



University of the Philippines Manila
College of Medicine

STUDENT HANDBOOK



2024

**UNIVERSITY OF THE PHILIPPINES MANILA
COLLEGE OF MEDICINE**

STUDENT HANDBOOK 2024



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Message from the Chancellor for UP Manila

Welcome to the University of the Philippines Manila.

As one of the eight constituent universities within the UP System, we serve as the national Health Sciences Center, committed to the education of aspiring professionals who will impact every facet of healthcare in our nation, guided by the principles of honor and excellence, in the service of the underserved.

You embark on your college journey at a time where tradition and innovation intersect. There has been significant progress in integrating traditional wisdom with modern technology, enhancing not only the methods of teaching and learning but also of patient care. The University is at the forefront of these advancements, evident in our adoption of hybrid teaching, simulation-based training, and digital health tools. Our century-old classrooms have been equipped to facilitate simulation activities and personalized, flexible learning. Additionally, the Henry Sy Sr. Medical Sciences Building offers supplementary spaces designed to enrich your learning experience and foster social exchange of ideas.

This handbook serves as a valuable guide, outlining policies, expectations, and opportunities essential to your success as a medical student. It is tailored to prepare and support you throughout your academic journey. Together, we share the responsibility of cultivating a conducive, safe, and productive environment where you can thrive academically and professionally in the years ahead.

May your stay at UP Manila inspire you to become lifelong learner and a force in advancing the health and well-being of the Filipino people.



MICHAEL L. TEE, MD, MHPEd, MBA

Professor and Chancellor of the University of the Philippines Manila

Message from the Dean

Welcome to the UP College of Medicine!

This venerable institution, steeped in history from the time it was founded in 1905, continues to be the premiere medical school in the country not only because its admission policy is the most rigorous nor its faculty the best in the fields but mainly because of its clinical laboratory - the Philippine General Hospital and its partner communities. These provide the best learning ground as the largest training hospital in the country where the most complicated cases get referred ultimately for the best care that can be provided for in the country while its communities provide the most grounded learning experiences for community engagement.

Every student who gets admitted and chooses to enroll will feel overwhelmed by the century old buildings but will also be happy to see the most modern medical sciences building, the Henry Sy Sr. Medical Sciences Building that rose from the ground literally during the COVID-19 pandemic of 2020-2022. As this is written, the last 3 floors that will ultimately include the student center, learning resource centers, wellness lounge and state of the art thesis room are in variable stages of completion. You will have this home not only for the next 5-7 years but for life! Indeed, you have chosen well to be part of this great community of scholars!

This handbook will be your companion in this journey towards becoming the future physician healers and leaders in the field of medicine. Our gratitude goes to Office of the Associate Dean for Faculty and Students for preparing this UPCM student handbook. You will need to read this carefully and refer to the essential information needed to achieve much success during your stay. Your medical education here will not only make you the best doctors but will transform you into medical professionals whose honor, excellence and service especially to the underserved will be lifelong passions.

While the college has invested much in modernizing the pedagogy and increased blended learning, the unique organ system integration forms the backbone of what has now incorporated more simulation- based education, digital transformation, the most extensive collection of plastinates, digital slide scanners and other modern amenities and laboratories like UP SIBOL, Clinical SIM Lab and soon an advanced surgical skills lab complimenting other labs in the basic and clinical sciences. As students you will be well supported in many ways so that your education will be focused in making you well rounded individuals who are not only intellectually prepared with critical thinking skills but with strong social responsibility and passionate advocates of health equity.

Let us all live the vision of UPCM- Leadership in community oriented medical education using the primary care approach especially dedicated to the underserved!



CHARLOTTE M. CHIONG, MD PHD

Professor and Dean of the UP College of Medicine

Alfredo T. Ramirez Professorial Chair Holder

One UP Professorial Chair in Research and Public Service

University Scientist 3

Academician, National Academy of Science and Technology

Message from the PGH Director

Welcome to the Philippine General Hospital, the national university hospital, and the esteemed clinical laboratory of one of the oldest and most sought-after medical schools in our country. As the director of this institution, it is my distinct honor to share with you the first-ever student's handbook from the College of Medicine. This comprehensive guide has been meticulously crafted through the Office of the Associate Dean for Faculty and Students to provide you with essential information, resources, and support as you embark on your medical journey.

The journey through medical school is both challenging and rewarding. Our goal is to provide you with this learning environment to ensure that you not only achieve academic excellence and integrity but also develop the professional and ethical qualities that are the hallmarks of compassionate, inclusive and outstanding medical service, particularly to the underserved.

Our rich history, from our founding to the present day, showcases the legacy of excellence and innovation that you are now a part of. The curriculum sections describe the diverse and integrated programs we offer, including the Intarmed Program and the newest MD-MPH (Masters in Public Health), and other graduate programs that provide a broad spectrum of opportunities for academic and professional growth.

Our commitment to your well-being is reflected in the various scholarships, financial assistance, loans, and grants available. The Student Mentoring Program (SMP) and the UPCM Student Resiliency and Wellness Program are designed to provide you with guidance, support, and resources to navigate the rigors of medical education.

Moreover, the handbook includes essential information about the Philippine General Hospital Postgraduate Internship Program, the UP-PGH Health Services, our Care Clinic for Medical Trainees, and other facilities, ensuring that you are well-supported in all aspects of your medical education and training.

As you read through this handbook, remember that you are part of a distinguished tradition of excellence. Embrace the opportunities, meet the challenges with determination, and strive to become the compassionate and outstanding physician - leaders that our society needs.

We are excited to have you join us and look forward to supporting you every step of the way. Welcome to the UP College of Medicine – Philippine General Hospital family.



