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# THE UP VISION-MISSION

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As the national university, a public and secular institution of higher learning, and a community of scholars dedicated to the search for truth and knowledge as well as the development of future leaders, the University of the Philippines shall perform its unique and distinctive leadership in higher education and development.

The University shall:

Lead in setting academic standards and initiating innovations in teaching, research, and faculty development in philosophy, the arts and humanities, the social sciences, engineering, natural sciences, mathematics, and technology; and maintain centers of excellence in these disciplines and professions.

Serve as a graduate university by providing advanced studies and specialization for scholars, scientists, writers, artists, and professionals especially those who serve on the faculty of state and private colleges and universities.

Serve as a research university in various fields of expertise and specialization by conducting basic and applied research, promoting research and development, and contributing to the dissemination and application of knowledge.

Lead as a public service university by providing various forms of community, public and volunteer service, as well as scholarly and technical assistance to the government, the private sector, and civil society while maintaining its standards of excellence.

Protect and promote the professional and economic rights and welfare of its academic and non-academic personnel.

Provide opportunities for training and learning in leadership, responsible citizenship, and the development of democratic values, institutions, and practice through academic and nonacademic programs, including sports and enhancement of nationalism and national identity.

Serve as a regional and global university in cooperation with international and scientific unions, networks of universities, scholarly and professional associations in the Asia Pacific Region and around the world.

Provide democratic governance based on collegiality, representation, accountability, transparency, and active participation of its constituents; and promote the holding of fora for students, faculty, research, extension and professional staff (REPS), administrative staff, and alumni to discuss non-academic issues affecting the University.

# THE UP MANILA MISSION, VISION AND CORE VALUES

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## VISION

The national leader in the health sciences

## MISSION

1. To provide health science-focused transformative education, enabling and encouraging students to take creative and constructive action that contributes to the improvement of their community, the nation, and the world, based on a strong sense of their cultural and historical identity, as well as a shared humanity.
2. To serve as a research hub in various fields of specialization in the health sciences by conducting integrative and collaborative basic, applied, and clinical research and development, contributing to the dissemination and application of knowledge, and shaping national health policies.
3. To lead as a public service university by providing various forms of community, public, and volunteer health services, as well as medical, scholarly, and technical assistance to the government, private sector, and civil society while maintaining its standard of excellence.

## CORE VALUES

Honor, Excellence, Integrity, Social Responsibility, Leadership, Innovation, Global Competitiveness, Nationalism

# **POLICIES AND RULES**

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## **ACADEMIC LOAD**

For undergraduate students, the minimum academic load is 15 units or 18 units including laboratory, except in programs where the normal semestral load is more than 15 units. However, a graduating student with very good academic records may be allowed to carry a heavier load in his/her last year. During the mid-year term, the normal load is 6 units, but in justifiable cases, the Dean may allow enrollment up to 9 units.

At the graduate level, full-time students may carry a normal load of 12 units, with a maximum of 14 units. During the mid-year term, the normal load is 6 units.

The Dean is empowered to limit the academic load of students who are employed outside the University, whether on a full-time or part-time basis; provided, that no graduate student who is employed on a full-time basis shall be allowed an academic load of more than 10 units, whether in formal courses or in the thesis course, in any semester unless s/he has the prior approval of the Dean or administrative head of the graduate unit to which he/she belongs.

## **CROSS-REGISTRATION**

### ***Within the University***

No student shall be registered in any other college or department of this University without the permission of the Dean of the college in which the student is primarily enrolled.

The total number of credit units for which a student may register in two or more colleges in this University shall not exceed the maximum number of units allowed by the rules on academic load.

### ***From Another Institution***

No student registered in any other institution shall be admitted to the University without a written permit from his/her Dean/Registrar. The permit shall state the total number of units for which the student is registered and the subjects that s/he is authorized to take in the University.

### ***To Another Institution***

The University of the Philippines shall give no credit for any course taken by any of its students in any other university, college or school unless the Chancellor, on the recommendation of the Dean, expressly authorized the taking of such course. The authorization shall be in writing and recorded by the University Registrar or by his/her representative, and shall specifically describe the subjects authorized.

### **WAIVER OF PREREQUISITES**

- Courses approved by the University Council as prerequisites to others may not be waived.
- In meritorious cases, a student who has previously enrolled in and fully attended a course that is a prerequisite to another may be allowed to enroll and attend in the latter course for credit, without having passed or earned credit for the prerequisite course.
- No permission shall be granted for waiver of prerequisite, except upon application by the student. The application shall be accompanied by a certification from the student's instructor in the prerequisite course that the student had fully attended the said course. This shall be accompanied by a certification from the Director of Student Affairs that the student's failure to pass or earn credit in the prerequisite course was not due to disciplinary action imposed upon him.
- Each college shall be authorized to grant the permission, and shall act through a Dean's committee which shall decide the merit of the application. The said committee shall include the college secretary.
- The student who is granted permission under these rules is allowed to enroll in the prerequisite course simultaneously with the subject to which the course is a prerequisite.

The permission, which may be granted under these rules, does not apply to courses in the General Education Program.

### **CLASS SIZE**

The size of a class depends on the method of instruction adopted: lecture, lecture-discussion, seminar or tutorial.

No class shall be divided into sections for either of the following reasons:

1. To suit the personal preference of the individual faculty with regard to time and place; and
2. To enable the faculty to comply with the regulation governing teaching load.

### **CHANGE OF CLASS SCHEDULE**

No faculty member shall postpone the holding of his/her class to any other hour other than that officially scheduled, nor shall the faculty meet his/her students for class or consultation purposes in any unscheduled room or place except when expressly permitted to do so by the Dean.

### **CHANGE OF MATRICULATION**

All transfers to other classes shall be made only for valid reasons. No change of matriculation involving the taking of a new subject shall be allowed after one week of regular class meetings. Changes in matriculation shall be effected by means of the form for the change of matriculation and must be recommended by the adviser and approved by the Dean. The form, after being duly accomplished, shall be submitted to the University Registrar for assessment and notation.

### **SUBSTITUTION OF COURSES**

Every substitution of subject must be based on at least one of the following:

- When a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new.
- When there is conflict of hours between a required subject and another required subject; or
- When the required subject is not being offered or given.

Every petition for substitution:

- Must involve subjects within the same department, if possible; if not, the two subjects concerned must be allied to each other;
- Must be between subjects carrying the same number of credit units; and
- Must be recommended by the adviser and by the head of the department.

All petitions for substitution must be submitted to the Office of the Dean before 12% of regular class meetings have been held during the term. Any petition submitted thereafter shall be considered for the following semester.

No substitution shall be allowed for any subject prescribed in the curriculum in which the student has failed or received a grade of "5", except when, in the opinion of the department offering the prescribed subject, or of the faculty in units without any departments, the proposed substitute covers substantially the same subject matter as the required subject.

All applications for substitution shall be acted upon by the Dean. In case the action of the Dean is adverse to the recommendation of the adviser and the head of the department, the student may appeal to the Chancellor.

## **REFUND OF FEES**

Students who have paid their matriculation fees and who withdraw their registration or are granted honorable dismissal or leave of absence shall be entitled to a refund of their matriculation fees, except entrance and registration fee, in accordance with the following schedule:

<i>Before opening of classes.....</i>	<i>100%</i>
<i>Within one week from opening of classes.....</i>	<i>80%</i>
<i>Within the 2nd, 3rd or 4th week from the opening of classes.....</i>	<i>50%</i>
<i>After the fourth week.....</i>	<i>No refund</i>

In the case of students who register after the opening of classes and withdraw thereafter, the number of days shall be counted from the actual date of registration and the refund of their matriculation fees shall also be in accordance with the above schedule. In case of the death of a student during the semester, all fees may be refunded, if so requested by his family.

Laboratory fees will not be refunded after one week from the opening of classes where voluntary change is made from one course to another. Refund of tuition for a subject may be allowed only in case of forced dropping of such a subject.

## **ATTENDANCE**

When the number of hours lost by absence of a student reaches 20% of the hours of recitation, lecture, laboratory or any other scheduled work in one subject, the student shall be dropped from the subject; provided, that a faculty may prescribe a longer attendance requirement to meet the requirements of the course. If the majority of the absences are not excused, the student shall be given a grade of "5" upon being thus dropped. Time lost by late enrollment shall be considered as time lost by absence.

## **DROPPING OF COURSES**

A student may, with the consent of the faculty and the Dean of the College, drop a course by filling out the prescribed UP Form 26 before three-fourths of the hours prescribed for the semester/trimester/quarter term has elapsed, and not later. Any student who drops a course without the approval of the Dean shall have his/her registration privileges curtailed or entirely withdrawn. If a subject is dropped after the middle of the term, the faculty member concerned shall indicate the date and the class standing of the student at the time of dropping as either Passing or Failing solely for administrative guidance.

Any college may enact special rules on dropping of courses which would meet its particular need; provided, that said rules do not have the effect of relaxing the preceding general regulations.

## **LEAVE OF ABSENCE**

A leave of absence (LOA) shall be requested in a written petition to the Dean. The petition shall state the reason for which the leave is desired and shall specify the period of the leave. The leave shall not exceed one year but may be renewed for another year at most.

For LOA to be availed of during the second half of the semester, faculty members concerned shall be required to indicate the class standing of the student (passing or failing) at the time of the application of the leave. No application for LOA shall be approved without the class standing being indicated by the faculty concerned. This should not be entered in the Official Report of Grades.

If a student withdraws after three-fourths of the total number of hours prescribed for the course has already lapsed, the faculty may submit a grade of "5" for the students if the class standing up to the time of the withdrawal is below "3".

No LOA shall be granted during the semester within two weeks before the last day of classes.

If the inability of the student to continue his/her classes is for reason of health or similar justifiable cases, the absence during this period shall be considered excused. In such cases, the student shall be required to apply for an excuse from his/her absences. It shall be the responsibility of the student to present the excuse slip to the faculty members concerned.

A student who needs to go on LOA beyond the allowable period of two years shall be advised to apply for honorable dismissal without prejudice to readmission.

A student who withdraws from a college without formal LOA shall have his/her registration privilege curtailed or entirely withdrawn.

A fee of P150 is charged to a student who goes on LOA. The fine for a student who goes on absence without leave is P225.00 which is applied for each continuous period of absence without leave.

## **GRADING SYSTEM**

The work of a student shall be graded at the end of each term in accordance with the following system:

1.00	Excellent	2.50	Satisfactory
1.25		2.75	
1.50	Very Good	3.00 -	Passed
1.75		4.00 -	Conditional Failure
2.00	Good	5.00 -	Failed
2.25		INC -	Incomplete

Only the above grades shall be officially recognized.

“4.00” means conditional failure. It may be made up by successful repetition of the course, or by passing the re-examination. If the student passes the re-examination, s/he is given a grade of “3.00”, but if s/he fails, a “5.00”. Only one re-examination is allowed which must be taken within the prescribed time. If a student does not remove the grade of “4.00” within the prescribed time, s/he may earn credit for the course only by repeating and passing it. A grade of “4.00” given for the first semester work of a two semester course shall be converted to a grade of “3.00”, if the student passes the second semester course in the same academic year; if the student fails, the grade of “4.00” received for the first semester work shall be converted to a grade of “5.00”.

A grade of “INC.” is given to a student whose class standing throughout the semester is passing but fails to take the final examination or fails to complete other requirements for the course due to illness or other valid reasons. In case the class standing is not passing and the student fails to take the final examination for any reason, a grade of “5” is given. Removal of the “INC.” must be done within the prescribed time by passing an examination or meeting all the requirements for the course, after which the student shall be given a final grade based on his overall performance.

## **CHANGE OF GRADES**

A student who has received a passing grade in a given course is not allowed reexamination for the purpose of improving his/her grades.

No faculty member shall change any grade after the report of grade has been filed with the Secretary of the College or with the University Registrar. In exceptional cases, as where an

error has been committed, the faculty may request authority from the faculty council of the college to make the necessary change. If the request is granted, a copy of the resolution of the faculty authorizing the change shall be forwarded to the Office of the University Registrar for recording and filing.

Notwithstanding the foregoing provision and to avoid any injustice, the grade on a final examination paper may be revised by a college committee if it should clearly appear, on the basis of the quality of the scholastic record of the student, that such grade is the result of an erroneous appreciation of the answer or of an arbitrary or careless decision by the faculty member concerned. Should the change of the grade on said paper affect the final grade of the student, the committee may request authority from the faculty of the college to make the necessary change in the final grade. The request for reconsideration shall be made within 30 days after the receipt of the final grade by the student concerned.

No student of the University shall directly or indirectly ask any person to recommend him/her to a professor or professors for any grade in the class record, examination paper, or final report of grades. Any student violating this rule shall lose credit in the subject or subjects where such recommendation is made. The fact that a student is thus recommended shall be prima facie evidence that the recommendation is made at the request of the student concerned.

## **SCHOLASTIC DELINQUENCY**

The faculty of each college or school shall approve suitable and effective provisions governing undergraduate delinquent students, subject to the following minimum standards:

1. Warning - Any student who obtains final grades at the end of the semester below "3" in 25% to 49% of the total number of academic units in which the student is registered shall be warned by the Dean to improve his/her work;
2. Probation - Any student who, at the end of the semester obtains final grades below "3" in 50% to 75% of the total number of academic units in which the student is registered shall be placed on probation for the succeeding semester and his/her load shall be reduced to the extent to be determined by the Dean.
  - a. Probation may be removed by passing, with grades of "3" or better, more than 50% of the units in which the student is registered during the succeeding semester.
3. Dismissal - Any student who, at the end of the semester, obtains final grades below "3" in more than 75% but less than 100% of the total number of academic units in which the student is registered shall be dropped from the rolls of his/her college or school [Art. 389 as amended at the 232<sup>nd</sup> UC meeting, May 4, 1967].

- a. Any student on probation in accordance with the preceding article who again fails in 50% or more of the total number of units in which s/he is registered shall be dropped from the rolls of the college or school [Art. 390].
  - b. Any student dropped from one college shall not be admitted to another unit of the University, unless in the opinion of the Director of Student Affairs, his/her natural aptitude, field of interest, may qualify the student in another field of study in which case s/he may be allowed to enroll in the proper college or department [Art. 391, as amended at the 790 BOR meeting, Dec. 19, 1969].
4. *Permanent Disqualification* - Any student who, at the end of the semester or term, obtains final grades below "3" in 100 percent of the academic units in which s/he is registered shall be permanently barred from readmission to any college of the University.

Any student who was dropped in accordance with Article 389 paragraph c, or Article 390 and again fails, so that it becomes necessary again to drop him/her, shall not be eligible for readmission to any college of the University [Art. 392, as amended at the 232<sup>nd</sup> UC meeting, May 4, 1967].

Permanent disqualification does not apply to cases where, upon certification of the faculty, the grades of "5" were due to the student's unauthorized dropping of the subjects and not to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-semester and the student's class standing is poor, his/her grades of "5" shall be counted against him/her for the purpose of this scholarship rule. The Dean of the college shall deal with these cases on their individual merits in the light of the recommendations of the Director of Student Affairs; provided that in no case of readmissions to the same or another college shall the action be lighter than probation [Art. 393, amended at the 790<sup>th</sup> BOR meeting, Dec. 19, 1969].

A grade of "Incomplete" is not to be included in the computation. When it is replaced by a final grade, the latter is to be included in the grades during the semester when the completion is made [Art. 394].

Required courses in which a student has failed shall take precedence over other courses in his/her succeeding enrollment [Art. 395].

## **HONORABLE DISMISSAL**

A student in good standing who wishes to sever their connection with the University shall submit a written petition to the University Registrar, signed by their parent or guardian. If the petition is granted, the student shall be given an honorable dismissal. Without such petition and favorable action, no record of honorable dismissal shall be issued.

Honorable dismissal is voluntary withdrawal from the University with the consent of the University Registrar or his/her representative. All indebtedness to the University must be settled before a statement of honorable dismissal is issued. The statement indicates that the student withdrew in good standing as far as character and conduct are concerned. If the student has been dropped from the rolls on account of poor scholarship, a statement to the effect may be added to the honorable dismissal.

## **MAXIMUM RESIDENCE RULE (MRR)**

### ***Undergraduate Students***

No student who fails to finish the requirements of a course of any college within a period of actual residence equivalent to 1-1/2 times the normal length of the course concerned shall be allowed to register further in that college; provided, however, that this rule shall not apply to graduate students, who are covered by specific rules, or to students governed by existing rules regarding a maximum period; provided; further, that account shall be taken of the provision of Article 243 of the Revised University Code of the University of the Philippines.

### ***Graduate Students:***

Admission into a Master's or PhD program shall require a bachelor's degree (e.g. BS, DMD, DVM) or relevant master's degree (e.g. MS, MA) with good academic records from a recognized institution of higher learning. Individual Degree Granting Units may specify what degrees qualify as relevant.

A full-time student may enroll in a minimum of nine (9) units or a maximum of twelve (12) units of coursework per semester and not more than six (6) units during the short term. A part-time student can enroll in a maximum of eight (8) units per semester and not more than six (6 units) also during the mid-year term.

Students must be officially enrolled for a least one (1) academic year prior to the conferment of a PhD or master's degree. Students are in residence when they are registered for course work on campus or are at work in absentia, with prior approval by the particular Department/Academic Graduate Program Committee.

## **MASTER'S PROGRAM - Time limit for completion**

For programs that require neither a comprehensive examination nor thesis, a minimum of thirty-six (36) academic units and a special study or applied research shall be required. For programs that require a comprehensive examination and no thesis, a minimum of thirty (30) academic units shall be required

For programs that require a comprehensive examination and a thesis, a minimum of twenty-four (24) academic units shall also be required. Twenty-four academic units are also required for programs that require a thesis and no comprehensive examination.

A maximum residency of five (5) calendar years, including leave of absence (LOA) from the start of the graduate work, i.e. upon admission to the program, shall be allowed for the fulfillment of all requirements for the master's degree. In case the maximum residency rule is exceeded, an extension of no more than two (2) semesters upon the recommendation of the adviser through channels shall be granted at a time, but in no case shall total more than five (5) years. Students on MRR extension shall be required to complete additional units of graduate course/s in their discipline during the extension period at the rate of three (3) units of enrichment course for every two years of extension or a fraction thereof.

The faculty of each college may adopt stricter rules, subject to prior approval by the university council.

### **DOCTORAL PROGRAM - Time limit for completion**

At least twelve (12) units of courses shall be in the major field and six (6) units in each of the cognate fields. If the student has one cognate field, units for the major and cognate fields shall be eighteen (18) and six (6) units respectively.

A maximum residency of seven (7) calendar years, including leave of absence (LOA) from the start of the graduate work, i.e. upon admission to the program, shall be allowed for the fulfillment of all requirements for the doctoral program.

In case the maximum residence rule (MRR) is exceeded, an extension of no more than two (2) semesters upon the recommendation of the adviser through channels shall be granted at a time, but in no case shall total more than five (5) years. Students on MRR extension shall be required to complete additional units of graduate course/s in their discipline during the extension period at the rate of three (3) units of enrichment course for every two years of extension or a fraction thereof.

### **GRADUATION**

No student shall be recommended for graduation unless s/he has satisfied all academic and other requirements prescribed for graduation.

Candidates for graduation who began their studies under a curriculum more than 10 years old shall be governed by the following rules:

- Those who had completed all the requirements of the curriculum but did not apply for, nor were granted, the corresponding degree or title shall have their graduation approved as of the date they should have originally graduated.
- Those who had completed all but two or three subjects required by a curriculum should be made to follow any of the curricula enforced from the time they first attended the University to the present.

During the first three weeks after the opening of classes in each semester, each Dean or his/her duly authorized representative shall certify to the University Registrar a list of candidates for graduation at the next commencement. The University Registrar, in consultation with chairs of divisions or departments concerned, in the case of the students majoring in their respective departments or division, shall then inquire into the academic record of each candidate with a view of ascertaining whether any candidate in such a list has any deficiency to make up and whether student has fulfilled all other requirements which qualify him/her to be a candidate for graduation. If there should be any question regarding a candidate, his/her name should not be deleted from the list of candidates for graduation, but footnotes to that effect should be given. Ten weeks before the end of a semester the University Registrar shall publish a complete list of duly qualified candidates for graduation for that semester.

All candidates for graduation must have their deficiencies and their records cleared not later than five weeks before the end of their last semester, with the exemption of those in non-academic subjects and work in Physical Education and Military Science, in which the student is currently enrolled during the semester.

No student shall graduate from the University unless s/he has completed at least one year of residence work which may, however, be extended to a longer period by the proper faculty. The residence work referred to must be done immediately prior to graduation.

No student who fails to pay the required graduation fee (of P950.00 for all graduating students) within the specified period set by the University Registrar shall be conferred any title or degree. Such a student may, however, upon his/her request and payment of the necessary fees, be given a certified copy of his/her credentials without specifying completion of the requirements towards any title or degree.

A student must file his/her formal application as a candidate for graduation with the office of the Dean of his/her respective college.

## GRADUATION WITH HONORS

Students who complete their courses with the following absolute minimum weighted average grade shall be graduated with honors:

- Summa cum laude - 1.20
- Magna cum laude - 1.45
- Cum laude - 1.75

Provided, that all grades in all subjects prescribed in the curriculum, as well as subjects that qualify as electives, shall be included in the computation of the weighted average grade: Provided, further, that in cases where the electives taken are more than those required in the program, the following procedure will be used in selecting the electives to be included in the computation of the weighted average grade:

1. For students who did not shift programs, consider the required number of electives in chronological order.
2. For students who shifted from one program to another, the electives to be considered shall be selected according to the following order of priority:
  - Electives taken in the program where the student is graduating will be selected in chronological order.
  - Electives taken in the previous program and acceptable as electives in the second program will be selected in chronological order.
  - Prescribed courses taken in the previous program but qualify as electives in the second program will be selected in chronological order.

### Additional Rules

Students who are candidates for graduation with honors must complete in the University at least 75 percent of the total number of academic units or hours for graduation and must have been in residence therein for at least two years immediately prior to graduation.

In the computation of the final average of candidates for graduation with honors, only resident credits shall be included.

Students who are candidates for graduation with honors must have taken during each semester/ trimester/ quarter not less than 15 units of credit or the normal load prescribed in the curriculum; in cases where such normal load is less than 15 units, the lighter load was due to justifiable causes such as health reasons, the unavailability of courses needed in the curriculum to complete the full load or the fact that the candidate is a working student, justification is required.

To justify under-loading, the submission of pertinent documents is required:

1. For health reasons - medical certification to be confirmed by the University Health Service.
2. For unavailability of courses - certification from the major adviser and a copy of the schedule of classes.
3. For employment - a copy of payroll and appointment papers indicating among others duration of employment.

It is the responsibility of the student to establish beyond reasonable doubt the veracity of the cause(s) of his/her light load. It is required in this connection that documents submitted to establish the cause(s) of the loading, such as a certificate, must be sworn to. These documents must be submitted during the semester of under-loading.

## **COMMENCEMENT EXERCISES**

Attendance at the general commencement exercises shall be optional. Graduating students who choose not to participate must inform their respective deans or their duly designated representatives at least ten days before the commencement exercises.

Graduating students who absent themselves from the general commencement exercises shall obtain their diplomas, or certificates, and transcripts of records from the Office of the University Registrar, Provided, that they comply with the above provision of Article 418 and upon presentation of the receipt of payment of the graduation fee and student's clearance.

## **TRANSCRIPT OF RECORDS**

Student's records are confidential and information is released only at the request of the student or of appropriate institutions. Partial transcripts are not issued. Official transcripts or records obtained from other institutions and which have been submitted to the university for admission and/or transfer of credit become a part of the student's permanent record and are issued as true copies with the UP transcript.

Application for transcript of records should be accompanied by a student clearance. Clearance may be obtained by accomplishing UP Form 241. **The transcript fee is P50.00 per page.**

## **RETURN SERVICE AGREEMENT (RSA)**

One of the mandates of the University is to lead as a public service university by providing various forms of community, public, and volunteer service, and scholarly and technical assistance to the government, the private sector, and civil society while maintaining its standards of excellence (RA 9500 Sec. 3, No.5)

As part of the commitment of UPM to serve the underserved and assuming its social accountability as the National University of the Philippines and as the Health Sciences Center of

the country, the UPM is implementing a Return Service Agreement Program (RSA) among its graduates.

The Return Service Agreement (RSA) Program is an absolute admission requirement for all first year students and lateral entrants (i.e. shiftees and transferees) to the health sciences colleges, namely the College of Allied and Medical Professions (CAMP), College of Dentistry (CD), College of Pharmacy (CP), College of Public Health (CPH), College of Nursing (CN), College of Medicine (CM) and School of the Health Sciences (SHS), effective AY 2011-2012.

Approved by the Board of Regents during its 1252<sup>nd</sup> meeting on December 18, 2009, the RSA Program states that all students must serve in the Philippines within 5 years after graduation. The graduate shall serve for a period specified by his/her college - the period of which should not be less than 2 years. If after 5 years, the graduate has not fully complied with the RSA, he/she will pay double the cost of his/her education at a prevailing rate from the time of entry, plus interests (As approved in the 90th University Council Meeting on 5 April 2013 and by the board of Regents in its 1289th meeting on 29 July 2013.) The cost of education shall be computed based on the total subsidy of UP/government and donations made to specific colleges/units that enhance the education/training of students in the University.

The graduates shall serve preferably, in accordance with the role of the defined profession or health-related profession along three (3) functions, but not limited to, direct service, education/training, and research. The return service shall preferably be employment with government agencies/institutions, underserved towns/provinces, nongovernment and cause-oriented organizations. However, enrolling for a second degree like a Master's degree, MD, LIB or other programs shall not be considered as return service.

To facilitate the serving of the RSA by graduates of UP Manila, the Philippines General Hospital and UP System shall give priority to UPM graduates for employment after the requirements for employment are met.

UP Manila shall develop a placement process for the implementation of the RSA with the Office of Alumni Relations (OAR) as the implementing office for the program.

**NOTE:** For more information about the RSA Program, please call the UPM Office of Alumni Relations, Placement and Institutional Linkages at 5253802 or visit the UPM **website:** <http://officialweb.upm.edu.ph>

# NON- ACADEMIC PROGRAM

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## P.E. REQUIREMENTS

Eight units of Physical Education are required of all undergraduates with the following exemptions:

- Students who hold an Associate in Arts or Bachelor's degree.
- Students who are members of the CMT Band.
- Students enrolled at the College of Arts and Sciences who are employed on a fulltime basis.
- Students who are 30 years old and above.
- Students who have served the armed forces, navy or air force for at least two years on a full-time basis.

**The following are required courses for all students:**

- PE 1 - Foundation of Physical Fitness – a *required course for all students*
- PE 2 - Elective Physical Education Activities - *for beginners*
- PE 3 - Elective Physical Education Activities - *for advanced students*

### ***Proficiency Examination in Physical Education (PEPE)***

Proficiency examinations in physical education courses are given to enable students to acquire advanced units in physical education which are credited towards fulfillment of the physical education requirements for graduation. Proficiency examinations may be taken in the following areas:

1. Team Sports: basketball, volleyball
2. Individual Sports: bowling, golf, and weightlifting
3. Dual Sports: badminton, table tennis, and tennis
4. Combative Sports: arnis, judo, karate, wrestling
5. Dance: Hawaiian, Tahitian, modern dance, social dance
6. Aquatics: scuba diving, swimming, skin diving

The examination can be taken prior to registration each semester. Students may take proficiency examinations in one or more of the courses listed under individual sports. However, only one course each is allowed in the other areas.

## THE NATIONAL SERVICE TRAINING PROGRAM (NSTP)

[Republic Act No. 9163 signed by President Gloria Macapagal-Arroyo last January 23, 2002]

### A. Definition of Terms:

1. **National Service Training Program (NSTP)** is a program aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of its three (3) program components. Its various components are specially designed to enhance the youth's active contribution to the general welfare.
2. **Reserve Officers' training Corps (ROTC)** is a program institutionalized under Section 38 and 39 of Republic Act No. 7077 designed to provide military training to tertiary level students in order to motivate, train, organize and mobilize them for national defense preparedness.
3. **Literacy Training Service** is a program designed to train students to become teachers of literacy and numeracy skills to school children, out of school youth, and other segments of society in need of their service.
4. **Civic Welfare Training Service** refers to programs or activities contributory to the general welfare and the betterment of life of the members of the community or the enhancement of its facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation and morals of the citizenry.

### B. Coverage:

- Students, male and female, of any baccalaureate degree course or at least two (2) year technical-vocational courses in public and private educational institutions shall be required to complete one (1) of the NSTP components as requisite for graduation.

