;
- 2.** Implement Student Welfare Programs and Institutional Student Programs and services needed to ensure students' holistic well-being;
- 3.** Prepare and support Student Development Programs and Services for the exploration and enhancement of students' full potential for maximum involvement in nation-building;
- 4.** Produce citizens imbued with social responsibility and accountability who can provide leadership for the good of the country and humanity.

A. OFFICE OF THE DEAN FOR STUDENT AFFAIRS

This Office of Student Affairs and Services provides services and programs in the University that are concerned with academic support experiences of students to attain holistic student development. The Office has multifunctional work, including, but not limited to Student Services; Student Welfare; Student Development; Student Discipline; and Student Government affairs.

Powers and Duties of the Dean of the Office for Student Affairs: The Dean of Student Affairs shall assume the following duties and functions:

- 1.** Recommends policies and programs for students' welfare and alumni affairs.
- 2.** Implements policies, rules, and regulations on student activities affecting the University as approved by the Board.
- 3.** Recommends policies and exercises supervision over student organizations and student co-curricular and extra-curricular activities to promote mutually beneficial cooperation between and among organizations and students.
- 4.** Prepares co-curricular and extra-curricular programs and projects that are geared towards the benefit and development of the students such as freshmen orientation and assembly of graduating students.
- 5.** Coordinates and collaborates with different organizations/institutions for wholesome and meaningful campus activities and enrichment of students such as but not limited to scholarship and sponsorship.
- 6.** Coordinates with different offices in the University for efficient programming schemes and implementation of student programs and projects.
- 7.** Promotes and instills discipline among students, communicate with parents of students who have disciplinary and/or counseling cases and those who have meritorious deeds inside and outside of the University, conduct inquiries and investigations on cases involving students' violations of University policies, rules

and regulations, on its own, or at the instance of any interested party, and make recommendation to the Permanent Committee on Student Discipline of the University Council, of which he shall be an ex-officio member, as provided for in Article 111 hereof.

8. Publishes a Student Handbook and other informative materials to inform or update students on the University policies, rules, and regulations, and promote good relations between students and faculty members.
9. Undertakes studies concerning problems affecting the students.
10. Establishes necessary tie-ups or linkages with appropriate city government offices.
11. Performs such other duties and functions as may be assigned by the President or the Vice-President for Academic Affairs.

Prefect of Student Discipline: The office of the Associate for Student Discipline handles all matters pertaining to student discipline as defined by the University's vision, mission, goals, and core values.

Powers and Duties for Prefect of Student Discipline: The Associate Dean for Student Discipline shall assume the following duties and functions:

1. Acts as chairperson of the Board of Discipline and Formation (BODF).
2. Investigates complaints initially filed at OSA; furthermore, issue notices to persons involved to carry out such duty.
3. Ensures the implementation of the student manual and other university policies and regulations.
4. Ensures that disciplinary processes including conducting investigations, determining student outcomes, and ensuring that student rights and due process are protected in accordance with university policies and procedures.
5. Prepares individualized programs for students who are rendering community service.
6. Maintains and keeps records of cases concerning violation of student discipline.
7. Prepares reports necessary for carrying duties inherent to one's position.
8. Recommends policies related to student discipline.
9. Performs other functions related to one's duties and responsibilities as directed, and/ or instructed by the dean.

Prefect for Student Organization and Student Activities: The office of the Associate for Dean for Student Organization and Student Activities supervises the co- and extra-curricular activities of the students.

Powers and Duties Prefect for Student Organization and Student Activities: The Associate Dean for Student Organization and Student Activities shall assume the following duties and functions:

1. Supervises, monitors, and regulates student organizations and students' activities.
2. Review the documents submitted by the SSG and/or students' organization before endorsing those to the Dean.
3. Maintains and keeps records of student organizations and activities.
4. Performs investigation on cases of violations performed by officers of student organizations.
5. Supervises the conduct of student activities initiated by the university, and offices within and/or outside organizations as sanctioned by the university.
6. Facilitates leadership seminar.
7. Facilitates meetings/joint activities/exchange of ideas among student organizations.
8. Provides consultancy services to student organizations for their organizational development.
9. Provides information services about establishing student organizations within the university.
10. Disseminates information on scholarship and financial assistance programs.
11. Performs other functions related to one's duties and responsibilities as directed, and/ or instructed by the Dean.

B. THE UNIVERSITY REGISTRAR

The Office of the Registrar manages scholastic records of the students, performs curricular consultation with the colleges, and issues diplomas, certifications, transcripts of records, certificates of honorable dismissal, and other University documents.

Powers and Duties of the University Registrar: The University Registrar shall have the following powers and duties:

1. Plans, implements and evaluates policies relative to registration, scheduling of classes, courses, data processing, recording, and storage of student records.
2. Administers operations in the following areas of registration and enrolment-related activities. Student records management, graduation, and other related services.
3. Implements admission course requirements, transfers, retention, graduation, and other related services.
4. Issues certificates, grades, records, transfer credentials, clearance, and diplomas.
5. Attends to transactions with government offices or agencies such as the Commission on Higher Education (CHED), and the Philippine Regulatory Commission (PRC) regarding matters related to the functions of the office.
6. Provides statistical data on enrollment and related reports requested by the administration.

7. Resolves queries and concerns on academic policies and regulations and student records.
8. Maintains linkages with other Registrars in other institutions in connection with student records and the registrar's concerns.
9. Prepares admission and enrollment paraphernalia.
10. Designs and revises forms needed for the registrar's use and transactions.
11. Coordinates with the head of the academic unit in matters pertaining to the academic status and/or separation of students from the University.
12. Periodically reviews present system, and procedures and submit budget allocation for the office for office use, equipment, and other related activities.
13. Prepares and submits monthly and annual reports for the office and such other reports as the University President may require.
14. Performs other duties and functions as may be assigned by the University President.

C. THE UNIVERSITY LEARNING RESOURCE CENTER

The University Learning Resource Center, through the leadership of the Chief Librarian, shall be in charge of the overall operations of the University Learning Resource Center. The UDM Learning Resource Center is divided into six (6) sections grouped under two (2) services: (1) the Readers Services and (2) Technical Services. Each section is managed by a college librarian assisted by paraprofessionals and clerical staff. The University Learning Resource Center consists of the Main Campus Learning Resource Center, Law Learning Resource Center, and Annex Campus Learning Resource Center. A Head Librarian is designated by the University President.

Powers and Duties of the College Librarian – The College Librarian are responsible for the supervision and effective operation and implementation of different library programs, policies, and possesses. The primary responsibilities of librarians are varied, they are to plan according to the mission and vision of the unit to support academic and research pursuits. Specifically, they are to build sound collections of programs, establish effective bibliographic control, to assist students and faculty members in making effective use of the library resources. Every Librarian's foremost responsibility is to provide a high standard of service to the users and must achieve at least high competence in these areas through sound judgment and applications. To determine a librarian's effectiveness, the content of an individual job is considered in relation to the following factors:

1. Demonstrates subject knowledge and the professional expertise necessary to meet user needs and stimulate wider use of resources.
2. Creative problem-solving that improves or enhances departmental performance.
3. Demonstrates initiative in the development of new projects and/or innovative programs.
4. Takes a leadership role in the provision or development of services.
5. Demonstrates expertise in analyzing, developing, and maintaining bibliographic controls or digital collection controls and their associated standards.

6. Having command of the knowledge essential for the present position and awareness of current practices.
7. Having awareness of research and technology developments in assigned area(s) of responsibility.

D. THE UNIVERSITY ATHLETIC AND CULTURAL ENGAGEMENT SECTION

The University Athletic and Cultural Engagement Section, through the leadership of its head, aims to increase awareness and participation of students in the role of sports and different cultural activities in their academic, physical, socio-moral, and cultural development for local and national competitiveness, which includes the following:

- a. Varsity and Campus Sports Program
 - a. All sports activities
- b. Performing Arts
 - a. Contemporary and Cultural Dances
 - b. Chorale
 - c. Theater Guild
 - d. Musical Instrument Proficiency

Powers and Duties of The University Athletic and Cultural Engagement

1. Organizes, develops, and plans sports and cultural programs for the academic year.
2. Recommends and implements policies relative to sports and different cultural activities.
3. Administers and implements various sports and cultural affairs and other related activities.
4. Attends and/or represents the University to external Athletics and Cultural programs and associations.
5. Attends transactions with government offices or agencies such as the Commission on Higher Education (CHED), and the Philippine Regulatory Commission (PRC) regarding matters related to the functions of the office.
6. Provides wellness programs for the employees in collaboration with the HRMD.
7. Submits annual reports on athletic programs to the Commission on Higher Education (CHED).
8. Establishes linkages, networks, and related affiliations.

E. THE UNIVERSITY HEALTH SERVICES

The University Health Services or The University Clinic shall provide primary health care services administered by licensed medical, dental, and allied professionals to all students and employees in compliance with relevant and existing health and related laws, rules, and regulations.

The University Health Services Head must be a licensed physician who shall have the following duties and responsibilities on medical services:

1. Attends to the medical needs of the students and University personnel by conducting consultations and prescribing treatments.
2. Manages emergency cases and refer them to nearby hospitals if needed.
3. Conducts physical examinations and give referral for laboratory testing.
4. Issues medical certificates to students and University personnel as may be necessary.
5. Promotes health awareness in the University through information dissemination regarding diet, hygiene, diseases, and other health-related topics.
6. Keeps and preserves medical and health records of students and University personnel.
7. Recommends acquisition and proper use of medical equipment, facilities, and medicines.
8. Monitors University sanitation, and enforces hygiene and cleanliness standards.
9. Coordinates with the City Government Employees Clinic for the annual check-up of university personnel.
10. Formulates and recommends appropriate health and safety policies and protocols.
11. Performs such other duties and functions, relevant to the mandate of their Office.

F. THE UNIVERSITY GUIDANCE COUNSELING AND PSYCHOLOGICAL SERVICES

The University Guidance, Counseling, and Psychological Services, through its head, shall offer the following: Counseling and Follow-up, Referral, Testing and Assessment, Career, and Placement, Individual Inventory of Students, Interview, Enrichment, and Intervention Programs.

Powers and Duties of the Head of The University Guidance, Counseling, and Psychological Services:

The Head of The University Guidance Counseling and Psychological Services shall have the following powers and duties:

1. Provides individual and or group counseling services to walk-in and referred clients in matters related to their personal, social, and career.
2. Gathers and updates the cumulative records of students for guidance counseling and reference purposes.
3. Orients and informs students, parents, guardians, faculty, and personnel about the guidance programs and activities.

4. Conducts relevant activities that will promote students' development of life skills and mental health.
5. Administers, checks and interprets psychological tests to student or group of students as basis for counseling, placement and self-development.
6. Assists in the conduct of the Admission Test including the recommendation of what standardized assessment tool to be used.
7. Follow-up and monitors the progress the students with special needs, and problems to help resolve their conflicts or confer with their parents or guardians for possible solutions and remedies.
8. Coordinates with concerned University units/offices, agencies, and/or organizations for assistance to students and employees with special cases, and prepare a comprehensive program such as but not limited to alcoholism, smoking, and drug abuse.
9. Submits year-end accomplishment report on guidance, counseling and testing activities.
10. Submits annual plans, programs, and budget monthly QSS report and year-end accomplishment report.
11. Performs such other duties and functions as may be assigned by the President or the Vice President for Administration.

G. THE CAREER AND PLACEMENT SECTION

There shall be the Career and Placement Section that will establish and enhance a continuing and fruitful relationship between the University and its alumni. Its objectives are to maintain and develop a comprehensive database through alumni portal; identify and expand the benefits of the alumni.

Powers and Duties of the Head of the Career and Placement Section: This office will have the following powers and duties:

1. Establishes and maintains dynamic relations with alumni groups, industrial partners, and prospective employers.
2. Provides services and assistance to UDM graduates in finding employment opportunities.
3. Conducts job fairs in partnership and cooperation with industries and other government agencies.
4. Assists prospective employers in the recruitment of UDM alumni.
5. Maintains a career resource center through the alumni portal and a bulletin board inside the University for posting of various job openings and training for employment.
6. Coordinates with the Public Employment Service Office (PESO), the Department of Labor and Employment (DOLE), and other government agencies in terms of employment opportunities for graduates.
7. Performs tracer studies in cooperation with different colleges.

8. Conducts training, seminars, and symposia to graduating students, and graduates such as but not limited to job orientation, career management, and professional development that will help them in finding jobs, and maintain preferred careers.

H. OFFICIAL STUDENT PUBLICATION

The La Universidad is the official student publication of UDM. Publications are used as tools to establish and maintain a free responsible discussion and intellectual exploration. As a vehicle for free expression in an academic community, La Universidad is granted sufficient editorial freedom.

Functions of the Office:

1. Bring global awareness of local issues to the UDM community and to the public readers;
2. Provide university-wide information on the programs, rules, regulations, and policies of the academic community;
3. Provide guidance and guidelines for university and all college publications and organize periodic press workshops for all student journalists;
4. Establish and maintain relevant linkages with various offices and organizations in the University to create venues for resource-sharing;
5. Work effectively with other institutions and organizations, where such partnership will benefit the students;
6. Promote the development of Campus journalism by strengthening ethical values and encouraging critical and creative thinking, while fostering personal discipline among campus journalists;
7. Train students on journalism and provides channels where they can practice truth, fairness, and accuracy;
8. Uphold the editorial independence of campus publications;
9. Provide guidance and guidelines relevant to promote responsible and free journalism; and 10. Protect democracy and freedom of expression in the campus level

I. GENDER SENSITIVITY OFFICE

Gender and Development (“GAD”) shall promote women’s empowerment and ensure gender equality in the institution. It also addresses gender issues and gaps of all its stakeholders. To ensure Gender Mainstreaming, the GAD must be composed of GAD Focal Point System (GFPS) represented by the University President as the Executive Chair with members represented by different departments and/or college heads as Executive Members, Technical Working Groups, and Secretariat.

General Functions of The University Office for Gender and Development|:

The Gender and Development Department shall the following functions:

1. Leads in mainstreaming a gender perspective in the institution's policies, plans, and programs.
2. Ensures the assessment of the gender-responsiveness of systems, structures, policies, programs, processes, and procedures of the institution based on the priority needs and concerns of students and employees and the formulation of recommendations including their implementation.
3. Formulates the annual gender and development plan, programs/projects in line with the priorities and needs of the University.
4. Provides technical support to the management in the development, implementation, and monitoring of the gender and development plan.
5. Identify areas of focus for gender programming/projects with the greatest potential for impact and scale.
6. Ensures that gender equity principles are incorporated in all policies and activities, providing support on mainstreaming gender in the programs and activities.
7. Monitors gender issues as the basis for policy formulation.
8. Establish a network and coordinate with other institutions or organized groups for program and project implementation.
9. Designs, develops, and conducts gender-related seminars, training, and symposia among others for knowledge sharing and awareness.
10. Performs other duties and functions that may be assigned by the President and/or the Vice-President for Administration.