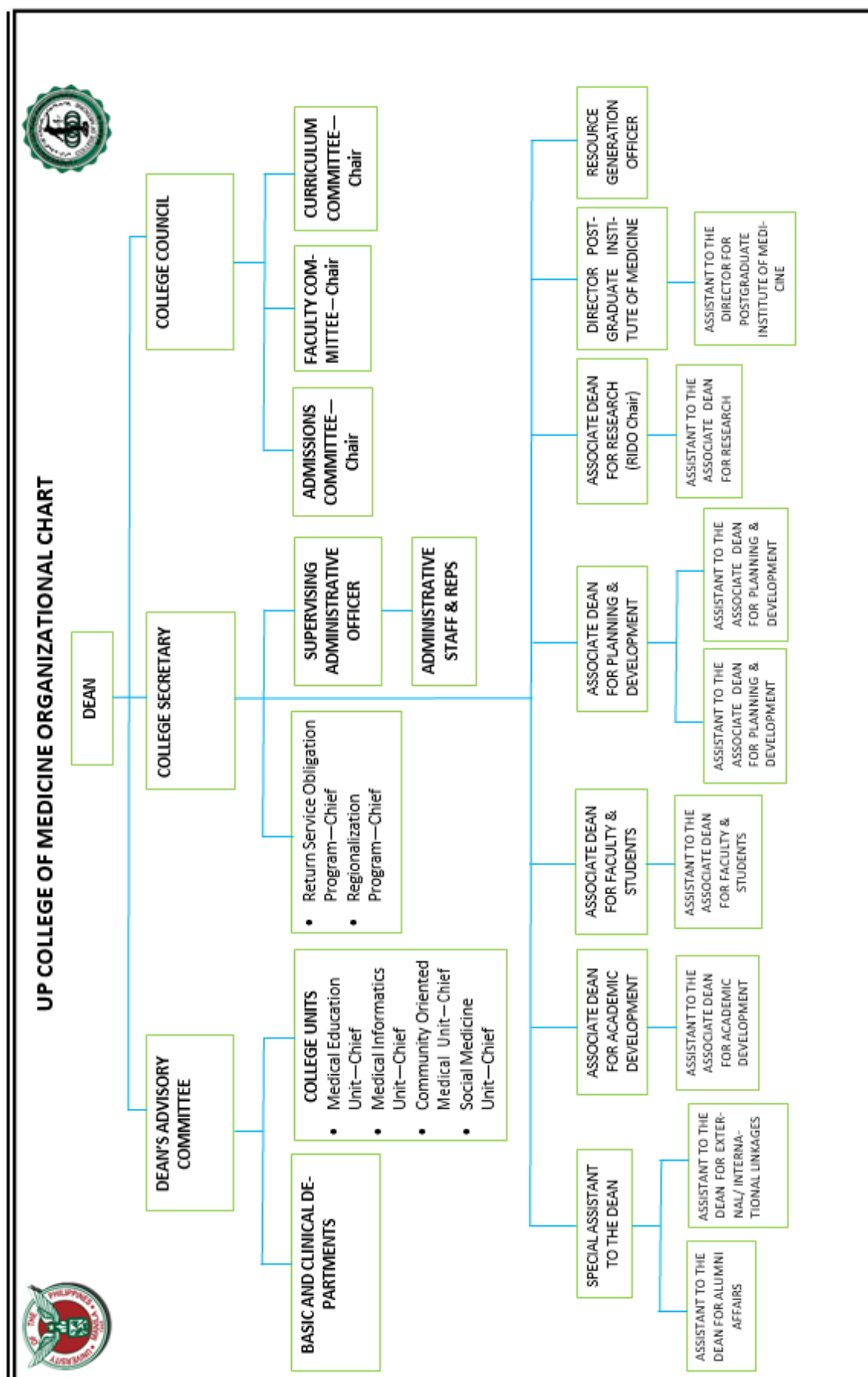
GERARDO D. LEGASPI, MD

Director, Philippine General Hospital

Professor, UP College of Medicine

Chief, Division of Neurosurgery – Department of Neurosciences

Organizational Structure



UPCM Administration Officials
AY 2022-2023 & AY 2024-2025

MICHAEL L. TEE, MD, MHPEd, MBA
Chancellor, UP Manila

CHARLOTTE M. CHIONG, MD, PhD
Dean, College of Medicine

POSITION	AY 2023-2024	AY 2024-2025
College Secretary	ABNER L. CHAN, MD	ABNER L. CHAN, MD
Associate Dean for Academic Development	CORALIE THERESE D. DIMACALI, MD	CORALIE THERESE D. DIMACALI, MD
Associate Dean for Planning & Development	JOSE JOVEN V. CRUZ, MD, MPH	JOSE JOVEN V. CRUZ, MD, MPH
Associate Dean for Faculty & Students	MA. LIZA ANTOINETTE M. GONZALES, MD, MSc	MA. LIZA ANTOINETTE M. GONZALES, MD, MSc
Associate Dean for Research Chief, Research Implementation and Development Office	MARISSA M. ALEJANDRIA, MD MSc	MARISSA M. ALEJANDRIA, MD MSc
Special Assistant to the Dean	MARIA ANTONIA E. HABANA, MD	MARIA ANTONIA E. HABANA, MD
Assistant College Secretary	MARY ANN R. ABACAN, MD, MSc	MARY ANN R. ABACAN, MD, MSc
Assistant Associate Dean for Academic Development	BERNADETTE HEIZEL M. REYES, MD, MHPEd	CECILIA A. JIMENO, MD (Basic Medical Education)
		AGNES SORIANO-ESTRELLA, MD (New Programs)
Assistant Associate Deans for Planning & Development	ANA MELISSA HILVANO-CABUNGCAL, MD (Policies and Legislation)	ANA MELISSA HILVANO-CABUNGCAL, MD (Policies and Legislation)
	ARSENIO CLARO A. CABUNGCAL, MD (Infrastructure)	ARSENIO CLARO A. CABUNGCAL, MD (Infrastructure)
Assistant Associate Dean for Faculty & Students	BENJAMIN P. SABLAN, JR. MD, MDM	ANNA LISA ONG-LIM, MD
Assistant Associate Dean for Research	LESLIE MICHELLE M. DALMACIO, MD	RICARDO JOSE D.T. QUINTOS II
Director, Postgraduate Institute of Medicine (PGIM)	TERESA LUISA G. CRUZ, MD, MHPEd	TERESA LUISA G. CRUZ, MD, MHPEd
Assistant Director, PGIM	KAREN JUNE P. DUMLAO, MD	KAREN JUNE P. DUMLAO, MD
Assistant to the Dean for Alumni Affairs	JERICO THADDEUS P. LUNA, MD	AGNES T. REMULLA, MD
Assistant to the Dean for External and International Linkages	ANGELA S. AGUILAR, MD, MHA, MSc	CHRISTINE SUSEAN SAGPAO, MD

Head, Strategic Business Development and Communications	-	ANGELA S. AGUILAR, MD, MHA, MSc
Return Service Obligation	ANTHONY GERONIMO H. CORDERO, MD ABDEL JEFFRI A. ABDULLA, MD	ANTHONY GERONIMO H. CORDERO, MD
Chair, Regionalization Program Committee	ABDEL JEFFRI A. ABDULLA, MD	LEO D.P. CUBILLAN, MD
Co-Chair, Regionalization Program	-	RAYMOND V. OLIVA, MD
Resource Development Office	RODY G. SY, MD	ENRIQUE T. ONA, MD GENEROSO T. ABES, MD
Coordinator for Visiting Teachers Program & CBRN	IRMA R. MAKALINAO, MD, MA	IRMA R. MAKALINAO, MD, MA
Supervising Administrative Officer	LUCIA L. JUGUAN	LUCIA L. JUGUAN

Dean's Advisory Committee (AY 2023-2024 & AY 2024-2025)

DEPARTMENT	AY 2023-2024	AY 2024-2025
Chair, Department of Anatomy	DR. RAFAEL C. BUNDOC	DR. RAFAEL C. BUNDOC
Chair, Department of Anesthesiology	DR. CONCEPCION L. CRUZ	DR. CONCEPCION L. CRUZ
Chair, Department of Biochemistry and Molecular Biology	DR. JOVEN JEREMIUS Q. TANCHUCO	DR. NEMENCIO A. NICODEMUS, JR.
Chair, Department of Clinical Epidemiology	DR. JACINTO BLAS V. MANTARING, III	DR. NINA CONSORCIA T. CASTILLO-CARANDANG
Chair, Department of Dermatology	DR. EILEEN LEISL A. CUBILLAN	DR. EILEEN LEISL A. CUBILLAN
Chair, Department of Emergency Medicine	DR. APRIL B. LLANETA	DR. APRIL B. LLANETA
Chair, Department of Family and Community Medicine	DR. KARIN E. GARCIA	DR. KARIN E. GARCIA
Chair, Department of Medicine	DR. JOHN D.C. AÑONUEVO	DR. JOHN D.C. AÑONUEVO
Chair, Department of Neurosciences	DR. CARISSA PAZ C. DIOQUINO	DR. CARISSA PAZ C. DIOQUINO
Chair, Department of Obstetrics and Gynecology	DR. MARIA ANTONIA E. HABANA	DR. MARIA ANTONIA E. HABANA
Chair, Department of Ophthalmology & Visual Sciences	DR. TERESITA R. CASTILLO	DR. TERESITA R. CASTILLO
Chair, Department of Orthopedics	DR. PETER B. BERNARDO,	DR. PETER B. BERNARDO,
Chair, Department of Otorhinolaryngology-Head & Neck Surgery	DR. MARIA RINA T. REYES-QUINTOS	DR. MARIA RINA T. REYES-QUINTOS

Chair, Department of Pathology	DR. RAQUEL D. R. FORTUN	DR. JOSE M. CARNATE, JR
Chair, Department of Pediatrics	DR. MARISSA B. LUKBAN	DR. MARISSA B. LUKBAN
Chair, Department of Pharmacology and Toxicology	DR. CECILIA A. JIMENO	DR. JOSE PACIANO T. REYES
Chair, Department of Physiology	DR. DARWIN A. DASIG	DR. DARWIN A. DASIG
Chair, Department of Psychiatry and Behavioral Medicine	DR. EVANGELINE B. DELA FUENTE	DR. EVANGELINE B. DELA FUENTE
Chair, Department of Radiology	DR. VICENTE FRANCISCO R. HIZON	DR. VICENTE FRANCISCO R. HIZON
Chair, Department of Rehabilitation Medicine	DR. SHARON D. IGNACIO	DR. SHARON D. IGNACIO
Chair, Department of Surgery	DR. APOLINARIO ERICSON B. BERBERABE	DR. APOLINARIO ERICSON B. BERBERABE

Chair, Department of Microbiology (CPH)	DR. MARIA MARGARITA M. LOTA	DR. MARIA MARGARITA M. LOTA
Chair, Department of Parasitology	DR. ARLENE G. BERTUSO	DR. ARLENE G. BERTUSO

UNIT HEADS (AY 2023-2024 & AY 2024-2025)

Chief, Medical Education Unit (MEU)	DR. AGNES SORIANO-ESTRELLA
Chief, Medical Informatics Unit (MIU)	DR. IRIS THIELE T. ISIP-TAN
Chief, Social Medicine Unit (SMU)	DR. ALVIN B. CABALLES
Chief, Community Orientation Medical Education	DR. LIA AILEEN M. PALILEO-VILLANUEVA
Coordinator, MD-PHD Program	PROF. LESLIE MICHELLE M. DALMACIO
Chair, Student Resiliency and Wellness Program	DR. JOSEFINA T. LY-USON
Chair, Mentoring Committee	DR. CHRISTOPHER S. CONSTANTINO
Head, Patient Safety & Quality Improvement	DR. DIANA R. TAMONDONG-LACHICA
Head, Clinical Simulation Laboratory	DR. MARIA JULIETA CORAZON M. VICTORIANO-GERMAR
Head, UP Surgical Innovation and Biotechnology Laboratory (UP SIBOL)	DR. PHILIP B. FULLANTE
Head, Strategic Business development and Communications	DR. ANGELA S. AGUILAR
President, UP Medical Alumni Society (UPMAS)	DR. RYAN B. CAPITULO
Librarian, CM Library	MS. CARLA G. DEMABILDO