### C. Duration and Equivalent Course Unit:

- Each of the aforementioned NSTP program components shall be undertaken for an academic period of two (2) semesters.
- For First Semester 2002-2003, the NSTP for First Year students is still on hold since the Implementing Rules and Regulations have not been formulated. However, higher level students will still continue to enlist for their Military Sciences courses using the old ROTC Program.

# RULES & REGULATIONS ON STUDENT CONDUCT AND DISCIPLINE

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*As approved by the Board of Regents at its 876<sup>th</sup> meeting on September 2, 1976 superseding all provision rules on the subject, and as amended at the 923<sup>rd</sup> BOR meeting on 31 January, 1980 and 1017<sup>th</sup> BOR meeting on 8 December, 1988 and further amended at the 104<sup>th</sup> BOR meeting on 25 June, 1992.)*

**Section 1. BASIS OF DISCIPLINE** - Students shall at all times observe the laws of the land and the rules and regulations of the University.

No disciplinary proceedings shall be instituted except for conduct prohibited by law or by the rules and regulations promulgated by duly constituted authority of the University.

**Section 2. SPECIFIC MISCONDUCTS** - A student shall be subject to disciplinary action for any of the following acts:

- a) Any form of cheating in examination or any act of dishonesty in relation to his studies;
- b) Carrying within the University premises or in any official activity outside the university premises – any firearm, knife with a blade longer than two and a half inches, or any other dangerous or deadly weapon; Provided, that this shall not apply to one who shall possess the same in connection with one's studies and who has a permit from one's Dean or Director;
- c) Drinking alcoholic beverages and drunken behavior within the University;
- d) Unauthorized or illegal possession or use of prohibited drugs or chemicals, or other banned substances enumerated in the Dangerous Drug Act of 1972 (as amended) within the University premises or in any official activity outside the University premises;
- e) Gambling within the University premises or with the use of university computers and equipment;
- f) Deliberate discourtesy to any University official, faculty member or person in authority;
- g) Creating or participating in disorder, tumult, breach of peace or serious disturbance within University premises or in any official activity outside University premises;
- h) Making any false statement of any material fact, or practicing or attempting to practice any deception or fraud in connection with one's admission, registration in, or graduation from the University as well as in other documents required by the University, its officials or faculty to be submitted by giving false testimony in any proceedings in the University;

- i) Practicing or attempting to practice any deception or fraud in connection with one's application in any University funded or sponsored scholarship or grant;
- j) Damaging or defacing University property;
- k) Disgraceful or immoral conduct within the University premises or in any official activity outside the University premises;
- l) Unlawful taking of University property; and
- m) Any other form of misconduct including violation of local and national laws, rules and regulations.

Reference to "University" under these rules refers to the University system, its constituent units and includes colleges, units and offices at all levels.

**Section 3. RULES AND REGULATIONS PROMULGATED BY DEANS OR DIRECTORS**

OF UNITS - Deans or Directors of various units may, after due consultation with the Faculty Student Relations Committee, promulgate rules on conduct and discipline of peculiar application to their respective units, subject to the written approval of the President or Chancellor and to the rules on circulation and date of effectivity, as herein provided.

**Section 4. STUDENT DISCIPLINARY TRIBUNAL** - The Student Disciplinary Tribunal shall be

composed of a Chairperson, who shall be a member of the Integrated Bar of the Philippines, two other members, all of whom shall be appointed by the Chancellor for a period of one year chosen from among the academic and administrative personnel of the respective autonomous universities, as well as the two other members, student and parent jurors provided for under Rule IV, Section 4 of the revised rules and regulations governing fraternities, sororities and other student organizations.

The Chairman and members shall render full-time service in the tribunal. The following compensation scheme for the chair/members of the SDT will be followed (*as approved during the 1192<sup>nd</sup> meeting of the BOR on January 27, 2005*):

- Chairman - P2,000 per hearing not to exceed P8,000 per case terminated
- Members - P1,500 per hearing not to exceed P6,000 per case terminated
- Recording Secretary - P1,000 per hearing not to exceed P4,000 per case terminated

The tribunal shall be under the supervision of the Director of Student Affairs, who shall designate, whenever requested, the student and parents jurors to sit with the tribunal.

Constituent units shall set up their own student disciplinary tribunals in accordance with these rules.

**Section 5. JURISDICTION** - All cases involving discipline of students under these rules shall be subject to the jurisdiction of the Student Disciplinary Tribunal, except the following cases which shall fall under the jurisdiction of the appropriate college or unit:

- (a) Violation of college or unit rules and regulations by students of the college, or
- (b) Misconduct committed by the students of the college or unit within its classrooms or premises or in the course of an official activity within or outside University premises;

Provided that constituent universities shall have original jurisdiction over all cases involving their students.

**Section 6. COLLEGE OR UNIT INVESTIGATION** - Investigation of cases falling under the jurisdiction of a college shall be conducted by a committee of three members appointed by the dean or director one of whom shall be a student of the college.

**Section 7. FILING OF CHARGES** - A disciplinary proceeding shall be instituted *motu proprio* by the appropriate authority or upon the filing of a written charge specifying the acts or omissions constituting the misconduct and subscribed to by the complainant/s before a Notary Public or a person duly authorized to administer oaths, or upon submission of an official report of any violation of existing rules and regulations. Upon the filing of said charge or report with the student disciplinary tribunal, or the Office of the Dean or Director, as the case may be, an entry shall be made in an official entry book kept for the purpose, specifying the person or persons charged, the complainant/s witness/es if any, the date of filing and the substance of the charge.

**Section 8. PRELIMINARY INQUIRY** - Upon receipt of the complaint or report, the tribunal or the dean of the college, or head of unit, as the case may be, shall determine whether such complaint/s or report is/are found sufficient to warrant formal investigation. In all cases where the complaint/s or report is/are found sufficient, formal charge/s shall be drawn up and served upon each respondent. In every case, the parents or guardians of the students charged shall be furnished with a copy of the same report. If the complaint/s or report is/are not sufficient to warrant formal investigation, the tribunal or dean of the college or director of the unit shall issue a letter to the complainant/s specifying the reason/s why the complaint/s or report was/were deemed insufficient. The complainant/s or official who issued the report may take corrective measures to amend or revise the complaint/s or report and refile the same with the tribunal or the Office of the Dean or Director.

**Section 9. ANSWER** - Each respondent shall be required to answer in writing within three days from receipt of the charge/s. Formal investigation shall be held on notice as provided below.

**Section 10. HEARING** - Hearings shall begin not later than ten working days after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer.

**Section 11. DURATION OF HEARING** - No hearing on any case shall last beyond two calendar months unless extended by mutual consent of the parties or for good cause as may be determined by the tribunal, or the dean or director.

**Section 12. NOTICE OF HEARING** - All parties concerned shall be notified of the date set for initial hearing at least seven days before such hearing. Notice to the counsel of parties or of their duly authorized representative of a party, of entered on record, shall be sufficient notice for the purpose of this Section.

**Section 13. FAILURE TO APPEAR AT HEARING** - Should either complainant or respondent fail to appear for the initial hearing after due notice and without sufficient cause, this fact shall be noted and the hearing shall proceed *ex parte* without prejudices to the party's appearance in subsequent hearings.

**Section 14. POSTPONEMENT** - Application for postponement may be granted for good cause for such period as the ends of justice and the right of the parties to a speedy hearing require.

**Section 15. COMMITTEE REPORT** - The college investigating committee shall forward to the dean or director concerned within 15 days after termination of the hearing the complete records of the case, with its report and recommendation. The recommendation signed by a majority of the members of the Committee shall state the findings of fact and the specific regulations on which it is based.

**Section 16. ACTION BY THE DEAN** - The dean or director shall within ten days from receipt of the Committee report, transmit the report, together with his/her decision or recommendation, to the Chancellor of an autonomous unit.

**Section 17. DECISION OF THE TRIBUNAL** - The tribunal shall decide each case within 15 calendar days from final submission. The decision shall be in writing and signed by a majority of its members. It shall include a brief statement of the findings of fact and the specific regulations on which the decision is based.

**Section 18. FINALITY OF DECISION** - Any decision of the tribunal or of a dean or director, other than expulsion, permanent disqualification from enrollment or suspension for more than

30 Calendar days, shall become final and executory after 15 days from receipt of the decision by the respondent unless within five days from receipt thereof a motion for reconsideration of the same is filed, in which case the decision shall be final after 15 days from receipt of the action on the motion for reconsideration.

**Section 19. APPEAL TO THE PRESIDENT OR CHANCELLOR** - In all cases in which final decision is not conferred on a dean or director or the tribunal, the respondent may file an appeal to the Chancellor within ten days from receipt of the decision.

**Section 20. ACTION BY CHANCELLOR** - Action of the Chancellor on the appeal from the decision of a dean, director of the tribunal shall be rendered within 10 working days.

An Executive Committee constituted and appointed by the Chancellor shall automatically review and decide all student disciplinary cases in which the penalty of suspension for one year or more, expulsion and withdrawal of registration privileges is imposed.

The authority given to the Executive Committee under this rule is to recommend on whether to affirm, reverse, decrease or increase the penalties imposed in the case under review.

The Chancellor shall act on the recommendation by the Executive Committee within ten working days upon receipt of the recommendation.

The decision of the Chancellor shall be final and executor after 15 days from receipt of the decision by the respondent unless, in the meantime, an appeal is made to the President within the 15 day period.

**Section 21. ACTION BY THE PRESIDENT** - The president may review, on appeal, decisions of the Chancellor when the penalty imposed is expulsion, suspension for more than one academic year, or any other penalty of equivalent severity. The president shall act on the appeal within ten working days from receipt of the appeal. A party may appeal the decision of the President to the Board of Regents within ten working days from receipt of the decision.

**Section 22. ACTION BY THE BOARD OF REGENT** – The Board may review on appeal, decisions of the President when the penalty imposed is expulsion, suspension for more than one academic year; or any other penalty or equivalent severity.

**Section 23. RIGHTS OF RESPONDENT** - Each respondent shall enjoy the following right:

- a) Not to be subjected to any disciplinary penalty except upon due process of law;
- b) To be convicted only on the basis of substantial evidence, the burden of proof being with the person bringing the charge;

- c) To be convicted only on evidence introduced at the proceedings or of which the respondent has been properly appraised;
- d) Pending final decision on any charge, to enjoy all his rights and privileges as a student, subject to the power of the dean, director or the tribunal to order the preventive suspension of the respondent for not more than 15 days where suspension is necessary to maintain the security of the complainant/s and /or the college or the university;
- e) To defend himself/herself personally, or by counsel, or representative of his/her own choice. If the respondent should desire but is unable to secure the service of counsel, s/he should manifest that fact two days before the date of hearing, and request the tribunal or the investigation committee to designate counsel for him/her from among the members of the University counsel.

**Section 24. EFFECT OF DECISION** - Decision shall take effect as provided in these rules. However, final decision of suspension or dismissal within 30 days prior to any final examination, shall take effect during the subsequent semester, except when the respondent is graduating, in which case the penalty shall immediately take effect.

**Section 25. RECORDS** - All proceedings before any tribunal or Committee shall be set down in writing by a competent stenographer. Original records pertaining to student discipline shall be under the custody of the Director of Student Affairs. Such records are hereby declared confidential and no person shall have access to the same for inspection or copying unless s/he is involved therein, or unless s/he has a legal right which cannot be protected or vindicated without access to or copying of such records. Any University official or employee who shall violate the confidential nature of such records shall be subject to disciplinary action.

**Section 26. SANCTION**

- a) Any student found guilty of the misconduct defined in Section 2(a) shall be penalized with suspension for not less than one year.
  - 1. All cases involving cheating or dishonesty shall be investigated by a College/Unit but shall automatically be subject to review by the Chancellor.
  - 2. Students found guilty of cheating/dishonesty shall be barred from graduating with honors, even if their weighted average is within the requirement for graduation with honors.
- b) Any student found guilty of the misconduct defined in Section 2(b) shall be penalized as follows;
  - 1. For the first offense, suspension for a period of not less than 15 calendar days but not more than 30 days;
  - 2. For the second offense, suspension for a period of not less than 30 calendar days, but not more than one semester.

3. For the third offense, the penalty shall be expulsion; provided, that should the deadly weapon be a firearm, the penalty for the first offense shall be suspension for not less than 30 calendar days, but not more than one semester, for the second offense, the penalty shall be expulsion.
- c) Any student found guilty of the misconduct defined in Section 2c shall be penalized with suspension for not less than seven calendar days, but not more than 30 calendar days; Provided, that should the student be found guilty for the fourth time, the penalty shall be expulsion.
- d) Any student found guilty of the misconduct defined in Section 2(d) shall be penalized with suspension for not less than 15 calendar days, but not more than 45 calendar days; Provided, that should the student be found guilty for the third time, the penalty shall be expulsion.
- e) Any student found guilty of the misconduct defined in Section 2(e) shall be penalized with suspension for not less than seven (7) calendar days, but not more than 30 calendar days; Provided, that should the student be found guilty for the fourth time, the penalty shall be Expulsion.
- f) Any student found guilty of the misconduct defined in Section 2(f) shall be penalized with suspension for not less than 30 calendar days, but not more than one semester; Provided, that the penalty for the second offense shall be expulsion; and Provided further, that should student assault, strike or inflict physical violence upon any University official, faculty member or person in authority, the penalty shall be expulsion.
- g) Any student found guilty of the misconduct defined in Section 2(g) shall be penalized with suspension for not less than 15 calendar days, but not more than 45 calendar days; Provided, that should the student be found guilty for the third time, the penalty shall be expulsion.
- A. Any student found guilty of the misconduct defined in Section 2(h) shall be penalized as follows:
  1. For the first offense, suspension for a period of not less than one semester, but not more than one year;
  2. For the second offense, the penalty shall be expulsion.
- B. Any student found guilty of the misconduct defined in Section 2(i) shall be penalized as follows:
  1. For the first offense, suspension for a period of not less than one semester, but not more than one year;
  2. For the second offense, the penalty shall be expulsion.

3. Any student found guilty of willfully withholding or misrepresenting information in his/her application to the Socialized Tuition System (STS) shall be subject to the following guidelines on penalties for STS violations;
  - i. If information withheld involves common appliances e.g. owned by the majority of the population, the recommended penalty is one semester suspension, reimbursement of STS benefits received, plus permanent disqualification from STS and other scholarships.
  - ii. If the information withheld involves appliances which may be used to indicate capacity to pay, the recommended penalty is one year suspension, reimbursement of STS benefits received and permanent disqualification from STS and other scholarships.
  - iii. If the information withheld is substantial such as car, income, employment, real properties, the recommended penalty is expulsion plus reimbursement of all STS benefits.
  - iv. If the student is found guilty to have submitted falsified documents, the recommended penalty is expulsion plus reimbursement of all STS benefits.
  - v. If the student pleads guilty, s/he should be made to reimburse all STS benefits received either before the decision is made or reimbursement be made a precondition for enrollment.
  - vi. Furthermore, if the information withheld is grave such as in Nos. 3c and 3d above, the recommended penalty is two years disqualification from the STS and other scholarships.
- h) Any student found guilty of the misconduct defined in Section 2(j) shall be penalized with suspension for not less than 15 calendar days, but not more than 45 calendar days; Provided, that should the student be found guilty for the third time, the penalty shall be expulsion. In addition, the student may also be required to pay for the repair or replacement of the damage property.
- i) Any student found guilty of the misconduct defined in Section 2(k) shall be penalized with suspension for not less than seven calendar days, but not more than 30 calendar days; Provided, that should the student be found guilty for the third time, the penalty shall be expulsion.
- j) Any student found guilty of the misconduct defined in Section 2(l) shall be penalized with suspension for not less than 15 calendar days; Provided, that should the student be found guilty for the third time, the penalty shall be expulsion. In addition, the student may also be required to pay for, or replace, the stolen property.
- k) The disciplinary action that may be imposed for violations of the misconduct in Section 2(m) may take the form of expulsion, suspension from the University, withholding of graduation and other privileges, withdrawal of registration privileges, permanent disqualification from any class, reprimand, exclusion from any class, warning, or

expression of apology. The gravity of the offense committed and the circumstances attending to its commission shall determine the nature of the disciplinary action or penalty to be imposed.

- l) The Dean or Director of the unit may impose a suspension for a period not exceeding one calendar year. If he/she deems a longer suspension or expulsion warranted, he/she shall recommend this to the Chancellor, who will refer the case to the Executive Committee for a final decision.
- m) Any disciplinary action taken against a student shall be reported to his/her parents or guardians.
- n) Refusal to submit to the jurisdiction of the University by any student not enrolled at the time a charge against him/her is filed shall prejudice his/her future enrollment in any unit of the University.

**Section 27. SUMMARY ACTIONS** - Notwithstanding the provision of the foregoing Sections, a Dean may proceed summarily against a student of a college in the following cases:

- a) Violation of the rules and regulations issued by the Dean of the unit in accordance with Section 3 of these rules;
- b) Misconduct committed in the presence of a faculty member or any official of the University within the classrooms or premises of a college, or in the course of an official function sponsored by the college. The respondent shall be summoned to appear before the Dean of the unit, informed of the charge against him/her, and afforded the opportunity to present his/her side.

Decisions taken under this Section shall be in writing, stating the grounds for which the disciplinary penalty is imposed. Such decisions shall be final and executory upon the issuance of the order. The penalty imposed shall not exceed suspension for 15 days, exclusive of Sundays and official holidays.

- c) The Director of Student Affairs may likewise proceed summarily against students in cases of:
  - 1. Misconduct committed as provided in paragraph (b) of this Section, when committed within the University premises not falling within the jurisdiction of any college, school or unit or in the course of an official function sponsored by the University or a Unit other than a college, school or academic unit.

2. Misconduct as defined in Section 2(g) above whether or not the acts are committed within the premises of, and by persons belonging to, one or several colleges, schools or units.

**Section 28.** DEFINITIONS - The following terms shall have the meaning set forth below for purposes of these regulations:

- a) "Constituent University" refer to such universities of the University of the Philippines System which have been declared autonomous by law or by the Board of Regents;
- b) "Students" (include) shall refer to any person (enrolled in any academic unit of the University) (1) admitted and registered, in a degree or non-degree program or cross-registered in any course of the University on a regular or part-time basis, including those who are officially on leave of absence and (2) those who have not yet been separated from the University formally through either transfer, graduation, honorable or dishonorable dismissal or expulsion or expiration of the period allowed for maximum residence, at the time of the commission of the offense, [regardless of whether or not s/he is enrolled in any unit of the University at the time of the filing of charge or during the pendency of disciplinary proceedings against him/her].
- c) "Laws of the land" shall refer to laws, rules and regulations in force in the Philippines;
- d) "Official report" shall include any report duly submitted in writing to any proper authority in the University by a faculty member, any member of the University security force, any officer of a college or unit or any officer of the University administration.

**Section 29.** These rules shall supersede all previous rules on student discipline and shall take effect upon approval. Amendments to these rules shall be circularized within ten days after approval and shall take effect 15 days after circularization, unless a specific date has been set, which date shall in no case be within five days after its approval.

*(Rationale: The above definition of "student" is expected to plug a loophole in the Rules which, per the existing definition of "student," removes from the jurisdiction of the Tribunal or Committee, a person who commits an infraction of the Rules in between semesters or during a semester when s/he is not enrolled; said person not being a "student," at the time of the commission of the offense.)*

# REVISED RULES AND REGULATIONS GOVERNING FRATERNITIES, SORORITIES AND OTHER STUDENT ORGANIZATIONS

(Approved at the 1091<sup>st</sup> BOR Meeting, October 24, 1995)

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Whereas, the University aims to create an environment that promotes constructive meaningful interaction among students, fraternities, sororities and other student organizations;

Whereas, in order to nurture that environment, there is a need for the University to promulgate and strictly implement policies, guidelines, rules and procedures which are responsive to the dynamics of interaction among fraternities, sororities and other student organizations;

Whereas, existing rules and regulations on the conduct of fraternities, sororities and other student organizations have proven inadequate for purposes of instilling discipline and proper conduct among fraternities, sororities and other student organizations;

Whereas, the University condemns any and all interactions among fraternities, sororities and other student organizations which result in violence, thereby exposing the studentry and the University to harm, physical danger and damage to property;

Whereas, the University impresses upon the members of fraternities, sororities and other student organizations that it condemns the continued existence of the culture of violence and finds the presence of erring students on campus reprehensible;

Whereas, there is a need to adopt clear-cut guidelines on the imposition of penalties, in addition to the definition of possible actionable misconduct by the members of fraternities, sororities and other student organizations in order that University authorities may be more effective in dealing with fraternities, sororities and other student organization-related misconduct, and impress upon the members of fraternities, sororities and other student organizations that the University is all out against hooliganism and violence on campus and that it would not tolerate the continued presence of these erring students on campus.

NOW, THEREFORE, by virtue of the powers vested in the U.P. Board of Regents, the following Rules and Regulations Governing Fraternities, Sororities and Other Student Organizations are hereby promulgated:

**Rule I**  
**ACTIONABLE MISCONDUCT AND PENALTIES**

These rules shall apply to all fraternities, sororities and other student organizations, regardless of whether or not they are officially recognized by the University, and without prejudice to the provisions of Republic Act No. 8094, otherwise known as the "Anti-Hazing Law."

**Section 1.** Members and officers of fraternities, sororities and other student organizations shall be subject to disciplinary action for the following acts and shall be penalized as follows:

- A. Any such member or officer who commits, or engages in, any of the acts specified below shall be expelled from the University whether or not the acts are committed within or outside University premises:
1. Participating in any rumble, engaging in fisticuffs with, or physically attacking a member of other fraternities, sororities or student organizations, or
  2. Physically attacking any other student or official, faculty member or employee of the University, or any other person in connection with any matter relating to fraternities, sororities or other student organizations.

A rumble is a violent confrontation between two or more students belonging to different fraternities, sororities and student organizations.

- B. Any such member or officer who engages in any form of physical initiation or hazing, resulting in or causing physical injury, as well as the neophyte who allows himself/herself to be subjected to hazing, shall be expelled, unless the student concerned agrees to become a witness for the University.
- C. Any such member or officer who commits acts of provocation which result in heated confrontation between fraternities, sororities and other student organizations shall be suspended for one year; provided, however, that in case the provocation results in a rumble, fisticuffs or physical attach, the erring student shall be expelled from the University;

There is sufficient provocation when a person or party excites, incites or induces another to execute an act; when one irritates or annoys one with improper or unjust acts, or words or deeds that are vexing.

There is a heated confrontation when, as a result of the immediately preceding act of sufficient provocation, words are exchanged in a hostile, challenging, insulting, irritating or annoying manner or conduct between the parties.

- D. Any such member or officer who exhibits gross or deliberate discourtesy to any University official, faculty member, employee, disciplining authorities or their agents, in connection with fraternity, sorority and other student organization-related incidents, shall be suspended for at least one year.
- E. Any such member or officer found carrying or possessing within the University premises any firearm, molotov bomb, pillbox or other explosives, knife with a blade longer than two and a half inches, metal pipe, or any other dangerous or deadly weapon, and banned substances enumerated under the Dangerous Drugs Acts (RA No. 6425, as amended) shall be expelled from the University; Provided, however, that stones, baseball bats, nightstick, rattan stick or similar wooden instruments, paper cutters, teargas, scalpels, icepicks and other similar objects capable of causing physical injuries shall be deemed dangerous and deadly weapon if the erring person possesses them in preparation for or immediately before, during, or after an attack, confrontation, or rumble; provided, further that possession of such objects by two or more members or officers shall be deemed to be in preparation for an attack, confrontation or rumble.
- F. Any such member or officer who willfully fails to comply with summons issued by the Vice Chancellor for Student Affairs, or equivalent official in the autonomous university, the Student Disciplinary Tribunal, Deans or their representatives for the purposes of investigation and other proceedings conducted in connection with fraternity, sorority and other student organization-related misconduct shall be automatically suspended by the Chancellor until the person concerned complies therewith; Provided, that such suspension shall not exceed 60 calendar days.
- G. Any such member or officer who causes damage to University property, or property of private persons located within University premises, on the occasion of a rumble, hazing, tumultuous affray or any similar disturbance shall be suspended for at least one year; provided, that, if any death, or serious or less serious physical injury is caused to another person by reason of, or on the occasion of said destruction of property, the erring student shall be expelled from the University; Provided, further, that if University property is damaged, he/she shall be required to repair the damage done at his/her expense or to reimburse the University for costs incurred in repairing such damage, and no clearance shall be issued until such damaged is fully compensated by the respondent.
- H. Any such member or officer of fraternities or sororities who recruits a first year student taking a first undergraduate degree shall be suspended for at least one year and the student recruited as well as all officers of the fraternities or sororities concerned shall likewise be suspended for a similar period.

The recruitment of two or more first year students, in any manner, shall be taken as evidence of the fraternities' or sororities' policy of recruitment in violation of the foregoing

provision; in which case, all the officers of the fraternities or sororities concerned shall be suspended for at least one year.

As used in these rules, the term first year shall refer to students in the first year of their first undergraduate course as well as any college student who has earned not more than 30 units of academic credits in any baccalaureate or certificate program, but not including graduate program, post-baccalaureate program or any non-degree program of the University; Provided, that a grade of incomplete in any subject or course shall not be construed as a unit earned in said subject or course.

- I. Any such member or officer who commits any other form of fraternity, sorority and other student organization-related misconduct whether within or outside University premises, which affects the good order and welfare of the University or which has a direct and immediate effect on the discipline, general welfare or the good name of the University shall be suspended for not less than six months but not more than one year. In case of a second offense committed under paragraphs C, D, G, H and I above, the erring students shall be expelled from the University.

**Section 2.** In case any misconduct defined in the preceding Section is committed by two or more members or officers of the fraternities, sororities or student organizations, and a conspiracy is established, all officers of such fraternities, sororities or student organizations participating in that conspiracy shall be expelled from the University.

- A. A conspiracy shall be deemed to exist if concerted action and unity of purpose is established.
- B. Where the acts prohibited under this rule is committed by a member, officer, or agent of the fraternities, sororities or student organizations who is not a student of, or even if a student is not currently enrolled in the University, all officers of said fraternities, sororities or student organizations shall be suspended for at least one year; Provided that if said acts are committed by bodyguards, domestics or employees of a member or officer, such member or officer and all officers of the fraternities, sororities or student organizations shall be expelled from the University.

**Section 3.** Penalties of suspension shall take effect immediately upon the finality of the decision. A student under suspension shall not be allowed to enroll, attend classes, take examinations, use University facilities, or graduate during the effectivity of the suspension; provided, that use of University facilities shall be understood to include using library facilities, residing in residence halls or dormitories owned by the University, undertaking field work or any other academic requirement, entering any academic building, etc., provided, further, that a student under suspension shall not be allowed to enroll until his/her, suspension shall have been fully served, except where the period of his/her suspension expires on the last day for late registration.

The period of suspension shall be counted as part of the academic residency requirement of the student; if for any reason the student was able to take an examination or submit any academic requirement during the effectivity of suspension, such examination or submission shall be considered invalid.

Notice of suspension shall be immediately furnished to the parents and/or guardians of the student and all the colleges and units concerned.

All concerned faculty members shall be immediately notified of the suspension by their respective deans, institute/center directors, and department chairpersons, as the case may be.

Notwithstanding the foregoing, nothing in these rules shall preclude the disciplining authorities from imposing sanctions including but not limited to withdrawal of recognition of the fraternities, sororities and other student organizations, under existing University and college rules and regulations.

## **Rule II** **JURISDICTION**

**Section 1.** The Student Disciplinary Tribunal shall be composed of a Chairperson, who shall be a member of the Integrated Bar of the Philippines, two other members, all of whom shall be appointed by the Chancellor for a period of one year chosen from among the academic personnel of the respective autonomous universities, as well as the two other members, student and parent jurors provided for under Rule IV, Section 4.

**Section 2.** The Student Disciplinary Tribunal (SDT) shall have jurisdiction to try all cases involving fraternity, sorority and other student organization-related incidents without prejudice to the summary powers of the disciplining authorities as provided in these and other existing rules.

The presence of at least a majority of the members shall constitute a quorum for the Tribunal to conduct formal investigations of all cases within its jurisdiction.

The members so appointed shall be entitled to such honorarium, allowance or benefit as shall be fixed by the President.

**Rule III**  
**FORMAL CHARGES**

**Section 1.** No member or officer of a fraternity, sorority or student organization shall be formally charged before the SDT unless a preliminary investigation has been conducted by any member of the SDT, which must be finished not later than five (5) days from the filing of the complaint; provided, that where the misconduct is committed within the premises of a college, it shall be the responsibility of the Dean concerned to ensure that an appropriate complaint is expeditiously filed with the SDT within the same period of five working days. In any other case, such responsibility shall lie with the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university.