J. CAMPUS MINISTRY

The Campus Ministry is an extension service of the many ministries of the Archdiocese of Manila. It provides care, spiritual nurturance, and moral development to the student and other members of the campus community. The campus ministry's aim is societal transformation. The vision of the campus ministry is to form "a faith community of prophetic servant leaders and young witnesses of the gospel values".

K. SCHOOL CANTEENS

The school Canteens serves meals and snacks at affordable prices.

L. SECURITY DEPARTMENT

The University and Security Department preserves and maintains security, stability, peace, and order in and around the University.

M. OFFICE FOR LEGAL AFFAIRS

The Office for Legal Affairs provides free legal assistance to currently enrolled students.

The Office for Legal Affairs is administered by the College of Law in accordance with LEB guidelines. It serves as a venue for law professors to supervise fourth-year law students in handling cases of indigent Manileños for free.

M. ALUMNI AFFAIRS OFFICE

The Alumni Affairs Office (AAO) establishes and enhances a continuing and fruitful relationship between the University and its alumni. Its objectives are to maintain and develop a comprehensive database through the alumni portal, identify and expand the benefits of the alumni, and create projects together with the Alumni Association Office Inc. To enhance target alumni groups, and to institutionalize a mechanism for alumni recognition.

There is a Placement Office attached to the AAO with the following objectives:

1. build and maintain dynamic relations with alumni groups, industrial partners prospective employers;
2. provide services and assistance to UDM graduates in finding employment opportunities;
3. coordinate with the Guidance and Testing Office in the conduct of an annual job fair and relevant seminars for graduating students;
4. assist prospective employers in the recruitment of UDM alumni;
5. maintain a career resource center through the alumni portal and a bulletin board inside the University for the posting of various job openings and training for employment; and
6. coordinate with the Public Employment Service Office (PESO) and the Department of Labor and Employment (DOLE).

O. RESEARCH CENTER

The University Research Center (URC) helps enhance students' capacity in multidisciplinary research by coordinating with the various colleges regarding the wide range of research agenda.

The URC responds to the research needs of the City of Manila to support the unique biogeophysical and cultural character of the city toward its dynamic and inclusive

development.

P. OFFICE FOR INFORMATION AND COMMUNICATIONS TECHNOLOGY

The Information and Communications Technology Office (ICTO) is responsible for the planning, development, and implementation of information technology (IT) systems and communication (ICT) policies and programs in the University.

Part IV

STUDENT CONDUCT AND DISCIPLINE

The University lays a strong emphasis on the values of respect for the worth and dignity of everyone as well as character development as it works to fulfill its vision and mission. As a result, it works to create an atmosphere that supports these ideals and holds that each student, as a part of the academic community, has a responsibility to uphold them. To guarantee that everyone in the university community benefits from the promotion of these values, the university clearly outlines student rights and obligations and implements disciplinary procedures.

A. UDM COMMUNITY STANDARDS

In the University's pursuit of academic excellence, it is equally important to promote, instill, and inculcate an increasingly higher order of social, moral, and cultural values among its students. It is the ultimate goal of the University to gear its students to become ethical, law-abiding, and upstanding members of the UDM community and citizens of our country. To this end, the primary focus of the University shall be the character formation of its students consistent with the University's Vision, Mission, and Core Values. These standards are indispensable in providing UDM students with a holistic and meaningful educational experience.

To address these goals, students must be informed of the duly established University **policies, rules and regulations, discipline structure, procedure, and practices**, governing student conduct and discipline, which must be observed inside and outside of campus.

B. DISCIPLINARY SANCTIONS AND PENALTIES

In order to preserve unity and safeguard its educational objectives, the University has the power to impose sanctions or penalties on any kid who has been caught breaking the school's rules, policies, or guidelines. While Discipline penalties are typically

proportionate to how serious the infraction is, several offenses or persistent violations may warrant more severe disciplinary measures. sanctions. The nature of penalties is progression. sanctions and penalties that could be used in a variety of circumstances, including:

1. **Restitution.** Restitution is a repayment. The student must pay for damages to property or for loss of property.
2. **Reprimand.** A reprimand may be in the form of verbal counsel to a student in regard to his/her negative behavior or a written reprimand describing a student's offense or misconduct, which places on record that a student, in a specific instance, did not meet the behavioral standards expected at the University. A written reprimand from the Dean for Student Affairs and Services or designee to the student serves as a warning that continued conduct of the type described in the reprimand or other misconduct may result in a more severe disciplinary sanction against the student.
3. **Suspension.** A time-specific suspension is a temporary cessation of educational services and exclusion from the University property and facilities. The Board of Student Discipline shall determine the duration of the suspension and shall notify the concerned offices and units of the students serving the penalty of suspension noted by the office of the University President.
4. **Dismissal.** Dismissal is the termination of educational services and exclusion from the University property and facilities for not less than one year. The conditions for readmission, if any, will be stated in the order of dismissal. The penalty of dismissal is a decision of the University President. A dismissed student can be reinstated only upon the favorable action by the President or designee on his petition for reinstatement.
5. **Expulsion.** Expulsion is permanent severance from the University without provision for readmission. Expulsion prohibits the student from using or entering any University property and from attending any University function. The penalty of expulsion is a decision of the University President. If a student is expelled, the Board of Student Discipline shall notify the concerned offices and units and the Registrar, which shall have the appropriate disciplinary notation placed on the student's official transcript of records.

C. THE BOARD OF DISCIPLINE AND FORMATION (BODF)

The Board of Discipline and Formation (BODF) promotes and supervises student discipline by enforcing and implementing the provisions of this Manual, in and off-campus as provided herein. Its mandate is to uphold the UDM Community Standards through preventive, corrective, and formative measures for student violations of any of the University's rules and regulations and shall discipline orientation, learning sessions, and formative interventions. The BODF, including its Sub-Committee/s, is tasked with the investigation, hearing, and disposition of all student conduct and discipline-related cases falling within their applicable jurisdiction.

1. Composition and Jurisdiction

1.1 The BODF

The BODF shall consist of seven (7) voting members composed of the following:

- a. Associate Dean of OSA for Discipline as Chairperson;
- b. one full-time permanent Senior Faculty Member designated by the University President as recommended by the OSA Dean;
- c. one (1) faculty member representative from each college to which the student respondent belongs;
- d. one (1) representative from the Guidance Counseling and Psychological Services office;
- e. one (1) Legal adviser from among the ranks of the University designated by the University President;
- f. one (1) Student Representative from the Supreme Student Government (SSG); and
- g. the elected SSG Student Representative of the year level in which the student respondent belongs.

A quorum in the BODF consists of a majority of the members present, with the mandatory presence of the BODF Chairperson and a Local student-elected representative in all of its proceedings. The BODF shall have jurisdiction over all Major Offenses cases filed before it.

1.2 BODF Sub-Committee/s

BODF Sub-Committees shall consist of at least three (3) voting members consisting of the BODF Chairperson and a student representative as mandatory members, and another member from among the qualified members of the BODF. A quorum in the BODF Sub-Committee/s consists of a majority of the members present, with the mandatory presence of the BODF Chairperson of in all of its proceedings. The BODF Sub Committee/s shall have exclusive original jurisdiction over all Minor Offense cases, which are filed before it.

2. Conflict of Interest and Inhibition

Upon acquiring jurisdiction, the BODF or its Sub-Committee shall conduct conflicts check among its members. If any of its members declare or is determined to have an existing or potential conflict of interest, the said member shall inhibit themselves and be disqualified from participating in the case proceedings. An existing or potential conflict of interest arises where a member of the BODF or the sub-committee related to the student respondent within the fourth (4th) civil degree of consanguinity or affinity, or otherwise has a close personal relationship to the student through any accepted norm, custom, usage or practice. In case of disqualification or inhibition of any of the members, the post must be immediately be substituted by a qualified member as defined in the BODF. In case the Chairperson of the BODF is inhibited/disqualified, the most senior member of the BODF or the Sub Committee, as the case may be, shall serve as Chairperson for the particular case.

3. Parents, Guardians, and Counsel

Party to any disciplinary case at whatever stage be duly assisted by their parents or guardian and shall be informed of their rights to be assisted by their counsel of choice.

4. Confidential Nature of Proceedings

All stages of disciplinary proceedings shall be strictly confidential. The BODF its Sub Committee/s, the OSA Dean, and all parties involved are strictly enjoined to maintain the confidentiality of the proceedings.

D. RULES OF PROCEDURE IN STUDENT CONDUCT AND DISCIPLINARY CASES

1. Preliminary Investigation

1.1. Complaint

1.1.1 Disciplinary case of a formal complaint in writing whether or not under oath be instituted. The complaint shall be: (a) signed by the complainant, aggrieved party, or by any person with direct knowledge of the commission of the act constituting the offense or violation, the said person/s will be from as complainant/s, (the “complainant/s”); and (b) accompanied by supporting evidence and statements of witnesses, if any.

1.1.2 All complaints shall be filed with the Office of the Students Affairs Dean, who shall review the complaint and supporting evidence. Complaints for Major Offenses shall be filed within sixty (60) days from discovery thereof, while complaints for Minor Offenses shall be filed within thirty (30) days from discovery thereof. Except for exceptional and meritorious circumstances, complaints filed beyond the said periods shall not be given due course. The OSA Dean may seek guidance from UDM Legal office.

1.1.3. If based on the complaint, the review is found to be baseless and unmeritorious or purely for harassment, the OSA Dean may summarily dismiss the complaint *motu proprio*, and notify the complainant in writing of the decision and basis thereof.

Said decision of summary dismissal is final and non-appealable.

1.1.4. Otherwise, the OSA Dean shall send a written notice to the person/s complained of. The said person will let known as respondents: (a) informing the student respondent of the complaint filed against their person; (b) attaching a copy of the complaint and its attachments; and (c) requiring the student respondent to file their written answer and submit controverting evidence within ten (10) calendar days from receipt of said notice.

1.2. Answer

1.2.1. The answer shall be in writing, whether or not under oath, signed by the student respondent, and shall: (a) provide the student-respondent's explanation and defenses as to why no disciplinary action should be filed against the said student-respondent; and (b) attach controverting evidence and statements of witnesses, if any.

1.3. Clarificatory or Mediation Conference

1.3.1. Within five (5) calendar days from the submission of the answer, or upon the lapse of the period in case of non-submission, the OSA Dean may summon both parties to attend a case conference for clarification questions to determine whether there is a prima facie case, or a possibility of amicable settlement depending on the nature of the offense. A "prima facie case" means that there is a sufficient amount of evidence to testify a verdict in his or her favor, if not met with controverting evidence tending to contradict it.³ Notify the parents or guardians of the said proceedings.

1.3.2. If there is a finding that no prima facie case exists, the OSA Dean shall dismiss the complaint.

1.3.3. Depending on the classification of the offense, should the OSA Dean find that a prima facie case exists; the case will proceed before the BODF or its Sub-Committee, as the case may be.

1.3.4. At any stage of the proceedings, if the respondent-student appears and admits guilt in writing, the case shall then be forwarded to the BODF or its Sub-Committee for summary disposition. Any admission of guilt shall be attested and consented to by the parents or guardian of the student-respondent, and, if available, the student

respondent's counsel of his/her choice shall enter into the record of the case, and further proceedings shall be dispensed with. The BODF or its Sub-Committee shall then issue the corresponding resolution to the complaint, taking into consideration the admission of guilt as a mitigating circumstance in determining the corrective measure

and/or formative intervention to be imposed. Any corrective measure and/or formative intervention imposed in this instance is final and immediately executory unless the BODF or its Sub-Committee defers the imposition of the penalty for meritorious reasons.

1.3.5. If the nature of the case can be subject to amicable settlement, appended by the BODF or its sub-committee or OSA Dean by and the parties agree to do so, the terms and conditions of the settlement shall be entered into the record of the case, and further proceedings shall be dispensed with. Thereafter, the case shall be deemed terminated and parties will be notified in writing by the OSA Dean.

1.4 Proceedings before the BODF and the BODF Sub-Committee/s 2.1.

Endorsement and Filing of Case

1.4.1. All complaints shall be filed with the OSA Dean, who shall review the complaint and supporting evidence. Complaints for Major Offenses shall be filed within sixty

(60) days from discovery thereof, while complaints for Minor Offenses shall be filed within thirty (30) days from discovery thereof. Except for exceptional and meritorious circumstances, complaints filed beyond the said periods shall not be given due course. The Office of the Students Affair Dean may seek guidance from any member of the Integrated Bar of the Philippine UDM as a resource person.

1.4.2. If based on the review, the complaint is found to be baseless, unmeritorious,

or purely for harassment, the OSA Dean may summarily dismiss the complaint *motu proprio*, and notify the complainant in writing of the decision and basis thereof. Said decision of summary dismissal is final and non-appealable.

1.4.3. Otherwise, the OSA Dean shall send a written notice to the person/s complained of. The said person will let known as respondents: (a) informing the student respondent of the complaint filed against their person; (b) attaching a copy of the complaint and its attachments; and (c) requiring the student respondent to file their written answer and submit controverting evidence within ten (10) calendar days from receipt of said notice.

1.5. Answer

1.5.1. The answer shall be in writing, whether or not under oath, signed by the student respondent, and shall: (a) provide the student-respondent's explanation and defenses as to why no disciplinary action should be filed against said student-respondent; and (b) attach controverting evidence and statements of witnesses, if any.

1.6. Clarificatory or Mediation Conference

1.6.1. Within five (5) calendar days from the submission of the answer, or upon the lapse of the period in case of non-submission, the OSA Dean may summon both parties to attend a case conference for clarification questions to determine whether there is a *prima facie* case or a possibility of amicable settlement depending on the nature of the offense. A "prima facie case" means that there is a sufficient amount of evidence to testify a verdict in his or her favor, if not met with controverting evidence tending to contradict it.⁵ Notify the parents or guardians of the said proceedings.

1.6.2. If there is a finding that no *prima facie* case exists, the OSA Dean shall dismiss the complaint.

1.6.3. Depending on the classification of the offense, should the OSA Dean find that

a prima facie case exists; the case will proceed before the BODF or its Sub-Committee, as the case may be.

1.6.4. At any stage of the proceedings, if the respondent-student appears and admits guilt in writing, the case shall then be forwarded to the BODF or its Sub-Committee for summary disposition. Any admission of guilt shall be attested and consented to by the parents or guardian of the student-respondent, and, if available, the student respondent's counsel of his/her choice shall enter into the record of the case, and further proceedings shall be dispensed with. The BODF or its Sub-Committee shall then issue the corresponding resolution to the complaint, taking into consideration the admission of guilt as a mitigating circumstance in determining the corrective measure and/or formative intervention to be imposed. Any corrective measure and/or formative intervention imposed in this instance is final and immediately executory unless the BODF or its Sub-Committee defers the imposition of the penalty for meritorious reasons.

