

STUDENT MANUAL 2025



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Message from the University President

Message from the VP for Student Success and Support Services

Part I

UNIVERSIDAD DE MANILA

A. HISTORY

Dalubhasaan ng Lungsod ng Maynila (City College of Manila or CCM) was established through City Ordinance 7885 on April 17, 1995, during the administration of Mayor Alfredo S. Lim. The school opened on June 19 of the same year with four thousand nine hundred twenty-seven (4,927) enrollees.

In April 1998, Forbes Annex was turned over to CCM as the Physical Education Building. In 2003, the College of Industrial Technology was created.

Living up to the commitment of delivering training services to the poor Manila constituents, satellite schools for free Livelihood & Employment Skills Training opened in six districts of Manila in 2005.

In June 2006 two significant events took place. City College of Manila (CCM) was renamed Universidad De Manila (UDM) through City Ordinance 8120 and the campus was transferred adjacent to the Mehan Gardens, during the administration of Mayor Jose L. Atienza Jr. By this time, UDM offered thirty-two (32) undergraduate programs and three (3) graduate programs. Nine thousand nine hundred-sixty (9,960) students enrolled in the different programs in that school year. The satellite campus is located at Carlos Palanca St., Quiapo, Manila, which houses UDM's Technical Education and Skills Development Authority (TESDA) certificate courses.

In 2018, UDM has twelve (12) Colleges offering thirty-two (32) baccalaureate programs, six (6) graduate programs, and the Juris Doctor in the College of Law. With such progress, it is, without doubt, true that UDM has metamorphosed into a school that has coped with the challenges of 21st-century education.

Presently, UDM embarked on a repositioning strategy to hew to its original mandate as the premier science and technology higher education institution in Manila with the adoption of Education 4.0 as the focus of its core course offerings. Education 4.0 is the response to Industry 4.0 which integrates technological innovations in the core curricula to produce graduates who are trained and qualified professionals ready for a highly globalized, multi-dimensional, digital-driven workplace.

B. IDENTITY



UDM LOGO

In the logo, the book 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 extensive presence of the Nilad mangrove to have influenced the name of the city – Maynilad (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.



MERLION

The Merlion symbolizes the pride and dignity that comes with the ability of the Manileño to rise above all challenges and to lead through quality education as provided them by the City Government of Manila.

The choice of the Golden Merlion relates to the symbol of Manila, historically called Ultramar (beyond the sea), which has been the single, constant, identifying symbol of the governing authority of the Philippines since Spanish conquest. It is originally part of a heraldic blazon of the Coat of Arms of Manila under the Spanish Royal Grant of 1596.

The Merlion, although evolved, remains as the symbol of Manila.

C. EDUCATIONAL PHILOSOPHY AND OBJECTIVES

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 - Sustainability and Accountability

Educational Organizational Quality Policy

Universidad de Manila is committed to delivering quality education through continuous improvement of its management systems. We uphold intellectual property rights and integrate dynamic, technology-driven processes to foster an inclusive learning environment.

By providing equal accessibility, we empower learners to develop knowledge, skills, and ethical values, shaping them into visionary leaders who drive positive societal change.

D. 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 Arts in Political Science
- Bachelor of Science in Psychology
- Bachelor of Science in Social Work

College of Business and Public Administration (CBPM)

- Bachelor of Science in Business Administration *Major in Marketing Management*
- Bachelor of Science in Business Administration *Major in Human Resource Management*
- Bachelor of Science in Business Administration *Major in Business Economics*
- Bachelor of Science in Entrepreneurship

College of 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, Mathematics, Social Studies, and Science*
- Bachelor of Physical Education

College of Computing Studies

- Bachelor of Science in Information Technology
- Associate in Computer Technology

College of Public Policy and Governance

- Bachelor in Public Administration

College of Law

- Juris Doctor

Professional School

- Master in Business Administration
- Master in Public Administration
- Master in Criminal Justice major in Criminology
- Master of Arts in Education *Major in Educational Administration*
- Doctor of Philosophy major in Education Administration

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
- Cookery II
- Catering, Food and Beverage Service

Part II

GENERAL ACADEMIC POLICIES AND GUIDELINES

A. APPLICATION FOR ADMISSION

FOR FRESHMEN

Applicants must be:

1. A *bona fide* resident of Manila;
2. Senior High School (SHS) graduate;
3. Manila registered voter
4. Parent must be a Manila-registered voter; and
5. A passer of the UDM Admission Test.

Documentary Requirements:

1. Completely filled-out admission form,
2. Original and photocopies of the following:
 - a. PSA Birth Certificate
 - b. Manila Barangay Certificate
 - c. Parents Voter's ID or Voter's Affidavit issued by Comelec
 - d. Form 138/ SHS Report Card (2nd Quarter grades) with dry seal duly signed by the principal/adviser
 - e. Good Moral Certificate
 - f. Two (2) pieces of 1 ½ X 1½ colored picture with nametag (white background)

Failure of the student to submit the requirements mentioned at the designated enrollment dates by the University Registrar shall nullify the application for admission of applicant to enroll or if found to have falsified the respective documents shall likewise disqualify the same.

If found guilty of concealment and misrepresentation relative to any material fact to the documentary requirements and Admission form shall likewise disqualify the applicant to be admitted.

If already admitted and such student withdraws his/her admission to the university, the latter shall have the right to withhold the above documentary requirements unless otherwise the student shall pay the incidental expenses as may be determined by the university as the case may be.

B. ENROLLMENT

CRITERIA FOR ENROLLMENT

1. Must have complete and original requirements
2. Must pass the interview and qualification set by the accepting college
3. The strand is aligned to the chosen course
4. Signed Scholar's Contract and Memorandum of Undertaking
5. Must be mentally and physically fit (as certified by the University Physician)

PROCEDURE OF ENROLLMENT FOR OLD STUDENTS

1. Old students should proceed to their respective colleges for evaluation and approval of Preliminary Enrollment Form (PEF).
2. Processing of Enrollment (Registrar's Office)
3. Proceed to the Office of the University Registrar for Printing of the Registration Form.

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:

1. 18 hours for 6-unit subjects
2. 15 class hours for 5-unit subjects
3. 12 class hours for 4-unit subjects

4. 9 class hours for 3-unit subjects
5. 6 class hours for 2-unit subjects
6. 3 class hours for 1-unit subjects

D. GRADES AND GRADING SYSTEM (undergraduate level only)

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	Satisfactory
2.00	82-83	
1.75	80-81	
1.50	78-79	Fair
1.25	76-77	
1.00	75	Passed
0	74 and below	Failed
	INC	Incomplete
	DO	Dropped Officially
	DU	Dropped Unofficially

In order for a student to be considered in good standing, the following Grade Point Average is required:

Board Courses-2.25 (84-85)

Non-Board Courses-1.75 (80-81)

In order for students to qualify for Latin Honors, the following grade is hereby required:

3.76 – 4.00	(98% - 100%)	May Sukdulang Papuri (<i>Summa Cum Laude</i>)
3.51 – 3.75	(95% - 97.99%)	May Dakilang Papuri (<i>Magna Cum Laude</i>)
3.25 – 3.50	(92% - 94.99%)	May Papuri (<i>Cum Laude</i>)

(Note: Please see separate Guidelines on Academic Honors and Awards)

In the computation of student's grade, the following shall be observed:

1. Grades

A student's grade is determined by the results of his entire performance in a subject which includes quizzes, recitations, assignment, reports, term papers and major examinations. The grade given to a student should be based solely on his scholastic performance.

2. Computation of the Prelims, Mid-Term, and Final Grades

a. Preliminary Grade (Weight = 30%)

- Coursework = 60%

(Quizzes, recitation, assignment, reports, term papers, practice set, book reports and attendance)

- Prelim Examination = 40% Preliminary Grade

b. Mid-Term Grade (Weight = 30%)

- Coursework = 60%

(Quizzes, recitation, assignment, reports, term papers, practice set, book reports and attendance)

- Mid-Term Examination = 40% Mid-term Grade

Pre-Final Grade (Weight = 40%)

- Coursework = 60%

(Quizzes, recitation, assignment, reports, term papers, practice set, book reports and attendance)

- Final Examination = 40% Mid-term Grade

c. **Final Grade** is 30% Preliminary Grade, 30% of the Mid-term Grade and 40% of the Pre-final Grade.

In the implementation of the fifty-based grading system the following percentage equivalent is adopted for test scores:

*** IF THE STUDENT IS ABSENT, o IS EQUAL TO 0**

4. Incomplete Grades

A grade of incomplete (INC) will be given to any student who:

- a. Fails to take the major examination. However, a student may be allowed to take a completion examination upon a showing that the failure is due to his/her illness, death of an immediate member of the family, or any justifiable causes; or
- b. Fails to complete the course requirements.

5. Removal of Incomplete Grades

A student who receives an INC grade is given one (1) year within which to complete the same. Failure to accomplish this automatically merits a grade of 0 (failed remark).

E. REPORT OF GRADES

The Report of Grades submitted to the Office of the University Registrar cannot be altered or modified without the approval of the Committee on Change of Grades.

F. DROPPING OF SUBJECTS

The University adopts the drop-one, drop-all policy.

G. ADDING OF SUBJECTS

Subjects may be added only within the prescribed period, provided the student has satisfied all prerequisites, adheres to the regular load prescribed in the curriculum, and there is remaining capacity in the requested section.

H. 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.

I. CROSS ENROLLMENT

Cross enrollment may be allowed in certain cases determined by the University Registrar and approval of the Vice President for Academic Affairs.

J. 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.

K. BATTERY EXAM

UDM students enrolled in board programs must undergo a battery exam at the end of each academic year. Passing this exam is a requirement for maintaining scholarship status and

is a guarantee to advance in the program without prejudice to the recommendation of the Academic Committee concerned.

L. LEAVE OF ABSENCE (LOA)

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 University Registrar with the recommendation of the College Dean and approval of the VPAA.

M. HONORABLE DISMISSAL

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

N. AWARDS

*** GRADUATION DAY**

In order for a student to receive any of the following academic awards given during Graduation Day, he/ she must meet the requirements set by the Academic Honors and Awards Committee:

- May Sukdulang Papuri (*Summa Cum Laude*)
- May Dakilang Papuri (*Magna Cum Laude*)
- May Papuri (*Cum Laude*)

(Note: Please see separate Guidelines on Academic Honors and Awards)

*** 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 three (3) 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.
- ❖ **SPECIAL AWARDS** are given to students for their exemplary performance in the different specialized fields such as College Achievers, Athlete of the Year (male and female) and University service awards.

Part III

OFFICE OF THE VICE PRESIDENT FOR STUDENT SUCCESS AND SUPPORT SERVICES

The Office of the Vice President for Student Success and Support Services (OVPSSS) at Universidad de Manila (UdM) plays a critical role in enhancing the educational experience for students. It focuses on academic achievement, career advancement, and their overall well-being designed to create a supportive environment that aligns with the university's mission and pursuant to the existing guidelines and policies.

I. STUDENT SUCCESS

A. STUDENT ORGANIZATIONS AND ACTIVITIES

This unit facilitates student engagement through various extracurricular activities, leadership programs, and organizational support.

B. STUDENT DISCIPLINE

This unit upholds the institutional policies and promotes a culture of integrity and respect among students.

II. SUPPORT SERVICES

A. LIBRARY

The University Library formulates and implements library rules and regulations subject to the approval of the President. It looks after the development and use of modern library and information exchange technologies. It functions as the conduit of the deans, faculty, and heads of specialized centers in forwarding their recommendations for the acquisition of books, periodicals, publications and other needed educational materials to the President.

B. GUIDANCE, COUNSELING, AND PSYCHOLOGICAL SERVICES

The Guidance, Counseling, and Psychological Services provides all aspects of guidance and counseling services. It also facilitates relevant counselor training programs and participates in policymaking activities concerning student welfare and interests.

C. UNIVERSITY HEALTH SERVICES (UDM CLINIC)

The Medical and Dental Clinic is a healthcare facility that delivers health services and implements the health programs of the University. It encourages the personal health maintenance of the members of the campus community and assures adequate medical care and

rehabilitation of the ill and the injured.

D. ATHLETICS AND CULTURAL ENGAGEMENT DIVISION (ACED)

The Office is responsible for the administration, development, and implementation of competitive sports programs of the university. The primary focus of this office is to manage the intramural and extramural sports programs and Club Sports activities.

E. LA UNIVERSIDAD, THE OFFICIAL STUDENT PUBLICATION

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

F. SECURITY AND SAFETY OFFICE

The University Security and Safety Office preserves and maintains security, stability, peace and order in and around the university.

G. 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 students 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".

(See REGULATION STANDARDS FOR CAMPUS MINISTRY ON PART VIII – APPENDIX H)

H. SCHOOL CANTEENS

The School Canteens serve meals and snacks at affordable prices.

Part IV

STUDENT CONDUCT AND DISCIPLINE

Upon admission to UDM, a student binds himself/herself to recognize, accept and comply with the existing policies, rules and regulations of the University.

A. CONDUCT OF UNIVERSIDAD DE MANILA STUDENTS

It is expected that all students excel academically, show respect for all, and abide by the rules and regulations of the University at all times.

A.1. General Behavior - Entering and while in the University campus, all students shall wear the prescribed uniform and be presentable in accordance with pertinent policy guidelines, and must at all times wear and prominently display their University-issued ID. They shall conduct themselves with civility and propriety—ever polite, courteous and respectful in dealing with fellow students, visitors, faculty members, administrative and academic officers and employees of the University. Students who are not in the prescribed uniform and/or not wearing the University-issued ID may be denied entry to the campus.

In addition, all students are reminded that sharing, publishing, posting or any other similar kind of processing of image, video, chat messages, conversations and other personal information belonging to faculty members, employees and other students is subject to the Data Privacy policies and other related policies of the University.

A.2. Behavior in Classrooms and Online Classes in exceptional circumstances - Students shall enter the classroom only when the out-going class has left the room and shall do so in an orderly manner. The class shall rise when the teacher/professor enters the room to begin session and also when he/she prepares to leave at the end of such session, as a gesture of respect for authority. Likewise, students shall rise when called upon to recite and when asking the teacher/ professor questions.

A.2.1. In online classes, students shall enter the virtual room five (5) minutes before the scheduled time of the class. Students are expected to open their cameras and mute their mics while the class is ongoing. The student may use the virtual gestures provided by the platform for recitation purposes. Students are expected to adhere with data privacy and cybercrime laws during the conduct of the online classes.

A.2.2. While the class is in session, students shall at all times be attentive to the teacher/professor and shall not:

- a. leave the classroom without prior permission from the teacher/professor;
- b. engage in conversation with a classmate or any outsider, or otherwise disturb the

orderly course of studies going on;

- c. eat, nap or otherwise render untidy or dirty any classroom;
- d. boisterously laugh, giggle, hoot or shout;
- e. utter or write indecent or vulgar words or remarks, nor inscribe any letter, gore or words on any desk, table, chairs, blackboard/whiteboard or wall of the classroom;
- f. raise and place a foot/feet on desks, seats or walls;
- g. insult anyone or in any way act or show lack of respect for authority and others;
- h. or send or receive text messages or answer calls on their cell phone.

A.3. Behavior during Online Classes and Other Online Activities in exceptional circumstances – When attending online classes or online programs and other online activities, students shall always observe the following rules:

- a. Attend online classes/programs/activities on time.
- b. Follow the prescribed dress code.
- c. Use an appropriate background for your video screen.
- d. Keep your microphone on mute if you are not asked to speak.
- e. Do not interrupt your teacher nor speak rudely. Speak only when allowed to do so.
- f. Be respectful and tactful in the way you speak and chat.
- g. Use the chat box properly. Do not post inappropriate, harsh and hurtful messages in the chat box.
- h. Screen capturing, sharing or posting in social media or any other similar kind of processing of chats, images, videos and sounds involving your classmates, teachers, participants and speakers during online classes, programs and other activities must be in accordance with the Data Privacy policies and other related policies of the University.

A.4. Behavior on Social Media and other Online Platforms – Students shall at all times avoid posting comments, videos or images in social media or any other online platforms that may cause injury, dishonor, discredit and embarrassment to the University including faculty members, employees and students. In addition, students are reminded that they must never hack or illegally access any account that is not theirs.

A.5. Behavior in University Activities (Academic, Cultural and Social) – Students attending or participating in these activities, whether held on or outside the campus, shall observe proper decorum. Due respect shall be accorded to the speaker/s or performer/s. Any act or conduct which disturbs the activity/program, such as rising from seats and leaving the hall during a speech, is annoying and contemptible.

A.6. Behavior Outside the Campus - Students shall at all times avoid acts that may cause dishonor, discredit and embarrassment to the University.

B. UNIVERSITY DRESS CODE POLICY

B.1. Prescribed uniform on uniform days (Monday to Thursday)

B.1.2 For Male students:

- Top: No pocket white polo with an embroidered gold Merlion logo on the left chest;
- Bottom: Black straight-cut slacks (the bottom part should not be tapered);
- Footwear: Black leather shoes with black socks; and
- Undergarment: White Upper Undergarment

B.1.3 For Female students:

- Top: White blouse with an embroidered gold Merlion logo on the left chest and UDM buttons.
- Bottom:
 - a. Black skirt with front pleats (an inch above the knee) and a black belt with a yellow buckle; or
 - b. Black high-waisted slacks with front zipper and double-button front closure; ankle length, slim-tapered fit (not skinny or leggings type), side slash pockets (no back pockets)
- Footwear: Black closed leather shoes; and
- Undergarment: White Upper Undergarment

B.2. University or College Shirts (Friday)

(In the absence of a university or college shirt, the prescribed university uniform shall be worn on campus premises.)