**Section 2.** A fraternity, sorority or student organization member or officer caught *in flagrante* by the disciplining authorities or any faculty member in the course of a fraternity, sorority or other student organization related misconduct shall be formally charged by the SDT without the need for a preliminary inquiry.

**Section 3.** The formal charge shall be served on the student/respondent(s) through the Dean of the college, a copy of which shall be furnished to the parents and/or guardians of the student-respondent(s).

**Rule IV**  
**PROSECUTION OF CASES**

**Section 1.** Lawyers from the Legal Office of the autonomous university shall represent the University in all proceedings before the SDT. Private prosecutors appearing before the SDT shall be under the direct control and supervision of the University Prosecutor.

**Section 2.** In case no lawyer from the Legal Office is available to act as counsel for the University, the Vice Chancellor for Student Affairs or equivalent officer of the autonomous university shall deputize any lawyer in the University to act as counsel. The lawyer so deputized shall then report directly to the Chief Legal Officer of the autonomous university for instructions on the case.

The lawyers so deputized shall be entitled to an honorarium to be fixed by the President.

**Section 3.** No lawyer-employee of the University shall be allowed to defend cases before SDT, unless the respondents are within the third-degree of affinity or consanguinity.

**Section 4.** For each case investigated pursuant to these revised rules, the SDT shall include one student juror and one parent juror whose names shall be drawn by the Director of Student Affairs or the Vice Chancellor for Student Affairs from a list of possible student and parent jurors.

The list of student jurors shall be submitted by the Chairperson of the University Student Council in the respective autonomous universities to the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university within 30 days from the start of every academic year; Provided that, the list of students shall be valid until a new one is submitted to the Vice Chancellor for Student Affairs or equivalent official by the next duly elected Student Council Chairperson, and Provided, further, that no parent or student related by affinity or consanguinity to a student/respondent(s), or a classmate in the current or immediately preceding semester, or a co-member in a fraternity, sorority or student organization, shall be allowed to serve as SDT member.

The list of parent jurors shall be submitted by the Vice Chancellor for Student Affairs or equivalent official in the autonomous university to the Chancellor within the first 15 days of the school year.

The Chairperson of the Student Council concerned shall make sure that the students included in the said list shall undertake to serve as student representatives in the Tribunal upon designation. The Vice Chancellor for Student Affairs or equivalent official shall ensure the attendance of the parent juror. Both jurors shall sign an undertaking regarding their willingness to serve for this purpose.

The student and parent jurors so appointed shall be counted for purposes of determining a quorum. They shall have voting rights in the final deliberation and resolution of the case only if they have been actually present in a majority of the hearings where witnesses were presented and have actively participated in the formal investigation of the case.

**Section 5.** The SDT shall commence the hearing of the case within 5 days after all parties have been duly furnished copies of the formal charge, and the hearing shall continue from day to day until the case is submitted for resolution which shall not be later than 45 days after the commencement of the hearings.

**Section 6.** The SDT shall not be bound by the technical rules of evidence and may conduct summary proceedings through the submission of sworn affidavits, subject to cross-examination or clarificatory questions. The failure of a party to present evidence on the scheduled date shall be deemed a waiver of his/her right to present such evidence. The failure of a party or his/her counsel to attend the hearings on the scheduled dates shall not be a ground for postponing said hearings.

**Section 7.** The filing of the following pleadings and motions is prohibited:

- |   |   |
|---|---|
| a) Motion for extension of time to file an answer;                              | d) Appeal to higher University authorities from interlocutory orders; |
| b) Motion to dismiss or to quash, except on the ground of lack of jurisdiction; | e) Motion for bill of particulars;                                    |
| c) Appeal to higher University authorities on questions of jurisdictions;       | f) Motion for new trial;  |
|   | g) Motion for reconsideration of SDT ruling and/or resolutions;       |

- h) Motion to reopen the case;
- i) Demurrer to evidence;
- j) Motion for postponement;
- k) Reply;
- l) Intervention; and
- m) Other dilatory motions.

## **Rule V** **DECISION AND APPEAL**

**Section 1.** The SDT shall render decisions within 15 days from the time cases are submitted for resolution.

**Section 2.** Decisions of the SDT imposing the penalty of suspension for a period not exceeding one year shall be final and executory, even pending any appeal, while decisions imposing a higher penalty shall not be immediately executory. In both cases, the respondent may file an appeal to the President through the Chancellor of the autonomous university concerned within ten days from receipt by the respondent or counsel of the SDT decision.

**Section 3.** The Chancellor shall, within five days from receipt of the appeal, endorse said appeal which shall include his/her recommendations, to the President, whose decision shall be final and immediately executory upon receipt of the decision by the respondent, except in cases of expulsion.

**Section 4.** Decisions imposing the penalty of expulsion may be appealed to the Board of Regents within ten days from receipt of the decision by the respondent, which appeal shall be decided upon during the next regular meeting of the Board following the President's decision.

**Section 5.** In imposing the proper penalty, the SDT shall take into consideration the following justifying, exempting or aggravating circumstances:

A. Circumstances that may be considered justifying:

1. **Self-defense** - When the respondent has shown by clear and convincing evidence that there was a previous and immediate unlawful attack or aggressive act against the respondent involved, and that such act placed the respondent in danger and for which s/he was forced to commit the act(s) charged and that in doing so, the respondent employed such reasonable means to resist the unprovoked attack, and there was no sufficient provocation on the part of the respondent.
2. **Defense of Relatives or Strangers** - If the respondent committed the act(s) charged in defense of a spouse, ascendant, descendant or brother or sister and against the aggressor immediately before, during or immediately after the act or aggression being inflicted on the respondent. Such defense may extend to strangers or third parties within any area subject to University jurisdiction, who are being subjected to acts of

aggression; Provided, that the conditions required for act(s) of self-defense are present.

B. Circumstances that may be considered exempting:

1. The act(s) for which the respondent is charged occurred during or was precipitated by a moment of temporary insanity or mental lapse as duly certified by a competent and qualified psychiatrist.
2. In case of accident, where it is established that a) respondent was performing a lawful act with due care; b) inquiry is caused by mere accident; and c) there must be no fault or intent of causing the injury.

C. Circumstances that may be considered aggravating:

1. When the respondent has been previously charged and found guilty of violating any provision of the revised rules.
2. When the respondent is found to have employed such means, i.e., goons, firearms, and dangerous devices to aid him/her in committing the acts which s/he is charged.
3. When it is sufficiently established during the formal investigation that the act was committed with evident premeditation.
4. When the heated confrontation occurs during a drinking (liquor) session within University premises and places where its jurisdiction is exercised.

**Section 6.** Whenever there are justifying, exempting or aggravating circumstances present and proven during formal investigation, the SDT shall be guided as follows:

- A. The presence of any exempting circumstance will extinguish the liability of the respondent.
- B. The presence of any justifying circumstance will serve to decrease the penalty to that of mere reprimand for a first offense, and to the next higher penalty for succeeding offenses.
- C. Aggravating circumstances shall serve to increase the penalty imposed to that next higher in degree.

## **Rule VI** **SUMMARY ACTION**

**Section 1.** In case a fraternity, sorority or student organization is involved in a rumble with, or attack against another fraternity, sorority or student organizations, all officers of the fraternity, sorority or student organization may be preventively suspended by the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university for a period not exceeding 30 calendar days, without prejudice to any other liability under these rules.

**Section 2.** In case of violent physical initiation or hazing resulting in physical injuries, all officers of the fraternity, sorority or student organization may be preventively suspended by the Vice Chancellor for Student Affairs or the equivalent officer in the autonomous university for a

period not exceeding 30 calendar days, without prejudice to any other liability under these rules.

**Section 3.** The order of preventive suspension issued by the Vice Chancellor for Student Affairs or the equivalent officer in the autonomous university shall be immediately executory, and may be lifted only upon orders of the Chancellor or the President.

**Section 4.** Whenever a rumble or an attack occurs, the heads and other officers of the involved fraternities, sororities and student organizations are required to appear without necessity of summons before the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university within 24 hours, from the start of the rumble or attack; provided, that either or both of the top two ranking officers who fail to appear may be preventively suspended by the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university, for not more than 30 calendar days, without prejudice to any other liability under these rules.

**Section 5.** Each fraternity, sorority or other student organization shall, within 15 days from the start of every academic year, submit to the office of the Vice Chancellor for Student Affairs or the equivalent office in the autonomous university a list duly approved, subscribed and sworn to by the top three ranking officers thereof, containing the names, addresses, and telephone numbers, including recent pictures of all the officers and members thereof, regardless of whether or not they are in good standing; Provided, that any change therein must be reported within one week to said office. Failure to comply with the foregoing provision despite written notice from the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university, including submission of false information, shall render the fraternities, sororities or other student organizations concern liable under Rule I, Section 1, (I) of these rules.

## **Rule VII** **SUNDRY PROVISIONS**

**Section 1.** All other provisions of the SDT Rules approved by the Board of Regents at its 876<sup>th</sup> Meeting on September 2, 1976, as amended, which are not inconsistent with these rules shall continue to apply the prosecution of administrative disciplinary cases against erring members and officers of fraternities, sororities and other student organizations.

**Section 2.** The existing summary powers of the Vice Chancellor for Student Affairs, heads of Regional Units of UP Diliman and other disciplining authorities shall continue to apply, insofar as they are not inconsistent with these Rules.

**Section 3.** Notwithstanding the summary powers provided under existing SDT rules, the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university, or the Dean concerned may preventively suspend any student for a period not exceeding 30 calendar days in the following circumstances:

- A. When the student is caught in the act of committing any misconduct or prohibited act as defined in these rules in the presence of the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university, or the Dean;
- B. When the student is about to commit the misconduct or prohibited act as defined in these rules in the presence of the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university; or the Dean; or
- C. When the student has just committed the misconduct or prohibited act as defined in these rules. When the erring student committed the misconduct or prohibited act in the premises of the college where s/he belongs, the summary powers herein provided shall be exercised by the Dean of said college; Provided, that where the misconduct or prohibited act is committed in any other place within University premises, the Vice Chancellor for Student Affairs or the autonomous university shall exercise such powers.

**Section 4.** The Chancellors of the autonomous university are hereby empowered to create their respective Student Disciplinary Tribunals which shall operate pursuant to these Rules and existing SDT Rules.

**Section 5.** The Office of the Registrar of the autonomous university shall make a permanent entry in the transcript of records of all members and officers of the fraternities, sororities and student organizations regarding their having been suspended/expelled by reason of having been subjected to administrative disciplinary proceedings under these rules.

**Section 6.** All existing disciplinary cases against members and officers of fraternities, sororities and other student organizations pending before the SDT as of the date of approval of these Rules shall be investigated or prosecuted, as the case may be, pursuant to or under such rules that are favorable to the respondent.

## **Rule VIII** **EFFECTIVITY**

**Section 1.** These Rules and Regulations shall take effect upon approval by the Board of Regents and 30 days after these are circularized by the Chancellor of the autonomous universities of the System.

# GUIDELINES FOR ACCREDITATION OF STUDENT ORGANIZATIONS

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Accreditation Procedure:

## 1. Application Submission

Step 1: Complete the Online Organization Accreditation Application Form.

Step 2: Submit the required application forms as follows:

For Existing Organizations:

- Form A: Application for Accreditation
- Form B: Organization Profile
- Form C: Adviser's Consent
- Forms D, D-1, D-2: List of officers and members with 1x1 photos, addresses, student numbers, college/unit affiliations, and a complete list of enrolled members & officers
- Form E: Report of previous year's activities, signed by the secretary and noted by the organization head and adviser
- Form F: Tentative plans for the next academic year
- Form G: Contract for Greeks (for fraternities and sororities only)
- Form H: Certificate of Authenticity and Completeness
- Constitution and By-laws

For New Organizations:

- Form A: Application for Accreditation
- Form C: Adviser's Consent
- Forms D, D-1, D-2: List of officers and members with 1x1 photos, addresses, student numbers, and college/unit affiliations
- Form F: Tentative plans for the next academic year
- Form G: Contract for Greeks (for fraternities and sororities only)
- Form H: Certificate of Authenticity and Completeness
- Constitution and By-laws

## 2. Review and Approval Process:

- A. The University and College Accreditation Committees will review the submission of requirements. An interview or consultation may be scheduled if deemed necessary.
- B. Approval of applications will depend on:
  - Completeness and coherence of requirements submitted.
  - Organizations must have a minimum of 15 members from different colleges (as a multi-college organization), aligned with the nature and objectives of the organization, to qualify for university-based accreditation.
  - Fraternities and sororities will automatically be classified as university-based organizations.

- College-based organizations must secure accreditation through their respective College Org Accreditation Committees. Additionally, organizations must consist of at least 15 members from the same college.
- C. The Org Accreditation Committee will send a confirmation email to the organization's chairperson/representative and post the final list of accredited university-based organizations by the end of October.

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### **Evaluation Criteria:**

Applications will be evaluated based on the following criteria:

- Growth in Membership – 10%
- Maintenance of Tambayans (Designated Spaces) – 10%
- Attendance in Meetings Called by OSR, OSA, USC – 10%
  - 100% attendance: 10%
  - 90% attendance: 9%
  - 80% attendance: 8%
  - 70% attendance: 7%
  - 60% attendance or below: 6%
- Accomplished Activities – 70%
  - Completed activities: 35 points
  - Significant contributions of activities (based on target group impact): 50 points
  - Member participation: 15 points

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### **Composition of Accreditation Committees:**

University-Based Organization Accreditation Committee:

- OSA Director
- 1 SAP Head
- 1 Representative from the UP Manila University Student Council
- 7 Representatives from College Student Councils (Council officer or an appointed student representative)

College-Based Organization Accreditation Committee:

- OSS/OSR Representative
- Administrative Officer
- College Student Council Representative

## **Online Application Procedure:**

Step 1: Complete the Online Org Accreditation Application Form using this link: [bit.ly/UPMOrgAccred202?Apply](https://bit.ly/UPMOrgAccred202?Apply) (actual link to be announced).

Step 2: Download and complete all required forms for the accreditation process. Forms can be accessed here: [bit.ly/UPMOrgAccred202?Forms](https://bit.ly/UPMOrgAccred202?Forms) (actual link to be announced).

Step 3: Compile all required forms (except the constitution and by-laws) into a single PDF file and submit them here: [bit.ly/UPMOrgAccred202?Submit](https://bit.ly/UPMOrgAccred202?Submit) (actual link to be announced). Arrange the forms in the same order as listed above.

Step 4: Submit the constitution and by-laws as a separate PDF file via the same submission link.

Step 5: Track the progress of your accreditation using this tracker: [bit.ly/UPMOrgAccred202?Tracker](https://bit.ly/UPMOrgAccred202?Tracker) (actual link to be announced). The Org Accreditation Committee will update the tracker upon receipt and review of your submissions.

# RULES AND REGULATIONS GOVERNING ACTIVITIES OF STUDENT ORGANIZATIONS

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1. Only accredited organizations can schedule activities using UPM facilities.

All activities that will make use of UP Manila facilities must first secure an approved Activity Permit. This permit must be endorsed by the organization's adviser and approved by the appropriate authority, depending on the type of organization and schedule of the activity:

- **Office of Student Support/Office of Student Relations (OSS/OSR)** – for college-based organizations
- **Director of Student Affairs** – for university-based organizations (*activities scheduled between 8:00 a.m. and 5:00 p.m.*)
- **Vice Chancellor for Administration and Finance** – for activities scheduled *between 5:00 p.m. and 8:00 p.m., on weekends, or during holidays*

The permit must be processed and secured at least **three (3) working days** before the scheduled activity.

2. The Director of Student Affairs/SAP Coordinator (for university-based organizations) or the College Dean/OSS (for college-based organizations) must be informed about the presence of a guest speaker/s, a non-UP participant/s or guest/s in a symposium, lecture, conference scheduled by a student organization.
3. The consent of the faculty adviser is required in the organization's activities, particularly in activities that are scheduled outside of UPM premises.
4. A letter of information must be submitted to the Director of Student Affairs or to the OSS if an activity is cancelled or postponed.
5. The Director of Student Affairs or the OSS must be informed of changes in the set of officers of an organization or of amendments in the Constitution and By-laws of an organization immediately after these changes are enforced.
6. Recruitment of first year students by fraternities and sororities is strongly prohibited. Violation of this shall subject the individual member/s or the entire fraternity/sorority to disciplinary sanctions.
7. Student organizations shall not schedule activities during the last week of classes for every semester.

***Falsification and withholding of pertinent information in the application for accreditation of student organizations shall mean cancellation of the application and shall subject the officers and members of the organization to disciplinary sanctions***

# GENERAL GUIDELINES FOR POSTING

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1. All materials for posting must state the identity of the sponsoring organization.
2. All materials to be posted must have the approval of OSA and/or the OSS/OSR of the College.
3. No posting is allowed on pillars, walls, trees, or on any part of the building. Materials must be posted on bulletin boards and other designated places for posting.
4. The maximum number of materials allowed for each activity is ten (10) coupon bonds or 7 cartolinas/tarpaulins (1.5 ft x 2.5 ft).
5. Only adhesive tape shall be used for posting.
6. Notice of invitations for seminars, workshops, concerts, plays, and the like may be posted two weeks before the activity but must be removed a day after the scheduled activity. Position papers, wall news shall be given a two-week posting period.
7. Removal of posters shall be the responsibility of the sponsoring organization/individual and shall be done one day after the scheduled activity.
8. Non-compliance of guidelines shall mean demerit for the organization. The demerits shall be considered in the granting of accreditation and tambayan.

# UP MANILA

## AMENDED ELECTION CODE

*The Amended UP Manila Election Code was officially adopted by the 40th University Student Council of UP Manila on the 12th day of February 2019.*

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### ARTICLE I GENERAL PROVISIONS

**Section 1.** This code shall be known as the “UNIVERSITY OF THE PHILIPPINES MANILA ELECTION CODE”.

**Section 2.** This code shall govern the University Student Council, College Student Councils, and First Year Assembly elections in UP Manila (including SHS Palo, Leyte, Baler, Quezon, and Koronadal, South Cotabato).

**Section 3.** The objectives of the code are:

- a. to ensure that orderly and properly coordinated elections are conducted;
- b. to ensure that matters pertaining to the elections are clarified;
- c. to prescribe the conduct of elections from the moment the certificates of candidacy are filed to the induction of the newly elected officers;
- d. to define the qualifications of electors and candidates for the elective positions;
- e. to define the creation, composition, and functions of the UP Manila Electoral Boards.

**Section 4.** For the purpose of this code, unless the context indicates otherwise:

- a. “Code” refers to the UP Manila Election Code.
- b. “University of the Philippines Manila” refers to all colleges, degree granting units under the autonomous unit that offers at least a bachelor’s degree program.
- c. “University Student Council (USC)” means the duly constituted body over all colleges and distinguished from the college student councils.
- d. “College Student Council (CSC)” means the duly constituted central student organization of a unit that offers at least a bachelor’s degree program. It includes:
  1. College of Allied Medical Professions
  2. College of Arts and Sciences
  3. College of Dentistry
  4. College of Medicine
  5. College of Nursing
  6. College of Pharmacy

7. College of Public Health
8. School of Health Sciences in Palo, Leyte, Baler, Quezon, and Koronadal, South Cotabato

- e. "First Year Assembly (FA)" means the duly constituted central students' assembly of all first year students of the University of the Philippines Manila.
- f. "University Electoral Board (UEB)" means the electoral board that shall oversee and implement the UPM Election Code for the USC election.
- g. "College Electoral Board (CEB)" means the electoral board that shall oversee and implement the UPM Election Code for the CSC election.
- h. "First Year Electoral Board (FEB)" means the electoral board that shall oversee and implement the UPM Election Code for the FA election.
- i. "Council members" mean any officer of the USC, CSCs, and FA.
- j. "First Year" means a first-time student of UPM enrolled in any of its undergraduate programs including the Pre-dentistry and Intarmed programs, without any previous college degree.
- k. "UPM Electoral Boards" refer to the UEB, CEB and FEB.
- l. "Election calendar" refers to the period of time from the dissemination of information to the induction of newly elected officers.
- m. "General Elections" refer to the concurrent elections of the USC and CSCs.
- n. "Special Elections" refer to the elections conducted to fill the unfilled positions in the USC and the CSC after the general elections.
- o. "Abstention" is a vote of non-preference of the candidates running for a council position.
- p. "Councilor Seats" refers to the number of positions filled in the office of the University Councilor after both the general and special elections.

## ARTICLE II ELECTIVE POSITIONS

**Section 1.** The USC, CSC, and FA positions shall be composed as stipulated in their respective constitutions.

**Section 2.** The elected members of the councils shall be filled in accordance with the provisions of the UP Manila Election Code. All rules of the UEB, CEB, and FEB shall at all times be in line with the provisions herewith.

**Section 3.** The members of the USC, CSCs and FA shall be elected every academic year in accordance with the rules promulgated by the UEB, CEB and FEB respectively and provisions of the UPM Election Code.

**Section 4.** Vacancy

A vacancy in the USC, CSC, and FA will be filled in accordance with their respective constitutions. Special elections shall take place within the first two months of the term of the newly inducted council members.

## **ARTICLE III QUALIFICATION OF CANDIDATES**

**Section 1.** Every candidate for the membership in the USC, CSCs, and FA must before the general elections:

- a. Be a Filipino citizen;
- b. Have at least one (1) semester residence in UP Manila;
- c. Be a bona fide student of UP Manila;
- d. Not have been found guilty in any disciplinary case; and
- e. Accomplish an Affidavit of Undertaking (for graduating students)

**Section 2.** Every candidate for membership to the First Year Assembly must before the election:

- a. be a Filipino citizen;
- b. be a first year student as defined in the general provisions of this code;
- c. not have been found guilty in any disciplinary case.

**Section 3.** Every council member shall hold office for one academic year from their induction to the induction of the next USC, provided that councilors who fill vacant seats shall hold office for the remainder of the unexpired term

**Section 4.** The induction of the council members shall take place within a week after their proclamation by the University Electoral Board, the oath shall be administered either by the UP Manila Chancellor, his/her duly authorized representative, or any member of the outgoing USC.

**Section 5.** No council members shall hold office as editor in chief of a university publication or hold the highest position in any student organization, fraternity, or sorority in the University without forfeiting his/her seat in the council.

## **ARTICLE IV ELECTORAL BODY**

A qualified elector must be a duly registered student of any college or school in UP Manila.

## **ARTICLE V UP MANILA ELECTORAL BOARDS**

**Section 1.** University Electoral Board

- a. The UEB shall be composed of the Director of Student Affairs (OSA Director) as ex-officio member, and seven (7) student representatives.

- b. One (1) student representative shall be appointed by the incumbent USC from each college in consultation with the incumbent CSC to compose the student representatives.
- c. The Director of Student Affairs (OSA Director) shall take part in the proceeding without voting power.
- d. The Chairperson of the UEB will be decided among the seven student representatives.

**Section 2.** College Electoral Board

- a. The CEB shall be composed of the Students' Relations Officer (SRO) and one (1) faculty as ex-officio member, and two (2) students per year-level.
- b. The outgoing CSC shall appoint one (1) faculty as ex-officio member.
- c. The Students' Relations Officer (SRO) shall take part in the proceeding without voting power.
- d. The outgoing CSC officers shall appoint the two (2) student representatives per year-level after prior consultation with the year-level concerned.
- e. The Chairperson of the CEB will be decided among the student representatives.

**Section 3.** First Year Electoral Board

- a. The FEB shall be composed of the Director of Student Affairs (OSA Director) and one (1) faculty as ex-officio member, and one (1) First Year representative from each of the seven (7) colleges.
- b. The faculty member is also the same faculty member of the UEB.
- c. The Chairperson of the FEB will be decided among the student representatives.

**Section 4.** The members of the UP Manila Electoral Boards shall not be involved in any partisan political activity during the election period, except to cast their votes as in the case of the student representatives.

**Section 5.** All questions regarding the composition of the UP Manila Electoral Boards shall be elevated to the outgoing USC.

**Section 6.** The UP Manila Electoral Boards shall have the following functions:

- a. to formulate rules and regulations consistent with the provisions of the UP Manila Election Code and the USC Constitution;
- b. to implement and enforce the provisions of the said code, and the rules and regulations it may adopt, pursuant to the above provisions;
- c. to supervise the conduct of elections for the USC, CSCs, and FA;
- d. to disseminate information on the provisions of the UP Manila Election Code, and the rules and regulations that the Board may adopt.
- e. to post/distribute the UP Manila Election Code and the Election Calendar;

- f. to hear and decide cases, together with the outgoing USC, regarding violations of the UP Manila Election Code and the rules and regulations it has adopted.
- g. to entertain and settle questions, together with the outgoing USC, that may arise regarding the Code and the rules and regulations it has adopted.
- h. to accept and act on protests that may be brought to its attention during the election period.
- i. to enforce the penal clause of this Code.

## **ARTICLE VI ELECTION CALENDAR**

### ***Section 1.***

- a. The UEB and CEB's shall determine the date of elections, provided that the day of election shall be held in April or not later than the first (1st) week of May of the second semester of each academic year. The elections and campaign period shall last for not more than five (5) weeks unless extended by the UP Manila Electoral Board.
- b. The FEB shall determine the day of election provided that the day of election shall not be held earlier than the first week of September and not later than the last week of October. The elections calendar shall last for not more than five (5) weeks, unless extended by the FEB.
- c. Special elections for the unfilled positions in the USC and CSCs shall be held in the first (1<sup>st</sup>) or second (2<sup>nd</sup>) week of September.

***Section 2.*** The schedule of the activities for the first week of the election calendar shall include the dissemination of election information and guidelines.

***Section 3.*** The schedule of activities for the second week of the election calendar shall include the following:

- a) filing of certificates of candidacy;
- b) submission of bio-data of candidates;
- c) submission of certificate of enrolment and good moral character;
- d) submission of individual platform, as well as the platform of the political party unless the candidate is running independently, and
- e) submission of accomplished Affidavit of Undertaking (for graduating students)

***Section 4.*** The schedule of activities for the third week of the election calendar shall include the deliberations by the UEB and CEBs on protests against the candidates.

***Section 5.*** Schedule of activities for the fourth and fifth week of the election calendar shall include the following:

- a. start of the official campaign period;

- b. holding of the university convocation to present the USC candidates;
- c. holding of college convocations to present the official candidates of each college;
- d. election proper; and
- e. announcement of winners.

**Section 6.** Post election protests shall be filed before the UP Manila Electoral Boards three (3) working days after the release of official results and shall be settled within the week immediately following the election proper.

## **ARTICLE VII CANDIDACY**

**Section 1.** A qualified candidate for the USC, CSCs and FA positions shall file his/her certificate of candidacy to the UP Manila Electoral Board concerned within the second (2nd) week of the election period.

**Section 2.** Together with the certificates of candidacy, the candidates shall submit to the electoral board the following:

- a. bio-data;
- b. certificate of enrolment and good moral character;
- c. individual platform, as well as the platform of the political party unless the candidate is running independently; and
- d. accomplished Affidavit of Undertaking (for graduating students)

**Section 3.** Protests against the candidates for the USC, CSCs and FA shall be filed before the electoral board concerned and must be resolved before the start of the official campaign period.

**Section 4.** Failure on the part of any candidate to the USC, CSCs and FA positions to comply with any of the requirements specified in this Article shall be sufficient grounds for disqualification from running.

## **ARTICLE VIII CAMPAIGN**

**Section 1.** Campaigns shall be allowed during the prescribed period set by the UEB, CEBs and FEB and done in such a manner that on-going classes, conferences and other University and College functions will not be drastically affected, disturbed, hampered or disrupted.

**Section 2.** The UEB and CEB shall organize at least one (1) University and College convocation respectively (in the UEB's case, at least one convocation in each college or unit within the 4th and 5th weeks of the election period).

**Section 3.** Room to room campaigns shall be undertaken only with the consent of the instructor concerned and limited to a maximum of ten (10) minutes.

**Section 4.** Threats to bodily harm, intimidation, coercion and acts of the like are prohibited and considered as administrative cases under the jurisdiction of the Student Disciplinary Tribunal.

## ARTICLE IX AUTOMATED ELECTIONS

**Section 1.** All polling places shall be opened from 8:00 AM to 7:00 PM with no lunch break. All those within the premises of the polling places will be allowed to vote.