1.6.5. If the nature of the case can be subject to amicable settlement, appended by the BODF or its sub-committee or OSA Dean by and the parties agree to do so, the terms and conditions of the settlement shall be entered into the record of the case, and further proceedings shall be dispensed with. Thereafter, the case shall be deemed terminated and parties will be notified in writing of the same by the OSA Dean.

2. Proceedings before the BODF and the BODF Sub-Committee/s

2.1. Endorsement and Filing of Case

Upon determination of the existence of prima facie evidence, the OSA Dean shall endorse and file the complaint together with the complete case records to the BODF or the BODF Sub-Committee depending on the classification of the offense.

2.2. Convening the BODF or Sub-Committee

In all cases where the complaint has been found to be sufficient in form and substance, the Chairperson of the BODF or the BODF Sub-Committee for a particular

case shall convene the body to a formal hearing. The BODF or BODF Sub-Committee may invite any consultant, resource person, or UDM Legal counsel.

2.3. Notices of Formal Hearings

The BODF or the BODF Sub-Committee, through its Chairperson, shall issue a notice to the parties and to the parents or guardians of the student-respondent setting the date, time, and venue of the formal hearings of the case.

2.4. Nature of Hearings and Due Process

The hearings before the BODF and the BODF Sub-Committee shall be summarized in nature, and conducted in an orderly conference-type proceeding, where parties are given notice and a real and actual opportunity to be heard. The BODF and the BODF Sub-Committee shall ensure that the following minimum standards of due process in discipline cases are observed at all times:

- a. all students-respondents **must be informed in writing** of the nature and cause of any accusation against them with a copy of the complaint and all the attachments;
- b. they shall have **the right to answer the charges against them, with the assistance of counsel**, if desired;
- c. they **shall be informed of the evidence against them**;
- d. they shall have the **right to adduce evidence** on their own behalf, and e. **the BODF or its Sub-Committee in hearing and deciding the case must duly consider the evidence.**⁶

2.5. Effect of Failure to Appear

The complainant's failure to appear on the scheduled initial hearing, or in two (2) consecutive hearings thereafter, despite notice and without justifiable cause, If the student is the one who fails to appear at the initial hearing despite notice and without justifiable cause, the respondent is deemed to have waived his right to present contravening evidence. The BODF or sub-committee may or upon motion of the

complaint prove his/her evidence ex-parte. The matter shall enter into the case records and the hearing shall proceed ex-parte. This is without prejudice to the appearance of the student respondent in the subsequent hearings and the subsequent proceedings the latter be notified.

2.6. Evidence

Only relevant evidence having any tendency to make the existence of any fact that is of consequence to the determination of the action more probable or less probable than it would be without evidence material to the case, in whatever form, may be received by the BODF or its Sub-Committee.

2.7. Witnesses

Witnesses may or may be allowed to testify personally under oath, or through affidavits duly executed by said witness. When a witness testifies, the Chairperson may exclude other witnesses as present in order to avoid influencing their testimony. Only the party or, if so assisted, have/or their counsels or upon the motion of the complainant may be allowed to propose clarificatory questions to any witness testifying person who shall determine whether the question should be allowed or disallowed.

2.8. Chairperson's Powers

The presiding Chairperson exercises full control of the manner and conduct of the hearing/s in all stages and shall have the power to (a) prescribe the order in the presentation of evidence by the parties; and (b) rule on the admissibility of evidence or testimony.

2.9. Continuous Hearing

The BODF or its Sub-Committee shall continuously hear the case and shall terminate the hearing at the soonest possible time, but no later than forty-five (45) days from the filing of the case before it. Upon the termination of the hearing, the case is deemed submitted for decision.

2.10. Record of the Proceedings

The proceedings will be recorded in their entirety and form part of the case record. Upon request, parties may be furnished copies of the said record subject to the payment of applicable fees.

2.11. Decision

2.11.1. Decisions of the BODF and the BODF Sub-Committee shall be based solely on established facts and substantial evidence. Substantial evidence shall mean relevant evidence as a reasonable mind might accept as adequate to support a conclusion.

2.11.2. The BODF and the BODF Sub-Committee shall render its decision on cases no later than fifteen (15) days from the date the case is submitted for decision.

2.11.3. All decisions shall be in writing, stating the facts, the evidence presented, and the basis therein, providing for the basis thereof and the evidence considered in arriving at the same. The BODF or its Sub-Committee shall furnish copies of all the decisions in disciplinary cases to the:

- (a) Office of the University President;
- (b) Office of the Vice President for Academic Affairs;
- (c) OSA Dean; (d) the Dean and Associate Dean of the college from which the student-respondent is enrolled in;
- (d) BODF or Sub-Committee members;
- (e) the complainant and their parents or guardian; and
- (f) Respondent-student and their parents or guardian.

File copies of the Decision in the student-respondent's official school record.

2.11.4. A majority of vote of the BODF or its Sub-Committee constituting a quorum is required for any Decision. In cases where the corrective measure/formative intervention involves Dismissal, Non-Readmission, Exclusion, or Expulsion, a unanimous vote of the members of the body present

thereat is required. In such cases, failure to obtain a unanimous vote shall merit the imposition of any of the lesser corrective measures/formative interventions provided. Members of the BODF and the Sub-Committee were mandated to cast their votes and are not allowed to abstain.

2.12. Appeal

2.12.1. A party aggrieved by any decision of the Sub-Committee may appeal said decision in writing to the BODF within fifteen (15) calendar days from receipt thereof. A party aggrieved by any decision of the BODF may appeal the said decision in writing to the Office of the Vice President for Student Services within fifteen (15) calendar days from receipt thereof.

2.12.2. Failure to file an appeal within the period provided shall make the decision final and executory. Report the final decision to the OSA Dean not later than three (3) calendar days from such fact. The OSA Dean shall then proceed with the execution of the Decision unless said office defers the imposition of corrective measure/formative intervention for meritorious reasons.

E. CONDUCT AND DISCIPLINE

All UDM students share the responsibility to secure, maintain, respect, and preserve the integrity of the University as an educational institution. In this regard, students are expected to adhere to, abide by, and comply with the following:

1. Grooming and Appearance.

Students recognize that the presentation of their appearance inside and outside the campus contributes to the preservation of the integrity and public image of the University, and maintaining a conducive educational environment for its students. Thus, the University expects all its students to be well-groomed and presentable in their appearance inside and outside the campus when presenting themselves as students of the University.

1.1. *Hygiene* – Every student is expected to practice daily hygiene and good grooming habits.

1.2. *Hair* – Students’ hair is clean, combed, and neatly trimmed or arranged. Unkempt hair is not permitted. Neatly trim sideburns, mustaches, and beards. The student’s natural hair color shall be maintained.

1.3. *Make-up* – Consider allowing full make-up only if a school event requires it (pageants, proms).

1.4. *Jewelry* – Students may wear tasteful jewelry or accessories in moderation. It is prohibited to wear nose rings, nose pins, tongue pins, and eyebrow pins. Also, prohibit wearing caps or hats of whatever kind while inside the University, or during off-campus University-sanctioned activities, except for justifiable reasons.

1.5. *Tattoos* – Visible tattoos or body art are permitted inside the University. Except if a student already has existing tattoos, said student shall ensure that the same will be covered at all times.

Any violation of this policy shall result in appropriate disciplinary action as hereunder provided.

2. Dress Code

Students of the University at all times adhere to the prescribed dress code hereunder. All students are strictly required to wear proper uniforms during uniform days and prescribed clothing on non-uniform days. Deny students who fail to comply with this dress code entry on the University premises, and may be subject to applicable disciplinary action as hereunder provided.

2.1. Prescribed Uniform on Uniform Days (*Mondays to Thursdays*):

2.1.1. For Male Students:

- Top: A no-pocket, white, button-down, and short-sleeved polo with Embroidered Gold Merlion logo on the left chest,
- Bottom: Black straight-cut slacks;
- Footwear: Black leather shoes with black socks; and

- Plain white undershirt;

2.1.2. For Female Students:

- Top: White blouse with Embroidered Gold Merlion logo on the left chest and UDM buttons;
- Bottom: A black skirt with front pleats (an inch above the knee length) and with black belt with yellow buckle, and
- Footwear: Black closed shoes with heels.

2.1.3. Gender-Neutral Uniform:

- Top: A no-pocket, white, button-down, and short-sleeved polo OR white, button-down, short-sleeved blouse with embroidered gold Merlion logo on the left chest with UDM buttons;
- Bottom: Black straight-cut slacks; and
- Footwear: Black closed leather shoes, with black socks.

2.1.4. College Shirts (*Friday*)

- Top: College shirts
- Bottom: Maong pants/slacks

2.1.5. Prescribed Attire on Non-Uniform Days (*Saturdays*)

Dressing in any manner, which may result in disruption or distraction of a safe University environment is considered inappropriate. Thus, attire that suggests involvement in any illegal activity, or apparel that is suggestive, obscene, lewd, showing or displaying vulgar language or symbols, or shows symbol or language relating to or promoting sex, drugs, tobacco, weapons, violence, alcohol, or any other illegal or illicit activities shall be absolutely prohibited. Students shall observe the following minimum dress code on non-uniform days:

2.1.6 PE Uniforms

- P.E. uniforms are allowed only during days with scheduled P.E. classes.

- PE uniforms and NSTP uniforms are not to be considered as a substitute for the prescribed uniform on uniform days.

2.1.7 NSTP uniforms

- NSTP activities (in-campus and off-campus), and NSTP classes if held during weekends, require the wearing of prescribed NSTP t-shirts, pants (any color), rubber shoes, and socks.

2.1.8 Other uniforms required by certain Colleges/Departments should have the prior approval of the University President via the defined channels of authority (College Dean, Dean for Student Services, Vice-president for Academic Affairs).

2.1.9 Non-wearing of the prescribed uniform may be allowed for the following reasons:

- students who are pregnant;
- special cases, e.g.: students who are temporarily incapacitated or with a permanent physical disability, students who are on special training for sports/cultural events, etc.; and
- force majeure (fire, flood, other emergency situations); {Presentation of a corresponding certification from the barangay/police/etc. is required.}
- students who are enrolled in an Internship Training Program (ITP) or On-the-Job Training (OJT) (whose training company or office is not UDM itself) and enter the campus for various purposes during the training period;

Note: There must be a written request by the concerned student/students, duly noted by the class adviser/program coordinator, recommended for approval by the Dean, and consequently approved by any of the following: Dean Office of the Student Affairs, Vice President for Academic Affairs and approved by the university President. The request may be approved for the entire term/semester or for a certain definite time period only.

2.1.10 wearing of the following is strictly prohibited:

- slippers of any material, kind, or form within university premises;
- caps/hats inside the building/classroom;
- patched and/or torn pants, shirts, etc.;

- improper, vulgar, and similar offensively-designed pants, shirts, etc.;
- spaghetti-strapped, sleeveless, haltered, see-through blouses; midriffs; tubes; backless; plunging necklines; sando/sleeveless shirts; skirts with slits reaching the upper thighs; micro-mini skirts; shorts, walking shorts, short shorts; low waist or hip hugging pants;
- heavy make-up;
- flashy hairstyle and loud hair color for female and male students;
- hairstyle for male students that tend to conceal its true and actual length;
- earrings for males, and any form of piercing for males/females; and
- skin tattoo

3. UDM ID

Students shall wear and display their valid UDM IDs at all times within the campus and outside of campus during a University sanctioned off-campus activity. The “*No UDM ID – No Entry*” policy shall be strictly enforced. Students who fail to bring or present their valid UDM IDs may be barred entry into the University premises, or be disallowed from participating in a university-sanctioned, off-campus activity as the case may be. Violations of this provision may be subject to appropriate disciplinary actions as hereunder provided.

In any event, a student without ID may be allowed entry provided that the security personnel shall immediately escort the student to the OSA in order to secure a Temporary Gate Pass. Should the student refuse to comply with the aforementioned procedure or refuse to secure a new ID, no Temporary Gate Pass shall be issued to the student and said be denied entry to the campus.

Lending, borrowing, or improper use of UDM ID shall be prohibited and will be subject to appropriate disciplinary action as provided hereunder.

3.1. Procedure for ID Replacement in Case of Lost or Stolen ID

In case of a lost or stolen UDM ID, students shall follow the following procedures:

- Report the loss or theft of ID to the OSA,
- Secure and accomplish the Request Form for issuance of new ID, and submit it to OSA together with an Affidavit of Loss, and, as may be applicable, the OSA shall issue a certification that said ID is in fact lost and not confiscated;
- Payment of the fee for the new ID shall be made to the University (Cash Office);
- The student shall then submit the above documents with proof of payment to the University Registrar, which shall process the issuance of the new ID.
- On pending issuance of the new ID, OSA will issue a Temporary Gate Pass valid for one (1) week, and the same be surrendered immediately upon receipt of the new ID. Extend the validity of the Temporary Gate Pass in meritorious cases.

4. Prohibited Items

Firearms, whether licensed or unlicensed, deadly weapons, explosives, prohibited and/or illegal drugs, pornographic or obscene material in whatever form, cigarettes, e-cigarettes, vapes or similar paraphernalia, or any alcoholic or intoxicating beverages shall be absolutely prohibited. Students found bringing in, possessing or carrying any of said prohibited items inside university premises, or during any off-campus University-sanctioned activity, shall be subject to appropriate disciplinary action, and be immediately escorted by the University's personnel to OSA for appropriate action. Without prejudice to the enforcement and compliance of existing applicable Philippine laws, seized or confiscated prohibited items for inventory immediately, processed, and turned over to the proper authorities. The OSA shall ensure the preservation of the integrity of the seized or confiscated items as evidence. (Note: subject to further revision in compliance with existing laws).

Toy/fake firearms, explosives or deadly weapons, and/or other similar items needed for academic activities shall be subject to clearance from OSA and security personnel

before going inside the campus.

5. No Smoking Policy

The University strictly implements the NO SMOKING POLICY in accordance with Republic Act No. 9211 and City Ordinance No. 8521 series of 2017. Without prejudice to said issuances, students found in violation thereof in campus, as well as off-campus during university-sanctioned activities, shall be subject to appropriate disciplinary action.

6. University Property

Students are expected to respect all University property and should treat said property with utmost care. Intentional destruction, vandalism, defacement, and/or damage to university property shall be subject to appropriate disciplinary action.

7. Demeanor

Students shall observe proper behavior and decorum inside the classroom. Students must conduct themselves in such a manner as to contribute to a conducive classroom atmosphere and learning environment. The same standard of behavior and decorum shall be observed by the student while inside the University premises, or during an off-campus University sanctioned activity. A student who unduly and unjustifiably disrupts any ongoing classes, University activity, both in and off-campus, shall be subject to appropriate disciplinary action.

8. Violation of Philippine Laws

Violations of any of the provisions in this Manual shall not bar or prejudice the prosecution of said violation before the proper forum or authority if said violation also constitutes a violation under existing applicable Philippine laws, rules and regulations, ordinances, and issuances of government authorities.