- Top: University or College Shirts
- Bottom: Slacks/ Clean-cut *maong* pants (ripped or overly designed jeans are prohibited)

B.3. Prohibited attire on non-uniform days (Saturday to Sunday)

B.3.1 For Male students

- Top: Sando/sleeveless, shirt with indecent print, see through shirt, mid-rib tattered shirt, not prescribed top.
- Bottom: Tattered pants/tattered design, frayed knee, see through bottom, low waist, jeggings, pants with patches, shorts (any length).
- Footwear: Flip-flops, slippers, sandals, open-toe shoes.

B.3.2 For Female Students

- Top: Hanging blouses/shirts, exposing the navel, mid-rib shirts blouses, shirts with vulgar/obscene print, tattered blouse, sleeveless, plunging neckline, tube, spaghetti blouses, halter tops, backless, see through blouses.

- Bottom: Mini-skirts - 2 inches or more above the knee, shorts, skirts with slits measuring up to 2 inches above the knee, tattered pants/tattered design, frayed knee, see through bottom, low waist, leggings, jeggings, pants with patches.

- Footwear: Flip-flops, slippers, sandals, open-toe shoes.

- OJT uniform, PE and NSTP uniform shall not be used as a substitute for the prescribed uniform. P.E. and NSTP uniforms are allowed only during the scheduled P.E. and NSTP classes.

Students who fail to comply with this dress code policy shall be denied entry in the University premises. The Security and Safety Office is advised to ensure strict compliance with these regulations.

Herein dress code policy may be subjected to exemptions as may be authorized and approved by the Vice President for Student Success and Support Services thru the Student Discipline.

C. GROOMING AND APPEARANCE

Students must, at all times while in campus premises wear the complete and prescribed university uniform.

C.1. For Male students

- Clean cut (2x3) hair with no portion reaching below the eyebrows, a tip of the ear, or the nape area.

- Long, colored, streaked, spiked, and/or glittered hair, skinhead, and facial hairs like goatee, is not allowed.

- Beard and mustache are not allowed.

- Wearing earrings, nose rings, nose pins, tongue pins, eyebrow pins, necklace, rings (except for married people) and caps are also not allowed.

C.2. For Female students

- Hair must be well-groomed without any loud color or dye, streak, spike, or glitters.

- Light make-up that is modestly applied is allowed, but the application of outrageous lipstick color, rouge, or eye shadow is not.

- Jewelry allowed is a pair of earrings or as prescribed by particular courses. Nose rings, nose pins, tongue pins, eyebrow pins are not allowed.

c.3 **Visible** tattoos, ethnically or religiously discriminatory and offensive tattoos, indecent tattoos, racist tattoos and sexist tattoos, unnecessary piercings, haircut not prescribed in this manual shall not be allowed. In the case of tattoos and piercings, the same shall be part of the physical examination conducted by the UDM Clinic at the time of enrollment.

D. NO ID – NO ENTRY POLICY

d.1 No UDM ID – No Entry policy shall be strictly enforced. Students are required to wear it visibly at all times while inside the campus. Lending and borrowing of IDs are strictly prohibited.

d. 2. Procedure for ID Replacement in case of lost ID

1. Report the loss of ID to the OVPSSSS.
2. Accomplish the Request for New ID Form and submit it to the OVPSSSS with the Affidavit of Loss.
3. Pay the fee for the new ID at the Cash Management Division.
4. Proceed to the ICTO for the issuance of Temporary ID.
5. Upon issuance of new ID by the ICTO, surrender the Temporary ID.

d.3 A student without ID may be allowed entry provided he/she shall be immediately escorted to the OVPSSSS by security personnel. 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 him/her.

E. PROHIBITED ITEMS

e.1. Firearms, even with a permit-to-carry (PTC), sharp items, deadly weapons, explosives, prohibited and/or illegal drugs, pornographic or obscene materials in whatever form, cigarettes, e-cigarettes, vapes or similar paraphernalia, or any alcoholic or intoxicating beverages, and other analogous effects shall be subject to confiscation. Students carrying any of these items shall be immediately escorted by security personnel to OVPSSSS for appropriate action. Confiscation, disposal, and return of the said confiscated effects shall be in accordance with the Policy and Procedures on the Disposition of Confiscated, Lost and Found Items.

(See Policy and Procedures on the Disposition of Confiscated, Lost and Found Items on Part VIII – APPENDIX E.)

e.2. Toy firearms, cooking items (e.g. knives, ice pick, tuning fork, skewers), sharp art materials that will be used for academic activities shall be subject to clearance from OVPSSSS and security personnel.

F. NO SMOKING POLICY

f.1. The University strictly implements the NO SMOKING POLICY in accordance with Republic Act 9211 and Manila City Ordinance No. 8521. Any student who shall be caught violating the above law and ordinance shall be intervened accordingly.

G. RESPECT FOR UNIVERSITY PROPERTIES

g.1 All students are expected to respect all university property. They should use them properly and with care.

H. DEMEANOR

h.1 All students must observe proper behavior inside the classroom. All actions must contribute to a classroom atmosphere conducive to learning. A student who disturbs an on-going face-to-face and online classroom activity shall be sent to the OVPSSSS for appropriate action.

h.2 UDM students must also observe proper behavior even when outside the campus. A student who behaves in a manner unbecoming of a UdM student will be dealt with accordingly.

I. DEFINITION AND CLASSIFICATION OF INFRACTIONS

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 interventions for violations of the same. UDM students should refrain from committing acts detrimental to the good of students in particular and the whole academic community in general. The same rules apply when they are outside the campus especially if they are wearing school uniform or are officially representing the University. Infractions are acts in violation of but not limited to the following:

i.1. CLASSIFICATION OF INFRACTIONS

i.1.1. GRAVE INFRACTIONS

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. Asking or allowing another person to take an examination or make a written report/assignment in his behalf; and
 - d. Plagiarizing or stealing somebody else's work or idea and trying to pass it off as the plagiarizer's original work.
2. Lending and/or using somebody else's ID or registration card, tampering, mutilating, copying, and/or duplicating another student's ID for the purpose of fraudulent entry into the school premises;
3. Bullying or committing any act that causes damage to a victim's psyche and/or emotional well-being, including uttering or publishing slanderous statement or accusation that causes the victim undue emotional distress;
4. Cyber-bullying or any act included in the previous number done through the use of technology or any electronic means;
5. Selling tickets and/or commodities or soliciting contribution inside the campus without permission from the school authorities;

6. Unauthorized collection of money;
7. Bringing inside the campus prohibited items;
8. Accessing and watching pornographic websites while inside the campus;
9. Smoking or drinking alcoholic beverages inside the campus or in any other place while in UDM uniform;
10. Engaging in unofficial games and sports activities outside the campus while in school uniform;
11. Bribing or receiving bribe from faculty members, employees, administrators and/or student;
12. Using the school name, emblem/or seal in any event or activity outside the campus, including the Internet, without approval from the school authorities;
13. Refusing to submit to security regimen of the University;
14. Initiating and/or participating in brawls in school premises or during off campus school functions;
15. Participating in unauthorized off campus extra-curricular activities as individual or as a group;
16. Engaging in any and all sorts of gambling activities within the premises of the school.
17. Resorting to vandalism or any willful and deliberate destruction of school property;
18. Theft;
19. Gross acts of disrespect in word and in deed directed towards school officials, faculty members or employees;
20. Grave threats to inflict harm on another person's body, honor or property;
21. Possession or use of firearms, deadly weapons, and explosives;
22. Use of University premises for unauthorized activities;
23. Assault upon any member of the administration, faculty or non-teaching staff;
24. Acts of subversion, insurgency, insurrection or rebellion;
25. Violation of the Anti-Hazing Law or Republic Act No. 8049;
26. Violation of the Dangerous Drugs Law or Republic Act 9165;
27. Hooliganism;
28. Giving false testimony during a school investigation;

29. Misuse of class/student organization funds;
30. Membership in and/or formation of an organization not officially recognized by the University;
31. Forging, falsifying or tampering official school records or documents;
32. Violating the Anti-Sexual harassment Law or Republic Act No. 7877;
33. Causing undue delay in any disciplinary proceeding by not faithfully complying with such proceeding; and
34. Exhibiting conduct unbecoming of a student of the University grossly portraying contempt to the core values and brand of culture and discipline.

Interventions:

First infraction – Non-Readmission, Exclusion to Expulsion

i.1.2. LESS GRAVE INFRACTIONS

1. Academic dishonesty or cheating of any kind during examinations and reports such as, but not limited to, the following:
 - a. Talking to another student without permission during an exam;
 - b. Glancing or looking at another student's exam paper or allowing another student to glance or look at his/her exam paper; and
 - c. Instigating leakage or directly or indirectly disseminating information regarding examination.
2. Unauthorized entry to class or any school function;
3. Public display of intimate gestures or affection inside the campus or outside while wearing school uniform or any school identification;
4. 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
5. Allowing non-bona fide students or non-members to participate in the activities of a student organization without clearance from school authorities.
6. Possession of any sharp or blunt objects which requires prior approval from the OVPSSSS within the premises of the school;

Interventions:

First infraction – Five (5) school days suspension depending on the gravity of the infraction, Forty (40) hours of Community Service with Counseling, conference with parents

Second infraction – Ten (10) to Fifteen (15) school days suspension, Sixty (60) hours

and conference with parents, guidance counseling as the case may be.

Third infraction – Exclusion or Non-Readmission

i.1.3. LIGHT INFRACTIONS

1. Violation of Dress Code, Grooming and Appearance policy;
2. Unauthorized use of electricity;
3. Use of vulgar or obscene language;
4. Use of gadgets during class, Holy Mass, or any school-related activity which causes disruption of the activity;
5. Making excessive noise, talking loudly or screaming in the classroom, library, halls and corridors of the school premises;
6. Eating inside the classroom or non-designated eating areas;
7. Littering.
8. 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.
9. Loitering.

Interventions:

First infraction – Written Reprimand and/or Counseling

Second infraction – Four (4) hours of community service with counseling to be conducted by the Guidance office as the case may be and conference with Parents (in case of improper uniform be refused entry in the university premises)

Third or succeeding infraction – Suspension for 5 school days, 40 hours Community Service, and conference with Parents.

All 4th infractions and above shall increase the community service hours of the student responsible for the infraction as the case may be provided that the hours of the community service will not go beyond the academic year.

J. ADDITIONAL PROVISION ON OTHER INFRACTIONS

j.1. Commission of any other act(s) analogous to or of the same import as the foregoing, or with the same effect or causing results detrimental to the University shall be covered by this provision. The determination of the infraction shall be left in the discretion of the Head of Student Discipline with the approval of the VPSSSS.

j.2 All community service infractions shall be rendered four (4) hours per day and cannot

be executed during official class hours and suspension days unless approved by the OVPSSSS.

j.3. Any unaccomplished community service hours or other interventions may be a result for non-readmission or the OVPSSSS may advise the student-in-conflict with the rules to transfer to another school.

j.4. INFRACTIONS BEFORE AND DURING GRADUATION

j.4.1 Infractions Committed Days/Weeks Before Graduation

- Students who commit an infraction within thirty (30) calendar days before graduation will be subjected to immediate disciplinary review.
- The issuance of the Certificate of Good Moral Character shall be placed on hold until the case is resolved, and any penalties are satisfied.
- If found responsible of a grave offense, the student may be denied a CGMC and may also face disqualification from receiving Latin honors, regardless of academic standing.

j.4.2 Infractions Committed During the Graduation Ceremony

j.4.2.1 Students who commit inappropriate, disruptive, or disrespectful acts during the graduation ceremonies may:

- Be disqualified from receiving CGM;
- Face post-graduation disciplinary proceedings;
- If found guilty of a grave infraction, the student may be denied a CGMC and may also face disqualification from receiving Latin honors, regardless of academic standing; and
- Be reported to their respective licensing or employment institutions (if applicable), upon request.

j.5 All infractions relating to gender and development shall be first endorsed to the Gender and Development Committee for its investigation and recommendation.

j.5.1 No Contact Agreement (NCA) - The No Contact Agreement (NCA) is a non/pre-disciplinary tool employed by the OVPSSSS. It does not involve the filing of a disciplinary case. It is often requested by persons who want to feel a greater sense of security (through the prevention of contact, enforcement of safe distances) because of a current/pre-existing safety concern, but do not want (at that time) to file a formal disciplinary complaint. As such, while there is a requesting party and a recipient of the NCA, the contract is essentially one of mutual agreement and shared responsibility.

j.5.2 The No Contact Order (NCO) is utilized by the Student Discipline Unit (SDU) upon the filing of a formal complaint, when a case has security/safety issues. The NCO can be an escalation/adoption of an existing NCA. The NCO, which is integrated into a Notice of Formal Complaint and/or Notice of Formal Charge, is addressed to the respondent, even as notice is also provided to the complainant of mutual responsibilities/their expected cooperation with the order. The NCO can also be a feature of the decision/resolution of a case. The NCA and NCO may include restrictions that limit a student's involvement in student organizations and student activities.

K. DETERMINATION OF INFRACTIONS

k.1 The determination of the infraction shall depend on the ultimate facts of the complaint. The Student Discipline Unit has the duty to evaluate the nature of the infraction committed pertaining to matters that are outside academic jurisdiction. No complaint shall be entertained by the Student Discipline unless upon written complaint.

L. PROCEDURES IN THE APPREHENSION OF STUDENTS IN CONFLICT WITH THE RULES

1.1 A University official, personnel or faculty have the prerogative to apply the reasonable preemptive disciplinary intervention against any infraction committed in their presence.

1.2 To further promote harmonious relationship between the University's Officials, employees and faculty with the students, the following guidelines should be observed in apprehending student in conflict with the rules:

1.2.1 A student in conflict with the rules should be immediately informed of the alleged infraction imputed against him/her.

1.2.2 In the instance that a student is caught in the act violating a rule, the student should present his/her ID to the apprehending University official, employee or faculty. The Apprehending Official, employee, or faculty shall fill-out the Complaint form in the SDU. The SDU has the right to obtain his/her name, course, college, and student number. The ID card shall not be confiscated nor the student be denied entry in the University to attend classes and official University activities.

1.2.3 In case the student fraudulently presented the ID of another student to or was found to have falsified the ID presented to evade intervention, the UDM official, employee or faculty shall confiscate the ID and the student/outsider caught misrepresenting his/her identity and falsifying his/her ID shall be refused entry unless his/her enrollment in the University and shall proceed with the Student Discipline Unit for enrollment and identity verification.

1.2.4 In the instance that a student is found to have signs of being under the influence of alcohol or prohibited substance, the student shall immediately be indorsed to the Clinic for the proper medical procedures. His/her parents or legal guardians shall be immediately

called upon to be informed of the matter.

1.2.5 Note that the completion of the intervention for infractions of student-in-conflict with the rules will not delete his/her disciplinary record and shall remain in the database of the HDU.

M. JURISDICTION OF THE OFFICE OF THE STUDENT SUCCESS AND SUPPORT SERVICES AND BOARD OF DISCIPLINE AND FORMATION (BODF)

m.1 The Board of Discipline and Formation (BODF) is an administrative committee tasked to investigate cases brought before it. BODF proceedings, being administrative in nature, do not require the presence of a legal counsel. However, parents and guardians are invited to witness the proceedings. The decision of the BODF shall contain the facts on which it is based and shall be submitted to the Vice President for Student Success and Support Services for review.

m.2. Composition of the Board of Discipline and Formation (BODF)

m.2.1 Shall consist of seven (7) voting members composed of the following:

- a. Vice President for Student Success and Support Services as Chairperson.
- b. Head of the Student Discipline Unit.
- c. One Faculty representative who is a Full-time Faculty Member from the College to which the student in conflict with the rules belongs as recommended by its Dean.
- d. One Academic Administration representative as recommended by the Vice President for Academic Affairs.
- e. One Representative from the UDM Supreme Student Government.
- f. One Representative from the University Registrar as recommended by the University President.
- g. One Representative from the Guidance, Counseling, and Psychological Services Office/ University Clinic depending on the infraction as recommended by the VPSSSS.

m.3 The OSSSS thru the Head of the Student Discipline shall have jurisdiction over all light and less grave infractions which may summarily hear and resolve the case upon apprehension of the student or upon filing of a complaint. The same shall be authorized to conduct investigations and impose the necessary intervention for the said light or less grave infraction.

M.4. Jurisdiction of the BODF

m.4.1 The BODF resolves complaints brought before it. It has jurisdiction over grave infractions only. The Student Discipline Unit is in charge of resolving other infractions.

m.4.2 At the commencement of the investigation or inquiry, the BODF shall determine if

any member has a conflict of interest in the matter being heard. Where a member declares, or is determined to have a conflict of interest, he/she shall be disqualified from the BODF and his/her place shall be taken by an alternate who shall be elected by majority votes.

m.4.3 Investigation and resolution of summary hearing case which pertains to cases that must be immediately resolved as the case may be.

N. INVESTIGATION PROCEDURE ON DISCIPLINARY CASES

n.1 All complaints should be in writing, duly signed and filed by the aggrieved or by any person with direct knowledge of the commission of the act. The OVPSSSS shall review the complaint and supporting affidavit. He/She may *motu proprio* dismiss the case if the same is found to be baseless.

n.2 If the BODF Chairman finds probable cause, the BODF shall give a Written Notice to explain to the respondent, informing the respondent of the complaint against him/her and requiring him/her to file a written Answer within five (5) school days. The Answer shall contain the respondent's explanation, admission or defenses including affidavit of witnesses and/or evidence in his/her defense. The respondent may move to adopt his or her answer filed before the Student Discipline Unit.