College Council Committee Chairs (AY 2023-2024 & AY 2024-2025)

Chair, Admissions Committee	DR. BENJAMIN P. SABLAN, JR.
Chair, Curriculum Committee	DR. MA. STEPHANIE FAY S. CAGAYAN
Chair, Faculty Committee	DR. JOYCELINE NOEMI I. SILAO
Chair, Faculty Association	DR. RICHARD HENRY P. TIONGCO

Standing Committee Chairs (AY2023-2024 & AY2024-2025)

	AY 2023-2024	AY 2024-2025
Chair, Mentoring Committee	DR. ALLAN GEORGE R. DIONISIO	DR. CHRISTOPHER S. CONSTANTINO
Chair, Introduction to Patient Care	DR. EVANGELINE B. DELA FUENTE	DR. EVANGELINE B. DELA FUENTE
Chair, Scholarship, Grants and Awards	DR. NEMENCIO JR. A. NICODEMUS	DR. NEMENCIO A. NICODEMUS, JR
Chair, MD-PhD Committee	DR. LESLIE MICHELLE M. DALMACIO	DR. LESLIE MICHELLE M. DALMACIO
Chair, Committee on Student Resiliency and Wellness	Dr. JOSEFINA T. LY-USON	Dr. JOSEFINA T. LY-USON

Vision and Mission of the College of Medicine

VISION

A community of scholars:

- Highly competent in the field of medicine with a heightened social consciousness;
- Imbued with moral, ethical and spiritual vigor;
- Dedicated to a life of learning;
- Committed to the development of Philippine society;
- Inspired by love, compassion and respect for the dignity of human life; and
- Anchored on the principles of Truth, Freedom, Justice, Love of Country and the Democratic Way of Life.

MISSION

Guided by moral, ethical and spiritual values, we commit ourselves to excellence and leadership in community-oriented medical education, research and service, using the primary health care approach, intended especially for the underserved.

SUMMARY MISSION STATEMENT

“Towards Leadership and Excellence in Community-Oriented Medical Education Directed to the Underserved Using the Primary Health Care Approach.”

UP College of Medicine

FOUNDING

The Philippine Medical School was built in 1905 at the former Malecon Drive (now Bonifacio Drive). In 1910, it was integrated as one of the colleges into the University of the Philippines and was renamed to U.P. College of Medicine and Surgery. The name was later shortened to the University of the Philippines College of Medicine. Its first Dean was Dr. Paul Freer, while Dr. Fernando Calderon, an alumnus of the University of Santo Tomas Faculty of Medicine and Surgery, became the first Filipino Dean of the College. The Calderon Hall is currently the main building of UP College of Medicine students.

HISTORY

The Second Philippine Commission passed Act 1415 on December 1, 1905 establishing the Philippine Medical School, the forerunner of our College of Medicine. At that time, the country was besieged by major health problems, including cholera and smallpox and the Commission saw the need for more physicians to attend to the increasing health needs of Filipinos. The school opened on June 10, 1907 with only a handful of students and with very limited equipment loaned from various government institutions. It occupied the old structure of the School for the Deaf and Blind on Malecon Drive (now Bonifacio Drive) while its own building along Herran Street (now Pedro Gil Street) was being constructed. Dr. Paul Freer was the first dean of the medical school. The school transferred to Herran (now Pedro Gil St.) in 1910. On September 1, 1910, the Philippine General Hospital (PGH) opened and began serving the public. The hospital was established not only to treat patients but also to provide clinical instruction for students of the college. The faculty of the medical school served as consultants of the PGH, and the PGH Director was concurrent Dean of the medical school.

On December 8, 1910, after five years of independent existence, the school was renamed the University of the Philippines College of Medicine and Surgery, thus having the distinction of antedating its mother university by three years. The name was shortened to the University of the Philippines College of Medicine (UPCM) in 1923. The initial medical curriculum followed the pattern of standard American curricula consisting of a 5-year course with the addition of units in tropical medicine. In 1913, an optional sixth year termed "hospital year" was given to those planning to join the government medical service. Internship was made a prerequisite for graduation in 1923, occupying all of the fifth year and replacing clinical clerkship and the optional "hospital year." The first members of the faculty were Americans but Filipinos later occupied more faculty positions. Included in the initial faculty roster were Filipino graduates of the University of Sto. Tomas, who formed the elite among local practitioners or who had studied in the United States or Europe.

The Second World War was a most significant stage in the history of the College of Medicine. The University of the Philippines College of Medicine was the only UP unit that was open and functional during the height of the Second World War, to provide medical services needed during that time despite bombings and sniper fire. There was also no disruption of services in the PGH. Dr. Antonio G. Sison was the College Dean at the time (1937-1951) and many refer to his deanship as “the Renaissance Period of Medicine in the Philippines” because of his efforts to improve medical education. After the War, the building was rehabilitated in 1951 under the leadership of Dr. Agerico Sison.

The UP Medical Alumni Society (UPMAS) was founded in 1945, with Dr. Juan Salcedo Jr. as its first president. The Society has since supported the College in its many endeavors through generous donations and contributions of its members. After the war, the College realized a fertile period for academic research and medical specialization. Dr. Agerico B.M. Sison (1951-1960) assumed the deanship in 1951 and was largely responsible for the academic and physical rehabilitation of the post war College of Medicine and PGH. In 1954, prerequisite for admission to medical school was increased from 3 to 5 years, which was further increased to 4 years of a Bachelor of Science (BS) degree in 1964. In 1969, the medical curriculum was shortened from five to four years. and the M.D. degree was awarded after clerkship. Internship became a postgraduate year but remained a prerequisite for taking the medical board examinations to obtain licensure.

The University of the Philippines Health Sciences Center was established in 1967. The Center was established by law to provide training and research in the various health sciences. It became an autonomous member of the University of the Philippines System in 1979. The Center was further renamed University of the Philippines Manila in 1982. In 1983, U.P. Manila was reorganized to conform to the other autonomous universities of the U.P. System.

The seventies saw the faculty and alumni of the College of Medicine involved in significant roles in almost every aspect of the medical profession in the Philippines, with many holding top positions in the government. In 1977, UP Manila became the Health Sciences Center, an autonomous unit of the UP System, with Dean Florentino Herrera, Jr. (1967-1979) of the College of Medicine as the first Chancellor. The Center brought together under one umbrella, the College of Medicine and all other medical and health institutions of the University, including the PGH. In the late 70's, the curriculum underwent several reappraisals and subsequent revisions. To address the exodus of medical graduates resulting in brain drain, a seven-year program that integrated the premedical course with medicine proper which shortened basic medical education by 2 years was developed. This program, called the Integrated Liberal Arts and Medicine (INTARMED) Program, provided exposure to humanities and synchronization of the basic and clinical disciplines. High school graduates could directly enter the College of Medicine under this program which consisted of 2 years of preparatory medicine courses, 4 years of medicine proper and 1 year of internship. Graduation was held after internship. It was during the time of Dean Gloria T. Aragon (1979 -1983), first woman dean of the UPCM and concurrent PGH Director, that this curriculum was approved by the UP Board of Regents in 1982.

Dean Alberto Romualdez (1984-1987), who became Secretary of Health in 1997-2001, was responsible for reinvigorating the Postgraduate Institute of Medicine. He spearheaded the establishment of the School for Health Sciences (SHS) in Palo, Leyte and instituted the Regionalization Program of the UPCM. These programs allowed deserving students from the community to pursue medicine and return to serve as health practitioners in their home towns. During the term of Dean Marita V.T. Reyes (1988-1991) the UPCM proved to be the bastion of academic freedom. Rallying for social responsibility and accountability, Dr. Reyes also further enhanced the Regionalization Program of the UPCM.

The 1990s witnessed great changes in the UPCM. Dean Alfredo T. Ramirez (1991-1994) initiated the Dean's International Circle (DIC) and the Resource Development Office (RDO) to stimulate fund raising activities for the College of Medicine. The annual Grand Scientific Symposium (GSS), which showcases the expertise of the faculty members and alumni in the form of lectures and demonstrations in a postgraduate course, was also started and has become a major yearly fund-raising event of the college. Renovations in the College continued under Dean Amelia R. Fernandez (1994-1997). These included the construction of the Multidisciplinary Laboratory (MDL) in the second floor of the Paz. Mendoza Hall. The Bioethics Committee was established and tasked to incorporate bioethical issues in the medical curriculum. Dean Ramon L. Arcadio (1997-2003) introduced curricular changes to make medical education more learner-centered and community-oriented. New academic departments and units were established such as the Departments of Neurosciences and Emergency Medical Services, and the Medical Informatics and Community-oriented Medical Education Units. The UPCM was first evaluated by the Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU) for accreditation by the Federation of Accrediting Agencies of the Philippines (FAAP) in 2003. In 2011, the UPCM was awarded the highest accreditation level of Level IV. Dean Arcadio initiated the planning and preparations for the organ system integrated (OSI) curriculum which was first implemented in 2004. The dual MD-PhD program was also conceptualized and approved by the UP BOR in 1999 and subsequently implemented in 2010, under the term of Dean Alberto B. Roxas. The Philippine Council for Health Research and Development (PCHRD) has been sponsoring the MD-PhD scholars since its first offering in 2010.