9. Classification of Offenses

To guarantee an atmosphere conducive to the formation of UDM students as law-abiding citizens and to maintain peace and order in the campus, it is imperative that students adhere to the foregoing rules and be penalized with corresponding sanctions for violations of the same. UDM students should refrain from committing acts detrimental to the good of students in particular and the academic community in general. The same rules apply when they are outside the campus especially if they are wearing school uniforms or are officially representing the University. Offenses are acts in violation of but not limited to the following:

9.1. Major Offenses

9.1.1 Academic dishonesty or cheating of any kind during examinations and reports such as but not limited to the following:

- a. unauthorized possession of notes or any materials related to the examination, whether the student actually uses them or not;
- b. copying from or allowing another to copy from one's examination paper or work;
- c. glancing or looking at another student's exam paper or allowing another student to glance or look at his/her exam paper;
- d. talking to another student without permission during an exam;
- e. instigating leakage or directly or indirectly disseminating information regarding examination;
- f. asking or allowing another person to take an examination or make a written report/ assignment in his behalf; and
- g. plagiarizing or stealing somebody else's work or idea and trying to pass it off as the plagiarizer's original work.

9.1.2 Lending and/or using somebody else's ID or registration card to outsiders, or to achieve or furtherance an illegal or illicit purpose. This shall include any act of tampering, mutilating, copying, and/or duplicating another student's ID for the said

purposes.

9.1.3 Any act or form of bullying or cyberbullying as defined in R.A. No. 10627 or the Anti-Bullying Act of 2013.

9.1.4. Bringing in, possessing, or carrying any of the Prohibited Items, as defined in this Manual, inside university premises, or during any off-campus University-sanctioned activity;

9.1.5. Use of any of the Prohibited Items inside University premises, or during any off-campus University-sanctioned activity, or in any other place while in UDM prescribed uniform;

9.1.6. Any form of bribery or attempt to bribe any University personnel in exchange for any prize, benefit, or consideration;

9.1.7. Unauthorized, illegal, or improper use of the University's name, emblem/or seal for whatever purpose;

9.1.8. Hooliganism, violent or rowdy behavior by young troublemakers, typically in a gang, thug, tough, toughie. Initiating and/or participating in brawls inside the University premises, or during any off-campus University-sanctioned activity, or in any other place while in UDM prescribed uniform;

9.1.9. Engaging in any and all forms of gambling or betting activities inside the University premises, during any off-campus University-sanctioned activity, or in any other place while in UDM prescribed uniform;

9.1.10. Intentional destruction, vandalism, defacement, and/or damage to the University property;

9.1.11. Robbery or theft committed against any member of the UDM community or its visitors;

9.1.12 Gross acts of disrespect in word and in deed that tend to put the University, any member of its community, or visitors, in ridicule or contempt; directed towards;

9.1.13. Threatening any member of the UDM community or its visitors with any act amounting to a crime, offense, wrong, or with the infliction of any form of violence, harm or injury upon a said person, his/her family, property, honor, and integrity;

9.1.14. Use of the University premises or property for unauthorized illegal or illicit activities;

9.1.15. Any form of assault against any member of the UDM community or its visitors;

9.1.16. Conviction by final judgment of a crime involving moral turpitude, other than through reckless imprudence;

9.1.17. Violation of the Republic Act No. 11053 or the Anti-Hazing Act of 2018;

- Violation of the Dangerous Drugs Law or Republic Act 9165;
- giving false testimony during a school investigation;
- misuse of class/student organization funds
- membership in and/or formation of an organization not officially recognized by the University;
- forging, falsifying, or tampering with official school records or documents;
- Violation of the Anti-Sexual Harassment Law or Republic Act No. 7877;
- failure or refusal to inform parents and/or guardians of a pending disciplinary case or of invitation to a deliberation when instructed to do so.
- causing undue delay in any disciplinary proceeding by not faithfully complying with such proceeding; and
- Exhibiting conduct unbecoming of a student of the University grossly portraying contempt to the Core Values and brand of culture and discipline.

Sanction:

First Offense: Exclusion to Expulsion depending upon the gravity of the offense committed.

9.2 LESS GRAVE OFFENSES

- unauthorized entry to class or any school function;
- public display of intimate gestures or affection inside the campus or outside while wearing school uniform or any school identification;
- bringing in the campus indecent pictures, videos, or other pornographic materials or accessing pornographic websites while inside the campus;
- unauthorized posting and/or removal or tampering of announcements, notices, or posters from bulletin boards and classrooms as well as unauthorized distribution or display of printed materials; and
- allowing non-bona fide students or non-members to participate in the activities of a \student organization without clearance from school authorities.

Sanctions:

First Offense: Suspension for 5-10 school days with 40 hours of community service.

Second Offense: One-semester suspension with 100 hours of community service and conference with the parents.

Third Offense: Expulsion

9.3 LIGHT OFFENSES

- improper dress code;
- unauthorized use of electricity;
- use of vulgar or obscene language;
- use of gadgets during class, Holy Mass, or any school-related activity which causes disruption of the activity;
- making excessive noise, talking loudly or screaming in the classroom, library, halls, and corridors of the school premises;
- eating inside the classroom or non-designated eating areas; 7. Bringing in playing cards of any kind in the campus; and
- littering can cause physical harm or injury to people; it can facilitate the spread of

disease, pollute the environment, high clean-up costs, increase the probability of fire, breeding good insects.

Sanctions:

First Offense: Reprimand with 4 hours of community service

Second Offense: Reprimand with 12 hours of community service and conference with parents/guardians.

Third Offense: Suspension for 5-10 school days with 40 hours of community service

Upon the authority of the University President, a student may be preventively suspended by the pending hearing of his/her case the in Office of the Student Affairs where his/her continued presence in the University premises poses a threat to lives or property and to ensure maintenance of order provided that a hearing be conducted within ten (10) days from preventive suspension. The student preventively suspended shall be permitted to enter the University campus only for the limited purpose of participating in the conduct of disciplinary proceedings.

10. Grievances and Complaints

General Consideration

A harmonious relationship should exist between the teachers and their students. In case a conflict arises in the academic community, the first action to take is open communication among all parties involved.

However, if the issue cannot be amicably resolved, the aggrieved party may file a formal complaint as a last resort. A complaint is considered formal if it is expressed in writing and duly signed by the person/s concerned.

10.1. Student Complaint Against a Faculty Member

- a.** The students meet the faculty member during consultation hours and discuss their concerns. In case students are hesitant to speak to the faculty member, they can seek assistance from their class adviser.
- b.** If the desired outcome is not obtained, the students may see the Department Chair concerned. The Department Chair conducts an immediate investigation of the complaint and decides on the matter within three (3) school days,
- c.** If the students are not satisfied with the Department Chair's decision, they can elevate their complaint to the College Dean. The Dean thus convenes the BOD to hear and decide on the case within five (5) school days.
- d.** A written decision shall be furnished to the student and the faculty member concerned.

10.2. Class Complaint Against a Faculty Member

- a.** The class may ask for a dialogue with the faculty member concerned to clarify matters. The Class President or the Class Adviser (if not the subject of the complaint) may act as a facilitator.
- b.** If the desired outcome is not obtained, submit a formal written complaint duly signed by at least 50% of the class to the College Dean. The Dean is given three (3) school days to settle the matter.
- c.** If the students are not satisfied with the Dean's decision, the Dean elevates the complaint to the Grievance Committee to hear and decide on the case within three (3) school days. A recommendation is submitted by the

Grievance Committed to the Dean who then renders the final decision within three (3) school days.

10.3. Students' Complaint Against a Department Chair/Administrator

- a.** The students may see the Chair/Administrator for a dialogue where a third party mutually acceptable to both may act as a facilitator. The Chair/Administrator has three (3) school days to settle the matter.
- b.** If the students feel that the necessary action has not been obtained after the

prescribed time has elapsed, submit a formal complaint to the College Dean. The Dean has three (3) school days to investigate and settle the matter. In all the above cases, students have the option to appeal the decision of the Dean and elevate the matter to the University President.

Part V

STUDENT ORGANIZATIONS AND ACTIVITIES

A. BASIC PRINCIPLES

The University shall have an integrated co-curricular program. The program shall encourage the proper expression of student concerns, talents, interests, aspirations, and values related to their total human development, and shall provide opportunities for applying what is learned in the classroom, especially on matters involving self-organization and governance.

B. Student Organizations

Part of the co-curricular program of the University shall be the establishment of student organizations by student groups in the University to undertake programs and activities apart from, but related to, the regular classroom instructions to accord its members the opportunity to broaden their horizons and enrich their student life.

C. Categories Allowed – The following categories of student organizations may be allowed within the University; provided, that nothing herein contained shall not preclude the University from pursuing extra-curricular activities:

1. University student organization
2. College student organization
3. Class student organization
4. Organizations that are chapters, extensions, or affiliates of reputable national and/or international organizations or professional associations
5. Other student organizations as may be allowed by the University

Organizations that adhere to principles inimical to the interest of the University shall not be allowed to be organized within the University. Consistent herewith, any organization which requires hazing or other forms of violence is strictly prohibited.

D. Adviser

No student organization shall be granted University recognition without an adviser/s who voluntarily accepts that role in the organization. The adviser/s must be regular faculty/non-academic personnel of the University, preferably one who is knowledgeable on the types of activities of the organization.

The term of the adviser for any student organization shall be for one school year and may be renewed. If the adviser withdraws before his term is completed, the organization may choose a new adviser to serve the unexpired term of the former.

A student organization may have one or more (maximum of three) advisers provided, however, in case there are two advisers, one of them shall be the senior adviser; in case there are three advisers, one of them shall be the chairman of the Board of Advisers.

Criteria in Selecting a Student |Organization Adviser

All recognized student organizations are required to have an adviser or set of advisers (maximum of two). Organizations earn the right to freely choose their adviser/s. It is expected, however, that all recognized organizations ensure that the following criteria are respected and met:

1. The adviser has an experiential background on the organization and can be considered a resource person who is willing to share knowledge in the development of the organization.
2. The adviser must be a part of the UDM community and is serving the University on a full-time status.
 - a. University-wide Organizations and College-based Organizations must

have at least one regular faculty adviser (on permanent status of employment).

- b. If a College is unable to provide a regular faculty as an adviser to any of its organizations, a part-time faculty, who at least had experience serving the University for two consecutive semesters, can be a qualified adviser.
- c. The adviser must be willing to serve the organization for a minimum of one (1) year. If the contract of a part-time faculty adviser is terminated by the University, his/her services with the organization follow suit. He/She, however, must settle all pending obligations with the organization prior to obtaining a clearance from the University.
- d. The adviser must be available for consultations and meetings with the organization.
- e. The adviser is able to guide the organization, particularly in achieving the goals and programs of the organization in a given year.

Responsibilities of the Adviser

The adviser/s of an organization have the following responsibilities:

1. Makes himself/herself available for consultation to all members and officers of the organization;
2. Attends meetings of the organization;
3. Assists in the planning of activities of the organization to ascertain that the activities are aligned with organizational objectives;
4. Joins the members of the organization in their activities especially if such activities are held off-campus or when the organization goes out of campus to represent the University;
5. Fosters unity and camaraderie among officers and members of the organization and serves as arbiter of all internal conflicts.

Replacing an Ineffective Adviser

Occasionally, the adviser of a student organization does not meet the expectations

of the organization or fails to fulfill the responsibilities of the adviser.

If a student organization feels that their adviser is ineffective, the organization officers shall bring the matters to the dean of OSA to discuss the problems or issues involving their adviser. The head shall take measures to resolve the issues between the parties.

If a student organization and its adviser are still unable to resolve the issue/s after bringing the matters to the dean of OSA, the organization can vote to remove the adviser, provided it is stipulated in the student organization's constitution.

E. ACCREDITATION

There shall be a University Accreditation Committee for Student Organizations responsible for formulating and implementing guidelines for accreditation, subject to approval by the Board of Regents. The Committee shall consist of:

1. The Associate Dean for Student Organization and Student Activities
2. Representative from the Council of Deans to be chosen by its members
3. Representative from the Office of the President
4. Director of the Guidance, Counseling and Psychological Services
5. President of the Supreme Student Government

A student organization applying for accreditation shall submit to the Committee the following documents for processing:

- a. formal letter of application signed by the organization president addressed to the Dean of Student Affairs thru SSG
- b. nature and purposes of the Organization
- c. three (3) copies of the Constitution and by-laws of the organization ratified and signed by its officers and members
- d. names of at least thirty (30) members (*exceptions may be made for academic and honor societies*)
- e. list of officers and members
- f. calendar of activities or program plan for the school year
- g. name/s of Faculty Adviser/s with their corresponding Letter/s of Acceptance addressed to the Dean of Student Affairs

F. Renewal or Cancellation of Accreditation – Renewal of accreditation shall be based on the portfolio and accomplishment report of the student organizations at the end of the school year. An accredited student organization that is not implementing its program of activities as approved may be subject to the cancellation of its accreditation after due process.

1. The SSG and the Office of Student Affairs shall deliberate on the application and shall determine whether the constitution and by-laws and the plan of activities are in accordance with the University policies and/or other rules promulgated by the OPRES, OVPA, OVPAF, and OSA.
2. All accredited organizations shall be officially registered with the Office of Student Affairs. Accredited organizations shall apply for re-accreditation/revalidation two weeks after the SSG/LSC/DSC has synchronized election. Each shall submit the following documents to the Supreme Student Government for review after which the same shall be forwarded to the Office of Student Affairs with necessary recommendations/comments:
 - a. annual report of accomplishments and activities including seminars and training programs attended or conducted;
 - b. three (3) copies of their constitution and by-laws with emphasis on amended provisions with signatures of the members, if the constitution has undergone amendments;
 - c. written request signed by the organization president for re-accreditation/revalidation addressed to the Dean of Student Affairs thru SSG;
 - d. Calendar of activities or program plan for the next academic year;
 - e. list of a new set of officers with photocopies of their registration card and an initial list of members; and
 - f. name/s of Faculty Adviser/s with their corresponding Letter/s of Acceptance addressed to the Dean of Student Affairs.
3. The Supreme Student Government shall issue a Certificate of Recognition duly signed by the SSG President, Associate Dean for Student Organizations and Activities, Dean of Student Affairs, Vice President for Academic Affairs, and the University President to the organization upon full compliance of all the requirements for recognition. The Certificate of Recognition shall be effective for one (1) academic year only.

G. Student Projects, Programs, and Activities – The implementation of programs, projects, and activities of student organizations shall be a shared responsibility among student organizations, their respective adviser, and Deans, to achieve specific constructive objectives, subject to the overall coordination by the Office of Student Affairs.