1. Within five (5) school days from the submission of the Answer, the BODF Chairman shall convene the BODF to conduct an investigation. The BODF may also require a hearing obliging the presence of the complainant and respondent, along with their witnesses (if any). Their parents shall be notified of the proceedings.

2. If during the Investigation, respondent appears and admits guilt in writing, the case may be acted upon by the BODF summarily. This is entered into the record and the hearing is dispensed with. The BODF shall issue the corresponding resolution to the complaint.

3. Any intervention imposed in a summary proceeding is final and immediately executory. The Board, however, may suspend the service of the intervention for meritorious reasons.

4. The decision of the Board shall be arrived at by majority vote of the members. The students/parents concerned shall be notified of the decision, the corresponding sanction (if any) and its effectivity date within five (5) school days from receipt thereof. The parties are notified of the decision either by phone or by mail. A formal letter is given to both the student and to the parent/guardian.

5. If the decision imposes a penalty of one (1) semester suspension, exclusion or expulsion and was rendered after the preliminary examination, it shall be effected and served upon by the student in the next semester. Otherwise, it shall be effected and served

upon by the student during the same semester.

n.3 Upon authority of the University President, a student may be preventively suspended by the OVPSSSS pending hearing of his/her case where his/her continued presence in the University premises pose 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.

- a. Any party not satisfied with the decision of the Board may appeal to the Office of the University President within five (5) days upon receipt thereof. If no appeal is filed, the decision becomes final and immediately executory.

O. MITIGATING CIRCUMSTANCES AND AMICABLE SETTLEMENTS

O.1. Mitigating Circumstances

The following mitigating circumstances shall be taken into consideration by the Official or committee handling the case and shall lessen the penalty imposed upon the student in conflict with the rules as the case maybe, to wit:

1. Confession/Written Admission
2. Force majeure
3. Fortuitous event/Acts of God
4. Negligence
5. Illness
6. Under Peer Pressure
7. No intention to commit so grave a wrong
8. Other acts analogous or similar to the foregoing

O.2. Amicable Settlement

o.2.1 In case of an amicable settlement, the Vice-President of the OSSSS shall be the authorized witness in the signing of the settlement between the student-in-conflict with the rules and student complainant and shall cause the provisional dismissal of the complaint filed.

P. REFERRAL TO LAW ENFORCEMENT AGENCIES

p.1 In the instance that the University Security Office or the OSSSS deems it proper due to gravity of the incident or as the case may be, the same shall be authorized to indorse the student-in-conflict with the rules to the nearest office of law enforcement agencies to conduct the proper proceedings under the law without prejudice to the filing of the appropriate formal complaint.

Q. GRIEVANCES AND COMPLAINTS

q.1. General Consideration

q.1.1 A harmonious relationship should exist between the teachers and their students. In case a conflict arises in the academic community, the first action that should be taken is open communication among all parties involved.

q.1.2 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 or persons concerned.

q.3 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 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 will be furnished the student and the faculty member concerned.

q.4 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 facilitator.

b. If the desired outcome is not obtained, a formal written complaint duly signed by at least 50% of the class may be submitted to the Dean of the College. 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 Committee to the Dean who then renders the final decision within three (3) school days.

q.5 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 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, a formal complaint may be submitted 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.

R. PRESCRIPTION OF INFRACTION

r.1 Complaints must be filed within thirty (30) days for light infractions, forty-five (45) days for less grave infractions, and sixty (60) days for grave infractions from the commission or discovery thereof.

S. INTERPRETATION OF THE STUDENT MANUAL

s.1 Unless otherwise contrary to existing academic rules and regulations, herein provisions of the student manual shall be interpreted in favor of education and for the protection of the well-being of the students of the University.

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Part V

REVISED GUIDELINES ON STUDENT ORGANIZATIONS AND ACTIVITIES (SOA)

BR NO. 27, Series of 2025

OVERVIEW OF THE UNIT

Section 1. STUDENT ORGANIZATIONS AND ACTIVITIES (SOA). The SOA, as in charge of supervision and regulation of student organizations/councils' operations and activities offers the following specific services namely:

- 1.1. Recognition/Accreditation of New Student Organizations and Renewal; Approval of Budget Plan of Student Organization; Approval of Student Organization Activities;
- 1.2. Provision of Extra-Curricular and Co-Curricular Activities for Student Leaders' Capacity Building;
- 1.3. Monitoring of Student Programs, Projects and Activities; Evaluation of Student Organizations' Performance; and
- 1.4. Provision of Rewards and Recognition to Exemplary Student Leaders and Organizations

The SOA shall devise flexible delivery mechanisms for greater accessibility of these services through the provision of online and offline/low technology schemes.

Section 2. SOA ORGANIZATIONAL CHART. With the Vice President for Student Success and Support Services as the head of the Office of the Vice President for Student Success and Support Services of the University (OVPSSSS), the SOA is headed by a unit head and directly supervised and controlled by the VPSSSS.

Section 3. COVERAGE. The policies and procedures stipulated in this guidelines shall only apply to undergraduate school students of the University. Graduate and School of Law students are accorded with autonomy in the formation and conduct of their activities provided however, that reporting and coordination shall be done with their respective appointed faculty advisers and college deans.

Section 4. STUDENT COUNCILS

4.1 Supreme Student Government (SSG)

There shall be only one Supreme Student Government (SSG) in the University. The SSG shall be the highest governing body of the students. Serving as the representative of the students and therefore, the highest expression of student power, the SSG shall be consulted in the formulation of policies directly affecting students.

4.2 Local, Departmental Student Councils and Organizations

Each College and department in the University shall have its own student council which shall serve as student representatives of the college and department and work in close coordination with the SSG.

4.3 Local and Departmental Student Council's Constitution and By-Laws

The governance of students shall be provided for in an appropriate organizational structure in the constitution. Said constitution must be duly ratified by the student body in a plebiscite duly called for the purpose and approved by the VPSSSS as recommended by the Head of SOA.

A copy of said constitution must be notarized and provided to the SOA of the OVPSSSS, and other academic related offices. The OVPSSSS and Vice President for Academic Affairs (VPA) has the power to veto any amendment done if there are sections that are in contradiction to the provisions of the university policies. The approved amendment shall be effective the following school year, and any proposed change/s should only take place every three (3) years unless stated otherwise in the organization's constitution.

Whenever feasible, the SSG/LSC/DSC/Organizations shall provide each bona fide student a copy of the full text of the approved constitution, including any amendments thereof.

Section 5. SSG PRESIDENT. The SSG President shall be the head of the councils and serve as the student regent. During his/her tenure of office, he/she should not hold any elective position in any political unit of the student body. He/She and other officers, as maybe provided for under the constitution of the student government, shall be elected by direct vote of students in the manner so provided in the election code.

5.1. Powers and Functions of SSG

The SSG, subject to existing University rules and regulations shall:

1. adopt its own internal rules of government
2. organize, coordinate and direct student activities designed to improve the students' general welfare as well as to prepare them for constructive citizenship;
3. represent the organization in outside organizations;
4. formulate resolutions and other rules to improve its effectiveness and efficiency in governance as well as to support and promote the rights and welfare of students;
5. advise, inform and make recommendations to the University President through

- the OVPSSSS on student matters, affairs and activities;
- 6. represent the student in all major policy-making bodies of the university when so provided by law, rules and regulations promulgated by competent authorities; and
- 7. have such additional powers as university authorities may from time to time grant or delegate to it, consistent with its power, responsibilities and objectives.

5.2. Duties of Student Council Officers

It shall be the duty of the student council officers at all times to:

- 1. defend and promote the right and general welfare of the students;
- 2. serve as an active forum for students' sentiments and ideas;
- 3. develop a university spirit among the ranks of the students;
- 4. uphold the ideals of the university geared toward ensuring a well-rounded intellectual, social, cultural, civic and physical development of every student; and
- 5. unite with various sectors of society in the pursuit of common interest particularly in the establishment of a just and humane society.

Section 6. ELECTION OF OFFICERS. The date and manner of election of the SSG officers and other officers in the constitution of the University student government shall be governed by the provisions of the election code promulgated thereafter by the duly authorized members of the UDM Student Council Commission on Elections (UDM SC COMELEC).

The UDM SC COMELEC shall be composed solely of bona fide students of the University. The conduct of the student council election shall be held in coordination with the OVPSSSS, through SOA.

6.1. Term of Office

The term of office of SSG officers shall be for one (1) school year beginning the date of their qualification to office.

6.2. Vacancies

Vacancies in any elective or appointive positions in the SSG are defined and governed by the election code and relevant provisions of Universidad De Manila (UDM) University Code.

Section 7. RECOGNITION/ACCREDITATION OF STUDENT ORGANIZATIONS. The rights of students to form, or join any student organizations, not contrary to the University vision, mission, goals and objectives for their physical, intellectual, moral, cultural, spiritual, political interest and well-being is recognized.

7.1. General Provisions

- 1. The accreditation of student organizations shall be a requirement for its

operation in the University.

2. A certificate of accreditation (COA) shall be issued by the SOA approved by the VPSSSS to each student organization upon full compliance of the requirements prescribed; however, such certificate shall be effective for one school year only and will have to be renewed each succeeding year that the organization is in existence.
3. Any student organization which does not renew its organization for a period of one school year shall be considered inactive and may be given a chance to renew its recognition provided that it submits a written explanation of its failure to reapply the previous school year. Any student organization that fails to renew its accreditation for more than one school year shall be considered defunct and has to undergo the same procedure for establishment of new student organization.
4. Any student organization which has been granted accreditation but violates its own statement of purpose/constitution and university policies as mandated by these guidelines and other related issuances is liable to revocation of its certificate of recognition after due process.

7.2. Privileges of Accredited Student Organizations

An accredited or recognized student organization (SO) shall be entitled to the following:

1. Participate to extra and co-curricular programs, projects and activities initiated by SOA;
2. Use university facilities for its operation subject to institutional policies;
3. Entitled to subsidies, if any, from the governing Supreme Student Government or its equivalent;
4. Compete for awards involving student organizations; and
5. Represent the university in activities involving the organization outside the school subject to institutional policies.

7.3. Establishment of New Student Organization

Any group of twenty-five (25) students desirous to form a student organization may apply for recognition. The following procedure shall be followed:

Upon announcement of the application period, the aspiring student organizations shall prepare the required documents namely:

- a. Student Organization's Constitution and By-Laws; Student Organization's Official Logo; Application Form for Student Organizations
- b. Statement of Involvement/Commitment/Acceptance of the President of Student Organization
- c. Statement of Involvement/Commitment/Acceptance of the Adviser of Student Organization
- d. Information Sheet of Student Organization Officers Directory of Officers
- e. Directory of Members
- f. General Plan of Action and Budget for Student Organizations

The period of application for accreditation of all student organizations shall be announced by the SOA two (2) months before the start of the school year. Failure to

comply with the deadline means non-accreditation/ recognition of the student organization. The accreditation of student organizations shall be a requirement for its operation in the University.

The student organization must submit the requirements at the SOA office.

SOA will acknowledge receipt of submitted documents and subject such for review. Any revisions/actions needed by the student organization shall be relayed to the President/head of the SO.

If found complete and compliant with SOA policies, the student organization will be included in the official list for approval by the VPSSSS.

Upon the VPSSSS approval, new organization will undergo a two (2) months probation before securing the Certificate of Accreditation of the organization and shall be issued a temporary Permit to Operate. During the probation period, student organizations must conduct activity/activities that will be properly documented and subject for the review of the SOA.

SOA will then review conducted activity and register the new student organization through issuance of Certificate of Accreditation which shall be effective for one (1) school year only and will have to be renewed each succeeding year that the organization is in existence.

7.4. Renewal/ Re-Accreditation of Student Organization

Student organizations which have been previously granted recognition/accreditation the previous school year shall follow the procedure, as follows:

Upon announcement of the application period, the student organizations shall prepare the required documents namely:

- a. Updated Student Organization's Constitution and By-Laws, if revised Updated Student Organization's Official Logo, if revised Application Form for Student Organizations
- b. Statement of Involvement/Commitment/Acceptance of the President of Student Organization
- c. Statement of Involvement/Commitment/Acceptance of the Adviser of Student Organization
- d. Information Sheet of Student Organization Officers Directory of Officers
- e. Directory of Members
- f. General Plan of Action and Budget for Student Organizations
- g. Financial Report and Clearance signed by Office of the Vice President for Comptrollership (OVPC) and OVPSSSS
- h. Accomplishment Report

The student organization must submit the requirements at the SOA office.

SOA will acknowledge receipt of submitted documents and subject such for review. Any revisions/actions needed by the student organization shall be relayed to the President/head of the Student Organization.

If found complete and compliant with SOA policies, the student organization will be included in the official list for approval by the VPSSSS.

Upon the VPSSSS's approval, a Certificate of Accreditation will be issued to the student organization.

7.5. Selection of Adviser

Each student organization/student council shall have an adviser whose acceptance of the position must be done in writing and submitted to the OVPSSSS.

The VPSSSS upon the recommendation of the Head of SOA and the organization concerned approves the designation of the adviser. The term of appointment of advisers is one (1) school year and may be renewed.

In case of resignation or for other reasons that may result in the vacancy of the adviser's position, an immediate replacement shall be made through election by the concerned student officers. The replacement must signify his/her acceptance of the position in writing to be filed to the VPSSSS. The replacement shall serve the unexpired term of the replaced adviser.

7.6. Qualifications

A student organization/student council shall have an assigned senior adviser as a requirement. An assistant or junior adviser may be appointed as deemed necessary by the student organizations.

The selection of adviser shall be based on the following qualifications:

- a. The senior adviser must be a permanent employee with at least one (1) year of service in the University;
- b. A personnel whose employment status is job order/contractual, or part-time arrangement shall only be allowed to serve as an junior adviser; and
- c. No adviser of a student council/accredited student organization shall serve two organizations at a time.

7.7. Duties and Responsibilities

The adviser, as partners of SOA in the supervision of student councils/student organizations, has the following duties and responsibilities:

- a. Attends meetings of the organization most especially during semestral planning of student activities;
- b. Be available for consultation to all members of the organization, specially to the officers;

- c. If the adviser is unable to attend a meeting, he/she should be informed of what happened during the meeting through the minutes of the meeting. A verbal account of the meeting should be used to supplement the minutes of the meeting but never to take the place of the written minutes;
- d. Provides guidance in the planning of activities of the organization so that the activities will serve to actualize the objectives of the organizations;
- e. Be present in in-campus or off-campus activities initiated by the organization;
- f. If they are unable to attend, a replacement should be requested;
- g. Assures the safety of all members of the organization and all others who may be involved in the activity;
- h. Reviews reports prior to submission to SOA and OVPSSSS and other pertinent documents from the organization; and
- i. Attend meetings called by the SOA and OVPSSSS.

7.8. Privileges of Advisers

The following privileges shall be accorded to employees officially designated as advisers to student councils and/or organizations:

- a. Attend seminars, trainings, conferences and other similar activities for campus advisers;
- b. Compete for awards involving advisers; and
- c. Represent the university in activities involving the organization outside the school subject to institutional policies.

Section 8. PLANNING, BUDGETING AND REPORTING

8.1. Preparation

Immediately upon being elected and duly qualified to office and within a specific period, the student officers shall plan and prepare a budget for the whole Academic Year. Participatory planning and budgeting through public hearings participated in by the students must be conducted prior to the submission of the proposed budget.

Student organizations are encouraged, with due consideration of relevant provisions of their respective Constitution and By-Laws, to harmonize its election calendar with the student councils to facilitate budget preparation for the academic year.

8.2. Hearing/ Review and Approval

For student councils, the following procedure will be followed:

- a. The SOA in consultation with the members of the Budget Committee (which is composed of the Budget, Accounting, Procurement, Student Organizations and Activities Unit and VPSSSS) shall set the schedule of the budget hearing through the issuance of a notice.
- b. The SOA will inform the SCs one to two (1 to 2) weeks before the set schedule to give them ample time to finalize their General Plan of Action and Budget and

Project Procurement Management Plan (PPMP) for procurable items.

- c. The SC Officers preferably the President, Officer in charge of Finance and Ways and Means, and the Adviser shall attend the budget hearing.
- d. Upon presentation of the SC officers of their General Plan of Action and Budget and PPMP, the BC members shall inform the officers of their recommendations/ inputs. To document the proceedings of the budget hearing, the SOA shall take charge in preparing the minutes of the meeting.
- e. The SC shall integrate the comments of the BC through the revision of their GPOA and Budget and PPMP.
- f. The SC shall submit to SOA the revised General Plan of Action and Budget and PPMP signed by the SC President, Adviser and College Dean (for college SCs). The SOA shall forward this to the BC members for approval. Upon approval, copies shall be given by the SOA to the concerned SC and BC members.

For student organizations' budget review, the following steps need to be conformed with:

- a. The SO shall prepare their General Plan of Action and Budget as part of the requirements in their accreditation/recognition.
- b. The SO shall submit to SOA their GPOA and Budget signed by their President, Adviser and college dean (for college-based SOs). SOA shall review the submitted GPOA where comments will be fed back to the SO concerned, and consequently, sign such, if no issues were identified.
- c. The VPSSSS shall perform final review of the submitted GPOA and Budget. Upon approval, a copy shall be given by the SO concerned.