**Section 2.** There shall be as many precincts with functional computers and access to the Internet in every college as necessary. The CEB of every college shall determine the number of election precincts. For the FA election, the FEB shall determine the number of precincts.

**Section 3.** In addition, political parties and independent candidates are entitled to one (1) poll watcher each in every polling place. The poll watcher shall present to the CEB/FEB a written appointment as watcher from the candidates or party whose interests s/he represents.

**Section 4.** The automated voting procedure shall be as follows:

- a. The voter shall present his/her I.D. or Form 5 to the election assistant/poll clerk or in the default thereof, a certificate of enrolment from the College Secretary that s/he is a bona fide student of the College.
- b. S/He signs his/her name in the official voter's list prepared by the CEB/FEB and receives his/her password.
- c. S/He goes to an unoccupied voting station/computer, logs-in on the log-in page displayed on the computer using his/her Student Number and the password given by the poll clerk. (The password is **case sensitive**.)
- d. After logging-in, the Official Computer Ballot will appear on the computer screen. The voter can start voting by checking the boxes opposite the names of the candidates of choice or opposite the vote for abstention. The voter may modify the ballot as much as s/he wants to at this stage since his/her votes are not yet recorded.
- e. The voter presses "Confirm ballot" and a *capcha* will appear.
- f. After successfully typing the *capcha*, the votes will be confirmed and the voter is logged-out.
- g. The voter can log-in again by typing his/her Student Number and password to check his/her ballot. However, changes can no longer be made once the ballot is confirmed.

**NOTE:** *In case a bonafide UPM student is not in the official list of voters, s/he will be allowed to vote manually.*

**Section 5.** Campaigning during the election day/s shall be strictly prohibited.

## **ARTICLE X CANVASSING OF MANUAL VOTES CAST**

**Section 1.** Immediately after the close of the voting precincts, the members of the UEB/CEB/FEB shall proceed to the counting of the manual votes cast, if any. Otherwise, a member of the UEB/CEB/FEB will proceed to the OSA to submit all the election paraphernalia and the Official Ballot Box.

**Section 2.** Any question regarding the vote or ballot from any member of the UEB/CEB/FEB, or from any of the duly authorized poll watchers, or any bona fide UP Manila student shall be immediately settled by the UEB/CEB/FEB.

**Section 3.** After the manual votes have been counted by the UEB/CEB/FEB, the results of the USC, CSCs, and FA elections shall be embodied in the report certified by all the members of the UEB, CEBs and FEB containing the following:

- a. names of the candidates;
- b. number of votes received by each; and
- c. any question that was raised together with the final decision reached by the UEB, CEB's and FEB.

The report on the manual votes will be forwarded to the OSA for inclusion in the results of the automated voting.

## **ARTICLE XI DETERMINATION OF WINNING CANDIDATES IN THE USC**

**Section 1.** Winning candidates for the office of the Chairperson and Vice-Chairperson shall be determined based on the highest number of votes garnered. Should there be only one candidate running for the office of the Chairperson or Vice Chairperson, the number of votes for that candidate should exceed the number of abstention votes.

### **Section 2.**

- a. The default number of councilor seats, being seven, shall be filled accordingly by the candidates who garnered the highest number of votes.
- b. In the event that 7 candidates or less are running for the position of University Councilors, the candidates must garner a simple majority of the total number of votes (i.e. 50% +1). In this case, the number of councilor seats shall be

dependent on the number of candidates who were able to reach the simple majority of votes after the general and special elections.

- c. The number of councilor seats to be filled during the special elections will be dependent on the remaining number of seats unfilled.

## **ARTICLE XII PROCLAMATION OF THE WINNING CANDIDATES**

**Section 1.** The final results (i.e. total of the automated and manual votes) of the USC, CSCs and FA elections shall be embodied in the report certified by all the members of the UEB, CEBs and FEB.

**Section 2.** The University of the Philippines Manila Electoral Boards shall proclaim the winning candidates for the University Student Council, College Student Councils and First Year Assembly upon complete tabulation of the election results. A copy of the list of duly elected USC, CSCs and FA officers shall be forwarded to the UP Manila Chancellor. Copies of the same shall be disseminated through various platforms of their choice.

## **ARTICLE XIII ELECTION PROTESTS**

**Section 1.** Post-election protests shall be filed before the UP Manila Electoral Boards within three (3) working days after the Election Day.

**Section 2.** The UP Manila Electoral Boards shall hear and decide:

- a. Together with the outgoing USC or CSCs cases of violations of the UP Manila Election Code, and the rules and regulations adopted, and
- b. post-election protests regarding the USC, College Student Councils and First Year Assembly.

**Section 3.** Cases shall be tried in accordance with the rules and procedures of the UP Manila Electoral Boards, provided that all cases be filed before the said body and shall be decided upon within seven (7) days after the date of filing.

## **ARTICLE IX PENAL CLAUSES**

Any violation of the UP Manila Election Code and the rules and regulations adopted consistent herewith, shall result in the rejection or forfeiture of the seat in case the violation is after his/her proclamation. Any group of students found guilty of the same offense shall be subject to suspension, the length of which depends on the degree of the offense. The latter shall be elevated to the jurisdiction of the Student Disciplinary Tribunal.

## **ARTICLE X AMENDMENTS**

These rules may be amended by 2/3 vote of all the members of the UP Manila USC in the general assembly.

## **ARTICLE XI EFFECTIVITY**

This code shall take effect immediately upon a 2/3 vote of the members of the USC and upon affixing of the signatures of the members thereof.

# COPY OF AFFIDAVIT FOR GRADUATING CANDIDATES FOR USC/CSC ELECTIONS

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## University Electoral Board University of the Philippines Manila

REPUBLIC OF THE PHILIPPINES )  
MANILA ) S.S.

### AFFIDAVIT OF UNDERTAKING

I, \_\_\_\_\_, of legal age and a resident of \_\_\_\_\_, do hereby state under oath that:

1. I am a bonafide student of the College of \_\_\_\_\_, University of the Philippines Manila and I expect to graduate with a degree in \_\_\_\_\_ at the end of this academic year;
2. I have filed with the (Year) University Electoral Board my certificate of Candidacy for The position of \_\_\_\_\_ for the AY \_\_\_\_\_ University Student Council Elections;
3. Pursuant to and in compliance with the requirements set forth by the University Electoral Board, I hereby undertake to enroll in another degree program in my college or in another college in UP Manila in the event that I am elected in the office;
4. I understand that the failure on my part to fulfill this undertaking, in the event that I am elected into office, will lead to the cessation of my tenure as an elected University Student Council official;
5. Further, upon failure on my part to fulfill this undertaking, I hereby recognize that my position will be given to the second highest candidate who run for the post;
6. I am executing this affidavit in fulfillment of the additional requirement for graduating students set and approved by the University Electoral Board on \_\_\_\_\_.

\_\_\_\_\_  
**AFFIANT**

SUBSCRIBED AND SWORN before me this \_\_\_\_ day of \_\_\_\_\_ affiant having exhibited to me his Community Tax Certificate No. \_\_\_\_\_ issued in \_\_\_\_\_, Metro Manila on \_\_\_\_\_.

# UNIVERSITY STUDENT COUNCIL CONSTITUTION

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## Article I General Provisions

- Section 1.** This Constitution shall be known and hereby referred to as the “Constitution of the University Student Council Manila”.
- Section 2.** The Constitution shall govern the University Student Council and the various college student councils of UP Manila.
- Section 3.** For purposes of this Constitution unless the context indicates otherwise:
- a. “University” signifies the University of the Philippines Manila.
  - b. “University of the Philippines Manila” refers to all colleges, degree granting units under the autonomous unit that offers at least a bachelor’s degree program.
  - c. “University Student Council” (USC) means the duly constituted body over all colleges and distinguished from the college student councils.
  - d. The “Council” refers to the University Student Council.
  - e. “Chairperson, Vice-Chair, University Councilors and College Representatives” refer respectively to the officers and members of the University Student Council so designated.
  - f. “Council members” refer to all members of the University Student Council general assembly as defined by this Constitution.
  - g. “University Councilor” refers to any of the seven university councilors as distinguished from the college representative.
  - h. “College Representatives” refer to the representatives of the constituents of the UP Manila colleges to the USC.
  - i. “Permanent Vacancy” exists when the office of a council officer or member has been vacated because of sickness, resignation, impeachment or expulsion from the university.
  - j. “Temporary Vacancy” exists when the office of a council officer or member has been vacated for reasons that leaves the possibility of his/her resuming his/her duties before the expiration of his/her term

## **Article II**

### **Declaration of Principles and Objectives**

#### **Section 1.** The University Student Council believes

- a. that education is a constitutional right and therefore equal opportunities and access to education be afforded to everyone,
- b. that education is a potent tool in enhancing nationalist consciousness and propagating the peoples' interest,
- c. that education should enhance creative and critical thinking and the ability to make informed judgment, free of dogma and myths,
- d. that the University is an institution supported by the wealth of the Filipino people and that therefore, while it carries out its obligations to pursue and find abiding and universal principles, it must equally relate its activities to the needs and aspirations of the Filipino people. And as such, UP Manila, being the health sciences center of the UP System, should produce future Filipino health workers responsive to the needs and aspirations of Filipino communities,
- e. that the Student Council in order to be genuine, must be responsive to the needs of the studentry and the People, and to this end should be representative, autonomous and democratic,
- f. that the struggle of the studentry is part and parcel of the mainstream struggles of the Filipino people and must therefore unite with them in the pursuit of a just, free and democratic society.

#### **Section 2.** The University Student Council shall at all times strive to:

- a. unify the ranks of the studentry and ensure the broadest coordination of the University and College Student Councils in UP Manila.
- b. defend and promote the rights and general welfare of the UP Manila studentry and the Filipino people
- c. serve as an active forum for students ideas and sentiments
- d. uphold and ensure genuine democratic participation and representation in all policy and decision-making bodies in the University
- e. uphold truly representative, autonomous and democratic student council
- f. uphold the ideals of the University that are geared towards ensuring a well-rounded intellectual, social, cultural and physical development of every student
- g. seek and engender educational changes for the full development of the human potential, respond to social realities, and promote academic freedom
- h. promote a nationalist and pro-people consciousness among the UPM studentry
- i. establish unity with other sectors of the University and the citizenry in the struggle for national freedom and democracy

### **Article III**

#### **Bill of Rights of Students**

**Section 1.** Every student shall have the right to

- a. enjoy freedom of expression
- b. exercise freedom of religious worship and spiritual practice
- c. speedy processing of transcript of records and clearances and confidentiality of his/her academic records.

**Section 2.** Student shall individually or collectively be entitled to:

- a. have their grievances heard and speedily processed.
- b. organize and assemble for purposes not contrary to law regulations.
- c. present their views to appropriate bodies before any policy or decision affecting their rights, interests and welfare is adopted in dialogues, consultations and assemblies or by presentations of submissions

### **Article IV**

#### **Composition of the University Student Council**

**Section 1.** The University Student Council shall be composed of a Chairperson, Vice Chair, seven University Councilors, all elected at large and one college representative for each of the degree granting units of UP Manila

**Section 2.** The members of the Council shall be elected every academic year in accordance with the rules promulgated by the University Electoral Board and provisions of the University Election Code

**Section 3.** Vacancy

- a. Any permanent vacancy in the office of the Chairperson shall be filled by the Vice-Chair that if the permanent vacancy occurs in the office of the Vice-Chair for any cause or by reason of his/her assumption to the office as Chair, the council shall elect among the University Councilors a new Vice-Chair.
- b. Should both the Chairperson and Vice-Chair of the council be temporarily incapacitated, the remaining members of the council shall elect from among the university councilors an acting Chair and an acting Vice-Chair both of whom shall relinquish their positions upon return of the permanent officers. In no case shall the council be dissolved or rendered inoperative.
- c. If the vacancy occurs in the office of a university councilor the candidate who obtained the next highest number of votes in the last general election of the student council shall take his/her place.

- d. A vacancy in the office of the college representative shall be filled in so far as practicable, in the manner provided above for the university councilor. Should this not be possible then the college council shall expeditiously select his/her replacement in consultation with the USC until the students have elected their student representative.
- e. When the vacancy is not permanent, the council may choose a replacement who shall discharge the duties of the council member until s/he returns

**Section 4.** Every candidate for membership in the USC must before the general election

- a. Have at least one semester residence in UP Manila;
- b. Be a bonafide student of UP Manila;
- c. Carry the normal load prescribed by his/her college;
- d. Not have been found guilty of any disciplinary case or any act involving moral turpitude in the University; and
- e. Must accomplish an Affidavit of Undertaking (for graduating students)\*

**Section 5.** Every council member shall hold office for one academic year or until his/her successor has been duly elected certified and assumed office, provided that councilors who fill vacant seats shall hold office for the remainder of the unexpired term

**Section 6.** The induction of the council members shall take place within a week after their proclamation by the University Electoral Board, the oath to be administered by the UP Manila Chancellor or his/her duly authorized representative.

**Section 7.** No council members shall hold office as editor in chief of a university publication or head any student organization in the University without forfeiting his/her seat in the council.

## **Article VI**

### **Structure of the University Student Council**

**Section 1.** The University Student Council shall have a general assembly and an executive committee.

**Section 2.** The General Assembly

- a. The general assembly shall be the highest policy making body of the council and shall be composed of duly elected members of the University Student Council.

- b. It shall convene at least twice a month in case of extreme necessity; however, the Chairperson upon the request of at least one-fourth of the entire membership may convene the general assembly in special session.
- c. It shall have the following powers and responsibilities.
  - 1. Formulate, revise and approve policies and programs of action of the University Student Council,
  - 2. Elect from among themselves officers to the unfilled positions of the University Student Council unless otherwise stipulated in this Constitution,
  - 3. Review the decisions and policies of the executive committee, and
  - 4. Review, amend or revise this Constitution

**Section 3.** The Executive Committee

- a. The executive committee shall be composed of the Chairperson, Vice Chair, Secretary, Treasurer, Business Manager, Public Information Officer and all heads of committees of the council.
- b. The Executive Committee shall.
  - 1. Coordinate and operationalize the program of action set by the general assembly and the executive committee, and
  - 2. Formulate policies, adopt resolutions and decisions for the University Student Council in between sessions of the general assembly

**Section 4.** The Officers

- a) The Chairperson and Vice-Chair shall be the officers of the University Student Council elected at large by the studentry.
- b) The Secretary, treasurer, business manager and public information officer shall be the officers elected from among the University Councilors.

**Article VII**  
**Quorum**

Unless otherwise provided in this Constitution, a simple majority of the voting members shall constitute a quorum for the transaction of business by the general members present and voting at a meeting at which there lies a quorum shall be valid as an act of the entire body.

**Article VIII**  
**Powers and Duties of the Officers**

**Section 1.** The Chairperson shall be the chief executive officer of the council. It shall be his/her duty to

- a. Sign all resolutions, communications and papers of the council,
- b. Preside over all meetings of the council provided that in case s/he desires to take part in the debate or discussion s/he may name the Vice-Chair or in the absence of the latter any member of the council to take his/her chair,
- c. Appoint the executive committee heads at the beginning of the term or revamp the committee as necessary and present it to the general assembly for approval,
- d. Create ad hoc committees and appoint the coordinator and members thereof, whenever the need arises,
- e. Represent the council in his/her official capacity as Chair on occasions and event where the students need representation,
- f. Head the executive committee, and
- g. Perform such duties and performance of the functions of his/her office

**Section 2.** The Vice-Chairperson shall

- a. Assist the Chair all matters where his/her assistance is required,
- b. Take over the function of the Chair, whenever his/her office is vacant by reason of his/her death, resignation, removal suspension, illness, absence, or physical or mental incapacity or his/her failure to qualify for office.
- c. Convene the League of College Councils

**Section 3.** It shall be the duty of the Secretary to

- a. Keep a journal of the proceedings of the meetings of the council,
- b. Keep all papers and correspondence of the council,
- c. Certify all official acts of the council, and
- d. Perform such other duties as the council or Chair may assign to him/her.

**Section 4.** The Treasurer shall

- a. Act as the custodian of and deposit in the bank the funds of the council,
- b. Keep a record of the funds of the council,
- c. Disburse the same in accordance with an appropriation of the council, and
- e. Submit a financial report at the end of each semester to the council which shall be published by the University publication

**Section 5.** The Business Manager shall

- a. Keep an inventory and take charge of all council properties,
- b. Supervise all business and fund-raising activities of the council,
- c. Take charge of the collection and accounting of the Student Welfare
- d. Fund every registration including summer period, and
- e. Perform such other duties as the council may assign to him/her

**Section 6.** The Public Information Officer shall

- a. Release news items regarding council activities to the media;
- b. Promote good relations with the press and public;
- c. Answer inquiries about the council and its activities; and,
- d. Perform such other duties as the council may assign to him/her

## **Article IX Impeachment**

**Section 1.** The general assembly may remove or suspend any of its members on any of the following grounds:

- a. Willful violation of this Constitution
- b. Gross neglect of duty
- c. Any form of misconduct which undermines the integrity of the University Student Council

**Section 2.** Upon the resolution of at least one-fourth of the members of the general assembly a motion of impeachment shall be undertaken against on or more of its members.

**Section 3.** Any member or members against whom impeachment charges have been filed shall be furnished a copy of the allegations not later than ten days before being given the opportunity to present his/herr written defense. He/She shall also be allowed to address the General Assembly during the meeting.

**Section 4.** Council member shall be considered impeached upon a two third vote of the general assembly.

## **Article X Suspension**

**Section 1.** As an alternative to impeachment, council members may be suspended when

- a. They have been found guilty by the general assembly of any of the above delinquencies in Article IX,
- b. A two-thirds vote of the council members present in the general assembly meeting approved the suspension upon hearing their defense, and
- c. The members to be suspended were informed through a written notice of the proceedings not later than five (5) days before the meeting is called for that purpose.

**Section 2.** The general assembly shall decide the period for which the council member shall be suspended provided it shall not exceed thirty (30) days

**Section 3.** Suspended council members shall not be allowed to participate in deliberations, vote and exercise their duties and power as council members.

**Section 4.** Suspended members shall have their names stricken from the roll of the University Student Council during each period of their suspension and therefore will not be included in any quorum

**Section 5.** Suspended council members may be allowed to attend meetings and address the body provided a majority of the council members present are in agreement.

## **Article XI Funds of the Council**

**Section 1.** The General Fund of the Council shall consist of the Student Welfare Fund collected from every student by the duly authorized representative of the University Student Council every registration including summer period and shall be deposited in a bank with the Chairperson or the Vice-Chairperson and/or treasurer as signatories

- a. The Student Welfare Fund will be appropriated as follows: 40% for the University Student Council and 60% for the local student council fund
- b. The USC shall be responsible for the appropriations of local council funds upon the request of the local student council
- c. The amount to be collected shall be defined in the USC By-laws

**Section 2.** The University Student Council shall formulate and adopt a budget which shall embody a work plan or program with estimated expenditures for the incoming year

**Section 3.** No disbursement of funds of the council shall occur except in the pursuance of an appropriation authorized by the council

**Section 4.** The balance of the council funds shall be returned as the funds for the next succeeding term

**Section 5.** The USC shall publish a financial statement at the end of the term

## **Article XII Amendments**

**Section 1.** Any amendment to or revision of, this Constitution may be proposed by the University Student Council after an affirmative vote of at least two-thirds of the general assembly.

**Section2.** The proposed amendment must be presented in writing at the previous meeting of the council or not later than ten days before holding of the meeting to decide upon it.

**Section 3.** Any amendment shall be valid only after it has been approved and ratified by the University Student Body in a referendum following its publication and proper dissemination.

# THE MANILA COLLEGIAN CONSTITUTION

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## PREAMBLE

*We, the editors and staff of the Manila Collegian, imploring the aid of Divine Providence, in order to form a publication that shall promote and uphold the standards and ethics of journalism, work towards a more vigorous and independent campus press and advocate the ideals of genuine service to the studentry and the Filipino people, do hereby ordain and promulgate this Constitution and By-laws.*

## DECLARATION OF PRINCIPLES

The students and the people have the right to know.

The students and the people have the right to freedom of thought and expression, to hold opinions free from any interference; and to seek, receive and impart information and ideas through any media.

The freedom of the press is the veritable pillar that holds up the inviolable right of the students and the people to know. The campus press has the sacred duty to struggle for the truth side by side with the students and the people, and to pursue the mission of social transformation through responsible, active and advocate journalism.

We, the editors and staff of the MANILA COLLEGIAN, shall go on and unflinchingly fight for freedom of the press and the right of the students and the people to know against all forces that seek to undermine truth, freedom, justice and democracy.

This is the commitment of the MANILA COLLEGIAN.

## Article I

### NAME, SCOPE, MOTTO, SEAL AND DOMICILE

**Section 1.** The official student publication of the University of the Philippines Manila shall be known as the MANILA COLLEGIAN.

**Section 2.** The Manila Collegian shall serve primarily as a publication for and by the students and shall reflect the character of the University of the Philippines Manila, along with its constituent units, as a health-based academic institution.

**Section 3.** The Manila Collegian shall be published at least twice a month during the regular semester and once during the summer.

**Section 4.** The official literary folio of the Manila Collegian shall be known as the *Waywaya* which shall be published at least once a year.

**Section 5.** The motto of the Manila Collegian shall be *Magna est veritas et prevaelebit* ("The truth is mighty and shall prevail").

**Section 6.** The Manila Collegian shall adopt for its seal the oblation, a symbol of the University of the Philippines embodying the ideals of service and academic freedom.

**Section 7.** The Manila Collegian shall hold business and editorial offices at the Fourth Floor, Student Center, Joaquin Gonzales Bldg., Padre Faura corner Ma. Orosa Streets, Ermita, Manila, Philippines.

## **Article II** **OBJECTIVES**

**Section 1.** The Manila Collegian shall pursue the following objectives:

- a) Uphold the ethics of journalism;
- b) Work for the professionalization and independence of the Manila Collegian;
- c) Defend and advance students' and peoples' rights and welfare;
- d) Promote social consciousness among the students and the Filipino people in general;
- e) Extend services and assistance, upon request, to college and/or other campus publications; and
- f) Promote understanding and cooperation, and work closely with organizations and individuals of similar objectives.

## **Article III** **THE SELECTION BOARD**

**Section 1.** The Editor-in-Chief shall be chosen by a Selection Board in the manner prescribed in these Rules.

**Section 2.** The Selection Board shall be composed of two members from the faculty, one mass media practitioner, and two former Editorial Board members of the Manila Collegian.

The incumbent Editorial Board, upon consultation with the staff, shall submit to the Director of Student Affairs the list of names of faculty members, mass media practitioner/s, and former Editorial Board members of the Manila Collegian, from which the composition of the Selection Board shall be exclusively chosen by the Director of Student Affairs.

**Section 3.** The Selection Board shall be appointed by the Chancellor, based on the recommendation of the incumbent Editorial Board and the Director of Student Affairs.

**Section 4.** The Selection Board shall choose from among themselves a Chairperson to head the Selection Board.

**Section 5.** The Selection Board shall have the following functions:

- a) Choose the Editor-in-Chief in the manner prescribed in these Rules;
- b) Investigate and decide all protests relating to the selection of the Editor-in-Chief;
- c) Recommend to the Chancellor the appointment of an interim Editor-in-Chief as defined in these Rules, when the need arises; and
- d) Investigate and decide all matters relating to the impeachment of the Editor-in-Chief.

**Section 6.** The Selection Board shall serve for the duration of the selection process and shall convene during special circumstances (i.e., impeachment of the Editor-in-Chief) as prescribed in these Rules.

**Section 7.** Each member of the Selection Board shall be paid honorarium at the end of the selection process, at rates fixed by the Editorial Board in accordance with the approved budget of the Manila Collegian.

#### **Article IV** **SELECTION OF THE EDITOR-IN-CHIEF**

**Section 1.** To be able to participate in the editorial examination, the applicant must:

- a) Be a bonafide student enrolled for the current semester or term;
- b) On academic grounds, is of good standing in the semester immediately prior to his/her application as certified by the Dean of his/her college;
- c) Be of good moral character and has not had a case filed against him/her in the Student Disciplinary Tribunal as certified by the dean of his/her college; and
- d) Have at least one year residency in the Manila Collegian or a former member of the Editorial Board of any university or college publication within the University of the Philippines.

Questions on the eligibility of the applicant shall be filed with the Selection Board a week before the date of the editorial examination. The applicant concerned shall be given the opportunity to express his/her side on the matter. The Selection Board shall resolve the case within the week before the scheduled date of the editorial examination and its decision, pursuant to these Rules, shall be final.

**Section 2.** The editorial examination shall be held two weeks after the first day of the summer classes. The Selection Board shall convene a month before the scheduled date of the editorial examination to deliberate on the rules and regulations governing the selection process.

Application to participate shall be filed with the Selection Board not later than two weeks before the scheduled date of the editorial examination. The list of qualified applicants shall be released to all colleges and institutes and shall be posted in conspicuous places and shall likewise be publicized as the Selection Board shall deem appropriate. The examination questions shall be formulated by the Selection Board a day before the scheduled date of the editorial examination and shall be kept confidential until the start of the examination.

**Section 3.** The Selection Board shall decide the manner of editorial examination, time and place. The editorial examination shall be given in the following fields:

- |   |         |
|---|---------|
| a) editorial writing, which shall comprise -        | 50%     |
| b) news writing, which shall comprise -             | 20%     |
| c) features writing, which shall comprise -         | 20% and |
| d) lay-out and copy editing, which shall comprise - | 10%.    |

**Section 4.** Immediately after the editorial examination, the Selection Board shall hold a closed-door session to evaluate the examination papers, and then proceed to compute the individual examinees' aggregate scores pursuant to Article IV, Section 3 of these Rules. The examinee with the highest aggregate score shall be nominated by the Selection Board for appointment as Editor-in-Chief.

In case of a tie for first place, the Selection Board shall conduct an interview with the first place applicants and shall hold secret balloting. In case of another deadlock, the Chairperson of the Selection Board shall break the tie.

**Section 5.** The Chancellor shall appoint as Editor-in-Chief that applicant chosen by the Selection Board.

In the event that the duly appointed Editor-in-Chief shall fail or not be able to assume office, the Selection Board shall nominate, and the Chancellor appoints the applicant with the next highest aggregate score in the examination to serve as Editor-in-Chief. In case of inability, disqualification or impeachment of the duly appointed Editor-in-Chief to continue in office, the editors and staff shall elect from among the Editorial Board a new Editor-in-Chief. In turn, the rest of the Editorial Board shall nominate, and the Chancellor appoints the editor chosen to serve as Editor-in-Chief for the unexpired portion of the term.

## Article V THE EDITORIAL BOARD

**Section 1.** Members of the Editorial Board shall be duly appointed by the Editor-in- Chief.

**Section 2.** Members of the Editorial Board, other than the Editor-in-Chief, must:

- a) be a bonafide student enrolled in any college within the University of the Philippines Manila in the semester immediately prior to and during his/her appointment;
- b) have at least one semester residency in the Manila Collegian or in any university or college publication within the University of the Philippines.

**Section 3.** The Editorial Board shall be composed of the Editor-in-Chief, the Associate Editors (internal and external), the Managing Editor/s, the News Editor/s, the Features Editor/s and Culture Editor/s.

**Section 4.** The Editorial Board shall discharge the following duties and functions:

- a) Set the editorial policies for the editorial term;
- b) Approve the budget for each semester/term;
- c) Deliberate on the promotion, demotion and honoraria per issue of the staff subject to the ceiling set in the approved budget of the Manila Collegian;
- d) Make the consensus stand on issues, upon consultation with the staff, which shall be reflected in the editorial of each issue for the Manila Collegian; and
- e) Assume other duties and functions as provided for in the approved Organizational and Administrative Manual of the Manila Collegian.

**Section 5.** The term of office of the Editorial Board shall coincide with the academic year, including summer. However, in the event that the next Editorial Board has yet to assume office, the incumbent Editorial Board shall serve in a hold over capacity as provided for in Article XIV, Section 1 of these Rules.

## **Article VI** **THE STAFF**

**Section 1.** The staff must be bonafide students enrolled in any college within the University of the Philippines Manila and its constituent units, selected through a set of competitive exams formulated and evaluated by the Editorial Board.

**Section 2.** Notwithstanding the foregoing rules and qualifications of the editors and staff, both the editors and staff need not be enrolled for the summer term, provided that all the other qualifications governing eligibility shall be complied with.