H. Rights and Duties of Student Organizations

1. Conducts activities in accordance with university policies, student Manual, laws, issuances, Implementing Rules, and Regulations (IRR), and organization's Constitution and By-Laws and its issuances, annual plan, and/or in any case that will promote student development and student welfare, and student's rights.
2. Recruits members who will participate, administer and/or organize student organization and activities.
3. Conducts periodic meetings with members of the student organization.
4. Participates in university activities such as but not limited to University Week, College Week, and other similar activities initiated by the University or its College.
5. Supports the Student Services Office in its endeavors and programs that will develop students holistically and promote student welfare such as but not limited to orientations, information drives, symposia, and other activities that will benefit students.
6. Participates in any lawful and University sanctioned activities outside the campus that will develop students holistically, and will bring pride to the university such as but not limited to sports competitions, student conventions, symposia, and among others.
7. Collects membership fee and manage the use of the organization's funds in accordance with its Constitution and By-Laws, organizations issuances, and University policies.
8. Submits reports and documents required by the University Administration, the Office of Student Activities, and the Accreditation Committee.
9. Exercises other rights and duties provided by Philippine Constitution, Laws, IRR government issuance, University Policies, and Student Manual.

I. Hazing conducted by student organizations.

Hazing includes any act that results in physical or psychological suffering, harm, or injury inflicted on a recruit, neophyte, applicant, or member as part of an initiation rite or practice made as a prerequisite for admission or a requirement for continuing membership in an organization, and shall include such acts as defined by law and in the relevant provision of this Code. (R.A. 11053, Anti-Hazing Act of 2018)

J. MEETINGS AND ACTIVITIES

1. Meetings:

1.1. No secret meetings shall be allowed. Except for urgent meetings, permission must be requested from the Office of Student Affairs at least one (1) day before the scheduled meeting.

1.2. Requests for meetings shall state the agenda of the meeting and shall bear the recommendation of the adviser/s. The University, through the recommendation of the Office of Student Affairs, reserves the right to cancel any permit previously granted to any organization to hold a meeting.

2. Activities:

2.1 Permission to hold activities must be requested in writing to the OSA fourteen (14) days before the event takes place and before notices of the affair are posted or published.

2.2 The University, upon the recommendation of the OSA, reserves the right to cancel any authority to hold an affair previously granted to any student organization.

2.3 Not all extracurricular activities shall conflict with the regular school activities in the calendar. Academic, curricular, and official University activities shall take precedence over extracurricular activities.

2.4 No student activities shall be held one (1) week before midterm and final examinations and throughout the final examination week or thereafter during the entire vacation period. In meritorious cases, student activities may be allowed by the University President.

2.5 Expensive and extravagant affairs shall not be allowed. Participation in all activities shall be voluntary, and activities must be characterized by austerity and moderation.

2.6 Every affair that is social in nature must be counterbalanced in advance by an activity that is technical, cultural, and educational in nature.

2.7 When an activity is postponed, a new permit shall be applied for specifying the new

date and the reason for the postponement of the activity.

2.8 Whenever a permit to hold an activity is canceled by the OSA because of some objectionable features of the activity, the OSA has the right to demand to his satisfaction proof that the objectionable features have been removed or modified. After the removal, the OSA shall demand that a new permit be applied

for specifying the new data for the activity and new conditions to be imposed.

2.9 On activities conducted on days without classes, waivers or consent forms duly signed by the participants and parents/or guardians must be accomplished.

2.10 Student organizations should submit to the OSA accomplishment/activity report and/or financial statement within fifteen (15) days after the activity.

3. Any meetings/activities which partake of the nature of subversion or insurgency, or which are deemed to be unlawful under existing laws or rules and regulations of the University are strictly prohibited. The members, as well as the officers of any organization if warranted by the circumstances of each case, shall be referred to the proper government authorities for appropriate actions.

4. The Office of Student Affairs and the Supreme Student Government shall coordinate the operations and activities of all College Student Councils and student organizations.

K. DUES, COLLECTIONS, AND FINANCES

1. Any duly accredited student organization can collect membership fees/dues on a voluntary basis and initiate monetary concern activities as well as have access to university facilities.

2. Membership fees should not be more than twenty pesos (P20.00) per semester.

3. An official receipt approved and pre-numbered by OSA shall be issued to the students who pay their fees. The total amount of collected fees/dues must be reflected in the Organization's financial statement to be submitted to the OSA and Student Commission on Audit (SCOA) under SSG for proper auditing.

4. All funds shall be deposited in a reputable bank. The Organization's president and treasurer can be the co-signatory of any withdrawal slip. The other co-signatory shall be the College Dean or any appointee of the University President.

L. STUDENT ELECTIONS AND COMMISSION ON ELECTIONS

1. The UDM Student Council Commission on Election (UDM SC COMELEC) as an independent body shall take charge of the SSG/LSC/DSC electoral process.

2. The Deans of Colleges shall appoint two (2) members of the UDM SC COMELEC to represent their College. They shall elect from among themselves the Chairperson, Executive Secretary, and Committee Heads.

3. An Omnibus Election Code duly approved by the COMELEC EN BANC shall guide the UDM SC COMELEC.

4. All election matters shall be dealt with strictly in accordance with the rules, regulations, and procedures prescribed and promulgated by the duly constituted UDM SC COMELEC. No election protest, complaint, or appeal relative to all election matters shall be filed before the University, its administration, and/or any of its departments or office.

5. The Office of Student Affairs shall have the overall supervision over the UDM SC COMELEC upon the approval of the University President.

Part VI

SPECIAL LAWS INCORPORATED INTO THE UDM STUDENT MANUAL AND UNIVERSITY POLICIES

A. REPUBLIC ACT A 9262

“ANTI-VIOLENCE AGAINST WOMEN AND THEIR CHILDREN ACT OF 2004”, OR THE ANTI-VAWC LAW

The University values the dignity of women and children and guarantees full respect for human rights. The University also recognizes the need to protect the family and its members, particularly women and children, from violence and threats to their personal safety and security. The University shall exert efforts to address all kinds of violence (physical, sexual, psychological, and economic abuse) committed against women and children in keeping with the fundamental freedoms guaranteed under the Constitution and the Provisions of the Universal Declaration of Human Rights, the Convention on the Elimination of all Forms of Discrimination Against Women, Convention on the Rights of the Child and other international human rights instruments of which the Philippines is a party.

In view of the foregoing, the Supreme Student Government (SSG) in UDM, in coordination with the Office of the Student Affairs, Office of the Guidance Counselor, and the University Legal Counsel, shall conduct education and information campaign and seminars or symposia on the nature, causes, incidence, and consequences of the above-mentioned violence, particularly towards educating the students, faculty, and personnel of the University on its social impacts, prevention, reporting, and appropriate action.

In addition, the Office of the Guidance Counselor, Human Resources/Personnel

Division, and the Office of the President of the University shall identify focal persons in addressing Anti-VAWC concerns. Said focal persons must undergo education and training to acquaint them with (a) the nature, extent, and causes of violence against women and their children; (b) the legal rights of, and remedies available to, victims of violence against women and their children; (c) the services and facilities available to victims or survivors; (d) the legal duties imposed on police officers to make arrest and to offer protection and assistance; and (e) techniques for handling incidents of violence against women and their children that minimize the likelihood of injury to the officer and promote the safety of the victim or survivor.

B. REPUBLIC ACT 7877

AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES

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

Section 1. Title - This Act shall be known as the “Anti-Sexual Harassment Act of 1995”

Section 2. Declaration of Policy – The state shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect of human rights and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

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

(a) In a work-related environment or employment, sexual harassment is committed when:

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

(b) In an education or training environment, sexual harassment is committed:

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

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed shall also be held liable under this Act.

C. REPUBLIC ACT 7610

“SPECIAL PROTECTION OF CHILDREN AGAINST ABUSE, EXPLOITATION AND DISCRIMINATION ACT”

The University vows to provide special protection to children from all forms of

abuse, neglect, cruelty, exploitation and discrimination, and other conditions, prejudicial to their development; provide sanctions for their commission and carry out a program for prevention and deterrence of crisis intervention in situations of child abuse, exploitation and discrimination. Every effort shall be exerted to promote the welfare of children and enhance their opportunities for a useful and happy life.

The Supreme Student Government (SSG) of UDM, in consultation with the Office of Student Affairs, Office of the Guidance Counselor, and the University Legal Counsel, shall seek the assistance of the Department of Justice (DOJ) and the Department of Social Welfare and

Development (DSWD) as regards the DOJ and DSWD's joint comprehensive program to protect children against child prostitution and other sexual abuse; child trafficking, obscene publications and indecent shows; other acts of abuse; and circumstances that endanger child survival and normal development. Said comprehensive program by the DOJ and DSWD shall be disseminated by the University, through the SSG, OSA, and Guidance Counselor, to all the stakeholders in the University.

**D. REPUBLIC ACT 7277,
“MAGNA CARTA FOR DISABLED PERSONS”**

Disabled persons are part of Philippine society; thus, the University shall give full support to the improvement of the total well-being of disabled persons and their integration into the mainstream of society. Toward this end, the University shall adopt policies ensuring the rehabilitation, self-development, and self-reliance of disabled persons within the University. It shall develop their skills and potential to enable them to compete favorably for available opportunities. The University shall not discriminate against persons with disabilities in terms of admission and granting of academic awards and honors.

The University, in coordination with the Supreme Student Government (SSG), shall take into account the special needs of disabled persons with respect to the use of school facilities, class schedules, physical education requirements and other pertinent considerations. The University likewise endeavors to the establishment of auxiliary

services that will facilitate the learning process for disabled persons. The University shall also proactively seek scholarship grants, student loan programs, subsidies, and other incentives for qualified disabled students.

E. REPUBLIC ACT 9418
“VOLUNTEER ACT OF 2007”

The University shall integrate volunteerism as part of the curriculum to raise the consciousness of the youth and develop a culture of volunteerism among the citizenry. Volunteerism shall be highlighted in the NSTP classes and the University’s Community Extension Programs and Activities. The University, in consultation and coordination with its faculty and the Supreme Student Government (SSG), shall provide technical assistance and sharing of technology within the academic circle, target communities and other clientele, and the upgrading of the quality of education and curriculum methodologies while providing career enhancement and exposure to the volunteers.

F. REPUBLIC ACT 9512
“NATIONAL ENVIRONMENTAL AWARENESS AND EDUCATION ACT OF 2008”

The University shall promote national awareness of the role of natural resources in economic growth and the importance of environmental conservation and ecological balance toward sustained national development. The University shall integrate environmental education into its curriculum.

Environmental education shall encompass environmental concepts and principles, environmental laws, the state of the international and local environment, local environmental best practices, the threats of environmental degradation and its impact on human well-being, the responsibility of the citizenry to the environment and the value of conservation, protection and rehabilitation of natural resources and the environment in the context of sustainable development. It shall cover both theoretical and practical modules. Said modules comprise of activities, projects, and programs including, but not limited to, tree planting; waste minimization, segregation, recycling and composting; freshwater and marine conservation; forest management and conservation; relevant

livelihood opportunities; and economic benefits and other such programs and undertakings to aid the implementation of the different environmental protection law. These shall be integrated into the NSTP classes in the University, as well as in its Community Extension Projects and Activities.

The University shall join the entire country in celebrating the “Environmental Awareness Month” in the month of November of every year. The University shall link up with DepEd, CHED, TESDA, DENR, DOST, and other relevant agencies as regards public education and awareness programs on environmental protection and conservation through collaborative interagency and multi-sectoral effort.

The University, together with the Supreme Student Government (SSG), shall coordinate with the DENR in relation to current environmental updates, including identifying priority environmental education issues for national action and providing strategic advice on the environmental education activities. The University, together with the Supreme Student Government (SSG), shall likewise coordinate with the DOST in programs that will ensure that students receive science-based quality information on environmental issues to encourage the development of environment-friendly solutions, devices, equipment, and facilities.

The University shall also participate in capacity-building programs nationwide such as training, seminars, workshops on environmental education, development and production of environmental education materials, and teacher-education courses and related livelihood programs.

G. REPUBLIC ACT 8049

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

Be it enacted by the Senate and House of Representative of the Philippines in Congress assembled.

SEC. 1. Hazing as used in this act is an initiation rite or practice as a pre-requisite for

admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him to menial, silly, foolish and similar tasks or activities otherwise subjecting him to physical or psychological suffering or injury.

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

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

SEC 3. The head of the school or organization or their representatives must assign at least two (2) representatives of the school organization, as the case may be, to be present during the initiation. It is duty of such representative to see it to that no physical harm or any kind shall be inflicted upon a recruit, neophyte or applicant. SEC 4. If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction of physical harm shall be liable as principals. The person or persons who participated in the hazing shall suffer:

1. the penalty of reclusion perpetual if death, rape, sodomy or mutilation results therefrom;
2. the penalty of reclusion temporal in its maximum period if in consequence of the

hazing the victim shall become insane, imbecile, impotent or blind;

3. the penalty of reclusion temporal in its medium period if in consequence of the hazing of the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, o hand, a foot, an arm or a leg or shall have lost the use of any such member or shall have become incapacitated for the activity or work in which he was habitually engaged:
4. the penalty of reclusion temporal in its minimum period if in consequence of the hazing the victim shall become deformed or shall have lost the use thereof, or shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for a period of more than ninety (90) days;
5. the penalty prison mayor in its minimum period if in consequence of the hazing the victim shall been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for more than thirty (30) days;
6. the penalty of prison mayor in its medium period if in consequence of the hazing of the victim shall been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for ten (10) days or more, or that the injury sustained shall require medical attendance for the same period;
7. the penalty of prison mayor its minimum period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical attendance for the same period; and
8. the penalty of prison correctional in its maximum period if in consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance. The responsible officials of the school or of the police, military or citizen's army training organization may impose the appropriate sanctions on the person or persons charged under this provision even before their conviction. The maximum penalty herein provided shall be imposed in any of the following instances:
 - a. when the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;
 - b. when the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from

- quitting;
- c. when the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, through force, violence, threat or intimidation;
 - d. when the hazing is committed outside the school or institution; or;
 - e. when the victim is below twelve (12) years of age at the time of hazing.

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

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

The officers, the former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. Officer or members of an organization, group, fraternity or sorority who knowingly cooperated in carrying out the hazing by introducing the victim to be present thereat shall be liable as principals. A fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take any action to prevent the same from occurring shall be liable as principals.

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

Any person charged under this provision shall be entitled to the mitigating circumstances that there was no intention to commit so grave a wrong.