8.3. Execution

All fund releases made by student organizations and student councils should be guided by the following:

- a. Prior to any fund use, an approved request letter and/or resolution is necessary.
- b. For student councils, an approved resolution signed by the officers, adviser/s, and College Dean (for CSCs); SOA head as recommending approval; and VPSSSS as approving authority.
- c. For items stipulated in the PPMP, an approved request letter for the activity and approved resolution are needed one (1) month before the event.

8.4. Reporting and Accountability

Student councils and organizations must perform internal auditing and control through their elected executives on audit and other officers as may be identified.

The student councils and student organizations shall submit a Liquidation Report to the OVPC and OVPSSSS through the SOA after every activity where fund release was made. SCs are given one (1) month to furnish the said report.

In addition, a financial statement/report is needed to be submitted to the VPSSSS through the SOA and Vice President for Comptrollership (VPC) at the end of every semester and midyear term (for student councils). This shall be signed by the President/ and treasurer and noted by the adviser/s.

The list of officers of student organization/student council concerned which failed to conform to the aforementioned will be forwarded to the Student Discipline Section for appropriate action.

Section 9. Conduct And/ Or Participation In Student Activity

9.1 General Provisions

Activities that are held should be scheduled at such a time and place that would not disrupt normal classroom sessions.

University recognized activities or gatherings sponsored by students and conducted after 5:00 p.m. and those scheduled during non-class days must be attended by the adviser.

No activity or gathering beyond 9:00 p.m. shall be allowed inside the campus. Any exception to this rule requires clearance from the OVPSSSS.

One (1) week before the start of major examinations (Prelim, Midterm, Final) a ban on all activities shall be enforced. This is to ensure that all students are given enough time to review for their examination.

Student activities may be categorized as online, on-campus and off-campus where different requirements are needed to be complied with.

Section 10. Use Of University Facility

10.1. General Provisions

Student councils and accredited student organizations shall be provided by the University with adequate office space consistent with CHED Memorandum Order No. 09, series of 2013 and other pertinent laws, rules and regulations.

The users of the campus facilities and equipment are held responsible for the use, upkeep and cleanliness of such facilities and equipment. They must see to it that these are kept in good order during and immediately after use. Any individual or group found to have misused any campus facility or equipment will be held liable and accordingly penalized.

Persons or groups not observing the rules for the use of campus facilities will not be allowed to use the same in the future.

Facilities on campus are for the use of the academic community in the pursuit of educational objectives; hence, priority for their use is given to students, faculty and personnel of the university on a first-come first-served basis.

Rooms should be reserved at least five (5) days from the date of the intended activity so that the proper permit can be issued and the proper preparations for the venue can be ensured. Requests for special requirements such as sound system, podium, etc., by student organizations and outside groups are also channeled through the concerned offices. The requests should be received at least two (2) weeks before the intended activity.

10.2 Reportorial Requirements

a. Activity Accomplishment Report. The submission of Activity Accomplishment Report should conform with the following process:

- Two (2) weeks after the conduct of an approved activity, the SO/SC must report to the SOA their accomplished activity through submission of the following to the office, to wit:
 - a.1. Accomplished Activity Form signed by the President, Adviser, and college dean (if applicable)
 - a.2. Approved Request Letter on the Conduct of Activity Attendance Sheet (certified by the Adviser) Photo documentation
 - a.3. Certificate of Participation/Attendance (for activities with the organization as participant)
 - a.4. Post activity write up with photo documentation
 - a.5 SOA shall review the submitted documents. If incomplete, the SO/SC shall be informed.
- If the documents are complete, the SOA Head shall approve the Accomplished Activity Form and provide the SO/SC a copy.

b. Semestral Accomplishment Report. For the semestral report, the following procedure will apply:

- One (1) month after the end of each semester, the SO/SC must submit to SOA their semestral accomplishments to the office signed by the SO Secretary, President and Adviser. Attached in the AR are the approved Accomplished Activity Forms.
- SOA shall review the submitted documents. If incomplete, the SO/SC shall be informed.
- If the documents are complete, the SOA Head shall accept the semestral accomplishment report.

c. Liquidation and Financial Report. All student councils and student organizations with fund releases are required to submit a Liquidation Report within one (1) month after the conduct of the activity to the OVPSSSS thru SOA and OVPC.

At the end of every term, a financial statement/report is needed to be submitted to the VPSSSS though the SOA and VPC signed by the President and treasurer and noted by the adviser/s.

Section 11. Guidelines Revisions

11.1 Revisions

- I. No revisions of these guidelines shall be authorized within three (3) years following its publication.
- II. Should the University or the Commission on Higher Education (CHED) release new policies, it shall be incorporated in these guidelines, and organizations shall be informed of such change through official communication from SOA and the OVPSSSS.

11.2 Transitory Provision

All existing internal policies consistent with these guidelines shall remain operative until amended, repealed or revoked.

11.3 Separability Clause

If any provision of these guidelines or any part thereof is declared invalid, the other provisions insofar as they all separate from the invalid ones shall remain in full force and effect.

Section 11.4 Effectivity Clause

These guidelines shall take effect upon approval by the University Board of Regents and shall supersede all previous student organizations and Activities rules and regulations.

These guidelines were reviewed and finalized by the Office of the Vice President for Student Success and Support Services on April 14, 2025, at Universidad De Manila.

(Approved by the UDM Board of Regents on April 24, 2025, as BOR No. 27, Series of 2025.)

Part VI

OMNIBUS ELECTION CODE

Article 1. Declaration of Policy. It is hereby declared the policy of the Office of the Vice President for Student Success and Support Services (OVPSSSS) to promote the welfare of the student body by giving those who actively participate in student elections the opportunity to:

1. Learn and understand the art and science of government.
2. Develop student leaders who exhibit the core values of a true Merlion; and
3. Learn and appreciate love of God, country, and university.

Article 2. Elections Governed by this Code. The election of the following officers shall be conducted in accordance with the provisions of this Code.

The following positions shall be nominated and be voted for the Universidad De Manila – Supreme Student Government (UDM-SSG), subject to appointments as the case may be:

1. President
2. Vice President Internal
3. Vice President External
4. Secretary
5. Treasurer
6. Auditor
7. Public Relations Officer (PRO)
8. 5th Year Representative
9. 4th Year Representative
10. 3rd Year Representative
11. 2nd Year Representative
12. 1st Year Representative

The following positions shall be nominated and be voted for the Local Student Council (or depending on LSC's Constitution & By Laws), subject to appointments as the case may be:

1. President
2. Vice President Internal
3. Vice President External
4. Secretary
5. Assistant Secretary
6. Treasurer
7. Auditor
8. Public Relations Officer (PRO)
9. 5th Year Representative
10. 4th Year Representative
11. 3rd Year Representative
12. 2nd Year Representative
13. 1st Year Representative

Article 3. Power of the Office of the Vice President for Student Success and Support Services (OVPSSSS) and Head of the Student Organizations and Activities (SOA). The Office of the Vice President for Student Success and Support Services (OVPSSSS) through the *Head of the Student Organizations and Activities (SOA)* shall exercise overall powers over the election in the university. They may, at their discretion, delegate such other powers not provided in this Code to the Universidad De Manila – Student Council Commission on Elections (UDM – SC COMELEC).

Article 4. Appeal to the Office of the Vice President for Student Success and Support Services (OVPSSSS). All the decisions of the Universidad De Manila – Student Council Commission on Elections (UDM – SC COMELEC) shall be appealable, in writing, to the OVPSSSS through Head of SOA within a period of five (5) working days. The decision of the Dean shall be final and executory.

Article 5. Selection of UDM - SC COMELEC Members. The college deans shall recommend two (2) students to represent their college to be members of the UDM – SC COMELEC to the OVPSSSS through Head of SOA. The below may be considered by the college deans on selecting representatives of their college as UDM – SC COMELEC:

- a. Student in good standing,
- b. No criminal record and/or derogatory records in the Student Discipline Unit,
- c. At least second year student in UDM, and
- d. Not an incumbent officer of SSG and LSC.

Article 6. Members and Tenure of Office. The UDM – SC COMELEC shall have the following officers: Chairperson, Vice Chairperson, Executive Secretary, and Heads of the Committees.

The UDM – SC COMELEC members shall hold an assembly for the election of the above-mentioned officers, said officers and members shall hold office for a maximum of two (2) terms in case of being recommended again by the college deans.

The officers and members that were elected and selected shall not be allowed to run, be nominated, be appointed, or hold any other political organization position within the university while they sit as the student representative of the UDM – SC COMELEC. For this purpose, positions held outside the university is not covered by this prohibition.

The OVPSSSS and Head of SOA shall also appoint such other faculty members, employees, organizations, and/or students during the casting of ballots as may be needed to help the Commission in the performance of its duties.

The University President through the OVPSSSS shall appoint an adviser of the UDM – SC COMELEC who is a member of the integrated bar of the Philippines.

Article 7. Powers and Duties of the UDM - SC COMELEC. – The UDM - SC COMELEC shall have the following powers:

- Conduct and supervise the registration process of filing of the candidacy of the aspirants,
- Determine the qualified candidates for the election based on the provided qualifications of this code,
- Provide the official list of the candidates for the election,
- Announce the calendar of activities relative to the election,
- Decide and resolve election cases and protests,
- Monitor the canvassing of votes real-time,
- Conduct mediation and dispute resolution, and
- Proclamation of winners.

Decide Complaint/Protest. -All complaints relative to the student election shall be in writing, shall provide the legal basis for the said protest or complaint, attach evidence and pieces of evidence; attach affidavits of witnesses and all other supporting documents, state clearly the factual allegations and the ultimate facts for the said protest or complaint addressed to the UDM – SC COMELEC Complaints and Protests Committee (“CPC”).

All complaints shall be decided by the UDM - SC COMELEC CPC which comprises of one (1) head, two (2) members, one (1) secretariat with the approval of the Chairperson, noted by the Head of SOA and OVPSSSS.

The UDM - SC COMELEC Complaints and Protests Committee may decide on the complaint based on the documents submitted by the parties without holding a hearing.

Should there be a merit on the complaint the UDM - SC COMELEC Complaints and Protests Committee shall conduct a hearing in the case, the parties shall be heard and the matter will be decided by the CPC within five (5) working days from the time the complaint was submitted for resolution, unless due to special circumstances, this period of time is extended the UDM - SC COMELEC. (Please refer to annex A of herein code for the procedural rules of hearing complaints and protests.)

All complaints decided by the CPC shall be appealable to the UDM - SC COMELEC EN BANC within a period of three (3) working days whose decision shall be final and executory.

This procedure shall likewise apply in the disqualification of candidates.

All election protests shall be decided by the UDM - SC COMELEC EN BANC which comprises of the UDM - SC COMELEC Chairperson, Vice Chairperson, and Heads of Committees. The executive secretary shall stand as the secretariat of UDM - SC COMELEC EN BANC. All decisions of the USCCEB shall be jointly approved by the Head of SOA and OVPSSSS.

Article 8. Other Powers of the Commission. The UDM – SC COMELEC shall be responsible for the supervision of organizations and students who are designated by the OVPSSSS. Through Head of SOA, to perform the duties relative to the proper conduct of the election.

The UDM SC - COMELEC Committee on Registration shall act on the certificates of candidacy only after verification of the submitted documents.

Should the rules of this Code be silent on an election-related issue elevated to the UDM – SC COMELEC, the UDM – SC COMELEC en banc is empowered to decide through a majority vote of the members present, provided there is a quorum and the presence of at least three (3) members of the UDM – SC COMELEC

The UDM – SC COMELEC may exercise such other powers as maybe necessary and convenient for the conduct of the election.

Members of the UDM – SC COMELEC are epitome of integrity, honesty, and uprightness and as such, should exhibit utmost professionalism in the performance of their functions and should not engage in partisan political activity.

Article 8-A. Accreditation of Political Parties. Accreditation of political parties is not a matter of right but only a privilege which can be suspended, withdrawn, and/or revoked by the UDM – SC COMELEC upon failure to comply with the terms of its accreditation and the provisions of this Code. It is not also a requisite for a candidate to be under a political party to run for office.

The OVPSSSS supports the democratic principle of multi-party system and is open to any political party in the UDM student elections.

Application for accreditation of political parties should be filed to the OVPSSSS through UDM – SC COMELEC Committee on Registration within the period designated by the UDM – SC COMELEC. The UDM – SC COMELEC has the sole prerogative to grant the accreditation to the political party.

QUALIFICATIONS AND DISQUALIFICATIONS OF CANDIDATES

Article 9. Qualification of Candidates. All candidates of the Universidad De Manila – Supreme Student Government (UDM-SSG) and Local Student Councils (LSC) of all Colleges must possess the following qualifications:

9.1. General Qualifications:

9.1.1. An officially enrolled student of the university;

9.1.2. Of good moral character and no infraction during his/her stay in the university as certified by the OVPSSSS. No temporary clearance shall be issued for this purpose;

9.1.3. Must be of good standing and has passed all subjects in the semester immediately preceding the elections in UDM, at least 85% of general weighted average without failing grades;

9.1.4. Freshmen may run in any executive positions of an organization except for the position of President.

Article 9-A. Disqualification of Candidates. The following shall constitute the grounds for the disqualification of candidates:

- a. Failure to meet the requirements in the immediately preceding Article;
- b. Submission of falsified documents as to their candidacy;
- c. Found to have violated the university policies;
- d. Found to have violated any provision of this Code; and
- e. Found to have violated any laws of the Philippines and ordinances.

Article 10. Requirements for Filing. UDM – SC COMELEC Application Form of the UDM-SSG and LSC candidates/parties shall be released by the UDM – SC COMELEC.

The said application form must be filed together with the following documents;

1. Certified true copy registration portal;
2. Photocopy of university ID duly verified by the university ICTO;
3. Certified true copy of report of grades from the university portal (Recent Semester and Certified by its College Dean);
4. Certificate of Good Moral Character (To be issued by the OVPSSSS); and
5. Police Clearance.

The Certificate of Good Moral Character will be issued to the candidates provided that there is an Endorsement Letter coming from the Dean of their college which certifies that they are of good record and are qualified to run for the election. The Endorsement Letter includes the list of the candidates and Political Party they are affiliated with.

An incumbent officer of the UDM-SSG or LSC shall file a leave of absence (LOA) the day after filing his candidacy. Failure to file the said LOA shall constitute a ground for disqualification.

Article 10-A. Substitution of Candidates. The candidate for substitution should not be coming from the candidates who have already filed their candidacy in another position however, after the deadline of the filing of candidacy, no substitution of candidates is allowed.

Changing of political party affiliation is likewise not allowed during the election period.

Article 11. Announcement of Candidates. Announcement of qualified candidates will be done within five (5) day after the deadline for filing of candidacy. Official certificate of candidacy (COC) will be issued by the UDM – SC COMELEC upon thorough evaluation of submitted requirements.

Article 12. Petition for Disqualification of Candidates. Filing of disqualification case shall be entertained two (2) days after the announcement of candidates.

QUALIFICATIONS OF VOTERS

Article 13. Who are Qualified to Vote. All students of the University who are duly enrolled during the semester of the election are qualified to vote in the UDM synchronized SSG and LSC election.

Sharing of portal accounts is prohibited. Any student caught sharing his/her portal account shall be charged of dishonesty.

CAMPAIGN, VOTING, CANVASSING, AND PROCLAMATION OF WINNERS

Article 14-A. *Election Period.* Election period shall commence from the accreditation of the political party/ies and shall end at the time of the proclamation of the winning candidates.

Article 14-B. *Election Campaign and Rally.* UDM-SSG and LSC candidates shall be allowed six (6) days room-to-room campaign at such days and hours as may be designated by UDM – SC COMELEC with the approval of the OVPSSSS.

Advisers of student organizations and faculty members are not allowed to participate or interfere in electioneering activities. Should they be involved, the candidates who benefitted on the said participation or interference may be disqualified by virtue of a complaint.

Article 15. *Election Campaign Materials and Procedures.* All candidates, supporters, and other students shall adhere to the following guidelines during the campaign period:

A. *Campaign Focus.* All verbal speeches and written materials including online posts in any platform shall focus on the action plan of the party and candidates.

B. *Campaign Materials/Strategies.* Campaign materials are only limited to the following:

I. Posters

- a.** All posters should have a maximum size of A4 bond paper.
- b.** Each poster should be approved and signed for posting by the Office of the Vice President for Student Success and Support Services (OVPSSSS) or in his absence, any of the OVPSSSS staff and UDM – SC COMELEC.
- c.** Posters of both parties should only be posted on the designated places provided by the UDM – SC COMELEC approved by the OVPSSSS.

II. Social Media Pages

- a.** Each political party shall only be allowed to have one Official Facebook Page which shall be registered to the UDM – SC COMELEC including its administrators and all other person with access on the said page. All parties, candidates, supporters, and other students shall only utilize this registered page for purpose of their campaign. Posting on personal accounts on any other social media platform is prohibited.
- b.** The platforms of the party especially the general action plan should be included.
- c.** Sharing of online campaign materials and posting of comments are allowed. Mudslinging is prohibited.
- d.** Facebook pages are only to be utilized during the campaign period and shall be immediately deactivated or deleted thereafter.

III. Speeches in Room-to-Room Campaigns

- a.** Candidates or party, after acquiring permission to the faculty of the class may conduct their room-to-room speech campaign.