Implementation of the OSI curriculum began in Academic Year 2004-2005 with Learning Unit III (the third year of the 7-year INTARMED program) during the term of Dean Cecilia V. Tomas (2003-2006). A student mentoring program was also initiated with the start of the OSI curriculum implementation to provide a mutually beneficial venue for faculty and student interaction, guidance and nurturing. In 2002, the Regionalization Program (RP) was strengthened with the BOR approval of contract signing by RP students of their intention to serve in the country. This was implemented in 2005. To augment faculty training, an Integrated Faculty Development Program (IFDP) was developed and approved by the College Council on April 4, 2006, and implemented in 2007. The *Acta Medica Philippina* was re-launched as a peer-reviewed journal in 2006 and was chosen by the PCHRD/DOST as the country's National Health Science Journal in March 16, 2009.

As the UPCM reached her first 100 years, her dedication to excellence and leadership in medical education, research and service to the underserved remained steadfast, firm and uncompromising. On the Centennial year, Task Force Pagsasabuhay was formed by Dean Cecilia V. Tomas as an oversight and advocacy group that would help UPCM ensure that the mission-vision to “serve the underserved” is carried out by the UPCM graduates. Part of Task Force Pagsasabuhay’s recommendations included a return service contract for all UPCM graduates with the proper logistical support including a placement office that will ensure proper placement, a safe working environment and adequate financial support.

Dean Alberto B. Roxas (2006-2012) took over the reins as Dean in June 2006. In recognition of the need to determine long-term and short term goals for the college, the 6th Management Action Plan (MAP VI) included for the first time a 25 year master plan, STAR (Self-sufficiency, Talent, Technology and Tolerance, Academic Excellence, and Responsiveness) Vision 2032, to serve as a guide for the long-term strategic directions of the college. During his term, the Return Service Committee formulated the implementing rules for the return service obligation (RSO) which was approved by the College Council by an overwhelming majority on March 11, 2008. It was subsequently approved by the University Council on June 25, 2008 and the Board of Regents’ 1234th Meeting on July 31, 2008 and reaffirmed in its 1236th Meeting on September 29, 2008. Additional provisions were approved by the BOR in its meeting on July 2013. All students admitted to the UPCM starting in Academic Year 2009-2010 signed a return service obligation agreement that would require them to serve in the country within five years after their graduation.

The UPCM has yet to realize its long-term goals towards self-sufficiency with the hope of providing financial and research assistance to its constituents. As long as its vision is clear, and with a concerted effort from all sectors, the UPCM is certain that it will be able to attain its goals and remain THE Center of Excellence in Medical Education. The administration of Dean Agnes D. Mejia (2012-2018) ensured that the College will remain the Center of Excellence with the twin operational thrusts of her administration – enhancement of internal organizational efficiency and the pursuit of financial stability programs.

Dean Charlotte M. Chiong, MD, PhD (2018-present), is now leading UPCM with six pillars under her INSPIRE Flagship program with Infrastructure, Science and Discovery, forging stronger Partnerships for progress in health care, Innovation and exemplary leadership in medical education, Resource stewardship and Empower and Embrace fostering wellness, diversity and a sense of community.

As a result of the COVID 19 pandemic, teaching learning processes were altered to adapt to the lack of face-to-face learning opportunities over three years from AY 2019 to 2022. Two learning management systems have been utilized and online learning was the norm. Synchronous learning with small groups utilized Zoom and Google teams. Course packs were prepared for those students with a lack of access to e-learning.

In 2021, the UPCM submitted its basic medical education program for re-accreditation by the Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU). UPCM received a Level IV Accreditation by the Federation of Accrediting Agencies of the Philippines (FAAP) valid for the next five years.

The Henry Sy Sr. Medical Sciences Building has been turned over to the UPCM and is now being used for lectures and small group discussions. The UPCM Simulation Unit has acquired state of the art mannequins and task trainers that are used to train medical students. The Surgical Innovation and Biotechnology Laboratory (SIBOL) is likewise located in this building.

FACILITIES

The University of the Philippines College of Medicine (UPCM) is located inside the University of the Philippines Manila and is located at 547 Pedro Gil (formerly Herran) St., Ermita, Manila. It is composed of four (4) buildings with total usable classroom, laboratory, office, miscellaneous spaces in excess of 20,000 square meters

The Calderon Hall, the oldest building of the University of the Philippines System, is also the main building of the UPCM. Opened in 1905, it also houses the Dean's Complex, Administrative offices, and the Departments of Anatomy and Pathology including the laboratories of the said departments. The UP Medicine Class 1963 Lecture Room, Arturo Garcia Lecture Room, UP Medicine Class 1972 Theater and Buenafe Auditorium provide ample facilities for lectures. The Dualan Laboratory is known for its state-of-the-art equipment for dissection and study of the human body. Very soon, an advanced skills laboratory and the most modern mortuary and forensic autopsy laboratory will be constructed in this same building.

The Salcedo Hall, constructed in the 1920's houses the Departments of Biochemistry, Physiology and Pharmacology together with their newly renovated advanced laboratories for Medical and Post Graduate Medical students.

The Maria Paz Mendoza Building, opened in 1992, houses additional classrooms and multiple Multi-disciplinary Student Laboratories.

The newest building is the Henry Sy Sr. Medical Sciences Building, turned over last November 2022. This 11-storey building effectively doubled the usable space of the UPCM in response to a call by the country to increase the carrying capacity of the College to heed the increasing health needs of our countrymen. This by far is the most modern and green building within the University. Designed to adapt to the Organ System Integrated Curriculum of the UPCM, this houses 2 huge state of the art auditoria equipped with MERV filters designed to function amidst a raging Pandemic. The most advanced Health Simulation Laboratory in the country is also housed in this building.

The 15 clinical departments with their own teaching and research facilities are housed in the University of the Philippines-Philippine General Hospital (UP-PGH). UP-PGH is the

teaching hospital of the UPCM. It serves roughly 650,000 patients annually, fertile grounds to develop the clinical minds and compassionate skills of our students.

Curriculum

INTARMED PROGRAM

INTARMED (INTEgrated Liberal Arts and MEDicine), is the seven-year program of the University of the Philippines College of Medicine (UPCM) which shortens the whole medical education by two years. It consists of two years of pre-medical courses (Learning Unit I – II, four years of regular medical studies (Learning Unit III – VI), and one year of clinical internship (Learning Unit VII). Students who enter LU I are considered direct entrants while students who enter LU III are considered lateral entrants.

Students who enter LU I and finish LU IV earn a degree of Bachelor of Science Basic Medical Sciences (BSBMS). The BSBMS program has undergone revisions to adopt University approved General Education (GE) courses. These courses provide the foundation in liberal education that has constituted and enriched the first two years of the BSBMS curriculum. The latest revisions in 2018 take into consideration the recent establishment of the K-to-12 program of the Department of Education that has incorporated Junior and Senior High School into the secondary education in the Philippines.

ORGAN SYSTEM INTEGRATED (OSI) MEDICAL CURRICULUM

An integrated curriculum consists of coherent learning units that bring students beyond the level of mere acquisition of facts and concepts to a higher plane of scientific understanding and fluency. Students are given more opportunities to think creatively and to act appropriately when dealing with medical problems. Curriculum integration can help the students cope with changes in knowledge and deal with outdated knowledge.

The UPCM has adopted an Organ System Integrated (OSI) curriculum since Academic Year 2004-2005 starting with LU III. Operationally, organ system integration refers to identifying clinically relevant concepts or skills that cut across the basic and clinical sciences and uses the organ systems as foci for learning. Horizontal integration involves the unification of disciplines traditionally learned within a year level that should lead to a more comprehensive understanding of a particular cognitive area. Vertical integration, on the other hand, requires an interweaving of clinical skills and basic science knowledge starting from the early years so that learning of basic science concepts is continuous and reinforced in the clinical years.

The OSI curriculum involves the horizontal and vertical integration of courses of the traditional medical curriculum into coherent Learning Units (LU). Each learning unit revolves around a meaningful theme corresponding to each year level as follows:

LU I and II	Preparatory Medicine
LU III	Human Development, Structure and Function
LU IV	Human Pathophysiology and Therapeutics
LU V	Ambulatory Medicine
LU VI	Hospital-based Medicine
LU VII	Comprehensive Health Care

Unique features of this innovative curriculum include, among others, integration of disciplines by organ systems through a team approach, interweaving of basic science knowledge, clinical skills and community-oriented sessions starting from early years, utilization of innovative teaching and learning strategies, particularly small group discussions, the use of self-instructional modules, and the institution of early elective offerings that would allow individual interests to expand and deepen.