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

CHED Order, No. 4, 1995

***PREVENTIVE MEASURES AGAINST VIOLENCE AND SANCTIONS ON
FRATERNITIES AND OTHER STUDENT ORGANIZATIONS***

1. The fundamental law of the land requires the state through its instrumentalities, in particular the educational agencies, to promote the physical, intellectual and social well-being of the youth, the students. They are encouraged to go to schools of all levels to utilize their God-given talents for self-development and, collectively, for nation-building. They are encouraged further to join all kinds of organizations that foster camaraderie and instill brotherhood.
2. Historically, fraternities were founded to promote camaraderie among groups of people, including students in colleges and universities. Fraternities and other student-organizations must serve to forge not only brotherhood as the ultimate bonding of all men and women inside and outside the confines of universities, but must exist to preserve the value of human life. Their talents and energies must be channeled and utilized for collective development.
3. Recent events involving fraternities tend to erode the moral values inculcated by parents and the educational institution. Students' dedication to study, respect for authority, and observance of the rules and regulations of educational institutions are ignored. Existing laws and other administrative issuances seem not enough to deter some students to inflict physical and mental injuries on others and, in so many instances, cause the loss of life of students.
4. In order to have an atmosphere of brotherhood among fraternities and other student organizations, all educational institutions or higher learning are encouraged to promote programs and projects that will produce responsible students and will instill the value of human life for a productive future. The following preventive measures are therefore suggested:
 - 1.1. monthly meetings of heads of fraternities in a Council of Equals;
 - 1.2. regular gatherings of fraternity members through sports, cultural events, and joint community projects where there is cross-membership;
 - 1.3. reporting a potential conflict to the head of the fraternity as a standard

procedure. The head in turn will patch it up with his counterpart;

1.4. internal policing by the fraternities themselves;

1.5. long-term re-orientation of the role of fraternity to move away from macho conflicts into a society of brotherhood that stresses studies, productivity, creativity, and a sense of community and nationhood;

1.6. more interaction between the School Administration and the fraternities;

1.7. informing parents about the participation of their children in fraternities;

1.8. use of the fraternity alumni members to counsel resident members;

1.9. oblige fraternities to observe ethical code in their organizational vision and objectives which should include a commitment to solve problems in a peaceful and friendly way.

5. In order to deter violence among fraternities the following sanctions shall be strictly carried out:

5.1 Automatic expulsion of any fraternity member for:

- a. starting or taking the offensive action that clearly provokes violence;
- b. carrying knives, sticks, pipes, guns, and other deadly weapons in schools; and
- c. extortion.

5.2 60 days suspension of all officers of a fraternity found guilty of acting that will provoke violence; and

5.3 Suspension of guilty fraternity for one year for the first offense and permanent ban for the next offense.

6. Higher Education institutions must fully assume authority and responsibility in dealing with fraternities and other student aggregations. They are enjoined to closely monitor and supervise the enumerated preventive measures and sanctions herein above stated.

7. Immediate dissemination of this order is desired

REPUBLIC ACT NO. 7079

**AN ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF
CAMPUS JOURNALISM AND FOR OTHER PURPOSES**

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

Section 1. Title. – This Act shall be known and referred to as the “Campus Journalism Act of 1991.”

Section 2. Declaration of Policy. – It is the declared policy of the State to uphold and protect the freedom of the press even at the campus level and to promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of the students concerned and promoting responsible and free journalism.

Section 3. Definition of Terms. –

- (a) School. – An institution for learning in the elementary, secondary or tertiary level comprised of the studentry, administration, faculty and non-faculty personnel;
- (b) Student Publication. – The issue of any printed material that is independently published by, and which meets the needs and interests of, the studentry;
- (c) Student Journalist. – Any bona fide student enrolled for the current semester or term, who was passed or met the qualification and standards of the editorial board. He must likewise maintain a satisfactory academic standing.
- (d) Editorial Board. – In the tertiary level, the editorial board shall be composed of student journalists who have qualified in placement examinations. In the case of elementary and high school levels, the editorial board shall be composed of a duly

appointed faculty adviser, the editor who qualified and a representative of the Parents-Teachers' Association, who will determine the editorial policies to be implemented by the editor and staff members of the student publication concerned.

At the tertiary level, the editorial board may include a publication adviser at the option of its members.

(e) Editorial Policies. – A set of guidelines by which a student publication is operated and managed, taking into account pertinent laws as well as the school administration's policies. Said guidelines shall determine the frequency of the publication, the manner of selecting articles and features and other similar matters.

Section 4. Student Publication. – A student publication is published by the student body through an editorial board and publication staff composed of students selected but fair and competitive examinations. Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication's funds.

Section 5. Funding of Student Publication. – Funding for the student publication may include the savings of the respective school's appropriations, student subscriptions, donations, and other sources of funds. In no instance shall the Department of Education, Culture and Sports or the school administration concerned withhold the release of funds sourced from the savings of the appropriations of the respective schools and other sources intended for the student publication. Subscription fees collected by the school administration shall be released automatically to the student publication concerned.

Section 6. Publication Adviser. – The publication adviser shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the adviser shall be limited to one of technical guidance.

Section 7. Security of Tenure. – A member of the publication staff must maintain his or her status as student in order to retain membership in the publication staff. A student shall not be expelled or suspended solely on the basis of articles he or she has written, or on the basis of the performance of his or her duties in the student publication.

Section 8. Press Conferences and Training Seminar. – The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student-editors/writers and teacher-adviser of student publications in the elementary, secondary and tertiary levels shall participate. Such

competitions, conferences and seminars shall be held at the institutional, divisional, and regional levels, culminating with the holding of the annual national elementary, secondary or tertiary School Press Conferences in places of historical and/or cultural interest in the country.

Section 9. Rules and Regulations. – The Department of Education, Culture and Sports, in coordination with the officers of the national elementary, secondary or tertiary organizations or official advisers of student publications, together with student journalists at the tertiary level and existing organizations of student journalists, shall promulgate the rules and regulations necessary for the effective implementation of this Act.

Section 10. Tax Exemption. – Pursuant to paragraph 4, Section 4, Article XIV of the Constitution, all grants, endowments, donations, or contributions used actually, directly and exclusively for the promotion of campus journalism as provided for in this Act shall be exempt from donor's or gift tax.

Section 11. Appropriations. – For the initial year of implementation, the sum of Five million pesos (P5,000,000.00) is hereby authorized to be charged against the savings from the current appropriations of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.

Section 12. Effectivity. – This Act shall take effect after fifteen (15) days following the completion of its publication in the Official Gazette or in at least two (2) newspapers of general circulation.



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



CHED Memorandum Order

No. 63
Series of 2017

SUBJECT: POLICIES AND GUIDELINES ON LOCAL OFF-CAMPUS ACTIVITIES

In accordance with the pertinent provisions of Republic Act (R.A.) No. 7722 otherwise known as the Higher Education Act of 1994, Batas Pambansa Blg. 232, the Constitution which states that, *"The State shall exercise reasonable supervision over all higher education institutions,"* and by virtue of Commission *en Banc* Resolution No. 540-2017 dated July 18, 2017, the following policies and guidelines on local off-campus activities are hereby adopted.

ARTICLE I
RATIONALE

In the Philippines, Higher Education Institutions (HEIs) ensure sustainable teaching and learning delivery process through the conduct of off-campus activities. These are activities conducted by HEIs to supplement and facilitate a more meaningful learning experience for students in addition to the regular classroom instructional programs that are in accordance with specific degree program requirements. These also include non-curricular activities. They are intended to broaden the students' learning opportunities and allow them a feel of the real world, and therefore serve as powerful motivator to strengthen the academe-industry linkage. These learning situations include: internships, educational tours or field trips, field studies, educational linkages, student development activities, non-curricular-based activities such as mission-based, immersion/reach-out programs, conventions, conferences, trainings, volunteer work, interschool competitions, cultural performances and team development activities, among others.

ARTICLE II
STATEMENT OF POLICIES

Section 1. CHED recognizes the academic freedom of the HEIs in promoting quality education for the continuing intellectual growth, the advancement of learning and research, and the education of high level professionals while enriching historical and cultural heritage through the conduct of off-campus activities as part of the curriculum.

Section 2. All HEIs are given the authority to design, determine and approve the conduct of off-campus activities a) as part of a duly approved curriculum as noted by CHED or b) as part of the HEI's particular context or respective mission. Such authority of the HEIs however, shall be exercised with paramount consideration given to the safety and welfare of the student participants.

Section 3. It is the obligation of the HEIs to: (a) adopt mechanisms for safety and welfare of all participants to the off-campus activities; and (b) observe due diligence and strict adherence to the requirements stipulated in this CMO and the Joint Memorandum Circular (JMC).

Section 4. To ensure the well-being and safety of all the students in higher education and guarantee the quality of their learning and exposure, CHED, in partnership with the Department of Tourism (DOT), Department of the Interior and Local Government (DILG), Land Transportation Office (LTO), Land Transportation Franchising and Regulatory Board (LTFRB), League of Cities of the Philippines (LCP), and League of Municipalities of the Philippines (LMP), shall issue separate guidelines for the conduct of all off-campus activities, if needed.

ARTICLE III OBJECTIVES

Section 5. These set of policies and guidelines aim to guide HEIs in the conduct of off-campus activities in order to develop the holistic experience of students and to provide:

- 5.1 access to efficient and interactive learning for students through meaningful off-campus activities as part of their program requirement embodied in the approved curriculum;
- 5.2 quality off-campus activities necessary to the acquisition of relevant knowledge, skills, and values;
- 5.3 mechanisms to exercise due diligence prior, during and after the activities for safety and welfare of the students and HEIs' personnel; and
- 5.4 mechanisms for the implementation of parallel activities to those students who will not be participating in the activity.

ARTICLE IV COVERAGE

Section 6. The CMO shall cover all the conduct of off-campus activities of HEIs within the Philippines, which were approved by the concerned HEI authorities. The activities shall include but not be limited to the following:

6.1 Curricular

- a. Educational Tours/Field trips
 - Visits to reputable firms or government sites and other areas identified by the concerned local government units (LGUs) safe for students;
 - Culture and arts related activities such as visits to museums, cultural sites, landmarks and other related venues; or

- Plant industry visit, host training establishment visit, and other related visits.
- h. Participation and/or attendance in degree program-relevant events
- c. Field Study/Experiential Learning/Related Learning Experience

6.2 Non-Curricular

- a. mission-based activities (e.g., retreat, recollection, etc);
- b. conventions, seminars, conferences, symposiums, trainings and teambuilding;
- c. volunteer work including peer helper programs, relief operations, community outreach and immersion;
- d. advocacy projects and campaigns;
- e. participation in sports activities;
- f. activities initiated by recognized various student groups;
- g. interschool competitions/tournaments; or
- h. culture and arts performances and competition.

ARTICLE V DEFINITION OF TERMS

Section 7. For the purposes of this CMO, the following terms are defined as follows:

- 7.1 **Approved curriculum** refers to the curriculum duly approved by the HEI and duly noted by the CHED regional offices (CHEDROs).
- 7.2 **Curricular activities** are required off-campus activities and are an integral part of the instructional program. All students are expected to attend the scheduled off-campus activity since it is part of the regularly scheduled class time.
 - a. **Educational Tours** refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution which lasts for more than one (1) day, and involves relatively more places of destination than a field trip in accordance with specific degree program requirements.
 - b. **Field trips** refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution but is of relatively shorter duration usually lasting for only one (1) day and with fewer places of destination.
 - c. **Field Study/Experiential Learning/Related Learning Experience** refer to off-campus activities which are congruent to the learning outcomes of the course in terms of time and context. These activities require substantial off-campus learning as curriculum delivery.



- 7.3 **Institution** refers to the HEI where the student is enrolled or where the personnel is employed.
- 7.4 **Non-curricular activities** refer to off-campus activities that are considered as non-curricular or non-program-based activities, among others, and are left to the discretion of the concerned HEI for the strategies of implementation as long as the safety and security of the students are duly ensured.
- 7.5 **Off-campus activities** refer to activities which include all authorized HEI curricular and non-curricular activities undertaken outside the premises of the institution.

ARTICLE VI EXCLUSIONS

The following off-campus activities shall be excluded from this CMO. However, HEIs shall properly undertake mechanisms to assure due diligence in the conduct of all off-campus activities for the safety and security of the academic community.

Section 8. International Educational Tours or Field Trips

International educational tours or field trips shall be governed by CHED Memorandum Order No. 26, s. 2015.

Section 9. Internship/OJT/Practicum

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.

ARTICLE VII REQUIREMENTS, OBLIGATIONS, AND/OR RESPONSIBILITIES OF THE PARTIES INVOLVED

Section 10. Government

It is the obligation of government agencies, based on their respective mandates, to provide necessary services, actions, and assistance relative to off-campus activities pursuant to the JMC that shall be issued by and between the following agencies:

- 10.1 Commission on Higher Education (CHED);
- 10.2 Department of Tourism (DOT);
- 10.3 Department of the Interior and Local Government (DILG);
- 10.4 Land Transportation Office (LTO);
- 10.5 Land Transportation Franchising and Regulatory Board (LTFRB);
- 10.6 League of Cities of the Philippines (LCP); and
- 10.7 League of Municipalities of the Philippines (LMP).

Section 11. Higher Education Institutions (HEIs)

11.1 Responsibilities and Obligations:

The HEIs shall:

- a. Design, determine and approve the activities for the conduct of off-campus activities in accordance with the curriculum requirement and/or HEI's particular context or respective mission. Their design should include the relevance of the activity to the program.
- b. Adopt and implement its own institutional policies, including adherence to requirements under this CMO, as part of its duty to observe due diligence in the conduct of off-campus activities. Failure to do so shall be a cause for imposition of the sanctions as provided in the CMO without prejudice to other liabilities under applicable laws.
- c. Designate the personnel-in-charge (PIC) with appropriate qualifications and experience and when necessary, identify an overall leader from among the PICs.
- d. Ensure a 1:35-50 PIC-student ratio for the curricular activities. For non-curricular activities, the HEIs shall adopt an appropriate PIC-student ratio, as it deems fit.
- e. Ensure safety and welfare of mobility of students through the following transportation vehicles:
 - e.1 owned by the HEI – Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others shall be ensured; and
 - e.2 third party or sub-contracting – Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, updated/valid franchise with LTFRB or Travel and Tour Operator duly accredited by the Department of Tourism shall be ensured.
- f. Coordinate with the appropriate LGU/s or non-government organizations (NGOs).
- g. Require the students to submit a written consent of the parents or the student's guardian and medical clearance, if appropriate.
- h. Establish mechanisms to provide parallel activities for curricular and alternative activities for non-curricular which provide similar acquisition of knowledge and/or competencies to achieve the learning objectives for students who cannot join the activity. These parallel activities shall not be made as a substitute of a major examination for the purpose of compelling students to participate in said activities. The HEI shall only impose acceptable measures and non-punitive activities to concerned students.

- i. Give due consideration to students or learners with special needs or Persons with Disabilities (PWDs).
- j. Conduct off-campus activities that shall not unduly benefit or accommodate any of the establishments owned by HEI or CHED employees and officials or by an owner who is a relative within the third civil degree of consanguinity or affinity.