- b.* The speeches should only tackle the party or candidate's qualifications and action plan.
- c.* Hate speeches, libelous remarks, defamatory remarks, and all other forms of verbal harassments against opposing candidates or party shall be strictly prohibited.
- d.* The room-to-room speech shall only last for 20 minutes.
- e.* In every room-to-room speech, two (2) representatives from UDM - SC COMELEC shall supervise the said activity.

IV. Universidad De Manila Miting De Avance

- a.* UDM – SC COMELEC will provide the mechanics.
- b.* Banners will only be allowed by the UDM – SC COMELEC on the day of the miting de avance. The respective political parties will be allowed also to recite their respective chants. Other campaign sorties will be allowed provided the approval of the UDM – SC COMELEC is sought prior to the miting de avance.

V. Prohibited Campaign Materials/Strategies – Posters to be placed in the designated posting areas shall only be allowed. All other campaign materials shall be prohibited.

- a.* No event (program, project, or concert) shall be used for campaigning directly or indirectly. As such:
 - i.* The color of the stage backdrop, design, shirts or working committee should not be the same as the political party's official color.
 - ii.* No mentioning of the party's name is allowed by any performer or host.
 - iii.* Any candidate is not allowed to be the emcee or host of the university programs only.
- b.* Maligning in whatever form or style, whether direct or indirectly, whether in words, symbols, or pictures, is not allowed. Maligning refers to the act of wilfully injuring the good name or reputation of another candidate and/or party which tends to bring the other candidate and /or party in disrepute.
- c.* No selling of any campaign paraphernalia is allowed.

Article 16. Schedule and Venue for Voting. The schedule, manner, and venue of synchronized UDM-SSG and LSC elections shall be determined and announced by the UDM – SC COMELEC, with the approval of the Head of SOA and OVPSSSS.

Voting precincts shall be assigned by the UDM – SC COMELEC through OVPSSSS.

Article 17A. Procedure or Voting (Manual/Online)

Manual Voting

Each voter is required to present his UDM ID before entering the election precinct. A strict No ID, No Vote Policy shall be strictly observed. Students will be required to affix its signature at the master list.

Nickname or Alias/es of a candidate could be considered as one vote. Block voting is allowed.

Candidates are not allowed to stay on the building floor where elections are being held.

Article 17B. Online Election.

Online election shall be made in the manner adopted by UDM – SC COMELEC using computer system/programs/applications in coordination with Information Communication and Technology Office (ICTO) of university.

Online Voting

1. Log-in to the link provided using student number and password (student portal).
2. Click the chosen candidates from SSG and LSC.
3. Submit the form.

Students or candidates are NOT ALLOWED TO TAKE PICTURES OF THEIR VOTE.

Proxy or absentee voting is not allowed.

Article 18. *Canvassing of Votes.* *Canvassing will be done manually in case of manual election; in case of Online Election, it will be done automatically and it shall be under the supervision of the UDM – SC COMELEC.*

Article 19. *Official Watchers of Candidates.* In case of manual election, every bona fide student political party shall be entitled to have one (1) poll watcher per precinct as approved by the UDM – SC COMELEC during the Election Day. The watcher shall have the right to witness the final canvassing and inform himself of the proceedings and may file protest for any irregularities which he/she believes may have been committed.

Article 20. *Posting of Election Results.* Election results shall be released in the official Facebook page of UDM – SC COMELEC and shall be posted in the UDM lobby main building immediately after proclamation of winners by the UDM – SC COMELEC.

Article 21. *Proclamation and Tenure of Office.* Three (3) working days after the election, the winning candidates shall be proclaimed by the UDM – SC COMELEC through its official Facebook page and shall be posted in the UDM lobby. The Office of the President and OVPSSSS shall be furnished of the said proclamation.

After proclamation, the elected officers shall immediately assume office and shall serve a term of one (1) school year.

In every UDM-SSG and LSC elections, the required number of votes must reach the 51% of total population of officially enrolled students of UDM. In case of failure to attain the required number of votes and upon proper motion to the UDM – SC COMELEC, a failure of election shall be announced.

In case of failure of election, a special election shall be conducted immediately after the announcement of failure of election. The winners of the said special election shall be

proclaimed by the UDM – SC COMELEC three (3) days after the special election. The President of the University shall have the power to ratify the results of the special election. In case of failure to ratify, the President and Vice President with the recommendations from the college deans shall appoint the respective UDM-SSG and LSC officers.

Article 22. *Election Protest.* Election protest shall be filed within three (3) working days from the time of the proclamation of winners by the UDM – SC COMELEC. No election protest shall be given due course after the lapse of this period.

Article 23. *Assumption of Office Notwithstanding Protest.* Any elected officer proclaimed by the UDM – SC COMELEC shall assume office notwithstanding any pending protest against his election without prejudice to the decision on the said protest.

INTERVENTION IN ELECTIONS

Article 24. *Who May Not Intervene.* Except those mentioned in Article 6 of this Code, no faculty member, employee, student, or alumnus of the university or any outsider shall in any manner intervene in the election of partake therein, except to preserve peace and order, if absolutely necessary.

ELECTION OFFENSES AND PENALTIES

Article 25. *General Provisions.* The UDM – SC COMELEC, after the requisite due process shall determine and recommend to the OVPSSSS the appropriate penalty, taking into account the following:

- a. Nature and inherent gravity of the election-related offense;
- b. Previous record of the student;
- c. Character and position of the aggrieved person/party;
- d. Established precedents; and
- e. Pertinent applicable aggravating and mitigating circumstances.

Article 25-A. *Classification of Offenses.* The UDM – SC COMELEC shall be guided by the following classification of election-related offenses:

A. Minor Offenses

- a. Spreading of rumors as to election related matters (rumor-mongering);
- b. Participation as host or emcee in any program/activity during the election campaign; and
- c. Failure to participate in the meetings of the Director and in the dry-run

B. Major Offenses

- a. Unauthorized use of school facilities for election-related campaigns;
- b. Unauthorized holding of any political sortie or campaign;
- c. Vandalism;
- d. Disrespect in any forms to the officials of UDM – SC COMELEC and Head of SOA;

- e. Submission of falsified documents to UDM – SC COMELEC;
- f. Dishonesty in any form to UDM – SC COMELEC;
- g. Inciting to fight;
- h. Grave threat;
- i. Plagiarism;
- j. Cheating in the election;
- k. Maligning, insulting of the person, character, organization, institution using any form of communication and media (i.e. social network sites, facebook, twitter, Instagram, e-chats, etc.);
- l. Room to room campaigning without the approval of the UDM - SC COMELEC;
- m. Acts of misrepresentation,
- n. Substituting for another voter;
- o. Voting more than once in the synchronized UDM-SSG and LSC election;
- p. Availing oneself of any scheme to discover a vote cast (e.g. taking pictures of the canvassing, etc.);
- q. Tampering with or unauthorized duplicating of the official ballot or results;
- r. Interrupting and election or canvassing or in any way disturbing the same, or in any other way hindering, delaying or causing postponement of the proceedings;
- s. Falsifying any statement used in connection with the certificate of candidacy;
- t. Campaigning in the election precinct;
- u. “Hakot system” is not allowed among the candidates and incumbent officers;
- v. Mudslinging of candidates;
- w. Failure to comply with election guidelines and resolutions; and
- x. Selling of election paraphernalia.

Article 26. *Schedule of Penalties.* These penalties are imposable to candidates, supports, voters, incumbent officers campaign managers, and political party.

A. Minor Offenses

First offense : Written Warning

B. Major Offenses

First offense : Written Reprimand

40 Hours of Community Service

Referral to Guidance Office for
Counselling

Second Offense : Disqualification from participation in the

election.

Referral to the Office for Student Affairs

100 Hours of Community Service

Suspension of the Political Party

Third offense : Perpetual Disqualification to hold any office.

150 Hours of Community Service

Perpetual Suspension of the Political party.

Should there be multiple violations or acts of recidivism, the UDM – SC COMELEC is empowered to impose the penalties for the Second and Third Offenses.

Disqualification in any leadership award in UDM can be imposed as an additional penalty.

SCHEDULE AND POSTPONEMENT OF ELECTION

Article 27. *Schedule of Election.* The election calendar shall be prepared by UDM – SC COMELEC, subject to the approval of the OVPSSSS in coordination/consultation with the College Deans.

On the Election Day, the election proper will start on the eight o'clock in the morning until four o'clock in the afternoon.

Article 28. *Postponement of Election.* If for any serious cause as may be determined by the UDM – SC COMELEC, the holding of election on the date previously scheduled becomes impossible, the UDM – SC COMELEC shall with the approval of the OVPSSSS, postpone the same to such time as may be convenient under the circumstances.

However, a resolution may be executed to this effect by the UDM SC - COMELEC and UDM – SC COMELEC EN BANC.

In the event of failure of election, the incumbent officers shall continue to hold office until an election is held for the purpose.

Article 29. *Premature Campaigning.* No premature campaigning before the accreditation and prior to the filing of candidacy. Giving of pin buttons, T-shirts, leaflets, are not allowed before the accreditation of political parties and not until the time of Miting De Avance. Such acts shall constitute a ground for disqualification of political parties.

Article 30. *Amendment Clause.* Any amendment/s to this Election Code shall take effect upon three fourth (3/4) votes of all members of the UDM – SC COMELEC present provided

there is a quorum and provided further that all member of the UDM – SC COMELEC are present. The amendment shall take effect upon approval of the Universidad De Manila Board of Regents (UDM-BOR).

Article 31. *Effectivity Clause.* This Election Code shall take effect immediately upon approval of the UDM-BOR.

Article 32. This code, including its provisions, shall supersede and take precedence over any and all prior rules enacted, by this University.

(Approved by the UDM Board of Regents on April 24, 2025, as BOR No. 25, Series of 2025.)

Part VII

SPECIAL LAWS INCORPORATED INTO THE UDM STUDENT MANUAL AND UNIVERSITY POLICIES

I. RA 9262, otherwise known as the “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, extend 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.

II. RA 7877, otherwise known as the “Anti-Sexual Harassment Act of 1995”

The University endeavors to vigorously prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment

The University, in consultation with and jointly approved by the students, through the

Supreme Student Government, shall promulgate appropriate rules and regulations prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions therefor. Said rules and regulations shall include guidelines on proper decorum in the University, and the creation of a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with teachers, instructors, professors, coaches, trainors and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of alleged cases constituting sexual harassment. The committee shall be composed of at least one (1) representative from the administration, the trainors, teachers, instructors, professors or coaches and students or trainees, as the case may be.

III. RA 7610, otherwise known as the “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 their development; provide sanctions for their commission and carry out a program for prevention and deterrence of and 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 UDM-SSG, in consultation with the Office of the Vice President for Student Success and Support Services, 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 which endanger child survival and normal development. Said comprehensive program by the DOJ and DSWD shall be disseminated by the University, through the SSG, OVPSSSS, and Guidance Counselor, to all the stakeholders in the University.

IV. RA 7277, otherwise known as the “Magna Carta for Disabled Persons”

Disabled persons are part of the 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 potentials 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 UDM-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 consideration. 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 to qualified disabled students.

V. RA 9418, otherwise known as the “Volunteer Act of 2007”

The University shall integrate volunteerism as part of the curriculum to raise the consciousness of the youth and develop the 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 UDM-SSG, shall provide technical assistance and sharing of technology within the academic circle, target communities and other clienteles and the upgrading of the quality of education and curriculum methodologies while providing career enhancement and exposure to the volunteers.

VI. RA 9512, otherwise known as the “National Environmental Awareness and Education Act of 2008”

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

Environmental education shall encompass environmental concepts and principles, environmental laws, the state of 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 practicum modules. Said modules comprise of activities, projects, 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 ion 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 trainings, seminars, workshops on environmental education, development and production of environmental education materials, and teacher-education courses and related livelihood programs.

VII. RA 11313, An Act Defining Gender-Based Sexual Harassment in Streets, Public Spaces, Online, Workplaces, and Educational or Training Institutions, Providing Protective Measures and Prescribing Penalties, otherwise known as the Safe Spaces Act

The University shall condemn acts contrary to the Safe Spaces Act specifically gender-based streets and public spaces sexual harassment includes catcalling, wolf-whistling, unwanted invitations, misogynistic, transphobic, homophobic and sexist slurs, persistent uninvited comments or gestures on a person's appearance, relentless requests for personal details, statement of sexual comments and suggestions, public masturbation or flashing of private parts, groping, or any advances, whether verbal or physical, that is unwanted and has threatened one's sense of personal space and physical safety, and committed in public spaces such as alleys, roads, sidewalks and parks. Acts constitutive of gender-based streets and public spaces sexual harassment are those performed in buildings, schools, churches, restaurants, malls, public washrooms, bars, internet shops, public markets, transportation terminals or public utility vehicles.

VIII. RA 8521, An Ordinance Prohibiting the Use of Cigarettes, Vapes, and/or Other Tobacco Products in Buildings Owned, Administered, and Used by the City Government of Manila and Imposing Penalties for Violations

UDM is an advocate of a smoke-free campus hence its goal is to ensure that all public buildings facilities and establishments owned, used, controlled, or administered by the City Government of Manila shall be smoke free, to set an example to the private sector in promoting a smoke free environment and to safeguard the health of the public using such establishment from the harmful effects of smoking and tobacco consumption.

IX. HAZING

The Anti-Hazing Law

Republic Act No. 8049

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 corp 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 as 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 representative 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:

1. The penalty of reclusion Perpetua (life imprisonment) if death, rape, sodomy or mutilation results there from.
2. The penalty of reclusion temporal in its maximum period (17 years, 4 months and 1 day to 20 years) 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 (14 years, 8 months and one day to 17 years 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.
4. 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.
5. 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 on the activity or work in which he was habitually engaged for a period

of more than thirty (30) days.

6. 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 on 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.
7. 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 on 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.
8. 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:

- 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, or to the police authorities, through force, violence, threat or intimidation;
- d. when the hazing is committed outside of the school or institution; or
- e. 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 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.

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.

X. ILLEGAL DRUGS – Cases involving students positive with prohibited drugs shall be governed with the guidelines for possession and illegal use of prohibited drugs. (Please see separate guidelines)

The Comprehensive Drugs Act of 2002

Republic Act No. 9165

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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 test. 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 be subjected to undergo drug testing:

(c) 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 in public or private schools under this Section will be borne by the government; xxx

Article IV: Participation of the 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 in 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:

1. Adverse effects of the abuse and misuse of dangerous drugs on the person, the family, the school and the community;
2. Preventive measures against drug abuse;
3. Health, socio-cultural, psychological, legal and economic dimensions and implications of the drug problem;
4. 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
5. 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 are in attendance 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.

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XI. ANTI-BULLYING

The Anti-Bullying Act of 2013

Republic Act No. 10627

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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:

- a. 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;
- b. Any act that causes damage to a victim’s psyche and/or emotional wellbeing;
- c. 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 victim’s looks, clothes and body; and
- d. Cyber-bullying or any bullying done through the use of technology or any electronic means.

xxx

XII. ANTI-PHOTO AND VOYEURISM

The Anti-Photo and Voyeurism

Republic Act No. 9995

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Section 2. Declaration of Policy. - The State values the dignity and privacy of every human person and guarantees full respect for human rights. Toward this end, the State shall penalize acts that would destroy the honor, dignity and integrity of a person.

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

- a. To take photo or video coverage of a person or group of persons performing sexual act or any similar activity or to capture an image of the private area of a person/s such as the naked or undergarment clad genitals, public area, buttocks or female breast without the consent of the person/s involved and under circumstances in which the person/s has/have a reasonable expectation of privacy;
- b. To copy or reproduce, or to cause to be copied or reproduced, such photo or video or recording of sexual act or any similar activity with or without consideration;
- c. To sell or distribute, or cause to be sold or distributed, such photo or video or recording of sexual act, whether it be the original copy or reproduction thereof; or
- d. To publish or broadcast, or cause to be published or broadcast, whether in print or broadcast media, or show or exhibit the photo or video coverage or recordings of such sexual act or any similar activity through VCD/DVD, internet, cellular phones and other similar means or device.

The prohibition under paragraphs (b), (c) and (d) shall apply notwithstanding that consent to record or take photo or video coverage of the same was given by such person/s. Any person who violates this provision shall be liable for photo or video voyeurism as defined herein.

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XIII. DATA PRIVACY

The Data Privacy Act

Republic Act No. 10173

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Section 2. Declaration of Policy. – It is the policy of the State to protect the fundamental human right of privacy, of communication while ensuring 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

Section 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:

- a. The data subject has given his or her consent;
- b. 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;
- c. The processing is necessary for compliance with a legal obligation to which the personal information controller is subject;
- d. The processing is necessary to protect vitally important interests of the data subject, including life and health;
- e. The processing is necessary in order to respond to national emergency, to comply with the requirements of public order and safety, or to fulfil functions of public authority which necessarily includes the processing of personal data for the fulfillment of its mandate; or
- f. 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.

XIV. CYBERCRIME

The Cybercrime Prevention Act

Republic Act No. 10175

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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.
 - (5) 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
 - (bb) 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.
 - (6) 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:

1. Similar, identical, or confusingly similar to an existing trademark registered with the appropriate government agency at the time of the domain name registration
2. Identical or in any way similar with the name of a person other than the registrant, in case of a personal name; and
3. 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 of 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 imposed 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 reliable way for the recipient to reject receipt of further commercial electronic messages (opt-out) from the same source;
 - (bb) The commercial electronic communication does not purposely disguise the source of the electronic message; and
 - (cc) 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:

- (a) Aiding or Abetting in the Commission of Cybercrime. — Any person who willfully abets or 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.