## **Article VII** **RIGHTS AND PRIVILEGES OF THE EDITORS AND STAFF**

**Section 1.** The editors and staff shall have the following rights and privileges:

- a) Have due process when disciplinary actions are being imposed;
- b) Participate in all the activities of the Manila Collegian and be informed fully of the reasons for policies, programs, projects and actions as may be adopted by the Manila Collegian;
- c) Hone and develop his/her journalistic and literary skills;
- d) Participate in discussions and debates, and to have any dissenting opinion and the reasons thereof be recorded;
- e) Have access to the facilities and equipment of the University in the course of his/her exercise of duties and responsibilities as member of the Manila Collegian;
- f) Avail the services and/or assistance as may be rendered by the Manila Collegian; and
- g) Enjoy such other rights and privileges that the Manila Collegian may grant, provided, however, that such rights and privileges shall not in any way contravene with any provision of the Manila Collegian's Constitution and By-laws.

**Section 2.** The editors and staff shall be paid honoraria at rates fixed by the Editorial Board in accordance with the approved budget of the Manila Collegian for the semester or summer.

### **Article VIII**

#### **DUTIES AND RESPONSIBILITIES OF THE EDITORS AND STAFF**

**Section 1.** Every editor and staff shall discharge the following duties and responsibilities:

- a) Uphold the Constitution and By-laws of the Manila Collegian;
- b) Abide by the policies, decisions and regulations which shall be promulgated by the Manila Collegian;
- c) Participate in all programs, projects and actions adopted by the
  - i. Manila Collegian;
- d) Adhere to the principles and pursue the objectives of the Manila
  - i. Collegian; and
- e) Assume such other functions and duties as provided for in the Organizational and Administrative Manual of the Manila Collegian.

### **Article IX**

#### **DISCIPLINARY ACTIONS**

**Section 1.** The staff shall be subject to the disciplinary authority of the Editorial Board regarding the conduct and performance in the discharge of their duties and responsibilities as provided for under Article VIII, Section 1 hereof.

The Editorial Board shall have the power and authority to impose, after due process, such penalties as reprimand, withholding of honoraria, demotion, suspension from the office or termination of appointment, depending on the gravity of the offense committed.

**Section 2.** The disciplinary penalties under Section 1, second paragraph, supra, shall be imposed for:

- a) Culpable violation of the Manila Collegian's Constitution and By-laws;
- b) Gross negligence of duty;
- c) Violation of the code of ethics of journalism;
- d) Electioneering in the form of:
  1. Actively campaigning, by using the name of the Manila Collegian, for a candidate or political party in public;
  2. Publishing of articles directly endorsing any candidate or political party; and/or
  3. Other election-related acts inimical to the integrity of the Manila Collegian; and/or
  4. Other acts inimical to the objectives of the Manila Collegian.

**Section 3.** If the violation of any of the foregoing is committed by any member of the Editorial Board, other than the Editor-in-Chief, the rest of the Editorial Board shall decide on the penalty/ies to be imposed.

**Section 4.** If the violation is committed by the Editor-in-Chief, the rest of the Editorial Board shall recommend to the Director of Student Affairs the penalty/ies to be imposed.

**Section 5.** Any misconduct or violation of these by-laws committed by any of the editors and/or staff shall be the sole and individual responsibility of the concerned student/s and the same shall not cause curtailment or interruption of the publication of the Manila Collegian.

## Article X IMPEACHMENT

**Section 1.** Petition for impeachment of any member of the Editorial Board may be initiated by any editor or staff but shall only prosper upon agreement of at least two-thirds of the editors and staff.

**Section 2.** Impeachment of any of the members of the Editorial Board shall be based on the following grounds:

- a) Culpable violation of the Manila Collegian's Constitution and By-laws;
- b) Gross negligence of duties and responsibilities; and/or
- c) Other acts inimical to the objectives of the Manila Collegian.

**Section 3.** Petitions for the impeachment of a member of the Editorial Board, other than the Editor-in-Chief, shall be submitted to the Editor-in-Chief, who shall in turn, convene the other members of the Editorial Board to investigate and decide on the matter.

Any petition for the impeachment of the Editor-in-Chief shall be filed with the Director of Student Affairs. Upon filing of the petition for the impeachment of the Editor-in-Chief, the Director of Student Affairs shall convene the Selection Board which shall investigate and decide on the matter pursuant to Article III, Section 5D of these Rules. In case of absence of any member of the Selection Board in the process of investigation and deliberation of the petition for impeachment, the Director of Student Affairs shall find a replacement. The Editor-in-Chief concerned shall be given the opportunity to express his/her side on the matter. The Selection Board shall recommend to the Chancellor the appropriate action to be taken which shall be appealable only once.

## **Article XI**

### **MANAGEMENT OF THE MANILA COLLEGIAN**

**Section 1.** As a student publication, the Manila Collegian shall be financially supported by the students of the University of the Philippines Manila at such amount to be fixed by the Editorial Board and the Director of Student Affairs.

Any amount received by way of grant or donation shall form part of the Manila Collegian fund.

**Section 2.** The financial and business management of the Manila Collegian shall be vested in the Managing Editor in accordance with the Organizational and Administrative Manual of the Manila Collegian.

**Section 3.** The Manila Collegian funds shall be collected during the enrollment period of every semester/summer and shall be released not later than thirty (30) days after the last day of enrollment by the Accounting Office and Cash Division of the University of the Philippines Manila.

**Section 4.** To ensure proper expenditure and judicious handling of the Manila Collegian funds, the following shall be observed:

- a) The Editorial Board, upon consultation with the staff, shall prepare a budget proposal for the semester/summer to be forwarded to the Director of Student Affairs who shall in turn submit the budget proposal to the Chancellor.
- b) The Editor-in-Chief and the Managing Editor shall be the signatories of the checking account of the Manila Collegian fund to be approved by the Editorial Board.
- c) There shall be no deficit spending in the financial management of the Manila Collegian disbursement of student publication fund which shall be made according to auditing and accounting rules and regulations.
- d) Printing of student publication by a private printer shall be conducted by the Editorial Board and staff through canvass or public bidding.

- e) An audited summary of financial statement shall be published in the Manila Collegian at the end of the academic year.

### **Article XII**

#### **COLLEGE PUBLICATIONS**

**Section 1.** The Manila Collegian shall extend services or assistance, upon request, to any college publication in pursuant to Article II, Section 1E of these Rules.

**Section 2.** In the absence of rules governing the selection of the Editorial Board and staff of the college publication/s, the provisions of Arts. IV, V, VI of these Rules may be applicable.

**Section 3.** The Manila Collegian shall not be held liable, nor its operation be curtailed, for any misconduct committed by the members of any college publication.

### **Article XIII**

#### **TENURE**

**Section 1.** An editor or a staff member shall maintain his/her status as student in order to retain his/her membership in the Manila Collegian.

**Section 2.** If an editor or a staff member goes on leave of absence for more than four issues, s/he shall be forced to resign, after which the Editorial Board shall conduct a screening process to look for a replacement.

**Section 3.** A former editor or staff may be re-admitted into the Manila Collegian depending upon the discretion of the Editorial Board after consultation with the staff.

### **Article XIV**

#### **TRANSITORY**

**Section 1.** The incumbent Editorial Board shall serve in a hold over capacity until the next Editorial Board has assumed office.

**Section 2.** No member of the Manila Collegian shall hold any position of similar nature in any college publication.

**Section 3.** Any member of the Manila Collegian who desires to run for an elective post in a College or University Student Council shall tender his/her resignation at least one week prior to the filing of his/her candidacy.

**Article XV**  
**AMENDMENTS AND EFFECTIVITY CLAUSE**

**Section 1.** This Constitution and By-laws may be amended in whole or in part by a petition of at least two-thirds of editors and staff. However, this Constitution and By-laws shall not be amended more than two times in ten years.

**Section 2.** This Constitution and By-laws shall take effect upon the approval of the Chancellor as per recommendation by the Director of Student Affairs and endorsed by the Editorial Board.

# SCHOLARSHIP AND FINANCIAL ASSISTANCE PROGRAMS

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## 1. GRANT OF FREE TUITION & OTHER SCHOOL FEES UNDER RA 10931 “*Universal Access to Tertiary Education Act of 2017*”

An act promoting universal access to quality tertiary education by providing for free tuition and other school fees in state universities and colleges.

All Filipino students who are either currently enrolled at the time of the effectivity of the Act, or shall enroll at any time thereafter, and courses leading to a bachelor’s degree in any SUC and LUC shall be exempt from paying tuition and other school fees for units enrolled in. Students will be eligible to receive these benefits provided they qualify under the admission and retention requirements of the SUC.

The following are **NOT ELIGIBLE** to avail the free higher education:

- a) Students who have already obtained a bachelor’s degree or comparable undergraduate degree from any public or private HEI;
- b) Students who fail to comply with the admission and retention policies of the SUCs, provided that failure to comply with retention policies results in the students’ permanent disqualification from enrolling in any SUC or LUC;
- c) Students who voluntarily opt out
- d) Students who fail to complete their bachelor’s degree or comparable undergraduate degree within a year after the period prescribed in the program.

In cases where students are ineligible for the RA 10931, they can still avail of free or discounted tuition and other school fees, through UP’s Grants-In-Aid Program (GIAP).

## 2. TUITION SUBSIDY FOR MEDICAL STUDENTS UNDER RA 11509 “*Doktor Para Sa Bayan Act*”

The program grants a tuition subsidy to cover 100% tuition of students enrolled in the Doctor of Medicine programs in UP Manila and UP Palo. Joint Memorandum Circular 2017-4 of CHED and DBM governs Tuition Subsidy for Medical Students.

### ● CHED MEDICAL SCHOLARSHIP AND RETURN SERVICE (MSRS) PROGRAM

This program is established to help deserving medical students pursue medical education and training in the field of health and medicine who shall eventually render services in government public health offices or government hospitals in their hometown or in any municipality in their home province or in any underserved municipality in any province, as part of their integration into the public health and medical service system. This shall ensure the availability of doctors who will provide quality basic, promotive, preventive, and curative health care services in every municipality in the country,

especially the underserved, remote, economically underdeveloped, distressed, conflict-afflicted and geographically disadvantaged areas.

**Note:** Application and implementation is through the College of Medicine

### **3. STUDENT LEARNING ASSISTANCE SYSTEM ONLINE**

Students from the University of the Philippines (UP) come from all walks of life. Some of them may not be able to afford to pay the full tuition and other expenses to complete their academic requirements. As the UP community transitions to remote learning, other forms of learning assistance are needed to respond to the changing times.

To expand the support to financially-challenged students and expedite processing support for academic activities, the University developed the Student Learning Assistance System (SLAS). The SLAS is an expansion of the Student Financial Assistance Online (SFA Online). The UP designed the SFA Online in 2014 to accept applications for tuition subsidy and allowance. Beginning on 7 September 2020, UP students may apply directly for financial support and learning assistance in the SLAS Online ([slasonline.up.edu.ph](http://slasonline.up.edu.ph)). The expanded System will gather information on students' financial capacity, connectivity situation and connectivity options, and learning assistance requirements to help the University determine the support to be extended to the applicant.

The SLAS Online will accept applications for the following learning assistance programs, though this list may change based on which programs are open/offered for the Academic Year.

#### **3.1 Grants-in-Aid Program (GIAP)**

UP created the Grants-in-Aid Program (GIAP) to reduce the cost paid by students during enrollment, based on the household's paying capacity to which a student belongs. Through the GIAP, UP may subsidize a portion of the full cost required during enrollment and, in some instances, grant additional subsidy to waive miscellaneous fees and grant monthly cash allowances.

The UP GIAP is open to undergraduate students, including students enrolled in Law and Medicine.

UP students who wish to apply for tuition discounts under the Grants-In-Aid Program must supply the information about the income and socio-economic characteristics of their household. The application is done online via the SLASO website. Using the information submitted by the students, the University may grant tuition discounts and, in certain cases, monthly stipends, according to the table below:

Tuition Discount Level	Tuition Discount	Tuition in Php	Other Financial Assistance	Annual Gross Income Cut- Off (Php)
No Discount	0%	1,500.00 per unit	No Discount	Over 1,300,001.00
Partial Discount 33%	33%	1,000.00 per unit		650,001.00 to 1,300,000.00
Partial Discount 60%	60%	600.00 per unit		325,001.00 to 650,000.00
Partial Discount 80%	80%	300.00 per unit		135,001.00 to 325,000.00
Full Discount	100%	Free Tuition	Free Misc. Fees Free Lab Fees	80,001.00 to 135,000.00
Full Discount with Stipend	100% plus stipend	Free Tuition	Free Misc. fees Free Lab Fees plus Php5,000.00 Monthly Stipend	80,000.00 and below

Tuition discounts and other financial assistance shall be available for one academic year only and is **renewable annually**.

For reference, tuition and miscellaneous fee for the Constituent University Campuses is listed below:

Tuition Bracket	Constituent University/ Campus	
	UP Diliman, UP Los Baños, UP Manila (per unit)	UP Baguio, UP Mindanao, UP San Fernando, UP Visayas (per unit)
ND	Php1,500.00	Php1,000.00
PD 33%	Php1,000.00	Php600.00
PD 60%	Php600.00	Php400.00
PD 80%	Php300.00	Php200.00
FD & FDS	0	0

Constituent University/ Campus	Miscellaneous Fees
UP Diliman and UP Los Baños	Php2,000.00
UP Manila	Php1,950.00
UP Baguio, UP San Fernando, UP Visayas	Php1,405.00
UP Mindanao	Php1,640.00

### 3.2 Tertiary Education Subsidy

The Tertiary Education Subsidy (TES) is a financial assistance program managed by the Unified Financial Assistance System for Tertiary Education (UniFAST).

The TES grants cash allowance for one academic year to undergraduate students from low-income households. To process applications to TES, Scholarship personnel use the information submitted by students in SLAS Online. The University endorses SLAS Online applicants who meet the TES requirements of UniFAST.

### 3.3 Donor-funded Scholarship Programs

Donor-funded Scholarship Programs are financial assistance programs funded by private individuals and other organizations. Different campuses of the University manage these programs.

Applicants to donor-funded scholarship programs must submit application forms to Scholarship and Financial Assistance units on their campus. To process applications, Scholarship personnel use the information submitted by students in SLAS Online. Slots are assigned to SLAS Online applicants that match the requirements provided in the donor-funded scholarship program guidelines.

Students can apply for financial assistance to Donor-funded Scholarship Programs through the Scholarship Offices on their respective campuses.



**SLAS Website**  
<https://slasonline.up.edu.ph/>  
 SLAS Helpdesk for UP Manila  
 Office of Student Affairs  
 8814-1250 / 8814-1251  
[sts.manila@up.edu.ph](mailto:sts.manila@up.edu.ph)

#### 4. STUDENT ASSISTANT AND GRADUATE ASSISTANT (SAGA) PROGRAM

The SAGA Program is available to students who are willing to work for a maximum of 120 hours a month. Student Assistant (SA) gets Php81.00 per hour compensation.

##### Eligibility for SAs:

1. Must be a continuing student, eligible to enroll during the term when appointed as SA.
2. For first year students must have finished at least one (1) semester in the CU.
3. For students below 18 years old, they must have secured prior written consent from a parent or guardian to serve as an SA for a term.
4. Must not be enrolled in more than twenty-one (21) units during the semester of appointment.

##### Eligibility for GAs:

1. Must be a continuing student, eligible to enroll during the term when appointed as GA.
2. Must not be enrolled in more than twenty-one (21) units during the semester of appointment.

STUDENT ASSISTANT	GRADUATE ASSISTANT	PRESCRIBE WORK HOURS PER MONTH
12 units or less	6 units or less	30 hrs. to 120 hrs.
13 units to 18 units	7 units to 9 units	30 hrs. to 90 hrs.
19 units to 21 units	10 units to 12 units	30 hrs. to 60 hrs.

- ❖ SAGAs appointment shall be for a period of six (6) months, subject to renewal (August – January and February – July) is on a semestral basis (first semester, second semester and summer)
- ❖ In hiring SAGAs, the financial need, scholastic standing, reason/s for applying as SA or GA of the applicants shall be given priority. However, in research and other academic projects, the office/unit may require additional qualifications.
- ❖ SAGAs should not be used in personal/private projects of faculty and staff.
- ❖ The Daily Time Records (DTRs) of SAGAs shall be attested to by both the department/division chairs and the head of office/unit.
- ❖ The Office of Student Affairs shall be in-charge of the program. Its responsibilities include but are not limited to:
  - ✓ processing of appointment papers
  - ✓ preparation of payroll (based on daily time records)

- ✓ monitoring and control of deployment/assignment of SAGAs coordination with colleges/units on the services of SAGAs
- ❖ Resignation of a SAGAs may be done through the submission of a letter addressed to the head of the office/unit where the student is assigned; copy furnished the Office of Student Affairs. SAGAs who have not reported for duty ten (10) consecutive assigned days, without prior notice to the unit or office, or without any valid and verified excuse, shall be deemed resigned and ineligible as SAGAs in the future

## 5. STUDENT LOAN PROGRAMS

### 5.1 Student Loan Board

A first year or sophomore student can borrow a maximum limit of 70% of the total tuition and other fees (miscellaneous and laboratory) per semester; a junior or senior, 80%; a graduate student, 85%. Qualified students can avail a 100% loan but with prior approval by the Chancellor. The student must have ready cash payment for the balance of the total tuition fees. Loans should be paid fully (including 6% interest p.a.) at one time or in installments before the final examinations. If paid within 4 months from the date approved, no interest should be collected.

#### **Guidelines for SLB Application:**

1. Any UP Manila bonafide student of good standing may apply for the loan.
2. SLB Forms should be properly and completely accomplished. All required documents (student 1x1 photo and College Assessment) should be presented when an application is submitted.
3. The guarantor (co-debtor) could be the parents/guardians, or permanent faculty/employee of the UP Manila.
4. The witness of the co-debtor (permanent faculty/employee) should be the College Secretary or the Dean of the Unit.
5. When his/her application is approved, he/she must present the approved form (UPM-OSA-OP-01F2) to the cashier's office when he/she pays his/her tuition.

#### **Online Processing:**

1. Student submit the [application forms](#) (downloadable @ <https://osa.upm.edu.ph/>) completely to [mcarandang@up.edu.ph](mailto:mcarandang@up.edu.ph).
2. Voucher Slip (UPM-OSA-OP-01F2) will be issued to the approved applications for the settlement of the remaining matriculation balance.
3. Payment can be done online or thru UPM Cash Office.
4. Student must return the billing statement together with the proof of payment to OSA and to the Cash Office for proper recording.

## 5.2 Comprehensive Assistance and Resource Program (CARE)

The Comprehensive Assistance and Resource Program (CARE) aims to promote immediate financial assistance to UP Manila students available to FDS grantees and SAs. It will come in the form of cash advances, with 1% interest per month with a maximum loanable amount of Php1,000.00 payable within the semester.

### **Guidelines for CARE Application:**

1. The financial assistance is open to FDS grantees and to all Student Assistants.
2. The financial assistance comes in the form of cash advances from STS stipends that grantees received during the semester.
3. The maximum amount that a grantee may advance is one thousand pesos (Php1,000.00). The amount may be payable in a lump sum or in monthly staggered payments within the semester.
4. The previous cash advance must be paid first before a recipient can apply for another cash advance.

An interest of 1% per month to cover operations costs shall be added to the cash advance amount. The interest payment shall be to the account of the UPM Development Foundation, Inc.

## 5.3 UP Manila Foundation Student Enrollment Program

The UPM Foundation Student Enrollment Program is a privately-funded student loan program supervised by the UPM Development Foundation in coordination with the OSA. It is open to all students with at least 2<sup>nd</sup> year standing and is intended to assist students with the payment of their tuition and other fees.

### **Guidelines for UPM Student Enrollment Program:**

1. The applicant must be a regular student of U. P. Manila, with at least second year standing with a GWA of 3.00 and no "INC" mark in the semester prior to loan application
2. He/she must have a total annual family income of not more than Php360,000 in the preceding year
3. He/she must be in need of funds to be able to continue studies or at least maintain past scholastic performance.
4. The applicant must not be a grantee of other student loan programs in UPM except the Student Loan Board, and he/she must be of good moral behavior
5. The total loanable amount should not be more than Php25,000.00 per semester to be paid directly to U.P. Manila. The amount must be used only to pay the costs of, first, tuition fees, and next, other matriculation fees as officially assessed by and due ultimately to U.P. Manila.

6. The assistance shall be through a loan that is non-interest bearing but subject to an upfront 5% p.a. deduction.
7. The loan should be fully paid before the end of the semester the loan was given. Non-payment of the loan will bar the student from registering the succeeding semester.

**Application Procedures:**

1. Get and fill out an application form from the UPM Office of Student Affairs (OSA).
2. Seek endorsement from the following:
  - a. Applicant's parents and/or guardians;
  - b. Applicant's fellow student in the same course; and
  - c. Any one of the following with a regular item in the Department where the degree program/course of the applicant is offered ---- Faculty Adviser/ Program Adviser/ Department Chairperson.
    1. Submit the completed application form to OSA, together with a photocopy of the applicant's assessments.
    2. Claim individual check (payable to UPM) from UPMDFI.
    3. Proceed to the Cashier's Office for payment and issuance of validated Form 5/eOR.
    4. Give OSA a photocopy of your validated Form 5/eOR.

**5.4 Students' Emergency Loan Fund (SELF)**

The Students' Emergency Loan Fund (SELF) is a UPM loan program managed by the OSA. It is open to all bonafide UPM students, preferably ST or SLAS grantees under FD (Full Discount). It is intended to assist students pay for their tuition and other fees, as well as their book needs.

The SELF is a CASH LOAN. The maximum loanable amount will be the actual assessed amount of tuition, laboratory and other matriculation fees per student per semester, with a 6% interest per annum deducted immediately from the total amount loaned, and payable in full or several installments before the end of the semester. However, the maximum amount for **Book Loans** is Php15,000.00 per student per semester.

**Guidelines for SELF Application:**

1. A bonafide student of UPM, preferably ST/SLAS grantees under FD (full discount).
2. Must NOT BE a grantee of the UPM Development Foundation Enrollment Program or a grantee of more than two (2) existing loan programs in the UPM, whether at the university or college level, and regardless of funding source (private or public).

3. With no unpaid loan in UPM.

**Application Procedures:**

1. Secure and submit application form at the OSA with the following:
  - a) Notarized promissory note signed by a parent or guardian and endorsed by any one of the following: Faculty Adviser/ Program Adviser/Department Chairperson, occupying a regular item at UPM.
  - b) Certification from the College of the applicant's loan status, i.e. whether the applicant is a recipient or not of any loan program in the College
  - c) Assessment
  - d) 1 x 1 photo
  - e) **(For Book Loans only)** Submission of registered FORM 5/eOR.
    - Present the approved application form to the Accounting Office for verification.
    - **(FOR TUITION LOANS)** Return approved application form to OSA for the release of the SELF FORM and submit this form to the Cash Division for recording and corresponding action on the student's FORM 5/eOR.
    - **(FOR BOOK LOANS)** Return approved application form to OSA for the completion of accounting requirements. The student will be notified once the check for the approved loan is ready for release at the Cash Division.
    - **(FOR COMBINATION OF TUITION AND BOOK LOANS)** Return approved application form to OSA for the release of the SELF FORM for the Tuition Loan and submit this form to the Cash Division for recording and corresponding action on the student's FORM 5/eOR.
    - \*For the Book Loan, the student will be notified once the check is ready for release at the Cash Division.
    - The Cash Division will provide OSA with a list of all vouchers paid to students under the SELF, including total amount granted and date of release of loan to determine the corresponding interest to be collected from the student.
    - All payments for the SELF will be coursed through the responsible OSA staff who will prepare the statement of account of each SELF grantee.
    - The loan should be fully paid before the end of the semester the loan was given. Non-payment of the loan will bar the student from registering the succeeding semester with the non-issuance of the registration forms.

## 6. SCHOLARSHIP AWARDS AND GRANTS

### 6.1 UP-Funded Scholarships

#### A. UP Oblation Scholarship

ELIGIBILITY	ENTITLEMENTS
<ul style="list-style-type: none"><li>UPCAT result shall serve as the basis for awarding the U.P. Oblation Scholarship</li></ul>	<ul style="list-style-type: none"><li>Free tuition fees</li><li>Free miscellaneous fees</li><li>Free laboratory fees</li><li>Monthly stipend - Php3,000.00</li><li>(Including summer if requires in the curriculum)</li><li>Book allowance per semester - Php2,250.00</li></ul> <p><b>Note:</b> The student should pay for the student fund.</p>

#### B. UP Government Scholarship under RA 5549

ELIGIBILITY	ENTITLEMENTS
<ul style="list-style-type: none"><li>UPCAT result shall serve as the basis for awarding the U.P. Government Scholarship</li></ul>	<ul style="list-style-type: none"><li>Free tuition fees</li><li>Free miscellaneous fees</li><li>Free laboratory fees</li><li>Monthly stipend - Php2,000.00</li><li>(Including summer if required in the curriculum)</li><li>Book allowance per semester - Php2,000.00</li></ul> <p><b>Note:</b> The student should pay for the student fund.</p>

### C. UP Presidential Scholarship

ELIGIBILITY	ENTITLEMENTS
<ul style="list-style-type: none"> <li>● Open to undergraduate (except first years) and graduate students</li> <li>● GWA of at least “1.75” for a load of at least 15 academic units with no grade of “5.00”, unremoved :4.0” or INC in the semester immediately following the application</li> </ul>	<ul style="list-style-type: none"> <li>● Free tuition fees</li> <li>● Free miscellaneous fees</li> <li>● Free laboratory fees</li> <li>● Monthly stipend:               <ul style="list-style-type: none"> <li>a. Undergraduate - Php2,000.00</li> <li>b. Master’s and PHD - Php2,500.00 (Including summer if required in the curriculum)</li> </ul> </li> <li>● Book allowance per semester:               <ul style="list-style-type: none"> <li>a. Undergraduate - Php2,000.00</li> <li>b. Master’s and PHD - Php3,000.00</li> </ul> </li> <li>● Thesis Allowance (For Master’s and PHD only) – Php5,000.00</li> </ul> <p>The scholarship does not cover the cost of transportation</p>

### D. UP Presidential Leadership Scholarship

ELIGIBILITY	ENTITLEMENTS
<ul style="list-style-type: none"> <li>● Open to bonafide students (except first years) with the following qualifications:</li> <li>● Must have a potential for leadership</li> <li>● For undergrad student, must have a GWA of at least “2.75”, no unremoved grade of “4.0” and “INC” (for graduate students, GWA requirements is “1.75”)</li> <li>● Must be enrolled in at least 15 units at the time of the award (must not have been the subject of disciplinary action worse than a five-day class suspension)</li> </ul>	<ul style="list-style-type: none"> <li>● Free tuition fees</li> <li>● Free miscellaneous fees</li> <li>● Free laboratory fees</li> <li>● Monthly stipend:               <ul style="list-style-type: none"> <li>a. Undergraduate - Php2,000.00</li> <li>b. Master’s and PHD - Php2,500.00 (Including summer if required in the curriculum)</li> </ul> </li> <li>● Book allowance per semester:               <ul style="list-style-type: none"> <li>a. Undergraduate - Php2,000.00</li> <li>b. Master’s and PHD - Php3,000.00</li> </ul> </li> <li>● Thesis Allowance (For Master’s only) – Php5,000.00</li> </ul> <p>The scholarship does not cover the cost of transportation</p>

## 6.2 PRIVATE SCHOLARSHIP

### A. Luis Co Chi Kiat Foundation Scholarship Grant (LCCK)

ELIGIBILITY	ENTITLEMENTS
<ul style="list-style-type: none"> <li>● First year students(undergraduate)</li> <li>● Filipino citizen</li> <li>● Single</li> <li>● Not employed or engaged in a lucrative occupation.</li> <li>● In good health as certified by a physician accredited by the Foundation</li> <li>● Not already a recipient of any scholarship grant.</li> <li>● Not a scholar/beneficiary of an educational plan</li> <li>● The aggregate monthly income of both parents is not more than Php15,000.00</li> <li>● Of good moral character as certified by the Barangay Chairman of the community where the candidate lives and by the Guidance Counselor of the School</li> <li>● Will enroll every semester the full load of subjects prescribed by the course he will take</li> <li>● The general weighted average when he graduated from high school or finished the preceding semester at college is at least 85% or 1.75 with no failing or incomplete grade in any subject.</li> </ul>	<ul style="list-style-type: none"> <li>● Living Allowance per semester -- Php5,000.00 up to Php10,000.00</li> <li>● Books Allowance per semester - Php1,000.00 up to Php1,500.00</li> <li>● Uniform Allowance per semester - Php1,000.00 up to Php1,500.00</li> </ul>