Table 1. Checklist of New Curriculum (AY 2018-2019)

First Semester, First Year		Second Semester, First Year		Midyear Term, First Year	
Subject	Credit	Subject	Credit	Subject	Credit
ARTS 1: Critical Perspectives in the Arts*	3	Chem 33: Elementary Organic Chemistry***	5	PRESCRIBED GE*	3
ETHICS 1: Ethics and Moral Reasoning in Everyday Life*	3	Math 101	3	TOTAL	3
KAS 1: Kasaysayan ng Pilipinas*	3	Biol 126: Animal Morphology and Physiology***	5		
Biol 110: Integrated Principles of Biology***	5	CORE GE*	3		
MATH 10: Math Culture and Society*	3	CORE GE*	3		
Math 105: Analysis for the Health Sciences***	4				
IDC 191 (IPC)	(1.5)	IDC 192 (IPC 2)	(1.5)		

PE 1	(2)	PE	(2)		
NSTP	(1.5)	NSTP	(1.5)		
TOTAL	21	TOTAL	19		
First Semester, Second Year		Second Semester, Second Year			
Subject	Credit	Subject	Credit		
Biol 130: Embryology and Genetics***	5	Biol 150: Cell and Molecular Biology***	5		
Chem 41: Fundamentals of Biochemistry***	5	Physics 62/62.1: Physics in the Life Sciences II Lec & Lab***	4		
Physics 61/61.1: Physics in the Life Sciences I Lec & Lab***	4	CORE GE*	3		
GE Elective 1*	3	GE Elective 2*	3		
Psychology 101: General Psychology***	3	PI 100 The Life Works & Writings of Rizal	3		
IDC 193 (IPC 3)	(1.5)	FCH 101	1.5		
PE	(2)	IDC 201 (PVM)	(1.5)		
TOTAL		PE	(2)		
20		TOTAL	19.5		

Legend: * GE Course *** Course for addition

MD-PHD (MOLECULAR MEDICINE) PROGRAM

The dual MD-PhD (Molecular Medicine) program of the UPCM aims to train aspiring physician-scientists for careers dedicated to the pursuit of basic and applied biomedical research towards the advancement of health from individual to global levels. The prescribed program of study comprises eight years: one year of graduate level coursework and research, five years of medical education (LU III – VII of the INTARMED program) and two years for completion and defense of a PhD dissertation. Applicants are expected to clearly demonstrate their aptitude and motivation for advanced study in molecular medicine and related areas.

MD-MPH (MASTERS IN PUBLIC HEALTH)

The UP College of Medicine and the UP College of Public Health of the University of the Philippines Manila have embarked on the purposeful journey of offering an innovative new program known as the Doctor of Medicine – Master of Public Health (MD-MPH) Double Degree Program wherein the graduates are envisioned to contribute to the workforce for the implementation of the Philippine Universal Health Care Act and the fulfillment of the Sustainable Development Goals. The qualified UP College of Medicine students will apply to the program during Year Level 4 (2nd year medicine proper) and a maximum of 20 qualified students per batch will be admitted to the MD-MPH program. This double degree program allows the attainment of both the Doctor of Medicine and Master of Public Health degrees with no additional year to the Doctor of Medicine program. The MD-MPH students are expected to graduate with the double degree at the same time as the rest of their classmates. The institution of the program was approved by the University of the Philippines Board of Regents (UP BOR) on June 29, 2023, and has been on its pioneer implementation since summer semester AY 2022-2023.

OTHER GRADUATE PROGRAMS

The UPCM also offers a number of graduate programs in the following fields: Basic Medical Sciences (M), Biochemistry (PhD, MS and Diploma), Clinical Epidemiology (MS and Diploma), Genetic Counselling (MS), Orthopedics (M), Pharmacology (MS), and Physiology (MS and Diploma). An MS and Diploma in Clinical Medicine are also offered with the following tracks: Child Health, Family and Community Medicine, Obstetrics-Gynecology Medical Oncology and Surgery. Multidisciplinary courses in Ethics (Diploma) and Medical Anthropology (M and MS) are offered in collaboration with UP Diliman, A Master in Clinical Audiology is jointly offered with the College of Allied Medical Professions. An MS in Health Informatics is jointly offered with the College of Arts and Sciences.

Academic Rules and Policies

CLASSIFICATION OF STUDENTS

Undergraduate and graduate students are designated as regular or irregular.

Regular undergraduate students follow organized programs of study and comply with requirements which lead to the MD degree. They carry the full semester or annual load called for by the medical curriculum.

Regular graduate students are prospective candidates for the masters or doctoral degree. They may either be part-time or full-time students.

Irregular students are medical students who return from a leave of absence or fail in one or more subjects provided the subjects in which the students failed do not total more than 30% of the annual load in hours in Learning Unit III or in more than 25% of the annual total hours in each of Learning Units IV, V, and VI.

ADVANCED PLACEMENT EXAMINATION (APE)

Newly admitted freshmen who qualify for and pass the prescribed examination in basic courses in the INTARMED Curriculum as agreed upon by the Deans of the Colleges of Medicine and Arts and Sciences within one year of their first enrolment in the University shall be given credit for these subjects in their academic program provided that this privilege may not be given for more than six units in any one discipline. Only those who qualified for admission to the University may apply to take these examinations usually scheduled two weeks before registration every semester. Application forms and other information regarding advanced placement examination may be obtained from the College Secretary of the respective colleges giving these examinations.

P.E. REQUIREMENTS

Basic Physical Education is a prerequisite for graduation. All students should comply with this requirement during their freshman and sophomore years. Eight units of Physical Education including P.E.I are required of all undergraduate students.

Proficiency Examination In Physical Education (Pepe)

Proficiency examinations required 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:

- Team sports (basketball, volleyball);
- Individual sports (archery, bowling, golf, weightlifting);
- Dual sports (badminton, table tennis, tennis);
- Combative sports (arnis, judo, karate, wrestling);
- Dance (Hawaiian, Tahitian, modern dance, social dance);
- Aquatics (scuba diving, swimming).

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 is allowed in the other areas.

TRANSFERS

No student from other medical schools shall be considered for transfer to the seven year undergraduate curriculum of the College after Learning Unit I in the preparatory years and after Learning Unit III of the medical proper course.

ACADEMIC YEAR

The first two years of the seven year INTARMED program will be taken in the UP Manila College of Arts and Sciences. The Academic Year shall be divided into 2 semesters of at least 16 weeks each, inclusive of a reading break but exclusive of registration and final examinations. A summer session of six weeks which follows the second semester shall be offered for Learning Unit I.

Learning Units III to VII are medicine proper years and will be taken in the UP College of Medicine premises, the Philippine General Hospital and selected urban and rural community sites. Learning Units III and IV will also follow a semestral schedule of 17 to 18 weeks per semester with a shortened semestral break. Integrated Clinical Clerkship (Learning Unit V & VI) is a continuous 40-week program per year with a Christmas break. Internship (Learning Unit VII) is a 52-week program commencing July 1 of each year without a Christmas break.

For graduate students, summer sessions shall be offered only as per departmental decision.

CREDIT UNIT OR HOURS PER SEMESTER

A. Learning Units I and II

The unit credit is the semester hour. Each unit of credit is at least 16 semester-hours of lecture instruction and 32 semester hours for laboratory.

B. Learning Units III to VII

The unit credit is the semester hour. Each unit of credit is at least 16 semester-hours of lecture instruction, 32 semester hours for laboratory and 24 semester hours for ward work. The unit credit shall be used whenever applicable, otherwise the number of hours per semester of each course shall be specified.

Approved number of hours or weeks shall be converted to number of UNITS based on university rules:

Lecture, SGD, Panel Discussion	- 1 hour = 1/16 unit
Laboratory, Independent Study	- 1 hour = 1/32 unit
Clinical rotations, ward work	- 1 hour = 1/24 unit
Average proportion of Lecture, SGD, Panel discussion versus Laboratory, Independent study	- 3:1

To pro-rate proportion of credit hour - 1 hour = 1/20 unit (0.05)

** Credit Load Equivalent in "Units" of the Doctor of Medicine Program*

Learning Unit III

Credit Units

Course	Hours	1st Sem	2nd Sem	Total
HS 201	40	2.0	-	2.0
OS 201	120	6.0	-	6.0
OS 203	104	5.0	-	5.0
OS 204	72	3.5	-	3.5
OS 205	144	7.0	-	7.5
IDC 211	32	0.75	0.75	1.5
IDC 202	64	1.5	1.5	3.0
OS 202	136	3.5	3.5	7.0
HD 201	130	-	6.5	6.5
HD 202	120	-	6.0	6.0
IDC 211.1	90	-	4.5	4.5
OS 206	142	-	7.0	7.0
TOTAL	1194	29.25	29.75	59.00