PART VIII

APPENDICES

A. OFF-CAMPUS ACTIVITIES

(Based on CHED Memorandum Order 63, Series of 2017: Policies And Guidelines On Local Off-Campus Activities)

Guidelines in the Conduct of UDM Local Off-Campus Activities

(Approved by University President Ma. Felma Carlos-Tria, Ed. D. on Oct. 9, 2024)

Universidad de Manila (UDM) is dedicated to providing quality education that empowers its students to become competent, socially responsible individuals. It strives to be a leading institution that provides quality education while fostering holistic development and excellence in various fields. This commitment includes delivering comprehensive education and training, promoting research, and encouraging community engagement.

In this spirit, the following guidelines for Local Off-Campus Activities have been developed to ensure that all events reflect UDM's core values, uphold Commission on Higher Education (CHED) standards, and contribute positively to the community. These guidelines serve to facilitate safe, enriching, and impactful experiences for all participants.

Phase I: Orientation

9. Consultation

- a. Consultation to concerned students, faculty, and stakeholders with attached minutes of consultation and attendee's signature.
- b. Announcement to students, faculty, and parents of the activity 60 to 90 days before the scheduled date of the conduct of off-campus activities.
- c. There should also be an Emergency Preparedness Plan to be given to students and stakeholders.

Documentary Requirement:

The Dean shall secure minutes and attendance of the briefing and consultation conducted to concerned students, faculty and stakeholders; and submit it to the OVPSSSS.

Phase II: Application

The Dean shall submit the letter of intent addressed to the University President through

the Vice President for Academic Affairs (VPAA); Vice President for Student Success and Support Services (VPSSSS) and Office of the Vice President for Comptrollership (OVPC) 60 days before the event.

b. The letter of intent must state the objective/purpose of the activity. To include the following:

- Curriculum: Said activity is embedded in the curriculum with corresponding unit credit and time whether lecture or laboratory hours.

Documentary Requirement:

1. Copy of the course syllabus which reflects the relevance of requiring the said off-campus activity.
- List of students attending the activity.

Documentary Requirement:

1. Official list indicating the total number of student-participants
2. List of personnel-in-charge (PIC) ensuring that the ratio of 1:35 to 50 is complied with.
- Designation of PIC with appropriate qualifications and experience and when necessary, identify an over-all leader from among them.

Documentary Requirement:

1. Written designation of the PIC and their respective roles and responsibilities before, during and after the off-campus activity.
- Venue/Site/Destination:

The destination and schedule should be relevant to the subject matter and as much as practicable, it should be near the University in order to minimize the cost.

Documentary Requirement:

1. Appropriate report or letter of acceptance from the venue.
- Duly approved schedule of Fees: 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 sources properly secured and accounted for.

Documentary Requirement:

1. Itemized expenditures or schedule of fees.

Process:

1. The OVPC will determine compliance requiring government procedures particularly on procurement.
2. The OVPC and OVPSSSS will determine and examine the schedule of fees and the final computation of the amount to be collected from the students.
3. The OVPC will authorize the Cashier's Office for the collection of student payment and issue acknowledgement receipt.
4. The OVPC and Accounting Office shall proceed with the disbursement and payment.

- Consent of the Parents or student's guardian: Require the students to submit a duly notarized/subscribed consent.

Documentary Requirement:

1. Notarized individual consent from the students and their parents.

- Medical Clearance of students: Medical clearance of the students, signed by the University Physician or government physician.

Documentary Requirement:

1. Copy of the Medical Clearance of each student-participants certified by the University Physician or a Government Physician.

- First-Aid Kit: The University Clinic shall provide a first-aid kit and necessary orientation of its proper use to the PIC.

Documentary Requirement:

1. Acknowledgment report from the University Clinic on the provision of the first-aid kit and the orientation of its proper use.

- Insurance: The University should provide insurance (individual or group) provision for students, faculty and other concerned stakeholders, for the purpose of the activity.

Process:

1. The Dean shall invite at least 3 insurance companies for bidding
2. A committee composed of the Dean, VPC, VPSSSS, and the VPAA shall select among the bidders.

Documentary Requirement:

1. Notarized insurance contract.

- Transportation: The University shall ensure safety and welfare of mobility of students through the following transportation vehicles:
 - a. Owned by HEI; or
 - b. Third party or sub-contracting; or
 - c. Franchisee or Travel and Tour Operator.

Process:

1. The Dean shall invite at least 3 accredited transportation companies to bid which will then make the recommendation to be approved by the President.
2. A committee composed of the VPC, VPSSSS, and the VPAA shall select among the accredited bidders.

Documentary Requirement:

1. Certification from LTFRB for the validity of the franchise of the chosen operator.
2. Special permit from LTFRB if transportation is out-of-line.
3. Valid updated documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness and the like.
4. In cases where the service of Travel and Tour Operator is used, it should be duly accredited by the DOT.

- LGUs/NGOs: The University through the Dean, should duly coordinate with appropriate LGUs/NGOs. 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.

Documentary Requirement:

1. Copy of the Letter sent to the LGU.
2. Copy of acknowledgment letter from the LGU.

Phase III: Approval

1. The OVPAA and OVP will determine the merit and feasibility of the conduct of off-campus activities.
2. The OVPSSSS will determine the completeness of the requirements and the favorable endorsements from the concerned Offices.
3. The OVPSSSS will recommend the approval of the off-campus activity to the University President.

Phase IV: Compliance to the CMO

1. Certificate of Compliance
 - A. A certificate of compliance, duly notarized, certified correct by the Personnel in Charge, recommending approval by the VPAA and VPSSSS and duly approved by the University President stating that all requirements have been prepared and duly complied with.
2. Report of Compliance
 - i. A report of compliance must be certified correct by the PIC, reviewed by the Dean, recommending approval by the VPAA and VPSSSS and duly approved by the University President listing all the activities and corresponding compliance.
3. Both Certificate of Compliance and Report of Compliance shall use the prescribed template and be submitted by the Dean to the CHED-NCR 15 days before the activity (refer to Annex A and B of the CMO. 63 series of 2017).

Phase V: Activity

1. The concerned Deans shall now commence the implementation of the conduct of the Off-Campus Activity.
2. PIC shall identify overall leader (when necessary) with the following tasks:
 - A. Accompany the students from the time they assemble for the off-campus activity up to debriefing.
 - B. Ensure the provision of the allowable seating capacity of the vehicle/s used.
 - C. Ensure that the program of activities can be adjusted as the need arises.

Documentary Requirement:

The Dean shall secure the following documents to be submitted to the OVPAA and OVPSSSS after the activity:

- A. List of personnel in attendance
- B. Attendance of students
- C. Contract of service with the third party.
- D. Accomplishment Report with Photographs

Phase VI: Post-Activity

1. Debriefing
 - A. The concerned faculty shall debrief the students to be able to assess the acquisition of learning.
2. Learning Journals of Students
 - A. The Dean through the Faculty-in-Charge shall submit to the OVPAA and OVPSSSS a copy of the grades of the learning journals submitted by the students.

3. Assessment/Evaluation Report

- ii. The Dean shall submit to the OVPAA, OVPSSS, and OVPC a copy of the Assessment Report by the faculty including the breakdown of expenses.

Phase VII: Reportorial Requirements to the CHED

The OVPAA and the College/Program concerned shall prepare the Comprehensive Semestral/Term Report and submit to CHED-NCR at the end of the semester/term of the conduct of the educational tour and field trip using the prescribed template. (Refer to Annex C of the CMO. 63 series of 2017).

B. POLICY ON DRUG TESTING AND COURSE OF ACTION FOR STUDENTS WHO TEST POSITIVE FOR ILLEGAL DRUG USE

I. RATIONALE

Universidad de Manila is committed to promoting a safe, healthy, and drug-free academic environment. In support of national laws such as Republic Act No. 9165 (Comprehensive Dangerous Drugs Act of 2002), CHED Memorandum Order No. 9 Series of 2009 (Implementation of Random Drug Testing in HEIs), and CHED Memorandum Order No. 18 Series of 2018 (Guidelines on Student Affairs and Services), this policy establishes the official University procedures regarding students who test positive for illegal drugs during enrollment or while enrolled.

II. COVERAGE

This policy applies to:

- All incoming freshmen and transferees.
- All currently enrolled students from 1st to 4th year;
- Drug testing results submitted as part of enrollment, random drug testing, or health screening protocols.

III. GENERAL GUIDELINES

1. All students and applicants are required to submit a drug test result from a DOH-accredited laboratory as part of their enrollment clearance.
2. A negative result allows the applicant or student to proceed with enrollment or remain in good standing.
3. A positive result will trigger appropriate and supportive actions based on the status of the individual (i.e., enrolled student or freshman).

IV. FOR ENROLLED STUDENTS WHO TEST POSITIVE

A. Initial Positive Result (Screening Test)

- The student and parent/guardian shall be confidentially informed.
- A confirmatory test must be conducted immediately at a DOH-accredited laboratory at their own expense.

- Pending confirmatory results, the student may be granted temporary enrollment clearance, subject to signing an agreement.

B. Confirmatory Test Outcomes

1. Negative Result: Student is fully cleared for enrollment or continuation of studies.
2. Positive Result: Student shall undergo mandatory counseling, sign an Agreement to Undergo Rehabilitation and Monitoring at an external agency (MADAO), and be allowed to continue studies under conditional clearance.

C. Monitoring and Reintegration

- Regular monitoring by the University Clinic and Guidance Office.
- Participation in anti-drug seminars and life skills programs.

D. Refusal or Non-compliance

- Students who refuse confirmatory testing or rehabilitation shall be subject to enrollment hold, suspension or dismissal.

V. FOR INCOMING FRESHMEN WHO TEST POSITIVE

A. Pre-Enrollment Positive Result

- Applicant will be advised to undergo a confirmatory test at their own expense.
- Enrollment will be placed on hold until confirmatory results are available.

B. Confirmatory Test Outcomes

1. Negative Result: Applicant may proceed with full enrollment.
2. Positive Result: Applicant will be denied enrollment for the current School year, advised to undergo rehabilitation, and may reapply after submitting proof of completion.

C. Non-Permanent Disqualification

- Applicants testing positive are not permanently disqualified from enrollment. Reapplication is encouraged after rehabilitation.

D. Confidentiality

- All applicant results, and rehabilitation records shall be kept strictly confidential, in compliance with the Data Privacy Act of 2012.

VI. RANDOM TESTING DURING ENROLLMENT

- The University reserves the right to conduct random drug testing among enrolled students.

- The same confirmatory and rehabilitative processes shall apply.

VI. EDUCATION AND PREVENTION EFFORTS

- The University shall regularly conduct Anti-Drug Abuse Seminars, Peer Support Programs, and Mental Health and Life Skills Training.

- Participation may be required as part of the student's rehabilitation or reintegration plan.

VIII. CONFIDENTIALITY AND DATA PRIVACY

- All information, test results, and rehabilitation records shall be treated with the highest level of confidentiality.

- Only authorized personnel may access such records.

- The University may publish their names and pictures in compliance with government reporting requirements; Publications of the Institution which may include but are not limited to the following: university advertisements, announcements, flyers, brochures, bulletin board, signages, and may also include the University's marketing publications and announcements in its official website and official social media accounts.

IX. POLICY REVIEW AND MANAGEMENT

- This policy shall be reviewed annually and updated as needed in accordance with changes in national regulations or University directives.

C. GUIDELINES FOR FUNDRAISING ACTIVITIES BY STUDENT ORGANIZATIONS

(Approved by University President Ma. Felma Carlos-Tria, Ed. D. on Feb. 19, 2025)

General Guidelines

1. All fundraising activities must be approved by the Vice President for Student Success and Support Services (VPSSSS), noted by the University President.
2. The approval process should include a detailed proposal outlining the purpose of the

fundraiser, the target amount, the proposed activities, and the timeline.

3. Any materials, advertisements, or promotional items used should adhere to the University's branding guidelines and must comply with pertinent laws, ordinances, rules and regulations.
4. It must represent the University positively and ethically, and must consult with legal counsel if necessary to ensure compliance.
5. It must maintain accurate records of all funds raised and expenses incurred. Financial reports should be submitted to the Vice President for Comptrollership (VPC), copy furnished to the Vice President for Student Success and Support Services (OVPSSSS).
6. Funds raised should be used for the stated purpose and in accordance with the approved budget.
7. It must respect the rights and privacy of donors.
8. It must prioritize safety and security during fundraising activities, and appropriate risk management measures should be in place, including insurance coverage, if necessary.
9. It should explore opportunities to collaborate with other University offices, or any external organizations to enhance fundraising efforts.
10. If applicable, involve the local community in fundraising efforts to foster goodwill and support.

Specific Guidelines

1. Raffles and Lotteries

- . Must comply with local gambling laws and regulations.
- . Must be approved by the VPSSSS.
- . Prizes must be clearly stated and obtainable.

2. Sales of Goods and Services

- . Products or services sold must be safe and of good quality.
- . Any food items sold must comply with health and safety regulations.
- . Sales must be conducted in designated areas and during authorized times.

3. Crowdfunding Campaigns

- . Must comply with platform terms of service and any applicable laws.
- . Transparent and honest disclosure of the project's goals and how funds will be used.

**D. COMMUNITY SERVICE (CS) GUIDELINES AND PROGRAMS
FOR ERRANT STUDENTS**

(Approved by University President Ma. Felma Carlos-Tria, Ed. D. on Jan.. 21, 2025)

. General Guidelines

1. All students who have been proved violating University policies, after due process, will be required to complete a specified number of CS hours.
2. The OVPSSSS will collaborate with other offices (academic and non-academic) within the University, local agencies, institutions and charities, within Manila, to provide a variety of community service opportunities.
3. Students will be assigned to projects that align with their interests and skills based on the results of an interest test to be determined by the Guidance Counseling and Psychological Services Unit.
4. Community service activities will be supervised by university staff or designated representatives.
5. Students must submit documentation of their CS hours, which may include signed timesheets or certificates of completion.
6. The effectiveness of the CS program will be evaluated regularly to ensure that it is achieving its goals.

II. Programs/Activities

1. **Library Assistant** (Helping organize library materials, assist library, or participate in library outreach programs.)
2. **Campus Beautification** (Participating in campus clean-up drives, planting trees, or maintaining gardens.)
3. **Facilities Maintenance** (Assisting with minor maintenance tasks, such as painting, cleaning, or repairing University facilities and equipment.)
4. **Event Planning and Volunteer Work** (Helping organize and volunteering at University events, such as orientations, cultural festivals, or charity drives.)
5. **Volunteer at a Local Charity** (Volunteering at a local charity or non-profit organization, such as University pantries, soup kitchens etc.)
6. **Participate in a University Extension Service Projects.**
7. **Organize a Community Awareness Campaign** (Organize a campaign to raise awareness about social issues, such as environmental protection, poverty, human rights,

drug abuse, Violence Against Women and Children (VAWC), and Gender and Development (GAD).)

8. Other clerical tasks.

III. Reflective Activities

1. **Attendance at Workshop or Seminar** (Attending workshop or seminar on a topic related to the violation, such as anger management, conflict resolution, or substance abuse.)
2. **Writing Reflective Essay** (Writing a reflective essay about the violation, its impact, and the lessons learned.)
3. **Participating in a Group Discussion** (Participating in a group discussion with other students who have violated the rules, to share experiences and learn from each other.)

E. POLICY AND PROCEDURES ON THE DISPOSITION OF CONFISCATED, LOST, AND FOUND ITEMS

(Approved by University President Ma. Felma Carlos-Tria, Ed. D. on Feb. 19, 2025)

This policy outlines the procedures for handling confiscated, lost, and found items on University premises, ensuring transparency, security, and compliance with applicable laws and regulations.

I. General Provisions

1. All records related to confiscated, lost, and found items (including logs, incident reports, disposal records) must be maintained according to University record retention policies and applicable legal requirements.
2. These policies and procedures should be readily accessible to all members of the University community.
3. Relevant personnel (e.g., security personnel, OVPSSSS staff etc.) should be oriented on these policies and procedures.
4. These policies and procedures should be reviewed and updated periodically to ensure their effectiveness, relevance, and compliance with current best practices and legal requirements.
5. The University should consult with legal counsel as needed to ensure compliance with all applicable laws and regulations regarding the handling and disposition of confiscated, lost, and found items.

II. Confiscated Items

. Policy

1. The University reserves the right to confiscate items that violate University policies, regulations, city ordinances, laws and legal orders.
2. Confiscated items will be handled according to these procedures, which prioritize safety, evidence preservation, and due process.
3. Unauthorized possession of prohibited items within University premises will be subjected to disciplinary action.

B. Procedures

1. Any UDM personnel confiscating the item must identify themselves and their authority.
2. The reason for confiscation must be clearly explained to the person from whom the item is being taken.
3. A detailed record of the confiscated item must be created immediately, including:
 - a. Date and time of confiscation;
 - b. Description of the item (including serial numbers, photos, if applicable);
 - c. Name and ID number of the person from whom the item was confiscated;
 - d. Name, title, and signature of the person confiscating the item;
 - e. Name and signature of a witness (if available); and
 - f. Specific University policy, regulation, or law violated.
4. The confiscated item should be placed in a sealed and labeled evidence bag or container. The label should include all the information documented above.