### B. Quesada-Fulgado and Friends Scholarship Grant

ELIGIBILITY	ENTITLEMENTS
<ul style="list-style-type: none"> <li>● At least 3<sup>rd</sup> Year standing undergraduate student</li> <li>● GWA of at least "2.00"</li> <li>● Must not have been given a grade lower than "3.00" before the awarding of the grant</li> <li>● Must not have "INC" or unremoved grade</li> </ul>	<ul style="list-style-type: none"> <li>● Monthly stipend – Php3,000.00 (for 5 months)</li> <li>● Book allowance per semester - Php1,500.00</li> <li>● Transportation and Other expenses allowance – Php2,500.00</li> </ul>

**C. Dr. Virgilio R. & Elena E. Pilapil Family Scholarship**

ELIGIBILITY	ENTITLEMENTS
<ul style="list-style-type: none"> <li>● Must be Filipino Citizen</li> <li>● Family's annual gross income must not exceed Php350,000.00</li> <li>● GWA of "2.50" or better</li> <li>● Must be enrolled for at least 15 units with no grade of "4.00" or "INC" from the previous semester</li> <li>● Must be enrolled for at least 15 units at the time of award of the grant</li> </ul>	<ul style="list-style-type: none"> <li>● Interest earnings of the fund but not to exceed Php25,000.00 per semester</li> </ul>

**D. UP Alumni Association in America (UPAA) Scholarship**

ELIGIBILITY	ENTITLEMENTS
<ul style="list-style-type: none"> <li>● Must be a natural born Filipino</li> <li>● Open to at least regular 1<sup>st</sup> year student enrolled in 4-year or 5-year undergraduate course</li> <li>● GWA of "3.00" with no grade of "5.00" or unremoved "4.00" or "INC" from the previous semester from date of application</li> <li>● Must be enrolled for at least 15 units at the time of award of the grant</li> <li>● Family's annual gross income must not exceed Php80,000.00</li> <li>● Must not have been liable in any disciplinary action worse than a 5-day class suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Peso equivalent of USD 300.00 per semester or USD 600.00 per school year</li> </ul>

## E. UT Foundation Inc. Scholarship

ELIGIBILITY	ENTITLEMENTS
<ul style="list-style-type: none"> <li>● Must be among the top graduate high school student with leadership potential as per certified extra-curricular activities</li> <li>● Must be a regular freshman student enrolled in a 4-year degree course or sophomore in standing if enrolled in a 5-year degree course in the University; Student enrolled in Doctor of Medicine must be 4th Year in standing at the time of application</li> <li>● Must have obtained a general weighted average of at least "2.50" with no grade of "5.00" or unremoved "4.00" or "inc." in the semester immediately preceding the application</li> <li>● Must not be a recipient of any scholarship grant</li> <li>● Must be enrolled in at least 15 units at the time of the award of the grant</li> <li>● Must be qualified to Full Discount (FD) under the University's Grants-In-Aid Program</li> <li>● Must not have been held liable in any disciplinary action prior to admission.</li> </ul>	<ul style="list-style-type: none"> <li>● Monthly stipend – Php20,000.00</li> <li>● Book allowance per semester - Php5,000.00</li> </ul>

## F. PILIPINAS SHELL FOUNDATION INC. - MEDICAL SCHOLARSHIP

ELIGIBILITY	ENTITLEMENTS
<ul style="list-style-type: none"> <li>● Must be a bona fide 2nd Year enrolled in UP Manila</li> <li>● Must have a GWA of at least 2.50, with no failed, dropped, or incomplete grades in the previous academic year;</li> <li>● Must have an annual household income below Php600,000.00</li> <li>● Must have no disciplinary record;</li> <li>● Must not have any existing third-party scholarship</li> </ul>	<p>Living and Educational expense allowance up to Php30,000/semester            Php60,000/annually;            Thesis allowance            Php30,000.00;            Board Review expenses            Php30,000.</p>

## G. UPAА Alberta, Canada Scholarship Grant

ELIGIBILITY	ENTITLEMENTS
<ul style="list-style-type: none"> <li>● Must be a a natural born Filipino citizen and bona fide Filipino student of the University of the Philippines Manila;</li> <li>● Must be a regular third year level student enrolled in a four (4)-year undergraduate course in the Science, Engineering, Mathematics (STEM) program;</li> <li>● Must be qualified for Full Discount (FD) of the Grants in Aid (GIA) application through SLASOnline and whose gross family annual income is not more than Php325,000.;</li> <li>● Must have obtained a general weighted average of at least "2.75" with no grade of "5.00" or unremoved "4.00" in the semester immediately preceding the application</li> <li>● Must not be a recipient of any scholarship grant;</li> <li>● Must be enrolled in at least 15 units at the time of the award of the grant</li> <li>● Must not have been liable in any disciplinary action.</li> </ul>	<p>Php 40,000.00 per semester</p>

# GUIDANCE AND COUNSELING PROGRAM

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## WHAT IS THE GUIDANCE AND COUNSELING PROGRAM?

University life and teenage years (and even through young adulthood) can be stressful at times. Many students encounter problems or challenges that are not easily resolved, or their usual ways of handling them do not work as anticipated. Counseling can be a helpful means of support to address concerns that may be interfering with a student's ability to function academically and/or socially.

The Guidance and Counseling Program [GCP] of the Office of Student Affairs provides psycho-social and academic assistance to UP Manila students to enhance their academic skills, set career goals, manage healthy relationships, cope with problems, deal with adjustment difficulties and other developmental issues they face in college. The GCP is responsible for providing Student Welfare Services that are inclusive, gender responsive and developmental, all designed to assist UP Manila students achieve and maintain optimal mental well-being. The Program supports the personal, psychol-emotional, social, educational, and career development of students so that they become proactive, responsible, and self-directing. Every reasonable effort is made by the GCP to create a climate in which UP Manila students feel respected, comfortable, and in which success is possible and attainable.

The program is based on the philosophy that each individual is unique, important and capable of personal growth, and that interacting, studying, and relating with others can be health promoting as well. We strongly value diversity and believe in creating an equitable, hospitable, appreciative, safe, and inclusive learning environment for UP Manila students. The GCP welcomes students regardless of religion, ethnicity, nationality, creed, ancestry, age, SOGIESC, marital or income status, physical or mental disability, pregnancy, political affiliation, vaccination status, or any other basis that is prohibited by any local or national law.

We are a multidisciplinary team of mental health professionals with credentials, formal training, and licenses in Guidance and Counseling, Psychometrics and Education. All counselors are trained in Human Rights. Working under the GCP are the peer counselors who are UPM students and are trained by the GCP to advocate and promote mental health.

## WHAT SERVICES DO WE OFFER?

The Services of the GCP can be classified into three main areas: **C**ounseling, **A**ssessment and **R**esiliency **E**ducation **S**ervices, hence the tag-line, GCP C.A.R.E.S.

- **Guidance and Counseling Services (COUNSELING)**

Counseling involves the processing of personal, academic, and developmental concerns of UPM students to assist them achieve and maintain holistic mental health and psychosocial-spiritual well-being. This enables students to understand themselves, gain deeper awareness of their situation, make intelligent decisions, and help them grow to become self-sufficient and mature persons. All proceedings and information during a counseling session (including individual testing) remain private and confidential, and will not be part of any academic record to a student's name. Written permission by a client is required to release counseling information to a third party.

Mental Health services provided by the GCP counselors may also be complemented by or referred to UP PGH Health Services or the UP PGH Psychiatric Services, or to other mental health professionals as necessary. Students may avail of counseling on their own initiative or be referred by a friend, or a concerned adult. Meanwhile, announcements for group guidance and counseling sessions are disseminated through the College Student Relations Officer and/or through student organizations.

- **Testing Service for Students (ASSESSMENT)**

Assessment is done to profile students' abilities, aptitudes, interests, traits and needs as an objective measure for counseling case management and for life coaching. This service helps scholars plan their present and future in accordance to their abilities, interests and needs. Assessment for all students is conducted through online modalities, while individual assessments are done on hybrid set-ups. Individual assessment may be coordinated through the centralized email to be scheduled for a Face-to-Face session. Group assessments are coordinated through the Colleges.

- **Life-Skills Information / Guidance Service (RESILIENCY EDUCATION)**

The practice of self-management and adoption of healthy lifestyle practices contribute to mental wellness and overall well being. To achieve this, Mental health promotion and Homeroom activities are conducted to build life skills and resilience among UPM students to help them increase awareness of developmental tasks and skillfully deal with life challenges and opportunities. Seminars, training and workshops are conducted both in-person or virtually to special groups and to general student groups. These include, but are not limited to, stress management, study skills training, values formation, self-search, career exploration and development, career information and placement, team building, self-esteem building, conflict management and peer facilitator's training. The GCP likewise spearheads the issuance of a newsletter every three months (OSA EQUATE or the OSA Electronic Quarterly UP-dates) and a monthly article on mental health care posted at the CARES tab of the OSA website. Announcements are also posted and disseminated through GCP and OSA Facebook pages and the UP Manila email blast.

A workbook for those inclined to self-directed learning for selected Life Skills may also request access to the GCP Workbook “Unboxing the New Normal: A Student’s Guide to Psychological Preparedness” by sending a request here: <https://bit.ly/GCPworkbook>

All services are offered free to bonafide UP Manila students. In the event that the service requested is beyond the professional mandate and competency of the GCP, a referral can be made to continue the session under another professional. The UP System has an integrated list of mental health service providers across the Philippines who can be contacted and accessed at the student’s convenience and preference.

There may also be times, for various reasons, counseling clients may not feel comfortable with their assigned counselors. Students are free to request a different counselor, or even request to be assisted to contact another health professional for their concern.

## HOW CAN YOU CONTACT US?

Using face-to-face, online, and/or mobile technology modalities, we serve individual students and groups using evidence-based information and techniques. These services are carried out through friendly, relaxed and confidential sessions and may be conducted on face-to-face and/or online modalities. With consideration to the current context of both the student and the counselor, service delivery is hybrid and flexible.

The GCP offers extended psychosocial services to all UP Manila students (main campus and School of Health Sciences) through the following channels to administer appropriate interventions and assist student achieve positive resolutions and behaviors:

- **via EMAIL**  
*Send to the centralized email: [guidance.upm@up.edu.ph](mailto:guidance.upm@up.edu.ph)*  
You may write to us to inquire, schedule appointments, and request any specifics regarding a service or the personnel you will be assigned to (e.g. platform of contact, counselor preference etc.). We encourage you to use your UP email in corresponding with us.
- **via GOOGLE CHAT**  
*Request from the centralized email to get your preferred counselor’s email.*  
Provides relatively real-time responses during weekdays and is available any time for you to share your concerns; would require the use of your UP email. Reply times may vary, but audio or video calls via Google chat and/or Google Meet are available.
- **via ZOOM MEETING**  
*Request for a Zoom Meeting with your preferred counselor.*  
One-on-one or a group video conferencing (or audio conferencing) session with your preferred counselor may be pursued using the secure Zoom platform of UP. With your permission, sessions may be recorded if you would like to be able to “review” or reflect later on the video or audio transcript of your discussion.

- via **LiftTUP MOBILE APPLICATION**

Download the free mobile application available from the Google Play Store here: [https://bit.ly/mobile\\_LiftUP](https://bit.ly/mobile_LiftUP) (requires Android 9 Pie / API 28 or higher) or from the App Store here: <https://apple.co/3un4zJC> (requires iPadOS 9.0 or later)

Launched in 2018, this online chat platform is a first in the UP System for Telecounseling. As mental health awareness continues to grow, so does the need for accessible and effective mental health solutions. This application allows the student and the counselor the freedom and virtual safe space to converse via chat under an anonymous, and unless either or both parties choose to disclose. The current version does not have calls nor notifications and is only open from 8 am to 7 pm on weekdays. Students can choose to chat with a professional counselor or a peer counselor. This app is exclusive to UPM students only.

(The UP System is currently developing a system-wide Mental Health Chatbot for all students across the different UP constituent units. Students are also encouraged to periodically check <https://www.facebook.com/UPSAGIPmentalhealth> for updates)

- via **SOCIAL MEDIA**

Follow our official social media page: <https://www.facebook.com/UPMGCP>

You may contact us via our Facebook page to get connected with us without the stress that face-to-face interactions provoke. The page is managed by professional counselors who can give you guidance via the Facebook Messenger chat or video call, to discuss your concerns. You may eventually opt to transfer to more secure platforms.

- via **SMS and/or CALL**

*Contact us through any of these numbers:*

*0935-283-9951 (TM)*

*0919-268-1144 (SMART)*

*8814-1249 to 51 (Office Landline)*

SMS and/or calls may also be used when there are difficulties with internet connectivity or when interaction outside an online platform is preferred.

- via **FACE TO FACE SESSION**

“Traditional” or face-to-face sessions may be conducted, subject to compliance to minimum public health standards and prevailing UPM guidelines relative to the pandemic. You are encouraged to set your appointment by contacting the centralized email or through our social media account, prior to your intended visit. Sessions are held in the Counseling Cubicles of the Office of Student Affairs in the UPM Student Center Building. Dorm residents may be accommodated in the special Counseling nook at the UPM Dorm, and may check the posted schedule for the availability of the counselors.

## **WHO ARE THE PARTNERS OF THE GCP?**

- The **Peer Empowering Peer Society (PEPS)** is a university-wide organization of UP Manila that is closely linked to the Office of Student Affairs-Guidance and Counseling Program. They are composed of students who are focused on helping out their

peers/co-students manage their mental health concerns via peer counseling and other platforms. Training and further collaborative efforts are done to ensure that members are equipped with skills and competencies necessary for efficient and safe Peer Counseling practice. For further information about the organization, you may visit their Facebook page: <https://www.facebook.com/upmpeps/>

- The **Freshie Initiative (FI)**, established in 2019, is an organization based in the University of the Philippines Manila (UPM) composed of student-volunteers from all seven colleges consulting with the university's Office of Student Affairs (OSA). As an organization, they aim to guide incoming first year students as they embark on their new journey as UPM students by informing and helping them throughout their enrollment process, as well as organizing activities to help them better assimilate into the university culture. They aspire that every incoming freshman of the university will be accommodated and be made aware of the University's activities and affairs. At TFI, they strive to exemplify their values through empathy, passion for service, and professionalism. Ultimately, they offer assistance and aim to be of service to the freshies as they ease into the UPM life. They can be contacted through their Social media platforms on Facebook: <https://www.facebook.com/upm.tfi> and on Twitter: [https://twitter.com/upm\\_tfi](https://twitter.com/upm_tfi). They can be reached at [upm.tfi@gmail.com](mailto:upm.tfi@gmail.com)
- The **UPM Parents-Counselors Association, Inc.** is a SEC-registered corporation composed of volunteer UP Manila parents and GCP counselors who worked together in providing assistance to students as they face the rigors and demands of academic life. The Association co-sponsors with OSA the parenting and self development seminars to both parents and students, and provides financial assistance to students in need.
- The **Department of Psychiatry and Behavioral Medicine (DPBM)** is the clinical partner of the GCP. The partners are mainly Psychiatry residents who provide psychiatric evaluation, assessment, diagnosis, psychotherapy and pharmacotherapy. Cases in counseling which warrant clinical intervention are referred to the Department for psychiatric care and mental health promotion. Services are free for UP Manila students, and may be accessed on one's initiative. Consultation may be booked here: <https://pghopd.up.edu.ph/>, or as per referral from the GCP.
- **Career Partners**  
We partner with non UPM Life Coaches, Career Advocates, and Companies to provide career life skills, career information and placement services for students interested in student employment and those preparing to transition to professional careers. Announcements and activities about career development and related engagements will be posted on our social media page.
- The **College-Based Mental Health Advocates** are a batch of professionals from the teaching and non teaching sectors of UP Manila who underwent training under the College-based Mental Health Promotion Training Program organized by the UP System Office of the Vice President for Academic Affairs (OVPA) and UP System Office of Student Development Services (OSDS). They are able to provide psychosocial support

for everyday concerns of UP Manila students, as well as Psychological First Aid. A UP System Directory of Mental Health Service Providers may be requested through the GCP.

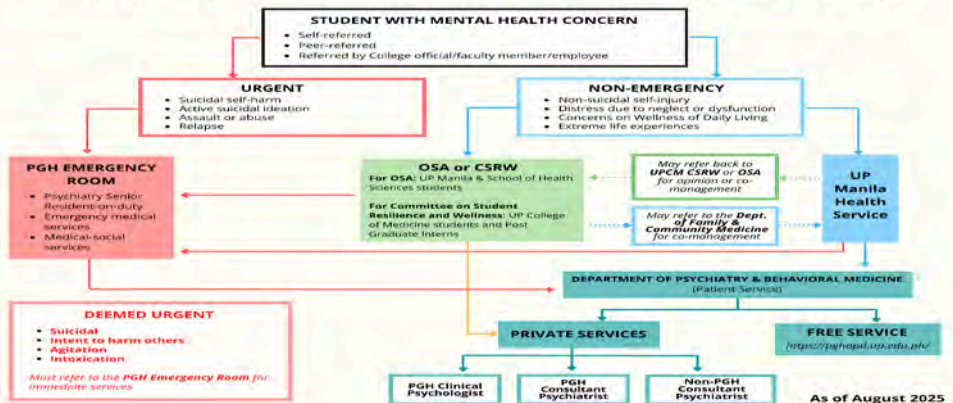
- The **Psychosocial Wellness Network (PSWN)** is a collaboration of the 7 colleges and the 4 extension campuses of UP Manila. Its vision-mission is to have a holistic and healthy UP Manila by creating a nurturing and healing environment characterized by compassion and inclusion. The network's end goal is a holistic wellness and development of all UP Manila constituents, which includes students, faculty and staff. It is a collaborative network that exists to provide psychosocial services, awareness, training, research and effective referral and monitoring systems for all its constituents.

The objectives of the PSWN are:

1. to provide psychosocial services which include counseling through OSA, faculty and mentor counselors, peer facilitators and psychological psychiatric services of the Department of Psychiatry,
2. to provide promotive and preventive intervention by increasing awareness about psychosocial issues among the stakeholders,
3. to develop a simple and effective referral and monitoring system,
4. to provide training on management of psychosocial issues,
5. to be a key resource in generating evidences that will impact on policies on psychosocial wellness and
6. to provide information and resources on psychosocial issues.

Preventive and management measures are already in place within the campus. These include psychosocial tools used for screening; a referral flowchart to streamline the process of referral (as of August 2025) is shown on the next page, the mobile chat application (LiftUP) to further add support and identify students at risk; and various services of the GCP.

### MENTAL HEALTH REFERRAL PATHWAY FOR UP MANILA STUDENTS ONLY



# AUXILIARY SERVICES PROGRAM

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## 1. STUDENT HOUSING SERVICE

To provide affordable and comfortable lodging to deserving UP Manila students taking into consideration their holistic development.

### UP Manila Dormitory

The UP Manila Dormitory is an eight storey dormitory launched in March 2020. It is located beside the College of Allied and Medical Professions. The UP Manila Dormitory accepts female and male undergraduate students.

RATES	CRITERIA FOR ADMISSION	REQUIREMENTS
<p>Php1,500.00 to Php5,000.00 per month.</p> <p>*Rental fees will be socialized according to the GIAP/STS bracket</p>	<p><b>45%</b> - Place of Permanent Residence</p> <p><b>55%</b> - Income Bracket</p>	<ol style="list-style-type: none"> <li>1. Application form</li> <li>2. 1 pc. 2x2 ID picture</li> <li>3. Current Form 5</li> <li>4. Parent's Income Tax Return (ITR) or Parent's Tax Exemption from BIR if parents are unemployed.</li> </ol>

Please refer to **ANNEX \_\_\_\_** for the *"IMPLEMENTING RULES AND REGULATIONS GOVERNING THE UP MANILA DORMITORY"*

### UP Manila Phi House Dormitory

The Phi House Dormitory is a four storey dormitory located between the College of Pharmacy building and UP Manila Dormitory. The UP Manila Phi House Dormitory accepts both female and male students of the University.

RATES	CRITERIA FOR ADMISSION	REQUIREMENTS
Php1,500.00 to Php5,000.00 per month.  *Rental fees will be socialized according to the GIAP/STS bracket	<b>45%</b> - Place of Permanent Residence  <b>55%</b> - Income Bracket	1. Application form 2. 1 pc. 2x2 ID picture 3. Current Form 5 4. Parent's Income Tax Return (ITR) or Parent's Tax Exemption from BIR if parents are unemployed.

## 2. ANNUAL IMMUNIZATION WEEK

One important activity of the Auxiliary Services Program is the Annual Immunization awareness week every 1st Semester of the Academic Year, where actual immunization against various infectious diseases such as Hepatitis A and B, MMR and Varicella will be given at discounted prices.

# UP-PGH HEALTH SERVICE

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The Office of Student Affairs coordinates with the Health Service Unit under the Department of Family Medicine of the Philippine General Hospital (PGH) and the College of Dentistry (CD) to provide for the health needs of the students. A committee on Health Services formulates guidelines and makes recommendations in order to improve the health status of students.

The clinic is staffed by medical consultants, two nurses and three clerks from the Department of Family and Community Medicine of the PGH. The medical staff diagnose and manage the students' illnesses, perform physical examinations, issue medical certificates, and refer cases to other specialists as needed.

All communications between the student and health service personnel are strictly confidential. Except for the student's guardian/parent and the clinic staff, no other person will have access to these records without the permission of the student/parent. Patients are not allowed to carry their charts out of the clinic without the permission of the consultant-in-charge.

As part of a more proactive, preventive stance in health maintenance of students who are exposed to infectious diseases in the course of their studies, an immunization program is in place. The program provides vaccines for measles, mumps and rubella (MMR), Hepatitis A and B, chicken pox and other communicable diseases.

## SPECIALTY CLINICS

Allergy	Internal Medicine	Otorhinolaryngology
Cardiology	Neurology	Psychiatry
Dermatology	Ob-Gynecology	Surgery
Endocrinology	Ophthalmology	Urology
Gastroenterology	Orthopedics	

## THE PRIMARY HEALTH CARE SERVICES

Emergency Services.....	<i>24 hours daily c/o PGH Emergency Room Complex</i>
Physical Examination .....	<i>by appointment or as scheduled</i>
Medical Consultations .....	<i>9:00-11:00 a.m., 2:00-4:00 p.m. M - F at the PGH Employees Clinic</i>

## OTHER AVAILABLE SERVICES

- Admission to the in-patient unit as the case merits.

- Minor surgical procedures like incision and drainage, cleaning and dressing of minor burns and wounds.
- Referrals of patients to specialty clinics for opinion, further work-up or each student classification.

## **HEALTH SERVICE GUIDELINES**

All incoming first year students are required to undergo the following examinations prior to enrollment:

- o Physical & Medical examination
- o Chest x-ray
- o Dental examination

The schedule for physical examination, together with the notice of admission is sent to incoming first year students. X-ray results must be presented during the physical exam. Students are advised to have their chest X-ray taken two (2) weeks before their schedule.

Immunization screening procedure is likewise included in the physical examination.

Dental examination is done at the College of Dentistry. The schedule for dental examinations coincides with that of the physical and medical examinations.

Should students fail to comply with the scheduled physical and dental examination, they automatically forfeit the privilege of having a free pre-enrollment physical examination. Students can either have their physical examination done by a private physician using the UPHS P.E. form, have this validated by a UP Health Service consultant on duty, or wait for a possible rescheduling of physical examination after the regular schedule of physical examinations.

Returning students/transferees and graduate students undergo:

- Physical & Medical examination
- Chest x-ray

The request for an annual physical exam for the above classification of students is issued by the Office of Student Relations of their respective colleges before the end of the second semester (for old students). The request slip is then presented to the Health Service, which, in turn, provides the student with the x-ray request slip.

## **INDIVIDUAL HEALTH INSTRUCTIONS EXAMINATIONS**

### **PERIODIC HEALTH EXAMINATION OF UP MANILA STUDENTS, POST GRADUATE INTERNS, PGH ROTATORS (updated 3 Feb 2025)**

1. Ensure that you have a blue card or an existing case number at PGH. If you previously sought consultation at PGH/ UPHS at the OPD or ER and if you were previously admitted at PGH, you have an existing case number. The previously issued number is permanent and a new number is NOT required. For new students with no existing case number, you may apply by accessing the link or scanning the QR code below. To confirm the status of your PGH blue card or case number, contact the PGH OPD HIMD at 8554 8400 local 5121 or 5122.

[https://docs.google.com/forms/d/e/1FAIpQLSd3ucVV8F6EoMy07kup0XAIY\\_YnWayyT9VVIFjZL78VZhD\\_cEO/viewform?vc=0&c=0&w=1&flr=0](https://docs.google.com/forms/d/e/1FAIpQLSd3ucVV8F6EoMy07kup0XAIY_YnWayyT9VVIFjZL78VZhD_cEO/viewform?vc=0&c=0&w=1&flr=0)



2. Complete the required **diagnostic tests** (radiologic and laboratory). Should the student wish to have the tests done at the Philippine General Hospital, kindly contact UPHS.

Name of Test/Vaccine	Validity	College/Year of Level
Chest x-ray PA	6 months	ALL
HbsAg	1 year	ALL except CAS and Graduate students
Anti-Hbs Hepatitis B Vaccine	1 year	ALL - except for CAS/ Graduate students and those ongoing completion of recommended doses or if the last recommended dose was given less than one (1) month prior to health examination. Proof of vaccination required.
Varicella IgG Varicella Vaccine	No expiry once positive	Students with clinical rotation at PGH except ongoing completion of varicella vaccination with proof of latest vaccination required or if the last recommended dose was given less than one (1) month prior to health examination. CAS - N/A CAMP- incoming 4th year CD - incoming fifth year CM - LU5 to LU7 CN - all year levels

		<p>CP - incoming 5th year for hospital pharmacy rotation  CPH - Incoming 4th year  Graduate students - N/A  PGH Post Graduate Interns (PGIs)  Rotators from other institutions (local/international)</p>
Tdap Vaccine	10 years	<p>Students with clinical rotation at PGH unless with proof of valid vaccination  CAS - N/A  CAMP- incoming 4th year  CD - incoming 5th year  CM - LU5 to LU7  CN - all year levels  CP - incoming 5th year for hospital pharmacy rotation  CPH- incoming 4th year  Graduate Students - N/A  PGH Post Graduate interns (PGIs)  Rotation from other institutions (local/international)</p>
MMR Vaccine		<p>Students with clinical rotation at PGH unless with proof of vaccination  CAS - N/A  CAMP - incoming 4th year  CD - incoming 5th year  CM - LU5 to LU7  CN - all year levels  CP - incoming 5th year for hospital pharmacy rotation  CPH - incoming 4th year  Graduate Students - N/A  PGH Post Graduate Interns (PGIs)  Rotators from other institutions (local/international)</p>
HICU Clearance	1 year	<p>Students with clinical rotation at PGH  CAS - N/A  CAMP - incoming 4th year  CD - incoming 5th year  CM - LU5 to LU7  CN - all year levels  CP - incoming 5th year for hospital pharmacy rotation  CPH - incoming 4th year  Graduate Students - N/A  PGH Post Graduate Interns (PGIs)  Rotators from other institutions (local/international)</p>

Urinalysis Clearance	6 months	Rotators from other institutions (international) Not required for UP students & PGIs
Complete Blood Count	6 months	Rotators from other institutions (international) Not required for UP students & PGIs
Blood Type	No expiry	Rotators from other institutions (international) Not required for UP students & PGIs
RPR/ VDRL	1 year	Not required for UP students & PGIs

3. If you will be assigned in clinical areas and/or those with direct patient care in PGH, fill out the Hospital Infection Control Unit (HICU) Form. Update all information and complete all vaccinations required. Bring a copy of all results for infectious disease screening (CXR, HbsAg, Anti-Hbs, Varicella IgG). Ensure accuracy and completeness of information in the form

4. Dental evaluation is required for FRESHMEN of ALL COLLEGES. This is conducted at the **UP Manila College of Dentistry Oral Diagnosis Clinic**. Outcomes of your evaluation will be shared directly to UPHS. Guidelines for dental evaluation to be provided by UP College of Dentistry.

5. **Fill out the official UPHS Health Examination Form** (updated November 2022). The old UPHS PHEX form will no longer be accepted.