Learning Unit IV

Credit Units

Course	Hours	1st Sem	2nd Sem	Total
HS 202	108	5.5	-	5.5
THER 201	80	4.0	-	4.0
OS 213	216	11.0	-	11.0
OS 215	180	9.0	-	9.0
IDC 212	16	1.0	-	1.0
IDC 203	64	1.5	1.5	3.0
OS 216	72	1.75	1.75	3.5
OS 211	180	-	9.0	9.0
OS 212	180	-	9.0	9.0
OS 214	180	-	9.0	9.0
ELECTIVE	32	-	1.5	1.5
TOTAL	1308	33.75	31.75	65.5

Learning Unit V

Credit Units

Course	No. of Weeks	Units
OS 207	4 wks	6
THER 201	2 wks	3
ANESTH 250	1 wk	1.5
FCH 250.1	2 wks	3
FCH 250.2	2 wks	3
INTEG 250	1 wk	1.5
MED 250	3 wks	4.5
MUSC 250	2 wks	3
NEURO 250	2 wks	3
OB-GYN 250	4 wks	6
OPHTHA 250	1 wk	1.5
ORL 250	1 wk	1.5
PEDIA 250	4 wks	6
RADIO 250	2 wks	3
SURG 250	3 wks	4.5
IDC 204	1 wk	1.5
IDC 213	24 hrs	1.5
IDC 221	1 wk	1.5
IDC 222	1 wk	1.5
ELECTIVES	2 wks	3
TOTAL	39 wks + 24 hrs	60

Learning Unit VI

Credit Units

Course	No. of Weeks	Units
ANESTH 251	2 wks	3
EM 251	2 wks	3
FCH 251	4 wks	6
MED 251	6 wks	9
NEURO 251	2 wks	3
OB-GYN 251	4 wks	6
OPHTHA 251	2 wks	3
ORL 251	2 wks	3
ORTHO 251	2 wks	3
PEDIA 251	4 wks	6
REHAB 251	2 wks	3
SURG 251	4 wks	6
IDC 205	64 hrs	4
ELECTIVES	4 wks	6
TOTAL	40 wks+6 hrs	64

Learning Unit VII-TRACK A (Regular Rotation)

Credit Units

Course	No. of Weeks	Units
ANESTH 260	1 wk	1.5
FCH 260	8 wks	12
MED 260	8 wks	12
NEUROSC 260	3 wks	4.5
OB-GYN 260	8 wks	12
OPHTHA 260	2 wks	3
ORL 260	2 wks	3
ORTHO 260	2 wks	3
PEDIA 260	8 wks	12
REHAB 260	2 wks	3
SURG 260	8 wks	12
TOTAL	52 wks	78

Learning Unit VII-TRACK B
(Core Internship + Electives)

Credit Units

Course	No. of Weeks	Units
FCH 260	8 wks	12
MED 260	8 wks	12
OB-GYN 260	8 wks	12
PEDIA 260	8 wks	12
SURG 260	8 wks	12
ELECTIVES	12 wks	18
TOTAL	52 wks	78

Learning Unit VII-TRACK C
(Straight Internship)

This is a 52- week rotation in a specialty of choice with a mandatory 8 weeks rotation in the community.

SI 270.1: Straight Internship in Family and Community Medicine

SI 270.2: Straight Internship in Medicine

SI 270.3: Straight Internship in Otorhinolaryngology

SI 270.4: Straight Internship in Pediatrics

SI 270.5: Straight Internship in Radiology

SI 270.6: Straight Intern. in Rehabilitation Medicine

SI 270.7: Straight Internship in Surgery

LEARNING UNIT VII GUIDELINES FOR ADMISSION TO TRACKS A, B, AND C

1. PGIs (Postgraduate Interns) are allowed to avail only of Track A (Regular Rotating) Internship Program of UP-PGH.
2. Track B (Core Internship + Electives) Internship Program
 - 2.1. Only students from UP College of Medicine can apply for the Track B Internship program of UPCM-PGH.
 - 2.2. Only students who belong to the top 30% of the class with no grade lower than 2.75 in any subject will be eligible to apply.
 - 2.3. Track B applicants will be pre-screened according to computed General Weighted Average Grade (GWAG) and Comprehensive Examination

(Compre) Scores from LU III to LUV, after which interview score will be added for final ranking.

2.4. A maximum of twenty (20) students will be accepted to the program.

Students who will not qualify will automatically be included in the Track A (Regular Rotating) Internship.

2.5. Aside from rotation of 8 weeks each in five major departments (DFCM, Medicine, Obstetrics and Gynecology, Pediatrics and Surgery), accepted intern will have to choose elective subjects of 12 weeks to complete the required 52 weeks internship.

2.6. LU6 electives may be chosen provided that this has not been enrolled in during clerkship.

3. Track C (Straight Internship)

3.1. Only students from UPCM can apply for the Track C internship program of UPCM-PGH.

3.2. A maximum of twenty (20) students will be accepted to the program.

3.3. Only students who belong to the top 20% of the class with no grade lower than (2.25) in any subject will be eligible to apply.

3.4. Track C applicants will be pre-screened according to computed General Weighted Average Grade (GWAG) and Comprehensive Examination (Compre) Scores from LU III to LU V.

3.5. The names of applicants who meet the pre-screening criteria for Track C will be sent to the concerned departments for final acceptance to the program.

3.6. A maximum of twenty (20) students will be accepted to the program.

3.7. Students who will not qualify will automatically be included in the Track A (Regular Rotating) Internship.

3.8. All Track C medical interns are required to complete 8 weeks rotation in the Department of Family and Community Medicine.

3.9. Once accepted to the program, shifting to other tracks will not be allowed.

(Source: LU VII Committee meeting February 23, 2012)

ACADEMIC LOAD

Learning Unit I & II

Students in Learning Unit I and II are allowed a maximum academic load of 18 non-laboratory units or 21 units including laboratory per semester. However, graduating students may be permitted to carry a heavier load in their last year. During the summer

session, the normal load is 6 units. In justifiable cases, the Dean may allow a maximum of 9 units load during summer. (Article 341, Chapter 49, University Code (1974))

Learning Unit III - VII

Students shall be allowed the prescribed organized programs of study. Irregular students shall not be allowed more than the regular load per semester.

Graduate students

Graduate students employed on a full-time basis shall be allowed an academic load of not more than 10 units in any semester, whether informal courses or in theses, unless they have prior approval of the Dean, upon the recommendation of the Department concerned, for a heavier load.

Candidates for graduation with honors shall have taken during each semester not less than 15 units of credit, or the normal load prescribed in the curriculum.

PREREQUISITES

Each learning unit is a prerequisite to the succeeding learning unit except for interdisciplinary courses upon the recommendation of the learning unit committee.

Learning Unit III (Human Development, Structure and Function)

For direct entrants: All Learning Unit I and II subjects including NSTP and P.E. courses.

For lateral entrants: any baccalaureate degree.

Learning Unit IV (Human Pathophysiology and Therapeutics)

Must have passed all required subjects for Learning Unit III including Health System (HS201), Organ system (OS201 to 206) and Human Development (HD1 and HD2) courses.

Learning Unit V (Ambulatory Clerkship: Integrated Clinical Clerkship I)

Must have passed all required subjects for Learning Unit IV including Health System (HS 202), Organ system (OS 211 to 216) and Therapeutics (Ther 1)

Learning Unit VI (Hospital-Based Clerkship: Integrated Clerkship II)

Must have passed all required subjects for Learning Unit V including Management I and II, Therapeutics 2 and all clinical courses

Learning Unit VII (Comprehensive Health Care: Internship)

Must have passed all required subjects for Learning Unit VI.

WAIVER OF PRE-REQUISITES

Courses approved by the University Council as prerequisites to others shall not be waived, except in meritorious cases.

The Dean through the College Secretary and upon evaluation of the concerned Learning Unit Academic Committee shall decide on the merits of each case.

No permission shall be granted unless the following are complied with:

1. Students who have previously enrolled and fully attended a course that is pre-requisite to another without having passed or earned credit for that pre-requisite course, shall be allowed to enroll and attend in the course applied for.
2. Students shall formally apply for waiver of prerequisite. The application shall be accompanied by a certification from the Professor-in-charge of the pre-requisite course that the student had fully attended said course.
3. The application shall also be accompanied by a certification from the Director of the Office of Student Affairs, UP Manila that the student's failure to pass or earn credit in the prerequisite course was not due to disciplinary action imposed upon the student.
4. Students who are granted permission under these rules shall be required to enroll in the prerequisite course simultaneously with the course to which the former is a prerequisite, or immediately in the next semester.

CHANGE OF CLASS SCHEDULE

No faculty member shall postpone the holding of his/her class to any other hour that 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.

DROPPING OF COURSES

1. Students may, with the consent of the Department concerned and the Dean, drop a subject by filling out the prescribed UP Form 26 before three-fourths of the hours prescribed for the semester term have elapsed and not later.
2. In Learning Unit I and II, students shall not be allowed to drop more than 9 academic units per semester.