C. Investigation and Disposition

1. The Head of Discipline Unit (HDU) of the OVPSSSS shall investigate the circumstances surrounding the confiscation.
2. The HDU must notify in writing, the person from whom the item was confiscated within five (5) days from receipt of the item, the reason for confiscation, the potential disposition of the item, and the process for appealing the confiscation (if applicable). The notice should include information about the length of time the University will hold the item.

3. Based on the result of investigation, the following dispositions will be resorted:
 - . **Return to the owner**, within **five (5) days** following the completion of disciplinary action, if the item is not prohibited and the violation is minor.
 - b. **Forfeiture**, and subsequent destruction, donation to charity (if appropriate), or disposal according to applicable regulations within **five (5) days** after resolution of the case, if it is prohibited items or it is involved in serious violations of law, ordinance or University rules and regulations.
 - c. **Immediate disposal**, following appropriate safety regulations and documentation, if the item is perishable, hazardous, or contraband.
 - d. **Immediate referral to a law enforcement agency**, if the item is related to criminal activity, along with all related documentation.

D. Storage and Safekeeping

1. Items that have been confiscated, if found prohibited, must be stored in a secure, designated location, accessible only to authorized personnel, within the specified time period.
2. Different categories of confiscated items (e.g., hazardous materials, controlled substances, weapons, electronics) may require separate, specialized storage protocols to maintain integrity and safety. Hazardous materials must be handled and disposed of according to environmental regulations.
3. Unclaimed items within the specified time period shall be destroyed or disposed of according to applicable regulations.
4. A logbook must be maintained, documenting the chain of custody, movement, and status of all confiscated items.

III. Lost and Found Items

A. Policy

1. The University provides a lost and found service to facilitate the return of lost items to their owners.
2. All found items should be turned over to the OVPSSS.

B. Procedures

1. Any person finding a lost item should turn it over to the OVPSSSS or its authorized personnel.
2. The person turning in the item should provide information about where and when the item was found.
3. A detailed record of the lost item must be created, including:
 - . Date and time the item was received;
 - . Description of the item (including brand, model, distinguishing features);
 - . Location where the item was found; and
 - . Name and contact information of the individual who found the item (optional).
4. Lost items should be stored in a secure, designated location. Valuable items should be stored with extra security.
5. Person who have lost an item shall personally inquire at the OVPSSSS.
6. Claimants must provide sufficient proof of ownership (e.g., detailed description of the item, identifying marks, photos, original purchase receipt, if applicable). The level of proof required may depend on the value of the item.
7. Lost items will be held for **thirty (30) days**, after which unclaimed items may be donated to charity, disposed of (if of minimal value or unusable), or sold with proceeds going to a designated University fund.
8. In case of lost items found by any student and kept the same, shall be considered committed an infraction of theft in accordance with the provisions of the revised penal code.

F. GUIDELINES IN GIVING CERTIFICATE OF MERIT (COM) TO UNIVERSITY STUDENTS

(Approved by University President Ma. Felma Carlos-Tria, Ed. D. on Mar. 26, 2025)

Rationale:

To acknowledge and celebrate students who have gone above and beyond in contributing to the university community; encourage continued service and active participation in university life; provide students with a tangible record of their contributions, which can be beneficial for future academic and professional pursuits; and foster a culture of service and engagement within the university, the following guidelines in giving Certificate of Merit (COM) to students are hereby issued.

Eligibility:

1. The student must be currently enrolled at the university during the period of service.
2. The service provided must be demonstrably valuable and exceed typical student involvement.
3. The student's service should have positively impacted the university, its students, faculty, or the wider community.
4. The student must have maintained good academic standing and demonstrated ethical conduct throughout their service.
5. Examples of qualifying service include, but are not limited to:
 - . Leadership roles in student organizations;
 - . Volunteer work for university events or initiatives;
 - . Mentoring or tutoring other students;
 - . Contributions to research or creative projects;
 - . Community outreach and engagement;
 - . Significant contributions to university governance; and
 - . Assistance during emergencies.
2. The student shall be nominated by the Dean, College Secretary, faculty, staff, student organizations, or fellow students.
3. A nomination form should be used to provide detailed information about the student's service.
4. Supporting documentation (e.g., letters of recommendation, project reports) may be required.
5. All information provided on the nomination form must be verified to the appropriate University office.
6. A selection committee, comprised of the Head of Student Organization and Activities (SOA), Student Discipline, Guidance and Testing Services, Faculty and Student Representatives will review nominations.
7. The committee will evaluate nominations based on the established criteria.
8. The committee's decisions as approved by the Vice President for Student Success and Support Services (VPSSSS) will be final.

Implementation:

1. Recipients shall be publicly recognized during the Flag Raising Ceremony.

2. The University through the OVPSSSS shall maintain a record of all Certificate of Merit recipients.
3. The guidelines and criteria shall be reviewed periodically to ensure they remain relevant and effective.
4. The nomination and selection process shall be transparent and fair.
5. The frequency of the awarding shall be in need basis.

G. THE UNIVERSIDAD DE MANILA MERLION HONOR SOCIETY (UDM-MHS)

(Approved by University President Ma. Felma Carlos-Tria, Ed. D. on Mar. 10, 2025)

The UDM-MHS is an aggrupation of high achiever students who personify the five pillars of the organization namely: *Academic Excellence, Campus Leadership, Community Service, Research Competence, and Character*.

The Five Pillars of UDM-MHS

Academic Excellence:

Members of the UDM-MHS must possess a General Weighted Average (GWA) of 90% or higher and without a grade lower than 85% in all subjects including P.E., N.S.T.P. and U.I.D. Therefore, the members must demonstrate the ability to excel and achieve high academic grades as well as perform in endeavors related to scholarly activity.

Campus Leadership:

Members of the UDM-MHS must demonstrate excellent interpersonal communication skills, conviction in decision-making, insight in goal setting, proactive decision-making and conflict resolution, and a mature mindset, especially in dealing with criticisms, time management, changes, task delegation, organizational behavior, collaboration, and the like. They must also display ethics and integrity, honesty, trustworthiness, responsibility, confidence, and initiative.

Community Service:

Members of the UDM-MHS must display and possess the spirit of volunteerism, especially during a crisis or when responding to the needs of the community where without expecting any remuneration. Members can raise awareness on specific issues and concerns that are timely and relevant in and out of the community.

Research Competence:

Members of the UDM-MHS must be able to think objectively and logically, connecting the things and events they observe in their environment into research outputs that can affect meaningful changes in the University and its community.

Character:

Members of the UDM-MHS must be a person of impeccable character. Therefore, they must have no disciplinary record and not display deviant behavior contrary to socially accepted norms and morals. Likewise, they must also act with proper demeanor and always display social graces.

The Commitment of UDM-MHS:

As a community exclusive to high achievers regardless of background, race, religion, and sexual orientation, who are the epitome of excellence, leadership and service, and other scholarly endeavors, the UDM-MHS is committed to transforming its members to become world-class professionals who can help people from diverse backgrounds and contribute changes to our society with far-reaching impacts.

They will serve as ambassadors of goodwill of the university, represent the university in various competitions, and act as organizers or point persons of specific university activities as well as other socio-civic endeavors.

As members, they will receive equal opportunities that will guarantee their growth for the holistic development of their personality and individuality. This organization shall be their haven for intellectual pursuit, knowledge enrichment, ethics, values development, and skills enhancement.

Membership:

Membership in UDM-MHS is open to all students subject to the satisfaction of the following requirements:

1. Must have a General Weighted Average (GWA) of 90 and above with no grade lower than 85 in all subjects including PE, UID and NSTP.
2. Must have no derogatory records, nor pending case or disciplinary actions in the Office of the Vice President for Student Success and Support Services (OVPSSS), and/or disciplining authorities anywhere in the Philippines.
3. Must be actively involved in socio-civic, extra-curricular and co-curricular activities.

Benefits:

Members of the UDM-MHS shall be prioritized for grants such as but not limited to the following:

1. Information and Communication Technology grants (e.g. cell phones, laptops, etc.)
2. Scholarship programs in the University.
3. Researches, conferences, leadership training, seminars, and the like.

Specific Guidelines:

1. An applicant must have a General Weighted Average of 90% with no grade lower than 85%, without derogatory records, pending case or disciplinary action from the Office of

the Vice President for Student Success and Support Services (OVPSSSS).

2. Must pass the qualifying examination to be administered by the University Guidance and Testing Office.
3. Must pass the panel interview to be conducted by the UDM-MHS Ad Hoc Committee.
4. Must attend the orientation and induction ceremony.
5. Must perform the following duties and responsibilities:
 - a. Actively participate in academic University activities.
 - b. Contribute articles to the “La Universidad” and UDM Social Media Platform.
 - c. Maintain the required General Weighted Average of 90% or higher and without a grade lower than 85 in all subjects including P.E., N.S.T.P. and U.I.D.
 - d. Participate in research conferences, seminars, workshops, and the like and come up with research output.
 - e. Represent the University in various competitions and other socio-civic endeavors.
 - f. Serve the adopted Community of UDM by spearheading different socio-civic activities and the like.

Composition of UDM-MHS Committee:

Chairman : Vice President for Student Success and Support Services

Members : College Dean

University Registrar

Head of Student Organizations and Activities

Head of Student Discipline

Head of the Guidance and Testing Service

Student Representative

Flow Chart:

1. **Recommendation by the College Dean of the Interim Officers (March 14, 2025)**
2. **Development of Constitution By-Laws (March 18- 21, 2025)**
3. **Establishment of the Detailed Membership Criteria (March 25-27, 2025)**
4. **Launching of UDM-MHS (On the 30th Founding Anniversary Celebration - During the University Convocation)**
5. **Online Application (June 3, 2025, until June 7, 2025)**

Requirements:

1. Application Letter with Curriculum Vitae
2. Recommendation letter from the College Dean
3. Certification of Grades issued by the University Registrar

4. Certification of Good Moral Character from the OVPSSSS

5. Qualifying Examinations

June 17, 2025, by the University Guidance and Counseling Office

Note: To recommend standardized tests

6. Panel Interview

June 20 & 21, 2025 by the UDM-MHS Committee

7. Release of Qualified Members

July 3, 2025

8. Orientation, Induction and Election of Permanent Officers

July 5, 2025

H. REGULATION STANDARDS FOR CAMPUS MINISTRY

(Approved by University President Ma. Felma Carlos-Tria, Ed. D. on Feb. 4, 2025)

To ensure the effective operation of the Universidad De Manila (UDM) Campus Ministry, the following specific standards for regulation are established. These standards emphasize the registration procedure, requirements, and the background information of representatives from each faith, ensuring a safe and supportive environment for all participants.

1. Registration Procedure

- a. Application Submission: All campus ministry groups must submit a formal application to the Office of the Vice President for Student Success and Support Services (OVPSSSS). This application should include:
 - Detailed proposal of planned activities
 - Objectives, and
 - Intended impact on the student community
- b. Review Process: Upon submission, the application will be reviewed by a designated committee within the OVPSSSS. This committee will evaluate the proposal based on alignment with university values, inclusivity, and community needs.
- c. Approval Notification: After the review, the committee will provide written feedback. If approved, the ministry group will receive a registration certificate, which must be displayed during all activities

2. Requirement for Registration

- a. Group Composition: Each campus ministry group must consist of a minimum of three members.
- b. Faith Representation: A brief background of each representative must be submitted,

including:

- Name
- Faith affiliation
- Relevant experience in ministry or community service
- A statement of commitment to uphold the values of inclusivity and respect for all beliefs
- Code of Conduct Agreement: All members must sign a code of conduct that outlines expected behaviors, emphasizing respect for diversity and adherence to university policies.

3. Background Information of Representatives

- Documentation: Each representative must provide the following documentation as part of the registration process:
 - a. A letter of endorsement from their respective faith community or organization.
 - b. A brief biography highlighting their involvement in faith-based activities, leadership roles, and community service.
- Identification Card: Each registered representative will be provided with an Official Identification Card that will be used every time they enter the University premises.

4. Monitoring and Compliance

- Regular Reporting: Registered campus ministries are required to submit quarterly reports detailing their activities, participation levels, and any challenges faced. This will help ensure transparency and accountability.
- Compliance Checks: The OVPSSSS will conduct annual reviews of registered ministries to ensure compliance with university standards and to assess the impact of their activities on the student body.
- Disciplinary Action: Any violations of the established guidelines, including failure to adhere to the code of conduct or misrepresentation of information, may result in suspension or revocation of registration.

I. CASH INCENTIVES GUIDELINES FOR STUDENT ACHIEVEMENTS

To effectively recognize and reward student achievements, their coaches, advisers or trainers, fostering a culture of excellence and motivating them to strive for greatness, the following guidelines in giving cash incentives for students' achievements must be observed:

1. Only currently enrolled UDM students and their bona fide coaches, advisers or trainers are eligible for cash incentives.
2. They must have achieved significant accomplishments in academic, athletic, artistic, or other extracurricular activities outside the university. This may include:
 - a) Winning national or international competitions;
 - b) Publishing research papers in reputable journals;
 - c) Achieving significant athletic feats; and
 - d) Winning prestigious awards or honors.

3. The amount of the cash incentive will be determined based on the level of achievement, the prestige of the competition or award, and the potential impact on the university's reputation.
4. A specific incentive scale may be established by a Committee formed to evaluate each case individually.
5. To be eligible for an incentive, the following documents must be submitted:
 - a) Official notification or certificate of achievement;
 - b) Proof of enrollment/employment; and
 - c) Any other relevant documentation, such as news articles or media coverage.
6. Applications for cash incentive shall be submitted to the OVPSSSS, through the Dean of the College where the student/s are currently enrolled, within five days from the end of the event/s. It shall include a brief description of the achievement and a copy of the required documentation.
7. A designated Committee will review the applications and assess the eligibility of each student and their coaches/advisers/trainers. It may request additional information or documentation, if necessary.
8. The Committee's decision as approved by the University President will be final. And once approved, the cash incentive will be disbursed directly to the student and their coaches/ advisers/trainers in check or in cash. A portion of which may be withheld for tax purposes, as required by law.
9. The university will publicly recognize the said achievements through various channels, such as the university website, social media, and campus publications. It may also organize special events to honor them and their accomplishments.
10. These guidelines may be reviewed and updated periodically to ensure their relevance and effectiveness. The university may consider additional forms of recognition, such as scholarships, fellowships, or special privileges, in addition to cash incentives.

J. SCHOLARSHIP GUIDELINES AND PROCEDURES

Aiming to assist worthy students in their quest of higher education, Universidad De Manila's scholarship program in collaboration with other organizations follows general rules and procedures.

Students who show academic excellence, financial necessity, and great personal character are meant to be given financial help under this program.

A. Eligibility Criteria

To qualify for the scholarship, applicants must meet the following criteria:

1. Must be a currently enrolled student of UDM.
2. Must be a Filipino citizen and a resident of Manila.

3. Must meet the minimum General Weighted Average (GWA) set by the scholarship provider.
4. Must belong to a financially disadvantaged family, with a household income not exceeding a specified threshold set by the scholarship provider
5. Must not be a recipient of any other full scholarship or financial assistance exceeding specified threshold set by the scholarship provider
6. Must exhibit good moral character, with no record of disciplinary action.

B. Application Process

1. Submission of Documents

Applicants must submit the following requirements:

- 1.1. Accomplished Scholarship Application Form
- 1.2. Copy of recent report card or transcript of records
- 1.3. Certificate of Good Moral Character
- 1.4. Barangay Indigency Certificate
- 1.5. Parent's or Guardian's Latest Income Tax Return (ITR) or Certificate of Indigency
- 1.6. One (1) valid ID
- 1.7. ID pictures 2x2 - (2 copies)
- 1.8. Other pertinent documents required by the scholarship provider

2. Screening and Evaluation

2.1. A scholarship coordinator designated by the University President thru the recommendation of the Vice President for Student Success and Support Services will review and evaluate applications based on academic performance, financial need, and character assessment.

2.2. Shortlisted applicants will undergo interviews and other processes set by the scholarship provider.

3. Approval and Awarding

3.1 Successful applicants will be notified.

3.2 Scholars will be required to attend an orientation regarding scholarship terms and conditions.

C. Scholarship Benefits

The scholarship program provides the following benefits:

1. Monthly stipend (set by the scholarship provider)
2. Book and transportation allowance (set by the scholarship provider)
3. Other benefits set by the scholarship provider

D. Responsibilities of Scholars

1. Maintain the required academic performance level.
2. Attend scholarship-related activities, seminars, workshops, and community service initiatives.
3. Submit academic progress reports or grade transcripts each semester to the scholarship coordinator.
4. Abide by the rules and regulations set forth by UDM and the scholarship provider.
5. Notify the scholarship coordinator of any changes in financial status or academic standing.

E. Scholarship Retention and Termination

1. Scholars must uphold the required academic performance and maintain good moral standing.
2. Failure to meet academic requirements for two consecutive semesters may result in probation or termination of the scholarship.
3. Any falsification of documents or misconduct will lead to immediate disqualification.
4. Scholars who voluntarily withdraw must submit a formal written request addressed to the scholarship provider thru the OVPSSSS.

F. Renewal and Duration

1. The scholarship is awarded for one academic year and may be renewed annually upon satisfactory academic performance and compliance with program requirements.
2. Renewal applications must be submitted with updated academic records and other necessary documents.

G. Implementation and Monitoring

1. The designated scholarship coordinator will oversee implementation, compliance, and monitoring of scholars' progress.
2. Regular evaluations and feedback sessions will be conducted to assess program effectiveness.