6. The **medical evaluation** may be performed by any physician using the official **UPHS Health Examination Form** (updated November 2022). Students will be accommodated for face to face consultation and online validation only on the specified dates assigned to their college on a first come first served basis. For those opting to have their **medical examination done personally at UPHS**, ensure that the documents listed below are available and valid prior to consultation. The same documents may be **sent to the UPHS email for validation** following the specified format. A UPHS staff/ physician may contact you should additional information be needed. All students cleared for enrollment will be listed in a shared file with the Colleges and OSA. **NO HARD COPIES** of the medical certificate will be released to the students.

a. Filled out official UPHS Health Examination Form. If the physical examination was done by a non-UPHS physician, indicate the **contact number and email address of the physician**. Please write LEGIBLY. The validity of the signed UPHS Health Examination form which will be used for validation purposes is **2 months** from the date it was signed by your preferred physician.

- b. Original and one (1) photocopy of all test results (radiology and/or laboratory)
- c. Original HICU form/ clearance (if applicable) and one (1) photocopy of HICUclearance. You will be asked to encode the information in the HICU google form.

Make sure to encode the correct information.

### Format for Validation Request

Email Title : PHEX 2025\_College\_Family Name (e.g. PHEX 2025\_CM\_Dela Cruz) Content : Full Name (Last Name, First Name, Middle Name)

PGH Case Number -  
 Contact Number -  
 College -  
 Course -  
 Student Number -  
 YL for AY 2025-2026 -  
 Attachments: Documents listed in 6.a, 6.b and 6.c

#### Reminders:

- Clinic schedule----- Mon to Fri except holidays, 7:00 am to 3:30 pm
- Cut-off for walk-in patients----02:00 pm
- Cut-off for validation request--11:00 am
- Cell phone number-----0961 732 1764 (SMS only)
- Email address----- hs.uppgh@up.edu.ph

### **DISCOUNTS AND MINIMAL FEES AVAILED BY STUDENTS WHEN ADMITTED TO PGH:**

- 100% discounts for regular diagnostic examinations;
- PGH revolving fund price for drugs/medicine;
- 20% discount for special diagnostic examinations; and
- For infirmary rooms (room for 7), no room charges for 30 days, after which, a 30% discount on pay ward rate will be charged. Philippine Health Insurance benefits can be applied in addition to the above.

### **PROCEDURE IN CASE OF EMERGENCY**

A student requiring immediate care in the event of an emergency will be sent to the Emergency Room Complex for diagnosis and treatment. Students are reminded to bring their I.D. cards for proper identification. Alternatively, a certificate of enrollment from his/her college should be presented within 24 hours of confinement.

# UP MANILA LEARNING RESOURCE CENTER

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## Services Offered:

1. **FREE TUTORIAL PROGRAM:** Free faculty and peer assisted tutorials for mathematics (Algebra, Trigonometry, Calculus,) Science (General, Organic Chemistry, Biology, Natural Science, 182 Geology) and Communication.
2. **BRIDGING PRGRAM** – An intensive general skills development and enrichment course designed to bridge the gap between the high school exit skills and UP entrance skills requirements.
3. **INSTRUCTIONAL TECHNOLOGY ROOM** – Desktop computers and windows operating system, with internet access, exclusive to all UP Manila students (present UP ID)
4. **MULTIMEDIA LIBRARY** - The LRC has its own collection of books, journals, learning materials, news clippings and magazines (*books may be borrowed but must be returned on the same day*)
5. **AUDIO VISUAL FACILITY AND FACULTY LOUNGE** – Fully air conditioned and sound proofed AV room which can accommodate 50 persons for seminars or class presentations. The LCD may only be used in the tutorial room/AVR. The Faculty lounge is readily available for faculty and students to watch educational programs and/or study.
6. **SEMINARS AND WORKSHOPS** – Held every semester for students and peer tutors to enrich their knowledge in other areas such as career preparedness, tutorial tips, computer literacy training, etc.

# LIBRARY SERVICES

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The U.P. Manila Library users are required to present their ID card when entering the Library and checking out any library materials.

## Registration for Library Privileges:

Bonafide members of the University who register for library privileges shall be required to present the following:

- Student identification card or registration paper (Form 5) valid for the current semester; or
- Faculty/Staff identification or appointment papers.

## Borrower's Privileges:

CLIENT	CIRCULATION	LOAN PERIOD*	RESERVED
Undergraduate	5	2 weeks	3
Graduate	10	2 weeks	3
Faculty	10	1 month	5
Admin Staff	5	2 weeks	1
REPS	10	2 weeks	2

\* May vary depending on the unit library

## Electronic Resources:

Individual Journals and Databases:

- Access Pharmacy (eBooks)
- American Journal of SpeechLanguage Pathology
- Cambridge Books Online (eBooks)
- ClinicalKey
- EBSCOHost Database
  - CINAHL Plus with full text
  - Dentistry & Oral Sciences Source
- Gales Science in Context
- Gale Virtual Reference Library (eBooks)
- General OneFile
- IG Library (eBooks)
- Journal of Orthopaedic & Sports Physical Therapy
- Journal of Speech Language and Hearing Research
- Journals@Ovid
- Micromedex
- Project MUSE
- Proquest Central
- ProQuest Dissertations & Theses Global
- ScienceDirect (with eBooks)
- Scopus
- Turnitin

## APPENDICES

# REPUBLIC ACT 7877: AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES

*(This Act which is a consolidation of House Bill No. 9425 and Senate Bill No. 1632 was finally passed by the House of Representatives and the Senate on February 8, 1995)*

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**Section 1. Title** – This Act shall be known as the “AntiSexual Harassment Act of 1995”.

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

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

- a) In a work-related or employment environment, sexual harassment is committed when:
1. The sexual favor is made as a condition in the hiring or in the employment, reemployment or continued employment of said individual or in granting said individual favorable compensation, terms, conditions, promotions or privileges, or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee.
  2. The above acts would impair the employee’s rights or privileges under existing labor laws; or
  3. The above acts would result in an intimidation, hostile, or offensive environment for the employees.

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

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

**Section 4. Duty of the Employer or Head of Office in a Work-related, education, or Training Environment** - it shall be the duty of the employer or the head of the work-related, educational, or training environment or institution, to prevent or deter the commission of acts of sexual harassment. Towards this end, the employer or head of office shall:

- (a) Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions therefore.

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.

The said rules and regulations issued pursuant to this sub-section (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

- (b) Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainers 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.

In the case of a work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees.

In the case of the educational or training institution, the committee shall be composed of at least one (1) representative from the administration, the trainers, teachers, instructors, professors or coaches and students or trainees, as the case may be.

The employer or head of the office of an educational or training institution shall disseminate or post a copy of this Act for the information of all concerned.

**Section 5. Liability of the Employer, Head of Office, Educational or Training Institution -**

The employer or head of office, education or training institution shall be solidarily liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken thereon.

**Section 6. Independent Action for Damages-** Nothing in this Act shall preclude the victim of work, education, or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

**Section 7. Penalties-** Any person who violates the provisions of this Act shall upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten Thousand Pesos (P10,000.00) nor more than Twenty Thousand Pesos (P20,000.00), or both such fine and imprisonment at the discretion of the court.

Any action arising from the violation of the provisions of this Act shall be prescribed in three (3) years.

**Section 8. Separability Clause -** If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration

**Section 9. Repealing Clause -** All laws, decrees, order, rules and regulations, other issuance, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

**Section 10. Effectivity Clause -** This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.

# UP ANTI-SEXUAL HARASSMENT CODE

*Approved by the UP Board of Regents on its 1324th Meeting, 26 January 2017*

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Pursuant to its powers vested by law, the Board of Regents of the University of the Philippines System hereby promulgates this Anti-Sexual Harassment Code within the jurisdiction of the University of the Philippines.

**Section 1. Declaration of Policy.** – The University values and upholds the dignity of every individual, and guarantees the full respect for human rights of all members of the UP community.

All forms of sexual harassment are unacceptable.

To this end, the University shall maintain an enabling, gender-fair, safe and healthy learning and working environment for the members of the UP community.

**Section 2. Policy Standards and Guidelines on Sexual Harassment.** – In furtherance of the Declaration of Policy in Section 1 hereof, the following standards and guidelines shall be observed by the University:

- (a) This Code shall apply to all teaching and non-teaching personnel, and students of the University.
- (b) Sexual harassment is a reprehensible conduct which subverts the mission of the University and undermines the dignity of the members of the UP community. The University shall undertake measures to prevent and eliminate sexual harassment.
- (c) All reported incidents or cases of sexual harassment, including incidents between member/s of the UP community and partner entities, shall be appropriately acted upon by the University.
- (d) The University shall provide appropriate services to parties to sexual harassment cases.
- (e) Retaliation, in any form, against persons directly or indirectly involved in any incident report or case involving sexual harassment, shall be a ground for disciplinary action.

**Section 3. Coverage.** – This Code applies to all members of the UP community.

The “UP community” refers to persons, natural or juridical, inclusive of teaching and non-teaching personnel, and students as defined herein.

- (a) “Teaching personnel” – any member of the teaching staff of the University, regardless of academic rank or status of appointment, including any person with teaching responsibilities.
- (b) “Non-teaching personnel” – any person who works for the University, not included in the teaching staff regardless of status of appointment.
- (c) “Student” – any individual admitted to and registered in any program of the University on a regular or part-time basis, including one who is officially on leave of absence; and who has not yet been separated from the University formally through either transfer, graduation, honorable or dishonorable dismissal, expulsion or expiration of the period allowed for maximum residence, at the time of the commission of the act of sexual harassment, regardless of whether or not he/she is enrolled in any unit of the University at the time of the filing of the charge or during the pendency of the disciplinary proceedings, including any person undertaking on-the-job training.
- (d) “Other UP Workers” – refers to non-UP contractual and job order workers, who are under a contractual teaching and non-teaching arrangement, including, but not limited to coach, mentor, trainer, consultant.
- (e) “UP organizations” - refers to organizations or groups registered or recognized by the University or any of its offices/units.

**Section 4. Definitions.** – As used in this Code –

- (a) Academic activity – any activity that involves academics such as, but not limited to, classes, tutorials, seminars, workshops, conferences, lectures, examinations, fieldwork, externships/internships, on-the-job training, for the fulfillment of academic requirements and others.
- (b) Academic unit – all units such as but not limited to College, School, Institute, Center or Program.
- (c) Academic year – as determined by the University.
- (d) Admonition/Reprimand – a written or oral, formal reproof.

- (e) Alternative Dispute Resolution (ADR) – any process to amicably resolve a case by which the dispute is resolved by the parties themselves with the assistance of a neutral third party, which includes mediation and conciliation.
- (f) Apology – a signed written expression of contrition or remorse for wrong done, accepted by the University and the private complainant.
- (g) Community service – any rehabilitative activity as provided by the University designed to provide for the public good in keeping with the overall goals of the community, and agreed upon by the University and the respondent/s; *Provided*, that it should not displace regular employees, supplant employment opportunities ordinarily available, or impair contracts for services.
- (h) Constituent University (CU) – The University is composed of its existing Constituent Universities, as follows: University of the Philippines Diliman; University of the Philippines Manila; University of the Philippines Los Baños; University of the Philippines Visayas; University of the Philippines Mindanao; University of the Philippines Baguio; University of the Philippines Open University; and those that may be created in the future.
- (i) Expulsion – permanent disqualification from attendance in the University.
- (j) Hearing – an opportunity for the parties to be heard. The hearing is not a trial-type hearing.
- (k) Juridical person – refers to partnerships, corporations, cooperatives, and labor unions.
- (l) Partner entity – refers to any private or public person, natural or juridical, with which the University has teaching, research, extension, and other service arrangements.
- (m) Private Complainant – the aggrieved person who files a complaint, or any person initially acting in his or her behalf. She/he shall be considered a complaining witness.
- (n) Respondent – one against whom a Formal Charge is issued.
- (o) Semester – academic period as determined by the University.
  - a. University premises – the lands, buildings or facilities occupied or managed by the University.

- b. University System – all units and offices under the Office of the University President and Vice Presidents.
- (p) Year, month, day – “year” is to be twelve calendar months; “month” of thirty days, unless it refers to a specific calendar month in which case it shall be computed according to the number of days the specific month contains; “day,” a day of 24 hours; and “night,” from sunset to sunrise.

### **Section 5. Sexual Harassment Defined. –**

Sexual harassment is unwanted, unwelcome, uninvited behavior of a sexual nature or inappropriate sexual advances or offensive remarks about a person’s sex, sexual orientation, or gender identity.

It is an act, which may be committed physically, verbally, or visually with or without the use of information communication technology.

Sexual harassment may be a demand or request for sexual favor by a person of authority, influence or moral ascendancy in exchange for appointments, grants, grades or favors, or set as terms and conditions for appointments, grants, grades or favors regardless of whether such act or series of acts are accepted by the offended party.

It may be committed inside UP premises; or outside UP premises in a work, education, research, extension, or related activity.

Sexual harassment under this Code may include, but is not limited to, cases involving abuse of authority or power, ascendancy, influence such as in a teacher-student, senior faculty-junior faculty, -health worker-patient or healthcare provider-client relationship; cases involving peer relationships such as faculty-faculty, employee-employee, or student-student relations, or cases involving harassment of teaching or non-teaching personnel by students, or cases involving harassment of supervisors by subordinates.

This Code contemplates cases of harassment involving persons of the same or opposite sex, regardless of sexual orientation, gender identity and expression.

Where the act/s of sexual harassment are shown to be organization-related or organization-based, the liability for sexual harassment shall extend to the officers of the organization, who are registered students during the commission of the offense, and the organization itself.

**Section 6. Persons Liable.** – Any member of the UP community is liable for sexual harassment when he/she:

- (a) directly participates in the execution of any act of sexual harassment as defined by this Code;
- (b) induces or directs another or others to commit sexual harassment as defined by this Code;
- (c) cooperates in the commission of sexual harassment by another through an act without which the sexual harassment would not have been accomplished;
- (d) cooperates in the commission of sexual harassment by another through previous or simultaneous acts;
- (e) benefits from the commission of any act of sexual harassment;
- (f) conceals or hides the commission of any act of sexual harassment; and
- (g) restrains, or coerces the victim from filing the appropriate complaint.

**Section 7. Classification of Acts.** – Sexual harassment in relation to Section 5 is classified as light, less grave and grave offenses, as follows:

- (a) Light Offenses shall include, but are not limited to:
  - 1. surreptitious looking or stealing a look at a person's private parts or underclothing;
  - 2. malicious leering or ogling;
  - 3. sexual flirtation or persistent unwanted attention with sexual overtones;
  - 4. inquiries or comments about a person's sex life and gender orientation;
  - 5. communicating sexist/smutfy remarks causing discomfort, embarrassment, offense, or insult to the receiver;
  - 6. display of sexually-offensive pictures, materials, or graffiti; and
  - 7. other analogous cases.
- (b) Less Grave Offenses shall include, but are not limited to:
  - 1. verbal and/or non-verbal abuse with sexual overtones, including but not limited to, offensive hand or body gestures;
  - 2. derogatory or degrading remarks or innuendoes directed toward the opposite or one's sex, sexual orientation or gender identity;

3. touching or brushing against a victim's body;
  4. pinching that does not fall under grave offenses;
  5. sexual advances or propositions; and
  6. other analogous cases.
- (c) Grave Offenses shall include, but are not limited to:
1. touching or groping of private parts of the body such as breast, genitalia, or buttocks;
  2. forced kissing;
  3. requesting for sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing grade, the granting of honors or scholarship, or the grant of benefits or payment of a stipend or allowance;
  4. attempted or consummated unwanted sexual intercourse or torture of the person in a sexual manner; and
  5. other analogous cases.

**Section 8. Anti -Sexual Harassment Council.** – An ASH Council shall be constituted in each of the constituent universities (CUs). The ASH Council shall be composed of:

- (a) the Vice Chancellor for Academic Affairs, the Vice Chancellor for Administration, the Vice Chancellor for Student Affairs and other Vice-Chancellors, or equivalent officials;
- (b) one representative each from the teaching and non-teaching personnel, and students, who shall be appointed by the Chancellor in consultation with their respective sectors, for a term of one academic year each; *Provided*, that the exclusive bargaining representative of the teaching and non-teaching personnel shall be accorded representation.
- (c) the Director/Coordinator of the Women's Studies Center/Gender Office; and
- (d) the Coordinator of the OASH, who shall be a non-voting member.

The Committee shall be headed by a Vice Chancellor who will serve as Chairperson on a rotating basis with the other Vice Chancellors.

The ASH Council shall be responsible for the following:

- (a) serve as the oversight committee of the Office of Anti-Sexual Harassment (OASH);

- (b) determine whether a *prima facie* case of sexual harassment exists before giving due course to the complaint;
- (c) recommend the constitution of Hearing Committees to hear and resolve cases with members drawn from a pool of nominees; and,
- (d) perform such other tasks that the Chancellor will assign or delegate.

**Section 9. Office of Anti-Sexual Harassment.** – Each constituent university shall have an Office of Anti-Sexual Harassment (OASH). The OASH shall be directly under the Office of the Chancellor. It shall be headed by a Coordinator.

- a) The Coordinator shall be appointed by the Chancellor to serve for a term of three (3) years, which may be renewed. He or she shall be the executive officer of the Office and shall be responsible for the efficient implementation of the decisions of the Office and of the Chancellor involving sexual harassment cases.
- b) The OASH shall:
  1. design and implement a continuing program of activities and initiatives for the prevention of sexual harassment;
  2. undertake information and educational activities to ensure that the University policy, rules, regulations, and procedures on anti-sexual harassment are disseminated and become part of academic culture;
  3. formulate procedures of such nature as to elicit trust and confidence on the part of interested parties in resolving problems arising from cases or incidents of sexual harassment, including counseling and grievance management;
  4. coordinate security and support measures to aggrieved parties or victims in sexual harassment cases;
  5. serve as the secretariat of the ASH Council and Hearing Committees and act as custodian of records;
  6. prepare and submit an annual report to the Chancellor of the University;
  7. monitor the implementation of decisions/orders of the appropriate disciplining authority; and,
  8. perform such other functions which this Code and the Chancellor may delegate.

Each constituent university shall henceforth set up its respective OASH, not later than one (1) year from effectivity of this Code. The existing organizational structure shall continue to discharge its respective functions pending the creation of an OASH and Gender Office/Center as separate and independent units in each constituent university.

**Section 10. Anti-Sexual Harassment Hearing Pool.** – The OASH shall constitute and maintain a pool of students, and teaching and non-teaching personnel with regular appointments from which shall be drawn the members of a Hearing Committee for every case where formal procedure is preferred or is deemed necessary.

The members of the pool shall undergo orientation on the nature of sexual harassment, and gender sensitivity.

**Section 11. Procedures.** – The University shall provide facilities for both informal and formal procedures for resolving cases or dealing with incidents of sexual harassment.

Informal procedure refers to University action other than the formal procedure outlined in Section 16. It may include alternative dispute resolution (ADR) mechanisms, corrective measures, and provision of support services, such as counseling, providing information, issuance of an administrative protection order, alternate or temporary shelter, study or work immersion, wellness programs and wholesome rehabilitative measures, and such other appropriate support.

Formal procedure refers to an administrative disciplinary proceeding initiated upon a sworn written complaint and, after investigation, involves the issuance of a Formal Charge, the conduct of summary hearing, the resolution of a case, and the imposition of the corrective measure, if any.

Incidents of sexual harassment dealt with in this manner will be documented to determine whether patterns of sexual harassment are present, and to come up with measures to prevent and eliminate sexual harassment.

**Section 12. Alternative Dispute Resolution (ADR).** – As used in this Code, ADR is limited to conciliation and mediation. It may be resorted to only in one complaint of sexual harassment; *Provided*, that these three requisites occur: it is the first complaint against the person being complained of; the complaint is a light offense; the case is peer- to-peer. Furthermore, it is understood that the complaint against the respondent is the first complaint filed in any of the constituent universities.

Complaints settled through ADR shall at all times be with the assistance of the OASH.

**Section 13. Support Services.** – The OASH may, at any time, in either formal or informal procedure, coordinate with, refer to, and/or provide appropriate support services to both aggrieved party or person/complainants and persons complained of/respondents.

Support services may include but are not limited to: temporary shelter, medical and legal services, counseling, transportation, communication, safety and security measures and laboratory procedures.

For this purpose, the OASH shall provide orientation/training to all those who are involved in providing support services to parties in the sexual harassment case.

**Section 14. Right to Representation.** – The University as complainant shall be represented by the Chancellor or President, as the case may be, or his/her designate.

The complaining witness and the respondent may be assisted by their respective counsels of choice, who are not connected with the University.

The role of counsel shall be limited to advice to his/her client.

**Section 15. Where to File.**–The report/complaint may be filed with the CU OASH where the incident was committed, or in the CU OASH selected by the aggrieved party, if parties involved are from different CUs.

**Section 16. Procedures on the Determination of Sexual Harassment. –**

(a) How Commenced. – Any sexual harassment committed may be reported orally or in writing, in English or Filipino, to the OASH by an aggrieved party, or by any person for the aggrieved party. No particular form is required for the report, but it must be in writing, signed by the aggrieved party or person and notarized.

Deans/Directors/Heads of units who receive such reports shall communicate the report to the OASH.

A report made orally, or thru a text message, or thru other non-written means, shall be reduced in writing by the OASH person-in-charge using a prescribed case in-take form and signed by the aggrieved party, or any person serving as the aggrieved party; *Provided*, that reports or statements in writing and other documents submitted shall be attached thereto.

A report filed by any member of the UP community against a non-member of the UP community with the University shall be dealt with similarly; *Provided*, that the report against the latter shall proceed in accordance with the terms of their engagement with the University.

A report filed against any member of the ASH Council and the OASH staff shall be referred to the Office of the Chancellor for investigation and appropriate action. Reports/complaints involving UP System officials and employees shall be referred to UP Diliman OASH for investigation and disposition.

A report filed against the Chancellor shall be referred to the Office of the President of the University for investigation and appropriate action.

A report filed against the President shall be referred to the Board of Regents of the University of the Philippines for investigation and appropriate action.

- (b) Interview. – A designated OASH case interviewer shall determine the particulars of the incident/s reported by asking specific questions to elicit details, record the answers and ensure that the record of the interview is attested to by the aggrieved party or person.
- (c) Notices. – Within five (5) days from receipt of the report, the OASH shall serve a notice of the report upon the person complained of and his/her parent or guardian, if the student is below 18, with copies of all pertinent documents.
- (d) Response to Report. – Within a period of five (5) days from receipt of the notice of the report, the person/s complained of shall submit to the OASH a written and notarized response, with a copy furnished to the aggrieved party.
- (e) *Prima Facie* Determination of Sexual Harassment. – Upon receipt of the response to the report or the expiration of the period for the submission thereof, whichever comes first, all pertinent documents shall be forwarded to the ASH Council for evaluation and determination whether or not a *prima facie* case for sexual harassment exists, and if there is basis for issuance of preventive suspension.

Sexual harassment is deemed to exist on the basis of the complaint when any of the following circumstances is alleged:

1. The sexual favor is demanded or requested as a condition in hiring, employment or reemployment or in granting favorable compensation or promotion or any other term, condition or privilege; or the refusal to grant the sexual favor results in limiting, segregating or classifying which would discriminate, diminish or deprive employment opportunities or otherwise adversely affect the person who is the object of sexual harassment;
2. It would impair the rights or privileges of the students, teaching and non-teaching personnel under the law, rules or regulations;

3. It would result in an intimidating, hostile or offensive employment or learning environment; it could force the offended party to give in to the unwanted, unwelcome, or uninvited behavior.
4. Committed against a student, trainee or one who is under the care, custody, supervision or advisorship of the offender, or one whose education, training, apprenticeship or tutorship is entrusted to the offender; or,
5. The sexual favor is deemed to be a condition to the giving of a passing grade, the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or considerations.

At any time during this evaluation, the ASH Council may request the attendance of parties to answer questions, inform them of the opportunity to resolve the complaint through an informal procedure and employ such other measures as it may deem relevant in the evaluation of the complaint. The ASH Council shall ensure the voluntariness and readiness of the parties opting for either the informal or formal procedure.

The ASH Council shall submit to the Chancellor or President, as the case may be, its report and recommendation/s, notwithstanding any withdrawal of the report made by the aggrieved party, within thirty (30) days from receipt of the response to the report/complaint.

**Section 17. Issuance of Formal Charge.** – After finding a *prima facie* case, the Chancellor or President, as the case may be, shall issue a Formal Charge against any or all of the respondents within fifteen (15) days from receipt of the OASH report and recommendation/s.

The Formal Charge shall state the name, age, civil status, citizenship and relationship with the University of the person complained of; the acts or omissions constituting sexual harassment; the name, age, civil status, citizenship and relationship with the University of the offended person/s; the approximate date, time, place and circumstances constituting the elements of the report/complaint.

Formal Charge may include preventive suspension, including its scope, and protection order.

Filing of complaints may be done digitally subject to compliance of requirements provided in this Section.

**Section 18. Preventive Suspension.** – Upon the recommendation of the ASH Council, the Chancellor or President, as the case may be, may suspend any student, teaching or non-teaching personnel for a non -extendible period of not more than ninety (90) days from

issuance of Formal Charge; *Provided*, that no suspension shall be beyond the maximum imposable penalty.

An order of preventive suspension may be issued to temporarily remove the respondent from the scene of the complained incident and to preclude the possibility of his/her exerting undue influence or pressure on the witnesses against him/her or destroying, tampering, hiding or suppressing evidence.

A respondent under preventive suspension may be prohibited from any or all of the following:

- (a) attending classes and academic activities/rendering work;
- (b) entering UP academic/office/ service buildings and their premises;
- (c) using UP campus facilities, including but not limited to, athletic facilities, libraries, and computer laboratories; except dormitories for dormitory residents, health service, houses of worship, police station, resource generation areas, residences, and others as may be recommended by the ASH Council;
- (d) participating in UP activities within university premises;
- (e) holding student/office jobs; and,
- (f) enjoying IT privileges as defined by the current policies on IT uses and resources of the University, except online enrolment.

The preventive suspension may include other conditions set by the Chancellor or the Dean or President, as the case may be.

**Section 19. Protection Order.** – The Chancellor or President, as the case may be, may issue a Protection Order, on his/her own initiative, or upon application by the complainant, or upon the recommendation of the ASH Council, or Hearing Committee for the purpose of preventing retaliatory acts or continuing acts of sexual harassment against the complainant and granting other necessary relief. The reliefs granted under a Protection Order serve the purpose of safeguarding the complainant from further harm, minimizing any disruption to her/his daily life, and facilitating her/his opportunity and ability to independently regain control over her/his life. The provisions of the Protection Order shall be enforced by the Academic Unit or Office that has authority over the respondent.

A Protection Order may be temporary or permanent. A Temporary Protection Order (TPO) may be issued for not more than ninety (90) days unless the charge is for a grave offense, in which case the TPO is issued for the duration of the proceedings. A Permanent Protection Order (PPO) may be issued as part of the corrective measures.

The Protection Order may include any, some or all of the following reliefs:

- (a) prohibition of the respondent from threatening to commit or committing, personally or through another, any of the above acts prohibited in this Code;
- (b) prohibition of the respondent from directly or indirectly harassing, annoying, discriminating or committing any other acts that tend to damage the reputation of the complainant;
- (c) removal and exclusion of the respondent from the place of work or study of the complainant, if they are officemates or classmates, either temporarily or permanently for the purpose of protecting the complainant;
- (d) directing the respondent to stay away from the complainant and to stay away from the residence, school, place of employment, or any specified place frequented by the complainant; and,
- (e) provision of such other forms of relief as may be deemed necessary to protect and provide for the safety of the complainant; *Provided*, that the complainant consents to such relief.

Violation of the TPO/PPO shall be subject to immediate disciplinary action as recommended by the Hearing Committee to the Chancellor.

**Section 20. ASH Hearing Committee.** – Upon the issuance of a Formal Charge, the Chancellor or President, as the case may be, shall constitute a Hearing Committee of three (3) members drawn from a Hearing Pool, which shall be composed of the following:

- (a) a Chairperson, who is a member of the teaching personnel;
- (b) one (1) member representing the sector of the complainant; and,
- (c) one (1) member representing the sector of the respondent.

The presence of the Chair and a member shall be sufficient to constitute a quorum. The concurrence of two (2) members shall be necessary for the submission of the Committee report and recommendation/s.

A member of a Hearing Committee shall serve until the final disposition, unless in the meantime, he or she has officially severed his/her relationship with the University, or for other compelling reasons as determined by the Chancellor. Any change in the membership

composition of the Committee shall not prejudice the continuity of the proceedings or the final disposition of the case.

It shall be the duty of the members of the Hearing Committee to meet and convene promptly and expeditiously for the purpose of early disposition of the case.