3. In Learning Unit III and IV, students shall not be allowed to drop more than 50% of the academic load per semester.
4. The request to drop a subject shall include the parent's or legal guardian's notation in writing.
5. The following steps shall be followed:
 - 5.1. Students shall consult with the Department concerned through the Professor-in-Charge and the concerned Learning Unit Academic Committee which shall make the necessary recommendation to the Dean.
 - 5.2. The Dean shall make the final decision on the request. Students who drop a course without the approval of the Dean shall have their registration privileges curtailed or entirely withdrawn. If a subject is dropped after the middle of the term, the Department concerned shall indicate the date and class standing of the student at the time of dropping as either "passing" or "failing" solely for administrative guidance.

SUBSTITUTION OF COURSES

Learning Unit I and II

1. Every substitution of subjects must be based on at least one of the following:
 - 1.1. When students are 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.
 - 1.2. When there is conflict of hours between a required subject and another required subject
 - 1.3. When the required subject is not offered during the semester that students need it.
2. Every petition for substitution:
 - 2.1. Must involve subjects within the same department, if possible; if not, the two subjects concerned must be allied to each other.
 - 2.2. Must be between subjects carrying the same number of credit units, and
 - 2.3. Must be recommended by the adviser and by the head of the department.
3. All petitions for substitution must be submitted to the Office of the Dean concerned before 12% of the regular class meetings have been held during the term. Any petition thereafter shall be considered for the following semester.
4. No substitution shall be allowed for any subject prescribed in the curriculum in which the students have failed or received a grade of "5," except when, in the opinion of the department offering the prescribed subject, the proposed substitution covers substantially the same subject matter as the required subject.
5. 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.

CROSS-REGISTRATION

1. Students shall not be registered in any other college or school of the University without the written permission of the Dean of the College or School in which they are primarily enrolled. A cross-registration form shall be accomplished for cross- registration within the University.
2. The total number of units of credit for which a student shall register in 2 or more Colleges or Schools in the University shall not exceed the maximum load allowable by the rules on academic load.
3. For graduate students, the College shall not give credit for any course taken by any of its students in any other University, college or school unless the taking of such course was expressly authorized by the Vice President for Academic Affairs, UP System upon the recommendation of the College concerned. The authorization shall be in writing to be recorded by the University Registrar or by representative and shall specifically describe the subjects authorized. [Article 336, as amended by BOR on its 790th (Dec. 1969) and 861st (May 29, 1975) Meetings)

ATTENDANCE

1. Students shall be in actual attendance in the College within the first week of the opening of classes, except in special cases to be decided by the Dean upon recommendation of the Academic Department Chairman and/or corresponding Learning Unit Academic Committee.
2. Any student, who for unavoidable cause/s is obliged to absent himself/herself from class, shall obtain an excuse slip from the College Secretary, to be presented to the Professor-in-Charge of the course concerned not later than the second session of the class after the date of the student's return.
3. Excuses shall be for times missed only. All works covered by the class during the student's absence shall be made up to the satisfaction of the Professor-in-charge and within a reasonable time from the date of absence.
4. When the number of hours lost by absence of students reaches 20% of the recitation, lecture, laboratory, or any other scheduled work in one subject for that semester, he/ she shall either be dropped from the class or be required by the faculty/department concerned to make up his/her deficiencies by a longer attendance requirement.
5. All courses shall implement the University/College policies on attendance. The 20% rule will be applied to each module within a course. Specific policies on attendance may be set by each learning unit.

6. If the majority of the absences are excused, the students shall not be given a grade of "5" upon being thus dropped. If the majority of absences are not excused, the student shall be given a grade of "5" upon being dropped. Times lost by late enrollment shall be considered as time lost by absence. [Article 346, University Code (1974)]
7. Excused absences are the following:
 - 7.1. Sickness of student
 - 7.2. Sickness of parents or children
 - 7.3. Death of immediate family member
 - 7.4. Official College of Medicine travel (e.g. conventions, contests)
8. For Clerks, please refer to the Clerk's Manual. For Interns, please refer to the to the Interns' Manual.
9. If a student is absent from the final examination and his/ her class standing is passing, he/she shall be given a grade of "Incomplete". If his/her absence is justifiable, a special examination may be authorized by the Dean. If his/her class standing is failing, the student shall be given a "4" or "5" as the case may be.

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 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 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 provide that said rules do not have the effect of relaxing the preceding general regulation.

LEAVE OF ABSENCE

1. A leave of absence (LOA) shall be requested in a written petition to the Dean through channels. The petition shall include the parent's or legal guardian's notation in writing, as well as a statement regarding the reason/s for and the duration of the leave of absence. The student shall consult the following:
 - 1.1. University guidance counsellor
 - 1.2. College Faculty guidance counsellor
 - 1.3. Learning Unit Academic Committee Chair concerned

1.4. Associate Dean for Academic Development

The Learning Unit Academic Committee Chair shall make the recommendation to the Dean. The Dean shall make the final decision on the request for leave of absence (LOA).

2. The LOA shall not exceed one year, but may be renewed for another year at most. upon the discretion of the Dean. The aggregate leave of absence shall not exceed two years. Students who need to go on LOA beyond the allowable limit of two years shall apply for an honorable dismissal without prejudice to readmission. Students who fail to apply for an honorable dismissal beyond one year shall have their registration privileges permanently withdrawn. [Based on BOR action at its 1067th Meeting, July 7, 1993.]
3. If a student withdraws after 3/4 of the semester has already elapsed, he/she shall be given a grade of "5" if his/her class standing at the time of withdrawal is below "3."
4. No leave of absence shall be granted later than two weeks before the last day of classes during the semester.
5. If the inability of the student to continue with his/her classes is due to illness or similar justifiable causes, his/her absence during the period shall be considered excused. In such cases, the student shall be required to apply for an excuse and shall present the excuse slip to the faculty members concerned.
6. No application for LOA shall be approved without the class standing being indicated by faculty concerned. This should not be entered in the Official Report of Grades. Enrolment following a leave of absence should follow existing rules on enrolment. Enrolment for whole year courses should be during the first semester only.
 - 6.1. For a student who has completed a course (module or clinical rotation)
 - a. If academic standing is "Passing" or "Satisfactory", student need not re-enroll in the course. Final grade may be given after comprehensive examination has been taken.
 - b. If academic standing is "Fail" or "Unsatisfactory", student will re-enroll in the said course.
 - 6.2. For a student who had not completed nor taken a course or clinical rotation, he/she will re-enroll in the course. The student shall pay the tuition fees for the courses he/she will re-enroll in.

Example:

Learning Unit VI student applies for an LOA in the first semester and he has satisfactorily rotated in Medicine (4 weeks), Obstetrics and Gynecology (4 weeks) and Elective (4 weeks). Total of 12 weeks or 18 units.

Total # units for LU VI = 64 units (40 wks + 64 hrs) Bracket B- Php 1,000 x 64 units (whole year) = Php 64,000

Tuition fee upon return from LOA

1st semester = 32,000 less 18,000 = Php 14,000

2nd semester = Php 32,000

[Approved in the DAC meeting, August 18, 2011]

7. 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 re-admission.
8. Students who withdraw from the College without an approved formal written leave of absence shall have their registration privileges curtailed or entirely withdrawn. (Article 403, University Code 1974)

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	Excellent	2.75	Satisfactory
1.50	Very good	3.00	Passed
1.75	Very good	4.00	Conditional Failure
2.00	Good	5.00	Failed
2.25	Good	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, he/she is given a grade of “3.00”, but if he/she fails, he/she is given a grade of “5.00.” Only one re-examination is allowed, which must be taken within the prescribed time, usually 1 to 2 weeks before the next registration period. If the student fails to remove the grade of “4.00” within the prescribed time, he/she may earn credit for the course only by repeating and passing it. [Revised University Code 1974]

The grade of “Incomplete” (INC.) is given:

1. If students whose class standing throughout the semester is passing but the

students fail to appear for the final examination due to illness or other valid reasons. If in the opinion of the Dean, upon recommendation of the department, the absence from the examination is justifiable, the students may be given an examination. In case the class standing is not passing and the students fail to take the final examination for no valid reason, a grade of "5" is given. However, if in the opinion of the Dean, upon recommendation of the Learning Unit Academic Committee and the department concerned, the absence from the examination is justifiable, the students may be given the final examination.

2. For work that is of passing quality but some parts of which are, for valid reasons, unfinished. The deficiency indicated by the grade "INC" shall be removed within one academic year by passing an examination or meeting all the requirements for the course, after which, the students shall be given a final grade based on his/her over-all performance. This includes students who have a passing status but are unable to take the comprehensive examinations at the end of the school year for valid reasons.
3. The one-year academic period allowed for the removal of "4" or "INC" is interpreted as extending to the regular semestral period immediately following the one-year period. If students pass an examination for the removal of a "4", he/she shall be given a grade of "3"; if he/she fails, the final grade shall be "5". If students pass an examination or complete the requirements for the removal of an "INC", a final grade of "3" or better shall be given; if they fail, the final grade shall be "5."
4. Re-examination shall be permitted only for the purpose of removing a grade of "4". A student who has received a passing grade in a given course is not allowed re-examination for the purpose of improving his/her grade.