K. BOR RESOLUTIONS ON OTHER FEES TO BE COLLECTED

1. BR No. 33 – STUDENT MEMBERSHIP FEE



Republic of the Philippines
City of Manila



UNIVERSIDAD DE MANILA

BOARD OF REGENTS
Board Resolution No. 33
Series of 2024

WHEREAS, Section 5 of City of Manila Ordinance No. 8750 (the "Ordinance"),¹ the current Charter of Universidad de Manila, provides, that:

"The overall governance of the University shall be vested in the governing board to be known as the Board of Regents of the University, whose members are of known probity and integrity, and have great interest in the continuing development of the City of Manila. xxx";

WHEREAS, Section 13 of the same Ordinance likewise provides that:

"The responsibility of University administration shall devolve upon the University President and its officials. xxx";

WHEREAS, pursuant to Section 10, paragraph 17 of the Ordinance, the Board shall have the power:

"To provide rules of its own governance, to establish the governance structure of the University, and to enact for the governance of the university such general policies and regulations as are consistent with the purposes of the University as defined in Section 3 of this Ordinance";

WHEREAS, pursuant to Section 10, paragraph 4 of the Ordinance, the Board shall have the power:

"To receive and appropriate such sums of money, properties, or materials as may be provided by Ordinance of the City of Manila for the support of the University";

WHEREAS, pursuant to Section 10, paragraph 16 of the Ordinance, the Board shall have the power:

"To disburse the appropriated funds in accordance with the line item expenditure of the University as determined by the Board, subject to the limitations imposed by law: PROVIDED, that any or all funds allocated and accruing to the University shall be put and kept under its name and account xxx";

¹ Amending MCO Nos. 7885, 8120 and 8635.





Republic of the Philippines
City of Manila



UNIVERSIDAD DE MANILA

WHEREAS, pursuant to Section 10, paragraph 26 of the Ordinance, the Board shall have the power:

"To exercise such other powers and duties not inconsistent with laws as may be necessary or essential to carry out its purposes";

WHEREAS, Board approval and ratification was sought for the implementation of payment of fifty pesos student membership every semester as stipulated in Article XIV, section 1 of the approved UDM SSG Constitution and By-laws;

WHEREAS, the said payment to commence this 1st semester of the school year 2024-2025 with authority to collect as duly noted by the Office of the Vice President for Comptrollership;

WHEREAS, the supporting documents² of the foregoing were shared to the Board for its perusal; and

WHEREAS, upon the careful evaluation and study of the matter, the Board resolves to approve the same.

NOW, THEREFORE, be it **RESOLVED**, as it is hereby **RESOLVED**, that the implementation of payment of fifty pesos student membership every semester as stipulated in Article XIV, section 1 of the approved UDM SSG Constitution and By-laws, to commence this 1st semester of the school year 2024-2025 with authority to collect as duly noted by the Office of the Vice President for Comptrollership be **APPROVED/RATIFIED**, as it is hereby **APPROVED/RATIFIED**.

City of Manila, 12 July 2024.

APPROVED:

HON. MARIA SHEILAH "HONEY" H. LACUNA-PANGAN, M.D., FPDS

Chairman/City Mayor

MA. FELMA CARLOS-TRIA, Ed.D.
Vice-Chairman/University President

² Copies of which are attached as Annexes "A" and series.

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One Mekan Gardens, Manila, Philippines 1000

www.udm.edu.ph





Republic of the Philippines
City of Manila



UNIVERSIDAD DE MANILA

Pamela "Fa" Fugoso Pascual
PAMELA "FA" FUGOSO PASCUAL
Ex-Officio Member

Rita E. Riddle
RITA E. RIDDLE
Ex-Officio Member

Francis C. Chua
FRANCIS C. CHUA
Member

Corazon P. Guidote
CORAZON P. GUIDOTE
Member

Jesús B. Varela
JESUS B. VARELA
Member

Atty. Rodolfo V. Castillo Jr.
ATTY. RODOLFO V. CASTILLO JR.
Faculty Regent

Jacy A. Yumul
JACY A. YUMUL
Alumni Regent

John Arnold Caray
JOHN ARNOLD CARAY
Student Regent

Attested by:

Atty. Christian R. de la Cruz-Marcos
ATTY. CHRISTIAN R. DE LA CRUZ-MARCOS
Secretary to the Board



2. BR. No. 34 – COMPREHENSIVE STUDENT INSURANCE



Republic of the Philippines
City of Manila



UNIVERSIDAD DE MANILA

BOARD OF REGENTS Board Resolution No. 34 Series of 2024

WHEREAS, Section 5 of City of Manila Ordinance No. 8750 (the “Ordinance”),³ the current Charter of Universidad de Manila, provides, that:

“The overall governance of the University shall be vested in the governing board to be known as the Board of Regents of the University, whose members are of known probity and integrity, and have great interest in the continuing development of the City of Manila. xxx”;

WHEREAS, Section 13 of the same Ordinance likewise provides that:

“The responsibility of University administration shall devolve upon the University President and its officials. xxx”;

WHEREAS, pursuant to Section 10, paragraph 17 of the Ordinance, the Board shall have the power:

“To provide rules of its own governance, to establish the governance structure of the University, and to enact for the governance of the university such general policies and regulations as are consistent with the purposes of the University as defined in Section 3 of this Ordinance”;

WHEREAS, pursuant to Section 10, paragraph 4 of the Ordinance, the Board shall have the power:

“To receive and appropriate such sums of money, properties, or materials as may be provided by Ordinance of the City of Manila for the support of the University”;

WHEREAS, pursuant to Section 10, paragraph 16 of the Ordinance, the Board shall have the power:

“To disburse the appropriated funds in accordance with the line item expenditure of the University as determined by the Board, subject to the limitations imposed by law: PROVIDED, that any

³ Amending MCO Nos. 7885, 8120 and 8635.

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Republic of the Philippines
City of Manila



UNIVERSIDAD DE MANILA

or all funds allocated and accruing to the University shall be put and kept under its name and account xxx";

WHEREAS, pursuant to Section 10, paragraph 26 of the Ordinance, the Board shall have the power:

"To exercise such other powers and duties not inconsistent with laws as may be necessary or essential to carry out its purposes";

WHEREAS, Board approval and ratification was sought for the implementation of the Comprehensive Student Insurance as provided in CHED Memorandum Order No. 09 series of 2013, CHED Memorandum Order No. 1 series of 2022 and Section IV-H of CHED-DOH Joint Memorandum Circular No. 2021-004 for forty pesos (PHP 40.00);

WHEREAS, the collection of the said amount will commence this school year 2024-2025, as duly noted by the Office of the Vice President for Comptrollership and the University Legal Counsel;

WHEREAS, the supporting documents⁴ of the foregoing were shared to the Board for its perusal; and

WHEREAS, upon the careful evaluation and study of the matter, the Board resolves to approve the same.

NOW, THEREFORE, be it **RESOLVED**, as it is hereby **RESOLVED**, that the implementation of the Comprehensive Student Insurance as provided in CHED Memorandum Order No. 09 series of 2013, CHED Memorandum Order No. 1 series of 2022 and Section IV-H of CHED-DOH Joint Memorandum Circular No. 2021-004 for forty pesos (PHP 40.00), the collection of the said amount will commence this school year 2024-2025, as duly noted by the Office of the Vice President for Comptrollership and the University Legal Counsel be **APPROVED/RATIFIED**, as it is hereby **APPROVED/RATIFIED**.

City of Manila, 12 July 2024.

APPROVED:

HON. MARIA SHEILAH "HONEY" H. LAGUNA-PANGAN, M.D., FPDS
Chairman/City Mayor

⁴ Copies of which are attached as Annexes "A" and series.

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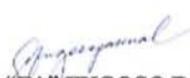


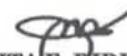
Republic of the Philippines
City of Manila



UNIVERSIDAD DE MANILA


MA. FELMA CARLOS-TRIA, Ed.D.
Vice-Chairman/University President


PAMELA "FA" FUGOSO PASCUAL
Ex-Officio Member


RITA E. RIDDLE
Ex-Officio Member

FRANCIS C. CHUA
Member


CORAZON P. GUIDOTE
Member

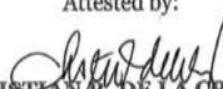

JESUS B. VARELA
Member


ATTY. RODOLFO V. CASTILLO JR.
Faculty Regent


JACY A. YUMUL
Alumni Regent


JOHN ARNOLD CARAY
Student Regent

Attested by:


ATTY. CHRISTIAN R. DE LA CRUZ-MARCOS
Secretary to the Board



3. BR No. 35 – STUDENT PUBLICATION FEE



Republic of the Philippines
City of Manila



UNIVERSIDAD DE MANILA

BOARD OF REGENTS
Board Resolution No. 35
Series of 2024

WHEREAS, Section 5 of City of Manila Ordinance No. 8750 (the "Ordinance"),⁵ the current Charter of Universidad de Manila, provides that:

"The overall governance of the University shall be vested in the governing board to be known as the Board of Regents of the University, whose members are of known probity and integrity, and have great interest in the continuing development of the City of Manila. xxx";

WHEREAS, Section 13 of the same Ordinance likewise provides that:

"The responsibility of University administration shall devolve upon the University President and its officials. xxx";

WHEREAS, pursuant to Section 10, paragraph 17 of the Ordinance, the Board shall have the power:

"To provide rules of its own governance, to establish the governance structure of the University, and to enact for the governance of the university such general policies and regulations as are consistent with the purposes of the University as defined in Section 3 of this Ordinance";

WHEREAS, pursuant to Section 10, paragraph 4 of the Ordinance, the Board shall have the power:

"To receive and appropriate such sums of money, properties, or materials as may be provided by Ordinance of the City of Manila for the support of the University";

WHEREAS, pursuant to Section 10, paragraph 16 of the Ordinance, the Board shall have the power:

"To disburse the appropriated funds in accordance with the line item expenditure of the University as determined by the Board, subject to the limitations imposed by law: PROVIDED, that any

⁵ Amending MCO Nos. 7885, 8120 and 8635.



Republic of the Philippines
City of Manila



UNIVERSIDAD DE MANILA

or all funds allocated and accruing to the University shall be put and kept under its name and account xxx";

WHEREAS, pursuant to Section 10, paragraph 26 of the Ordinance, the Board shall have the power:

"To exercise such other powers and duties not inconsistent with laws as may be necessary or essential to carry out its purposes";

WHEREAS, Board approval and ratification was sought to approve the proposed Student Publication Fee as stipulated in the proposed Constitution and By-laws of the La Universidad, the official student publication of UDM in the amount of fifty pesos (Php 50.00);

WHEREAS, the said fee will be collected from all enrolled students effective 1st semester of school year 2024-2025, duly noted by the Office of the Vice President for Comptrollership;

WHEREAS, the supporting documents⁶ of the foregoing were shared to the Board for its perusal; and

WHEREAS, upon the careful evaluation and study of the matter, the Board resolves to approve the same.

NOW, THEREFORE, be it **RESOLVED**, as it is hereby **RESOLVED**, to approve the the proposed Student Publication Fee as stipulated in the proposed Constitution and By-laws of the La Universidad, the official student publication of UDM in the amount of fifty pesos (Php 50.00). The said fee will be collected from all enrolled students effective 1st semester of school year 2024-2025, as duly noted by the Office of the Vice President for Comptrollership be **APPROVED/RATIFIED**, as it is hereby **APPROVED/RATIFIED**.

City of Manila, 12 July 2024.

APPROVED:

HON. MARIA SHEILAH "HONEY" H. LACUNA-PANGAN, M.D., FPDS
Chairman/City Mayor

⁶ Copies of which are attached as Annexes "A" and series.



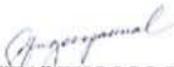


Republic of the Philippines
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UNIVERSIDAD DE MANILA


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Ex-Officio Member


RITA E. RIDDLE
Ex-Officio Member


FRANCIS C. CHUA
Member


CORAZON P. GUIDOTE
Member


JESUS B. VARELA
Member


ATTY. RODOLFO V. CASTILLO JR.
Faculty Regent


JACY A. YUMUL
Alumni Regent


JOHN ARNOLD CARAY
Student Regent

Attested by:


ATTY. CHRISTIAN R. DE LA CRUZ-MARCOS
Secretary to the Board

Part X

GENERAL PROVISIONS

Section 1. Effectivity Clause - Herein Student Manual shall take effect immediately upon approval of the Board of Regents.

Section 2. Separability Clause - If any part or provision of this Manual is found to be contrary to the existing laws and rules of the Philippines, such will be deemed invalid while other provisions shall remain in force and in effect.

Section 3. Amendment Clause - No amendment, change or modification to this Manual shall be effective or enforceable unless approved by the Board of Regents.

Section 4. Repealing Clause - All orders, rules, and regulations and other issuances or parts thereof which are inconsistent with this Manual are hereby revoked, amended, and/or modified accordingly. The Amendments and Revisions made in this Manual shall have retroactive effect to students currently enrolled in the University, such students are expected to abide with the same unless otherwise contrary to existing laws, ordinances, or academic rules and regulations.

UDM ADMINISTRATION

EXECUTIVE OFFICIALS

NAME	POSITION
Dr. Ma. Felma Carlos-Tria	University President
Dr. Rejan L. Tadeo	OIC-Vice President for Academic Affairs
Atty. Rodolfo V. Castillo, Jr., RCrim	OIC-Vice President for Administration
Ms. Nancy J. Tejada	OIC-Vice President for Student Success and Support Services
Mr. Jeffrey F. Litan	OIC-Vice President for Comptrollership

OFFICES UNDER THE OFFICE OF THE UNIVERSITY PRESIDENT

Atty. Christian Patrick C. Labajoy, REB	University Legal Counsel/ Secretary to the Board of Regents
Dr. Rejan L. Tadeo	Head, QUAD
Ms. Loida J. Primavera	University Registrar
Mr. Emmanuel V. Gatdula	Head, Information and Communication Technology Office
Dr. Leila R. Gano	Head, University Research, Extension Linkages, and International Affairs (URELIA) Office
Mr. Ryan-John L. Rivero	Head, Planning Office
Dr. Rhodora C. Bernal	Director, Gender and Development Office
Atty. Rodolfo V. Castillo, Jr., RCrim	Head, Data Protection Office
Dr. Manuel Richard B. Martinez	Public Information Officer

ACADEMIC DIVISION

Dr. Naomi D. Solano	Dean, College of Arts and Sciences
Dr. Luz P. Banes	Dean, College of Business and Management
Dr. Rizalino D. Flores III	Dean, College of Criminal Justice
Dr. Amalfi B. Tabin, Jr.	Dean, College of Education
Prof. Francis Arlando L. Atienza	Dean, College of Computing Studies
Prof. Enriquito E. Mahinay, Jr.	Dean, College of Health Sciences
Dr. Rejan L. Tadeo	Dean, College of Public Policy and Governance
Atty. Pearlito B. Campanilla	Dean, College of Law
Dr. Nenita Fajardo-Buan	Dean, Institute of Graduate and Professional Studies
Prof. Alistair B. Selorio	Director-General, NSTP
Mr. Robert F. Norberto	Director, General Education Department
Prof. Iserlohn Peter M. Lim	Assistant Director, General Education Department

Mr. Robert F. Norberto	Director, Center for Micro-credentialing and Industry Training
Dr. Virginia I. Berganio	Assistant Director, Center for Micro-credentialing and Industry Training
Dr. Ronnie F. Sta. Maria	Director, Faculty Development, Curriculum and Instruction

ADMINISTRATIVE DIVISION

Ms. Nancy J. Tejada	Head, Records Office
Ms. Ruthemaria L. Albener Ms. Lorena S. Victorio	OIC, Supply and Property Office Head, Human Resource Management and Development Division
Dr. Cecilia G. Carpo	Head, Learning & Development Section
Ms. Loisa A. Conda	Supervising Clerk, Payroll Section
Engr. Jayson L. Valeroso	Head, Maintenance and Engineering Division
Mr. Engelbert M. Yalong	OIC, Safety and Security Office
Mr. Rogelio C. Garado	Supervisor, Facilities, Grounds and Janitorial Services
Ms. Jennielyn B. Dalinoc	OIC, Procurement Division

STUDENT SUCCESS AND SUPPORT SERVICES

Atty. Christian Patrick C. Labajoy, REB	Head, Student Discipline
Dr. Rosalie M. Catu	Head, Student Organizations & Activities
Dr. Marvin V. Isidro	Head, University Health Services
Ms. Flordeliza M. Rubio	Head, University Library
Ms. Arlene C. Pureza	Head, Guidance, Counseling, and Psychological Services
Prof. Eric E. Albener	Director, Athletics and Cultural Engagement Division
Ms. Sandra B. Caballero	Head, Career and Placement Office
Ms. Joan L. Yacub	Exec. Asst. II

FINANCE DIVISION

Ms. Generosa Moreno	Head, Accounting Division
Ms. Gloria D. Diaz	Head, Cash Management Division
Mr. Cipriano B. Agnes, Jr.	Head, Budget Office

To: The Universidad De Manila

- I have read and understood the contents of this Student Manual 2025 Edition of the University.
- I agree to abide by all the policies of the Universidad De Manila.
- I will regularly check the University's official communication media to keep myself aware and updated of the policies and information contained in this Student Manual 2025 Edition.

Student's Signature

Student's Printed Full Name

Course

Student Number

Date Signed (Month/Year)

UdM Hymn

Music and Lyrics By: Ms. 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 kadakilaan
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 kailan man