**Section 21. Formal Procedure under the ASH Hearing Committee.** – All proceedings before the ASH Hearing Committee (Hearing Committee) shall be summary in nature and the Hearing Committee shall not be bound by technical rules of evidence. The parties and their witnesses, if any, shall submit affidavits subject to clarificatory questions by the Hearing Committee.

- (a) Quorum. - The hearings and all other meetings of the Hearing Committee shall proceed when a majority of the members are present.
- (b) Prohibited Pleadings. - The following requests are prohibited:
  - 1. extension of time to file an answer;
  - 2. dismissal of the complaint;
  - 3. re-opening of a case;
  - 4. demurrer to evidence;
  - 5. postponements/cancellation of hearings;
  - 6. reply/rejoinder;
  - 7. intervention; and,
  - 8. new proceedings on the same case.
- (c) Summons. – Within five (5) days from its constitution, the Hearing Committee shall serve written summons to the respondent/s with a copy of the Formal Charge by registered mail or courier service, through the Dean/Head of Unit, or to the student-respondent's parents or guardians.
- (d) Answer. – Within seven (7) days from receipt of the summons and the Formal Charge, the respondent/s shall submit to the Hearing Committee an answer in writing or if he/she fails to submit an answer, his/her answer during the *prima facie* determination shall be considered as his/her answer.
- (e) Preliminary Meeting. – The preliminary meeting shall be mandatory. The Hearing Committee shall set the preliminary meeting date not later than two (2) weeks after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer.

Failure of the private complainant to appear shall be a ground to dismiss the complaint.

Matters taken and agreed upon during the preliminary meeting shall be reduced in writing and attested to by the Hearing Committee, the University Representative and/or the private complainant, and the respondent. The preliminary meeting report shall be binding on the parties. The parties may also agree to submit the case for resolution during the preliminary meeting.

- (f) Position Papers. – Within two (2) weeks from the preliminary meeting, the parties shall simultaneously file their respective position papers, attaching thereto the affidavits of their witnesses and/or documentary evidence, if any.
- (g) Clarificatory Meeting. – At any time after the submission of the position papers, the Hearing Committee may call for clarificatory meetings.
- (h) Report and Recommendation. – Within fifteen (15) days from the receipt of the position papers or the last clarificatory meeting, the Hearing Committee shall submit its report and recommendation/s to the Chancellor or President, as the case may be.
- (i) Decision by the Chancellor.– Within thirty (30) days from the receipt of the Committee report and recommendation/s, the Chancellor shall render a decision.

The decision of the Chancellor shall be final and executory ten (10) days after receipt of the copy thereof by the parties; *Provided*, that in cases where the corrective measure is expulsion/dismissal, the same shall be automatically appealed to the Office of the President.

No motion for reconsideration is allowed.

- (j) Appeal to the President. – The decision of the Chancellor may be appealed to the President within ten (10) days upon receipt of the decision.

In cases of automatic appeal, the records of the case shall be transmitted by the OASH to the President within five (5) days from receipt of the decision of the Chancellor.

The President shall decide the case within thirty (30) days upon receipt of the decision of the Chancellor.

No motion for reconsideration is allowed.

- (k) Decision by the President in Cases Involving UP System Officials and Personnel.– Within thirty (30) days from the receipt of the Committee report and recommendation/s, the President shall render a decision.

The decision of the President shall be final and executory ten (10) days after receipt of the copy thereof by the parties; *Provided*, that in cases where the corrective measure is expulsion/dismissal, the same shall be automatically appealed to the Board of Regents.

No motion for reconsideration is allowed.

- (l) Appeal to the Board of Regents. – The decision of the President is appealable to the Board of Regents (BOR) within ten (10) days upon receipt of the decision.

Only one motion for reconsideration is allowed.

**Section 22. Corrective Measures.**– The corrective measures for light, less grave, and grave offenses are as follows:

- (a) For teaching or non-teaching personnel

- 1. For light offenses

- 1<sup>st</sup> offense – Reprimand or suspension for 1 month and 1 day to 6 months
  - 2<sup>nd</sup> offense – Fine or suspension for 6 months and 1 day to one year
  - 3<sup>rd</sup> offense – Dismissal

- 2. For less grave offenses

- 1<sup>st</sup> offense – Suspension for 6 months and 1 day to one year
  - 2<sup>nd</sup> offense – Dismissal

- 3. For grave offenses

- 1<sup>st</sup> offense – Dismissal

- (b) For students

- 1. For light offenses

- 1<sup>st</sup> offense – Reprimand or community service of not exceeding 30 hours
  - 2<sup>nd</sup> offense – Suspension not exceeding 1 semester
  - 3<sup>rd</sup> offense – Expulsion

- 2. For less grave offenses

- 1<sup>st</sup> offense – Community service of 60 hours
  - 2<sup>nd</sup> offense – Suspension for 1 semester to 1 year
  - 3<sup>rd</sup> offense – Expulsion

- 3. For grave offenses

- 1<sup>st</sup> offense – Suspension for more than 1 academic year to expulsion

- (c) For other UP workers

They shall be proceeded against in accordance with the provisions of their contract with the University.

(d) For UP organizations

The corrective measures shall range from a minimum of suspension of privileges and recognition for one semester to a maximum of non-recognition as the gravity of the circumstances shall warrant.

In consonance with the transformative values of student discipline, the corrective measure of suspension for one semester or less may be converted and served for a like period in community service. Community service shall include a reasonable period for clinical counseling and rehabilitative measures.

**Section 23. Additional Corrective Measures.** – In addition to the imposable corrective measures, regardless of the number of times the offense is committed, the following corrective measures may be imposed within the period of service of the corrective measure. These include the following, but are not limited to:

- (a) written or oral apology;
- (b) counseling; and,
- (c) attendance in appropriate or relevant training, seminars, and lectures, such as gender sensitivity training, or other such similar activities.

In determining whether corrective measures are appropriate or necessary, the following factors may be taken into consideration:

- (a) nature and circumstances of the act committed;
- (b) frequency and severity of the act;
- (c) personal circumstances of the person complained of/ respondent (e.g., age, maturity, position, or rank)
- (d) safety of the parties or community; and,
- (e) such other relevant factors.

These corrective measures may also be adopted in complaints submitted for disposition under the informal procedure.

**Section 24. Alternative Circumstances.** – In the determination of the corrective measures to be imposed, the following circumstances attendant to the commission of the act shall be considered as alternately mitigating or aggravating:

- (a) physical illness;
- (b) good faith;
- (c) time and place of act;
- (d) official position;
- (e) subordinate;
- (f) disclosure of confidential information;
- (g) use of government property in the commission of the act;
- (h) habituality;
- (i) employment of means to commit or conceal the act;
- (j) education; or,
- (k) other analogous circumstances.

If the respondent is found guilty of two or more charges or counts, the corrective measures to be imposed should be that corresponding to the most serious charge or count and the rest shall be considered as aggravating circumstances.

**Section 25. Prescriptive Period.** – All complaints for sexual harassment shall be filed with the OASH within four (4) years from the commission of the act complained of.

**Section 26. Institution of Separate Actions.** – Nothing in this Code shall preclude the complainant from instituting a separate criminal or civil action.

**Section 27. Confidentiality Clause.** – All proceedings and records related to the case are strictly confidential. For purposes of dissemination of Decisions to pertinent University offices, only the dispositive portion shall be released.

Parties to the case as well as University personnel and students entrusted with duties and functions in connection with the implementation or enforcement of this Code, are enjoined from disclosing any matters related thereto and to respect the individual privacy of all parties during the pendency of the case.

Any person who violates the confidential nature of such records shall be subject to appropriate disciplinary action.

The identity of the complainant in the final decision released by the University shall, upon request of the complainant, be under an assumed name; *Provided*, however, that where the respondent is found not liable for the offense charged, the name shall also be under an assumed name.

**Section 28. Responsible Officials.** – The President and the Chancellors shall be directly responsible for the effective implementation of this Code.

**Section 29. Protocols for the Prevention of Sexual Harassment.** – The ASH Council shall formulate, disseminate and publish protocols for the prevention of sexual harassment upon consultation with the UP community. Academic units may formulate implementing guidelines applicable to their particular situation or context, subject to the review of the ASH Council.

An anti-sexual harassment protocol with contractors and concessionaires shall likewise be integrated in contracts entered with the University.

**Section 30. Anti-Sexual Harassment Orientation and Clearance Requirement.** – All members of the UP community shall undergo an orientation on anti-sexual harassment, once every three (3) years.

Anti-sexual harassment orientation and clearance shall henceforth be a component of student curriculum, personnel actions, such as hiring, tenure and promotion, and accreditation of service contractors, and partner entity engagements.

**Section 31. Review.** – The Chancellor shall call for the review of this Code or parts of it by members of the UP community, if none has been made in ten (10) years. Any member of the UP community, through the Chancellor, may propose amendments to the Board of Regents. The amendment, as approved by the BOR, shall take effect on the first day of the succeeding semester. The UP community may propose amendments to the Code.

**Section 32. Repealing Clause.** – This Code amends and supersedes the University's Implementing Rules and Regulations of the Anti-Sexual Harassment Act of 1995.

This also amends and supersedes all resolutions and issuances inconsistent with this Code.

The Chancellors are hereby directed to issue appropriate guidelines and issuances to implement this Code in their respective constituent universities.

**Section 33. Effectivity.** – This Code shall take effect seven (7) days from publication in the UP System official publication and website.

# REPUBLIC ACT NO. 7079: AN ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF CAMPUS JOURNALISM AND FOR OTHER PURPOSES

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

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**SECTION 1.** Title - This Act shall be known and referred to as the "Campus Journalism Act of 1991."

**SECTION 2.** Declaration of Policy - it is the declared policy of the State to uphold and protect the freedom of the press even at the campus level and promote the development and growth of campus journalism as a means of

strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of students concerned and promoting responsible and free journalism.

**SECTION 3.** Definition of Terms.

- a) **School** - An institution for learning in the elementary, secondary or tertiary level comprised of the studentry, administration, faculty and non-faculty personnel.
- b) **Student Publication** - The issue of any printed material that is independently published by, and which meets the needs and interests of, the studentry;
- c) **Student Journalist** - Any bona fide student enrolled for the current semester or term who has passed or met the qualification and standards of the editorial board. He must likewise maintain a satisfactory academic standing;
- d) **Editorial Board** - In the tertiary level, the editorial board shall be composed of student journalists who have qualified in placement examinations. In the case of elementary and high school levels, the editorial board shall be composed of a duly appointed faculty adviser, the editor who qualified and a representative of the Parents-Teachers' Association, who will determine the editorial policies to be implemented by the editor and staff members of the student publication concerned.

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

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

**SECTION 4.** Student Publication - A student publication is published by the student body through an editorial board and publication staff composed of students selected by fair and competitive examinations.

Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication's funds.

**SECTION 5.** Funding of Student Publication - Funding for the student publication may include the savings of the respective school's appropriations, student subscriptions, donations, and other sources of funds.

In no instance shall the Department of Education, Culture and Sports or the school administration concerned withhold the release of funds source from the savings of the appropriations of the respective schools and other sources intended for student publication. Subscription fees collected by the school administration shall be released automatically to the student publication concerned.

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

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

**SECTION 8.** Press Conference and Training Seminars - The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student editors/writers and teacher-advisers of student publications in the elementary, secondary and tertiary levels shall be held at the institutional, divisional, regional levels, culminating with the holding of the annual elementary, secondary or tertiary School Press Conferences in places of historical and /or cultural interest in the country.

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

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

**SECTION 11.** Appropriations - For the initial year of implementation, the sum of Five million pesos (Php 5,000,000) is hereby authorized to be charged against the savings from the current appropriations of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.

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



## REPUBLIC ACT NO. 11053: (Anti-Hazing Act of 2018)

(AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND ORGANIZATIONS AND PROVIDING PENALTIES THEREOF, AMENDING FOR THE PURPOSE RA 8049, ENTITLED “AND ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND ORGANIZATIONS AND PROVIDING PENALTIES THEREFORE.”)

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

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**Section 1.** This Act shall be known as the “Anti-Hazing Act of 2018”

**Section 2.** Definition of Terms

- “(a) *Hazing* refers to any act that results in physical or psychological suffering, harm, or injury inflicted on a recruit, neophyte, applicant, or member as part of an initiation rite or practice made as a prerequisite for admission or a requirement for continuing membership in a fraternity, sorority, or organization including, but not limited to paddling, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical and psychological health of such recruit, neophyte, applicant, or member. This shall also include any activity, intentionally made or otherwise, by one person alone or acting with others, that tends to humiliate or embarrass, degrade, abuse, or endanger, by requiring a recruit, neophyte, applicant, or member to do menial, silly, or foolish tasks.
- “(b) *Initiation or Initiation Rites* refer to ceremonies, practices, rituals, or other acts, whether formal or informal, that a person must perform or take part in order to be accepted into fraternity, sorority, or organization as a full-fledged member. It includes ceremonies, practices, rituals, and other acts in all stages of membership in a fraternity, sorority, or organization.
- “(c) *Organization* refers to an organized body of people which includes, but it is not limited to, any club, association, group, fraternity, and sorority. This term shall include the Armed Forces of the Philippines (AFP), the Philippine National Police (PNP), the Philippine Military Academy (PMA), the Philippine National Police Academy (PNPA), and other similar uniformed service learning institutions.

"(d) *Schools* refer to colleges, universities, and other educational institutions."

**Section 3. Prohibition on Hazing.** - All forms of hazing shall be prohibited in fraternities, sororities, and organizations in schools, including citizens' military training and citizens' army training.

**Section 4. Regulation of School-Based Initiation Rites.** Only initiation rites or practices that do not constitute hazing shall be allowed: *Provided*, That:

"(a) A written application to conduct initiation rites shall be made to the proper authorities of the school not later than seven (7) days prior to scheduled initiation date;

"(b) The written application shall indicate the place and date of the initiation rites and the names of the recruits, neophytes, or applicants to be initiated and the manner by which they will conduct the initiation rites;

"(d) The initiation rites shall not last more than three (3) days;

"(e) The application shall contain the names of the incumbent officers of the fraternity, sorority, or organization and any person or persons who will take charge in the conduct of the initiation rites;

"(f) The application shall be under oath with a declaration that it has been posted in the official school bulletin board, the bulletin board of the office of the fraternity, sorority, or organization, and two(2) other conspicuous places in the school or in the premises of the organization; and

"(g) The application shall be posted from the time of submission of the written notice to the school authorities or head of an organization and shall only be removed from its posting three (3) days after the conduct of the initiation rites.

"The school, fraternity, sorority, or organization shall provide for their respective bulletin boards for purposes of this section.

"Guidelines for the approval or denial of the application to conduct initiation rites by a registered fraternity, sorority, or organization shall be promulgated by the appropriate school official not later than sixty (60) days after the approval of this Act. The appropriate school authorities shall have the obligation to disapprove the application to conduct initiation rites that do not conform with any of the requirements of this section, and in unequivocal terms in a

formal advice to the fraternity, sorority, or organization concerned, taking into consideration the safety and security of participants in the activity.

"School officials shall have the authority to impose after due notice and summary hearing, disciplinary sanctions, in accordance with the school's guidelines and regulations on the matter, which shall include, but shall not be limited to, reprimand, suspension, exclusion, or expulsion, to the head and all other officers of the fraternity, sorority and organization which conducts an initiation without first securing the necessary approval of the school as required under this section. All members of the fraternity, sorority, or organization, who participated in the unauthorized initiation rites, even if no hazing was conducted, shall also be punished accordingly.

"In case the written application for the conduct of initiation rites contains false or inaccurate information, appropriate disciplinary sanctions in accordance with the school's guidelines and regulations on the matter ranging from reprimand to expulsion shall be imposed, after due notice and summary hearing, against the person who prepared the application or supplied the false and inaccurate information and to the head and other officers of the fraternity, sorority, or organization concerned."

**Section 5. Monitoring of Initiation Rites.**- The head of the school or an authorized representative must assign at least two (2) representatives of the school to be present during the initiation. It is the duty of the school representatives to see to it that no hazing is conducted during the initiation rites and to document the entire proceedings. Thereafter, said representatives who were present during the initiation shall make a report of the initiation rites to the appropriate officials of the school regarding the conduct of the said initiation: *Provided*, That if hazing is still committed despite their presence, no liability shall attach to them unless it is proven that they failed to perform an overt act to prevent or stop the commission thereof."

**Section 6. Registration of Fraternities, Sororities and Other Organizations.** - All existing fraternities, sororities, and other organizations otherwise not created or organized by the school but has existing members who are students or plans to recruit students to be its member shall be required to register with the proper school authorities before it conducts activities whether on or off-campus, including recruitment of members.

"A newly established fraternity, sorority, or organization in a school shall immediately register with proper school authorities during the semester or trimester in which it was established or organized: *Provided*, That the new fraternity, sorority, or organization has complied with the requirements prescribed by the school in establishing a fraternity, sorority, or organization has complied with the requirements prescribed by the school in establishing a fraternity, sorority, or organization: *Provided, further*, That schools shall promulgate their guidelines in the

registration of fraternities , sororities, and organizations within their jurisdiction not later than sixty (60) days from the approval of this Act.

"Upon registration, all fraternities, sororities, or organizations shall submit a comprehensive list of members, which shall be updated not later than thirty (30) days from the start of every semester or trimester, depending on the academic calendar of the school.

"School official shall have the authority to impose, after due notice and summary hearings, disciplinary penalties in accordance with the school's guidelines and regulations on the matter including suspension to the head and other officers of the fraternity, sorority, or organization who fail to register or update their roster of members as required under this section.

"Failure to comply with any of the requirements in this section shall result in the cancellation of the registration of the fraternity, sorority, or organization."

**Section 7. Faculty Adviser.** - Schools shall require all fraternities, sororities, or organizations, as a condition to the grant of accreditation or registration, to submit the name or names of their respective faculty adviser or advisers who MUST NOT be members of the respective fraternity, sorority, or organization. The submission shall also include a written acceptance or consent on the part of the selected faculty adviser or advisers.

"The faculty advisers shall be responsible for monitoring the activities of the fraternity, sorority, or organization established or registered.

"In case of violation of any of the provisions of this Act, it is presumed that the faculty adviser has knowledge and consented to the commission of any of the unlawful acts stated therein."

**Section 8. Role of Educational Institutions.** - The responsibility of schools to exercise reasonable supervision *in loco parentis* over the conduct of its students requires the diligence that prudent parents would employ in the same circumstances when discriminating and protecting their children. To this end, it shall be the duty of schools to take more proactive steps to protect their students from the dangers of participating in activities that involve hazing.

"Schools shall implement an information dissemination campaign at the start of every semester or trimester to provide adequate information to students and parents or guardians regarding the consequences of conducting and participating in hazing.

"An orientation program relating to membership in a fraternity, sorority, or organization shall also be conducted by schools at the start of every semester or trimester.

"Schools shall encourage fraternities, sororities, and organizations to engage in undertakings that foster holistic personal growth and development and activities that contribute to solving relevant and pressing issues of society."

**Section 9.** *Registration of Community-Based and Other Similar Fraternities, Sororities, or Organizations.* - All new and existing community-based fraternities, sororities, or organizations, including their respective local chapters, shall register with the barangay, municipality, or city wherein they are primarily based.

"Upon registration, all community-based fraternities, sororities, or organizations including their respective local chapters, shall submit a comprehensive list of members and officers which shall be updated yearly from the date of registration."

**Section 10.** *Regulation of Initiation Rites for Community-Based Fraternities, Sororities, or Organizations.* - Only initiation rites or practices that do not constitute hazing shall be allowed: *Provided, That:*

- "(a) A written application to conduct the same shall be made to the punong barangay in the barangay or municipal or city mayor in the municipality or city where the community-based fraternity, sorority, or organization is based, not later than seven (7) days prior to the scheduled initiation date;
- "(b) The written initiation shall indicate the place and date of the initiation rites and the names of the recruits, neophytes, or applicants to be initiated;
- "(c) Such written application shall further contain an undertaking that no harm or any kind shall be committed by anybody during the initiation rites;
- "(d) A medical certificate of the recruit, neophyte, or applicant must be attached to the application to ensure fitness to undergo initiation when it involves physical activity not failing under the definition of hazing as used in this Act;
- "(e) The initiation rites shall not last more than three (3) days;
- "(f) The application shall contain the names of the incumbent officers of the community-based fraternity, sorority, or organization and any person or persons who will take charge in the conduct of initiation rites;
- "(g) The application shall be under oath with a declaration that it has been posted on the official bulletin board of the barangay hall or the municipal or city hall where the

community-based fraternity, sorority or organization is based, and the bulletin board of the office of the community-based fraternity, sorority or organization; and

"(h) The application shall be posted from the time of submission of the written notice to the punong barangay or municipal or city mayor and shall only be removed from its posting three (3) days after the conduct of the initiation rites."

**Section 11. Monitoring of Initiation Rites of Community-Based and All Similar Fraternities, Sororities or Organizations.** - The punong barangay of the barangay or the municipal or city mayor of the municipality or city where community-based fraternity, sorority or organization is based must assign at least two (2) barangay or municipal or city officials to be present during the initiation and document the entire proceedings. Thereafter, said representatives who are present during the initiation shall make a report of the initiation rites to the punong barangay, or the municipal or the city mayor regarding the conduct of the initiation: *Provided*, That if hazing is still committed despite their presence, no liability shall attached to them unless it is proven that they failed to perform an overt act prevent or stop the commission thereof."

**Section 12. Nullity of Waiver and Consent.** - Any form of approval, consent, or agreement, whether written or otherwise, or of an express waiver of the right to object to the initiation rite or proceeding which consists of hazing, as defined in this Act, made by a recruit, neophyte, or applicant prior to an initiation rite that involves inflicting physical or psychological suffering, harm, or injury, shall be void and without any binding effect on the parties

"The defense that the recruit, neophyte, or applicant consented to being subjected to hazing shall not be available to persons prosecuted under this Act."

**Section 13 Administrative Sanctions.** - The responsible officials of the school, the uniformed learning institutions, the AFP or the PNP may impose the appropriate administrative sanctions, after due notice and summary hearing, on the person or the persons charged under this Act even before their conviction."

**Section 14 Penalties.** - The following penalties shall be imposed:

"(a) The penalty of *reclusion perpetua* and a fine of Three million pesos (P3,000,000.00) shall be imposed upon those who actually planned or participated in the hazing if, as a consequence of the hazing, death, rape, sodomy, or mutilation results therefrom;

"(b) The penalty of *reclusion perpetua* and a fine of Two million pesos (P2,000,000.00) shall be imposed upon:

- "(1) All persons who actually planned or participated in the conduct of the hazing;
- "(2) All officers of the fraternity, sorority, or organization who are actually present during the hazing;
- "(3) The adviser of a fraternity, sorority, or organization who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities  
if such adviser or adviser or advisers can do so without peril to their person or their family;
- "(4) All former officers, nonresident members, or alumni of the fraternity, sorority, or organization who are also present during the hazing: *Provided*, That should the former officer, nonresident member, or alumnus be a member of the Philippine Bar, such member shall immediately be subjected to disciplinary proceedings by the Supreme Court pursuant to its power to discipline members of the Philippine Bar: *Provided, further*, That should the former officer, nonresident member, or alumnus belong to any other profession subject to regulation by the Professional Regulation Commission (PRC), such professional shall immediately be subjected to disciplinary proceedings by the concerned Professional Regulatory Board, the imposable penalty for which shall include, but is not limited to, suspension for a period of not less than three (3) or revocation of the professional license. A suspended or revoked professional license pursuant to this section may be reinstated upon submission of affidavits from at least three (3) disinterested persons, good moral certifications from different unaffiliated and credible government, religious, and socio-civic organizations and such other relevant evidence to show that the concerned professional has become morally fit for readmission into the profession: *Provided*, That said readmission into the profession shall be subject to the approval of the respective Professional Regulatory Board;
- "(5) Officers or members of a fraternity, sorority, or organization who knowingly cooperated in carrying out the hazing by inducing the victim to be present thereat; and
- "(6) members of the fraternity, sorority, or organization who are present during the hazing when they are intoxicated or under the influence of alcohol or illegal drugs;
- "(c) The penalty of *reclusion temporal* in its maximum period and a fine of One million pesos (P1,000,000.00) shall be imposed upon all persons who are present in the conduct of the hazing;
- "(d) The penalty of *reclusion temporal* and fine of One million pesos (P1,000,000.00) shall be imposed upon former officers, nonresident member, alumni of the fraternity, sorority, or

organization who, after the commission of any of the prohibited acts proscribed herein, will perform any act to hide, conceal, or otherwise hamper or obstruct any investigation that will be conducted thereafter: *Provided*, That should the former officer, nonresident member, or alumnus be a member of the Philippine Bar, such member shall immediately be subjected to disciplinary proceedings by the Supreme Court pursuant to its power to discipline members of the Philippine Bar: *Provided, further*, That should the former officer, nonresident members, or alumnus belong to any other profession subject to regulation by the PRC, such professional shall immediately be subjected to disciplinary proceedings by the concerned Professional Regulatory Board, the imposable penalty for which shall include, but is not limited to, suspension for a period of not less than three (3) years or revocation of the professional license pursuant to this section may be reinstated upon submission of affidavits from at least three (3) disinterested persons, good moral certifications from different unaffiliated and credible government, religious, and socio-civic organizations, and such other relevant evidence to show that the concerned professional has become morally fit for readmission into the profession: *Provided*, That said readmission into the profession shall be subject to the approval of the respective Professional Regulatory Board."

- "(e) The penalty of *prision correccional* in its minimum period shall be imposed upon any person who shall intimidate, threaten, force, or employ, or administer any form of vexation against another person for the purpose of recruitment in joining or promoting a particular fraternity, sorority, or organization. The persistent and repeated proposal or invitation made to a person who had twice refused to participate or join the proposed fraternity, sorority, or organization, shall be *prima facie* evidence of vexation for purposes of this section; and
- "(f) A fine of One million pesos (P1,000,000.00) shall be imposed on the school if the fraternity, sorority, or organization filed a written application to conduct an initiation which was subsequently approved by the school and hazing occurred during the initiation rites or when no representatives from the school were present during the initiation as provided under Section 5 of this Act: *Provided*, That if hazing has been committed in circumvention of the provisions of this Act, it is incumbent upon school officials to investigate *motu proprio* and take an active role to ascertain factual events and identify witnesses in order to determine the disciplinary sanctions it may impose, as well as provide assistance to police authorities."

"The owner or lessee of the place where hazing is conducted shall be liable as principal and penalized under paragraphs (a) or (b) of this section, when such owner or lessee has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if they can do so without peril to their person or their family. If the hazing is

held in the home of one of the officers or members of the fraternity, sorority, or organization, the parents shall be held liable as principals and penalized under paragraphs (a) or (b) hereof when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if such parents can do so without peril to their person or their family.

"The school authorities including faculty members as well as barangay, municipal, or city officials shall be liable as an accomplice and likewise be held administratively accountable for hazing conducted by the fraternities, sororities, other organizations, if it can be shown that the school or barangay, municipal, or city officials allowed or consented to the conduct of hazing, but such officials failed to take any action to prevent the same from occurring or failed to promptly report to the law enforcement authorities if the same can be done without peril to their person or their family.

"The presence of any person, even if such person is not a member of the fraternity, sorority, or organization, during the hazing is *prima facie* evidence of participation therein as a principal unless such person or persons prevented the commission of the acts punishable herein or promptly reported the same to the law enforcement authorities if they can do so without peril, to their person or their family.

"The incumbent officers of the fraternity, sorority, or organization concerned shall be jointly liable with those members who actually participated in the hazing.

"Any person charged under this Act shall not be entitled to the mitigating circumstances that there was no intention to commit so grave a wrong.

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

"Any conviction by final judgement shall be reflected on the scholastic record, personal, or employment record of the person convicted, regardless of when the judgment conviction has become final."

**Section 15. Implementing Rules and Regulations. (IRR).** - The Commission on Higher Education (CHED), together with the Department of Education (DepED), Department of Justice (DOJ), Department of the Interior and Local Government (DILG), Department of Social Welfare and Development (DSWD), AFP, PNP, and National Youth Commission (NYC), shall promulgate the IRR within ninety (90) days from the effectivity of this Act."

**Section 16. *Separability Clause.*** - If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provisions hereof shall remain valid and effective.

**Section 17. *Repealing Clause.*** - Republic Act No. 8049 and all other laws, decrees, executive orders, proclamations, rules or regulations, or parts thereof which are inconsistent with or contrary to the provisions of this Act are hereby amended or modified accordingly.

**Section 18. *Effectivity Clause.*** - This Act shall take effect fifteen (15) days after its publication in the *Official Gazette* or in at least two (2) national newspapers of general circulation.