11.2 Requirements:

a. Checklist of requirements:

a.1 Before the off-campus activity

The President must require the submission of the following from its personnel concerned:

REQUIREMENTS	PROOFS
a.1.1 Curriculum	
The curriculum should include the off-campus activity with corresponding unit credits and time-allotment whether lecture or laboratory hours, specifying course title and unit credits.	Course Syllabus which reflects the relevance of requiring an educational tour and field trip
a.1.2 Destination	
As much as practicable, destination of off-campus activities should be near the concerned HEI in order to minimize cost. CMO No. 11, s. 1997 entitled, <i>Enjoining All Higher Education Institutions (HEIs) in the Country to Make, Insofar as Practicable, All Registered Museums and Cultural Sites and Landmarks as Venues for Educational Tours and Field Trips and Subjects for Studies and Researches</i> may serve as guide for the places that may be visited among others, registered museums, cultural sites and landmarks that should be in line with the objectives of the off-campus activity. The destination and schedule should be relevant to the subject matter.	Appropriate report
a.1.3 Handbook or Manual	
The requirements and guidelines of the conduct of local off-campus activities should be updated and be included in the students' handbook or manual.	Handbook or Manual

REQUIREMENTS	PROOFS
a.1.4 Consent of the Parents or Student's Guardian	Duly notarized/subscribed consent
a.1.5 Medical Clearance of the Students	Medical clearance of the students, if appropriate duly signed by the HEI or government Physician
a.1.6 Personnel-In-Charge The designated personnel-in-charge must be an employee of the institution and must have the appropriate qualifications and experiences related to off-campus activities. When necessary, <i>identify overall leader from among the personnel-in-charge.</i> With appropriate first-aid and medical emergency training.	<ul style="list-style-type: none"> o Designation or order from the Administration indicating personnel-in-charge's role and responsibilities before, during and after the off-campus activities o Relevant certificate on first-aid training
a.1.7 First Aid Kit The HEI should provide a complete first-aid kit.	First-aid kit
a.1.8 Fees/Fund Source The fees to be collected from the students must be duly approved and disseminated to concerned stakeholders. There should be a breakdown of fund sources and other resources properly secured and accounted for.	Duly approved schedule of fees Appropriate report
a.1.9 Insurance The HEI should provide insurance (individual or group) provision for students, faculty and other concerned stakeholders, for the purpose of the activity.	Proof of insurance provision
a.1.10 Mobility of Students a.1.10.1 Owned by the HEI	Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others.
a.1.10.2 Third party or sub-contracting a.1.10.2.1 Franchisee	<ul style="list-style-type: none"> o Certification from LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up-to-date), if applicable. o Special Permit from LTFRB if transportation is out-of-line o Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.



REQUIREMENTS	PROOFS
<p>a.1.10.2.2 Travel and Tour Operator In cases where the service of Travel and Tour Operator is used, it should be duly accredited by the DOT.</p> <p>If applicable, the HEI must engage an accredited tourist transport vehicle and/or tourist guide with the appropriate permits.</p>	<ul style="list-style-type: none"> o Copy of Travel and Tour Operator Accreditation Certificate by the DOT o Duly approved Plan/ Itinerary of travel by the HEI o Certification from the LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up-to-date), if applicable. o Vehicles' updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.
<p>a.1.11 LGUs/NGOs</p> <p>The HEI should duly coordinate with appropriate LGUs/NGOs.</p> <p>Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with the local government units with acknowledged letter from the concerned government agency shall be secured before the scheduled dates of the activity.</p>	<ul style="list-style-type: none"> o Copy of the letter sent to the LGUs o Copy of acknowledgement letter from the LGUs
<p>a.1.12 Activities</p>	
<p>a.1.12.1 General orientation to students</p>	<p>Minutes and attendance of the briefing and consultation conducted to concerned students, faculty and stakeholders</p>
<p>a.1.12.2 Consultation to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature</p>	
<p>a.1.12.3 Announcement to students, faculty and parents of the activity one (1) or two (2) months before the scheduled date of the conduct of off-campus activities</p>	<ul style="list-style-type: none"> o Letters to parents, students and adult companion preferably faculty o Appointment with conforme of Personnel-in-charge
<p>a.1.12.4 Briefing to concerned faculty and students and provide the needed info materials before the trip</p>	<ul style="list-style-type: none"> o Itinerary o Handy information materials for students
<p>a.1.12.5 Learning journals for students</p>	<p>Standard format of learning journals given to students</p>
<p>a.1.12.6 Emergency Preparedness Plan to be given to students and stakeholders</p>	<p>Appropriate report</p>



a.2 During the off campus activity

REQUIREMENTS	PROOFS
a.2.1 Personnel-in-charge, identify overall leader (when necessary) with the following tasks:	List of personnel or attendance
a.2.1.1 Accompany the students from the time they assemble for the off-campus activity up to debriefing.	List of students and/or attendance
a.2.1.2 Ensure the provision of the allowable seating capacity of the vehicle/s used. (No student shall be allowed to ride on the roof of motor vehicle or on the boarding platform)	Contract of service with the third party
a.2.1.3 Ensure that program of activities is properly followed as planned or activities can be adjusted as the need arises.	

a.3. After the off-campus activity

REQUIREMENTS	Proofs
a.3.1 Learning journals of students	Appropriate report/grades
a.3.2 Assessment report/ Evaluation Report	Assessment report by faculty including the breakdown of expenses
a.3.3 Expenditure report	Breakdown of expenses
a.3.4 Debriefing of concerned faculty to students to be able to assess acquisition of learning	Report on debriefing program conducted

b. Submission of Reports:

The HEIs shall submit the following comprehensive reports in compliance with this CMO:

b.1 Certificate of Compliance. A certificate of compliance, duly notarized, certified correct by the PIC, recommending approval by the VPAA and duly approved by the President or Head of the HEI or his/her authorized representative stating that all the requirements have been prepared and duly complied with using the prescribed template shall be submitted to the CHEDRO fifteen (15) days before the activity. (Please refer to Annex A)

b.2 Report of Compliance. A report of compliance must be certified correct by the PIC, reviewed by the Dean or Program Head, recommending approval by the VPAA and duly approved by the President or Head of the HEI or his/her authorized representative listing all the activities and corresponding compliance using the prescribed template shall be submitted to the CHEDRO fifteen (15) days before the activity. (Please refer to Annex B)



b.3 Comprehensive Semestral/Term Report. A semester/term comprehensive report shall be submitted to the concerned CHEDRO at the end of the semester/term of the conduct of the educational tour and field trip using the prescribed template. (Please refer to Annex C)

c. Exemption from submission of report to CHED

c.1 HEIs awarded as Autonomous, Deregulated, Centers of Excellence/Centers of Development, or Level II accredited programs, and SUCs with at least Level III shall be exempted from submitting Report of Compliance, but are required to submit the Certificate of Compliance (refer to Annex A)

c.2 Submission of reports shall not be required for non-curricular off-campus activities and field study/experiential learning/related learning experience activities. However, for the purposes of transparency, the activities should be posted in conspicuous places and the website of the HEI, if available.

Section 12. Students

12.1 Responsibilities and Obligations:

Students shall:

- a. Be officially enrolled;
- b. Adhere to the rules and regulations of student manual; and
- c. Submit a learning journal/paper reflecting his/her observations, learnings, findings and noteworthy experiences.

12.2 Imposition of sanctions for non-performance/violation of above-mentioned actions should be in accordance with the HEIs' policies.

**ARTICLE VIII
MONITORING AND EVALUATION**

Section 13. The CHEDROs shall conduct a monitoring of the compliance vis-à-vis obligations and liabilities of the HEIs to the documentary requirements and activities undertaken.

Section 14. All HEIs awarded as Autonomous, Deregulated, Centers of Excellence/Centers of Development, or with at least Level II accredited programs, and SUCs with at least Level III shall be exempted from monitoring and evaluation, except when there are complaints related to the conduct of off-campus activities.

Section 15. CHEDROs shall submit a summary of monitoring report of the HEIs within their respective region and submit the same to the Office of the Executive Director (OED) through the Office of Student Development and Services (OSDS).



ARTICLE IX FEES

Section 16. Students should only be charged for actual costs of transportation, entrance fees and related expenses, subject to consultation. General information on fees related to the conduct of off-campus activities should be included in the student handbook or manual.

ARTICLE X VIOLATIONS AND SANCTIONS

Section 17. Violations. The following are considered violations of these policies and guidelines:

17.1 Failure to comply with any of the requirements in the CMO, such as:

- a. Conduct of orientation or consultation;
- b. Conduct of activity without approval of the President/Head of the HEI;
- c. Verification with agency concerned on road worthiness of vehicles;
- d. Validation of appropriate license of the driver;
- e. Establishment of parallel activities;
- f. Submission of required reports to CHEDRO;
- g. Submission of requirements per required timelines; or
- h. Compliance with the requirements and obligations (Faculty/student ratio, loading capacity of transportation, etc.).

17.2 Imposition of punitive measures upon the student who failed to attend/join the activity.

17.3 Deployment of unqualified PIC.

17.4 All other analogous circumstances.

Section 18. Sanctions.

18.1 The CHEDROs, after due process, may impose the following appropriate sanctions depending on the nature and seriousness of the violation/s or non-compliance of the HEIs with the policies and guidelines stated in this CMO:

- a. written warning
- b. cancellation of the activity
- c. order the refund of collected fees

Thereafter, CHEDROs are required to submit within thirty (30) days to the CHED Legal and Legislative Service (LLS) actions taken in pursuance of this provision.



18.2 For violation/s or non-compliance of the HEIs affecting the general public and/or national interest, the Commission en Banc, taking into consideration the recommendation of the CHED LLS, may impose the following sanctions depending on the nature and seriousness of the violation/s or non-compliance of the HEIs:

- a. Blacklisting of the third party (franchisee or tour operator);
- b. Suspension from conducting off-campus activities for a period of time as determined by the CEB; and
- c. Repeated violations of the CMO may result to the imposition of penalties such as revocation of permits, downgrading of status, phase-out and such other penalties may be validly imposed by the Commission to the concerned HEIs.

18.3 This is without prejudice to the right of the concerned students/injured party/ies to file the necessary criminal or civil charges or administrative charges against the school and/or its administrators under the civil code or other applicable laws.

ARTICLE XI REPEALING CLAUSE

Section 19. This CMO supersedes CMO No. 17, s. 2012 entitled "Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students." All previous issuances or part thereof inconsistent with provisions of this CMO are deemed repealed, revoked or rescinded accordingly.

ARTICLE XII TRANSITORY PROVISION

Section 20. All HEIs, including SUCs and LUCs, shall immediately fully comply with all the requirements in this CMO upon its effectivity.

Section 21. The moratorium on the conduct of educational tours and field trips entitled "*Imposition of Moratorium on Field Trips and other Similar Activities Covered Under CHED Memorandum Order No. 17, Series of 2012, and Review of the Policy to Strengthen Mechanisms that Safeguard All Students at All Levels and Faculty Members in Activities included in the Curricular, Research and Extension Programs of Higher Education Institutions*" shall also be deemed lifted upon the effectivity of this CMO.



**ARTICLE XIII
EFFECTIVITY**

Section 22. This CMO shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation and filing with the Office of National Administrative Register (ONAR) and shall remain in force and effect until revoked or amended.

Issued this 25 day of July in Quezon City.

For the Commission:



PATRICIA B. LICUANAN, Ph.D.
Chairperson

Annexes:

ANNEX A – Certificate of Compliance
ANNEX B – Report of Compliance
ANNEX C – Comprehensive Semestral/Term Report





(Name of HEI)

**LOCAL OFF-CAMPUS ACTIVITIES
CERTIFICATE OF COMPLIANCE**

This is to certify that all the processes, procedures and requirements before the conduct of the off-campus activity/ies pursuant to CMO No. ____, s. 2017 entitled "Policies and Guidelines on Local Off-campus Activities" have been duly complied with, and that by virtue thereof, we hereby assume full responsibility for the safety and welfare of the students.

Certified Correct:

Recommending approval:

Personnel-in-Charge

Vice-President for Academic Affairs

Approved by:

President/Head of HEI/
Authorized representative

SUBSCRIBED AND SWORN to before me, this _____, by _____ who exhibited to me (his/her) competent proof of identification _____ issued at _____, Philippines on _____.

Notary Public

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____;



Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION

LOCAL OFF-CAMPUS ACTIVITIES

REPORT OF COMPLIANCE

NAME OF HEI: _____

REGION: _____

ADDRESS: _____

BASIC INFORMATION:

PROGRAM NAME	COURSE	DESTINATION/S AND VENUE	INCLUSIVE DATES	NUMBER OF STUDENTS	LIST OF PERSONNEL-IN-CHARGE
e.g. BS Travel Mgt.	PTour 1	Baguio Burnham Park Pinagbenga Festival	February 25 – 28, 2017	40	Engr. Liveta Mr. Ong

REPORT BEFORE THE ACTIVITY:

ACTIVITIES	COMPLIANCE	
	YES/NO	REMARKS
1. Curriculum Requirement		
2. Destination		
3. Handbook or Manual		
4. Students Consent of the Parents/Guardians Medical Clearance of the Students		
5. Personnel-In-Charge		
6. First Aid Kit		
7. Fees/Funds		
8. Insurance		
9. Mobility of Student (vehicles) Owned by the HEI Third Party or Subcontracting Franchisee/Travel Agency/ Tour Operator		
10. LGUs/NGOs		
11. Activities Orientation to students Consultation Announcements Briefing before the trip Learning Journals Emergency Preparedness Plan		

Certified Correct: _____

Recommending approval: _____

Personnel-In-Charge _____

Vice President for Academic Affairs _____

Reviewed by: _____

Approved by: _____

Dean or Program Head _____

President/Head of HEI/ Authorized representative _____



Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION

LOCAL OFF-CAMPUS ACTIVITIES
COMPREHENSIVE SEMESTRAL/TERM REPORT

NAME OF HEI: _____

REGION: _____

ADDRESS: _____

PROGRAMS	DESTINATION/S	NO. OF STUDENT	NO. OF HEI PERSONNEL
<i>e.g. BS Travel Mgt.</i>	<i>Baguio</i>	<i>120</i>	<i>5</i>
<i>BS Civil Engineering</i>	<i>Bataan</i>	<i>50</i>	<i>2</i>

Problems encountered and actions taken to address the situation

Recommendation

Certified Correct: _____

Recommending approval: _____

Personnel-in-charge

Vice President for Academic Affairs

Approved by: _____

President/Head of HEI/ Authorized representative



|K. REPUBLIC ACT NO. 8049

HAZING THE ANTI-HAZING LAW

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

The term "organization" shall include any club or the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or officer and cadet corps of the Citizen's Military Training and Citizen's Army Training. The physical, mental and psychological testing and training procedure and practices to determine and enhance the physical, mental and psychological fitness of prospective regular members of the Armed Forces

of the Philippines and the Philippine National Police approved by the Secretary of National Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for the purposes of this Act.

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

Section 3. The head of the school or organization or their representatives must assign at least two (2) representatives of the school or organization, as the case may be, to be present during the initiation. It is the duty of such representatives to see to it that no

physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant.

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

- the penalty of reclusion Perpetua (life imprisonment) if death, rape, sodomy or mutilation results there from.
- the penalty of reclusion is temporal in its maximum period (17 years, 4 months and 1 day to 20years) if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
- the penalty of reclusion temporal in its medium period (14 years, 8 months and one day to 17years and 4 months) if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.
- the penalty of reclusion temporal in its minimum period (12 years and one day to 14 years and 8 months) if in consequence of the hazing the victim shall become deformed or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than ninety (90) days.
- the penalty of prison mayor in its maximum period (10 years and one day to 12 years) if in consequence of the hazing, the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for a period of more than thirty (30) days.
- the penalty of prison mayor in its medium period (8 years and one day to 10 years) if in consequence of the hazing, the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for a period of ten (10) days or more, or that the injury

sustained shall require medical assistance for the same period.

- the penalty of prison mayor in its minimum period (6 years and one day to 8 years) if in consequence of the hazing, the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical assistance for the same period.
- the penalty of prison correctional in its maximum period (4 years, 2 months, and one day to 6 years) if in consequence of the hazing, the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.

The responsible officials of the school or of the police, military or citizen's army training organization may impose the appropriate administrative sanctions on the person or the persons charged under this provision even before their conviction. The maximum penalty herein provided shall be imposed in any of the following instances:

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

The owner of the place where hazing is conducted shall be liable as an accomplice when he has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. If the hazing is held in the home of one of the officers or members of the fraternity, group, or organization, the parents shall be held liable as

principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring.

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

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

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

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

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

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

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

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

L. REPUBLIC ACT NO. 9165

ILLEGAL DRUGS The Comprehensive Drugs Act of 2002

ARTICLE III: DANGEROUS DRUGS TEST AND RECORD REQUIREMENTS

Section 36. Authorized Drug Testing. – Authorized drug testing shall be done by any government forensic laboratories or by any of the drug testing laboratories accredited and monitored by the DOH to safeguard the quality of test results. The DOH shall take steps in setting the price of the drug test with DOH-accredited drug testing centers to further reduce the cost of such drug tests. The drug testing shall employ, among others, two (2) testing methods, the screening test which will determine the positive result as well as the type of the drug used and the confirmatory test which will confirm a positive screening test. Drug test certificates issued by accredited drug testing centers shall be valid for a one-year period from the date of issue, which may be used for other purposes. The following shall subject to undergo drug testing: xxx

(1) Students of secondary and tertiary schools. – Students of secondary and tertiary schools shall, pursuant to the related rules and regulations as contained in the school's student handbook and with notice to the parents, undergo a random drug testing: Provided, that all drug testing expenses whether public or private schools under this Section will be borne by the government; xxx

ARTICLE IV: PARTICIPATION OF FAMILY, STUDENTS TEACHERS AND SCHOOL AUTHORITIES IN THE ENFORCEMENT OF THIS ACT

Section 41. Involvement of the Family. – The family being the basic unit of the Filipino society shall be primarily responsible for the education and awareness of the members of the family on the ill effects of dangerous drugs and close monitoring of family members who may be susceptible to drug abuse.

Section 42. Student Councils and Campus Organizations. – All elementary, secondary,

and tertiary schools' student councils and campus organizations shall include in their activities a program for the prevention of and deterrence of the use of dangerous drugs, and referral for treatment and rehabilitation of students for drug dependence.

Section 43. School Curricula. – Instruction on drug abuse prevention and control shall be integrated in the elementary, secondary, and tertiary curricula of all public and private schools, whether general, technical, vocational, or agro-industrial as well as in non-formal, informal, and indigenous learning systems. Such instructions shall include:

- Adverse effects of the abuse and misuse of dangerous drugs on the person, the family, the school, and the community;
- Preventive measures against drug abuse;
- Health, socio-cultural, psychological, legal, and economic dimensions and implications of the drug problem;
- Steps to take when intervention on behalf of a drug dependent is needed, as well as the services available for the treatment and rehabilitation of drug dependents; and
- Misconceptions about the use of dangerous drugs such as, but not limited to, the importance and safety of dangerous drugs for medical and therapeutic use as well as the differentiation between medical patients and drug dependents in order to avoid confusion and accidental stigmatization in the consciousness of the students.

Section 44. Heads, Supervisors, and Teachers of Schools. – For the purpose of enforcing the provisions of Article II of this Act, all school heads, supervisors, and teachers shall be deemed

persons in authority and, as such, are hereby empowered to apprehend, arrest or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules of Court. They shall be deemed persons in authority if they are in the school or within its immediate vicinity, or even beyond such immediate vicinity if they attend at any school or class function in their official capacity

as school heads, supervisors, and teachers.

Any teacher or school employee, who discovers or finds that any person in the school or within its immediate vicinity is liable for violating any of said provisions, shall have the duty to report the same to the school head or immediate superior who shall, in turn, report the matter to the proper authorities.

Failure to do so in either case, within a reasonable period from the time of discovery of the violation, shall, after due hearing, constitute sufficient cause for disciplinary action by the school authorities.

M. REPUBLIC ACT NO. 10627
THE ANTI-BULLYING ACT OF 2013

Section 2. *Acts of Bullying.* – For purposes of this Act, “bullying” shall refer to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; 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 the education process or the orderly operation of a school; such as, but not limited to, the following:

- any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting, and the use of available objects as weapons;
- any act that causes damage to a victim’s psyche and/or emotional well-being;
- any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting, and commenting negatively on the victim’s looks, clothes and body; and
- cyber-bullying or any bullying done by technology or any electronic means. xxx

N. REPUBLIC ACT 10173

DATA PRIVACY ACT 2012

Section. 2. Declaration of Policy. – It is the policy of the State to protect the fundamental human right of privacy, of communication while ensuring the free flow of information to promote innovation and growth. The State recognizes the vital role of information and communications technology in nation-building and its inherent obligation to ensure that personal information in information and communications systems in the government and in the private sector are secured and protected. xxx

SEC. 12. Criteria for Lawful Processing of Personal Information. – The processing of personal information shall be permitted only if not otherwise prohibited by law, and when at least one of the following conditions exists:

- The data subject has given his or her consent;
- the processing of personal information is necessary and is related to the fulfillment of a contract with the data subject or in order to take steps at the request of the data subject prior to entering into a contract;
- the processing is necessary for compliance with a legal obligation to which the personal information controller is subject;
- the processing is necessary to protect vitally important interests of the data subject, including life and health;
- the processing is necessary in order to respond to national emergency, to comply with the requirements of public order and safety, or to fulfill functions of public authority which necessarily includes the processing of personal data for the fulfillment of its mandate; or
- the processing is necessary for the purposes of the legitimate interests pursued by the personal information controller or by a third party or parties

to whom the data is disclosed, except where such interests are overridden by fundamental rights and freedoms of the data subject which require protection under the Philippine Constitution.

REPUBLIC ACT NO. 10175

THE CYBERCRIME PREVENTION ACT

Section 2. *Declaration of Policy.* — The State recognizes the vital role of information and communications industries such as content production, telecommunications, broadcasting electronic commerce, and data processing, in the nation's overall social and economic development. The State also recognizes the importance of providing an environment conducive to the development, acceleration, and rational application and exploitation of Information and Communications Technology (ICT) to attain free, easy, and intelligible access to exchange and/or delivery of information; and the need to protect and safeguard the integrity of computer, computer and communications systems, networks, and databases, and the confidentiality, integrity, and availability of information and data stored therein, from all forms of misuse, abuse, and illegal access by making punishable under the law such conduct or conducts. In this light, the State shall adopt sufficient powers to effectively prevent and combat such offenses by facilitating their detection, investigation, and prosecution at both the domestic and international levels, and by providing arrangements for fast and reliable international cooperation.

Section 4. Cybercrime Offenses. — The following acts constitute the offense of cybercrime punishable under this Act:

(a) Offenses against the confidentiality, integrity and availability of computer data and systems:

(1) Illegal Access. — The access to the whole or any part of a computer system without right.

(2) Illegal Interception. — The interception made by technical means without right of

any non-public transmission of computer data to, from, or within a computer system including electromagnetic emissions from a computer system carrying such computer data.

(3) Data Interference. — The intentional or reckless alteration, damaging, deletion or deterioration of computer data, electronic document, or electronic data message, without right, including the introduction or transmission of viruses.

(4) System Interference. — The intentional alteration or reckless hindering or interference with the functioning of a computer or computer network by inputting, transmitting, damaging, deleting, deteriorating, altering or suppressing computer data or program, electronic document, or electronic data message, without right or authority, including the introduction or transmission of viruses.

(1) Misuse of Devices.

(i) The use, production, sale, procurement, importation, distribution, or otherwise making available, without right, of:

(aa) A device, including a computer program, designed or adapted primarily for the purpose of committing any of the offenses under this Act; or

(ab) A computer password, access code, or similar data by which the whole or any part of a computer system is capable of being accessed with intent that it be used for the purpose of committing any of the offenses under this Act.

(ii) The possession of an item referred to in paragraphs 5 (i)(aa) or

(bb) above with intent to use said devices for the purpose of committing any of the offenses under this section.

(2) Cyber-Squatting. — The acquisition of a domain name over the internet in bad faith to profit, mislead, destroy reputation, and deprive others from registering the same, if such a domain name is:

(ii) Similar, identical, or confusingly similar to an existing trademark registered with the appropriate government agency at the time of the domain name registration;

(iii) Identical or in any way similar with the name of a person other than the registrant, in case of a personal name; and

(iv) Acquired without right or with intellectual property interests in it.

(b) Computer-Related Offenses:

(1) Computer-related Forgery. —

(i) The input, alteration, or deletion of any computer data without right resulting in inauthentic data with the intent that it be considered or acted upon for legal purposes as if it were authentic, regardless whether or not the data is directly readable and intelligible; or

(ii) The act of knowingly using computer data which is the product of computer related forgery as defined herein, for the purpose of perpetuating a fraudulent or dishonest design.

(2) Computer-related Fraud. — The unauthorized input, alteration, or deletion of computer data or program or interference in the functioning of a computer system, causing damage thereby with fraudulent intent: Provided that if no damage has yet been caused, the penalty imposable shall be one (1) degree lower.

(3) Computer-related Identity Theft. — The intentional acquisition, use, misuse, transfer, possession, alteration or deletion of identifying information belonging to another, whether natural or juridical, without right: Provided, that if no damage has yet been caused, the penalty imposable shall be one (1) degree lower.

(c) Content-related Offenses:

(1) Cybersex. - 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.

(2) Child Pornography. — The unlawful or prohibited acts defined and punishable by Republic Act No. 9775 or the Anti-Child Pornography Act of 2009, committed through a

computer system: Provided, that the penalty to be impose shall be (1) one degree higher than that provided for in Republic Act No. 9775.

(3) Unsolicited Commercial Communications. — The transmission of commercial electronic communication with the use of computer system which seek to advertise, sell, or offer for sale products and services are prohibited unless:

(i) There is prior affirmative consent from the recipient; or

(ii) The primary intent of the communication is for service and/or administrative announcements from the sender to its existing users, subscribers or customers; or

(iii)The following conditions are present:

(aa)The commercial electronic communication contains a simple, valid, and a reliable way for the recipient to reject. Receipt of further commercial electronic messages (opt-out) from the same source;

(ab)The commercial electronic communication does not purposely disguise the source of the electronic message; and

(ac)The commercial electronic communication does not purposely include misleading information in any part of the message in order to induce the recipients to read the message.

(4) Libel. — The unlawful or prohibited acts of libel as defined in Article 355 of the Revised Penal Code, as amended, committed through a computer system or any other similar means, which may be devised in the future.

Section 5. Other Offenses. — The following acts shall also constitute an offense: Aiding or Abetting in the Commission of Cybercrime. — Any person who willfully

(a) Abettor aids in the commission of any of the offenses enumerated in this Act shall be held liable.

(b) Attempt in the Commission of Cybercrime. — Any person who willfully attempts to commit any of the offenses enumerated in this Act shall be held liable.

Section 6. All crimes defined and penalized by the Revised Penal Code, as amended, and special laws, if committed by, through and with the use of information and communications technologies shall be covered by the relevant provisions of this Act: Provided, That the penalty to be imposed shall be one (1) degree higher than that provided for by the Revised Penal Code, as amended, and special laws, as the case may be.

Section 7. Liability under Other Laws. — A prosecution under this Act shall be without prejudice to any liability for violation of any provision of the Revised Penal Code, as amended or special laws.

UDM ADMINISTRATION

NAME POSITION	DESIGNATION
Dr. Ma. Felma Carlos-Tria	University President
Dr. Ronald A. Herrera	Vice President for Academic Affairs
Mr. Manfredo A. Marcellano	Vice President for Administration
Mr. Jeffrey F. Litan	Vice President for Comptrollership
Atty. Christian R. De la Cruz – Marcos	University Legal Council

ACADEMIC DIVISION

Dr. Noami D. Solano	Dean, College of Arts and Sciences
Dr. Ellen R. Cernias	Dean, College of Business, Administration
Dr. Yolanda S. Lira	Dean, College of Criminal Justice
Dr. Amalfi B. Tabin Jr.	Dean, College of Education
Prof. Picasso Dela Cruz	Dean, College of Engineering and Technology
Prof. Auresita M. Delos Reyes	Dean, College of Health Sciences
Atty. Rico Paolo R. Quicho	Dean, College of Law
Dr. Leila R. Gano	Dean, IGPS
Ms. Loida O. Primavera	University Registrar
Ms. Flordeliza M. Rubio	University Librarian
Dr. Marvin S. Isidro	University Physician

Dr. Virginia I. Berganio	Dean, Office of the Student Affairs
Mr. Rejan L. Tadeo	Director, Quality Assurance, Accreditation and Data Protection
Dr. Aurora T. Caday	Director, University Research Innovation and Social Engagement
Ms. Arlene C. Pureza	Director, Guidance, Admission, and Placement Office
Prof. Alistair B. Selorio	Director General, NSTP, Community Extension

ADMINISTRATIVE DIVISION

Mr. Emmanuel Gatdula	Director, Information, Communication, and Technology Division
Ms. Lorena S. Victorio	Acting Head, Human Resource Management and Development Division
Dr. Rhodora Bernal	Head, Gender and development Acting Chief, General Services Division Chief, Procurement Office
Mr. Engelbert Yalong	Chief, Security and Safety Office
Mr. Rogelio Garado	Chief, Ground and Maintenance Office
Engr. Jayson Valeroso	Chief, Facilities and Maintenance Office
Ms. Nancy Tejada	Chief, Facilities and Supplies Division
Ms. Generosa Moreno	Chief, Accounting Division
Rosario Gutierrez	Ms. Maria Chief, Treasury Division
Mr. Cipriano Agnes, Jr.	Chief, Planning and Budget Office

UDM STUDENT'S PLEDGE

I understand that as a bona fide student of UDM, I am responsible in reading and understanding all the information contained in the UDM Revised Student Manual.

I hereby pledge to abide by and comply with all the rules and regulations laid down by competent authority in the University and the College or School I am part of.

I agree that my admission, attendance and consequent graduation are subject to the rules and policies of the University.

Student's Signature Over Printed Name

Student's Printed Full Name

Course/Level

Student Number

Date Signed (Month/Day/Year)

Note: Please submit this sheet to the Office of Student Affairs, Universidad de Manila