COMPUTATION OF GRADES FOR INTARMED STUDENTS

1. If the course credit is in units, the computation is:

$$\text{Grade} \times \text{Unit} = \text{Course grade}$$

$$\text{Sum of course grades} / \text{Sum of units} = \text{GWA}$$
2. If the course credit is in hours, the computation is:

$$\text{Grade} \times \text{Actual hours} = \text{Course Grade}$$

$$\text{Sum of course grades} / \text{Sum of Actual Hours} = \text{GWA}$$
3. If the course was initially in units, as in the first 2 years of INTARMED program, it is converted to hours using university rules.
 1 lecture unit = 16 hours
 1 laboratory unit = 32 hours

Students are graded according to the Grading system discussed in the

previous section.

4. In subjects without numerical grades, the following shall apply:
For midterm grades - Satisfactory or Unsatisfactory, and
For final grades - Passed, Failed, or Incomplete.

As provided for by the University Code, no grade can be changed by any authority other than the academic department concerned.

GENERAL EVALUATION SCHEME FOR CLINICAL PRECEPTORIALS

The general evaluation scheme for each course will be determined by Faculty Course Coordinators. The scheme may include the following parameters:

- Written examinations
- Small group discussions
- Preceptorials
- Objective Structured Clinical Examinations (OSCE)
- Laboratory examinations
- End of rotation assessments
- Attendance

It is understood that the evaluation scheme should reflect the appropriate terminal competencies (knowledge, skills and attitudes) of each learning unit.

COMPREHENSIVE EXAMINATION

The Academic Committees of Learning Units III to VII shall prepare and conduct comprehensive examinations at the end of the academic year.

1. The score in the comprehensive examination will be 5-10% of the final grade in each and every course in the learning unit as shown below.

LU III	5%
LU IV	5%
LU V	10%
LU VI	10%
LU VII	10%

All students are required to take the comprehensive examinations in LU III to LU VII.

2. Students who do not take the comprehensive examination will be given a remedial comprehensive examination before enrollment for the next academic year. Until the student has taken said examination, he will receive a grade of "Incomplete" in all his enrolled courses where his class standing is "Passing". He will receive a grade of "4" or "5" in the courses where his standing is "conditional failure" or "failure" respectively.
 - 2.1. For students who have a valid reason for not taking the comprehensive examination: His grade in the remedial comprehensive examination will be incorporated to his pre-final grade in the different courses and his grade of "Incomplete" will be changed to his final grade. He will be promoted to the next LU if he passes all his courses.
 - 2.2. For students who have no valid reason for not taking the comprehensive examination, his score in the remedial comprehensive examination will be incorporated into his pre-final grade only if his score is above the MPL for the examination. Otherwise, if his score is below the MPL, his grades of "Incomplete" remain, and he has to take the comprehensive examination at the end of the next academic year and the student concerned will be delayed for a year. (College Circular, June 22, 2011)

SCHEDULE OF REMOVAL OF GRADES OF "INCOMPLETE" OR "4"

1. Examination for the removal of grades of "INC" or "4" shall be taken without fee. During the regular examination period, if the subject is included in the schedule of examinations, and during the removal examination period, viz., the period covering ten days preceding the registration in each semester, during which case the examination shall be taken at the time it is scheduled.
2. In no case shall the period for the removal of grades of "INC" or "4" extend beyond one academic year from the date the grade was received. The one-year academic period allowed for the removal is interpreted as extending to the regular semestral period immediately following the one- year period.

CHANGE OF GRADES

1. A student who has received a passing grade in a given course is not allowed re-examination for the purpose of improving his/her grades.
2. No faculty member shall change any grade after the report of the grade has been filed with the College secretary or with the University registrar. In exceptional cases, as where an error has been committed, the faculty member 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.
3. Notwithstanding the foregoing provisions 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.

4. Should the change of the grade on the 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 thirty (30) days after receipt of the final grade by the student concerned.
5. 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 the student is thus recommended shall be prima facie evidence that the recommendation is made at the request of the student concerned.

RULES ON SCHOLASTIC STANDING

A. Academic Scholarship

1. University Scholars
Any undergraduate or graduate student who obtains at the end of the semester a weighted average of 1.4500 or better, or 1.2500 or better, respectively, is given this honorific scholarship. (Article 381, University Code 1974)
2. College Scholars
Any undergraduate or graduate student who, not being classed as University scholar, obtains at the end of the semester a weighted average of 1.7500 or better, or 1.5000 or better, respectively, is given this honorific scholarship. (Article 382, University Code 1974)

B. Recording of Achievements

Annual recognition ceremonies are conducted to award students with academic and extracurricular achievements, such as leaders of local and international student organizations and awardees in local and international research conferences.

C. Scholastic Delinquency

Learning Units I and II

1. Warning
Students who obtain final grades at the end of the semester below “3” in 25% to 49% of the total number of academic units for which they are registered shall receive a warning from the Dean to improve their work.

2. Probation
Students who, at the end of the semester, obtain final grades below “3” in 50% to 75% of the total number of academic units in which they are registered shall be placed on probation for the succeeding semester and their load shall be limited to the extent to be determined by the Dean upon the recommendation of the Learning Unit Academic Committee.
3. Probation shall be removed by passing with grades of “3” or better in more than 50% of the units in which the student is registered during the succeeding semester.
4. Dismissal
 - 4.1. Students who, at the end of the semester obtain final grades below “3” in more than 75% but less than 100% of the total number of academic units in which they are registered shall be dropped from the rolls of the College. (Art. 389 as amended at the 232nd UC meeting, 1967)
 - 4.2. Students on probation who again fail in 50% or more of the total number of units in which they were registered shall be dropped from the rolls of the College. (Art. 390)
 - 4.3. Students who obtain a final grade of “5” after repeating a course wherein they obtained a grade of “4” or obtain a final grade of “5” for the second time in any course shall be dropped from the rolls of the College.
 - 4.4. Any student dropped from one college shall not be admitted to another unit of the university, unless in the opinion of the Director of the Office of Student Affairs his/her natural aptitude or field of interest may qualify the student in another field of study in which case he/she may be allowed to enrol in the proper college or department (Art. 391, as amended at the 790th BOR meeting, Dec. 19, 1969)

Learning Unit III to VII

1. Probation
Students in Learning Unit III who receive a final grade of “5” in 30% or less of their total annual load (in hours or credit units) or students in Learning Unit IV, V, and VI who obtained a final grade of “5” in 25% or less of their annual load (in hours or credit units) shall be allowed to continue under the following conditions:
 - 1.1. They shall repeat every subject in which they obtained a “5”.
 - 1.2. They shall be allowed to take advanced courses upon the recommendation of the corresponding Learning Unit Academic Committee provided all the

- pre-requisites for the advanced course/s have been satisfied.
- 1.3. They shall satisfy all the requirements in which they failed within one academic year of their failure.
 - 1.4. A course shall not be repeated more than once in order to remove a “4” on the second enrolment. Only a removal examination shall be allowed to improve a grade of “4”. [Article 389, University Code (1974)]
2. Dismissal
- 2.1. Students who receive a final grade of “5” in more than 30% of the total annual load in hours (or units) in Learning Unit III or in more than 25% of the total annual load in hours in Learning Unit IV, V, VI or VII shall be dropped from the rolls of the College.
 - 2.2. Students who obtain a final grade of “5” after repeating a course wherein they obtained a grade of “4” or obtain a final grade of “5” for the second time in any course shall be dropped from the rolls of the College.
 - 2.3. Students shall be required to withdraw from the College at any time whenever, in the opinion of the Learning Unit Academic Committee concerned, in accordance with set rules and regulations, and approved by the Dean, they are incompetent in their work or unfit to continue with their course. [Approved by the Curriculum Committee Meeting on August 22, 2011]
 - 2.4. Permanent disqualification
Any student who, at the end of the semester or term, obtains final grades below “3” in 100 % of the academic units in which he/she is registered shall be permanently barred from readmission to any college of the University.
3. Recording of Scholastic Delinquency
All academic delinquencies shall be permanently entered in the student’s records.

HONORABLE DISMISSAL

A student in good standing who desires to sever ties with the University system shall present a written petition to this effect, signed by their parents or guardians, to the Dean, College of Medicine through the Office of the College Secretary. If the petition is granted, the students shall be given honorable dismissal. Without such petition and favorable action, no record of honorable dismissal shall be made.

Honorable dismissal is voluntary withdrawal from the University with the consent of the Dean. All indebtedness to the University must be settled before a statement of honorable dismissal can be issued. The statement of honorable dismissal indicates that the students withdrew in good standing as far as character and conduct are concerned. If the students

have been dropped from the rolls on account of scholastic delinquency, a statement to that effect may be added to the honorable dismissal.

Students who leave the University for reason of suspension, dropping, or expulsion due to disciplinary action shall not be entitled to honorable dismissal. Should they be permitted to receive their transcripts of record or the certification of their academic status in the University, it shall contain a statement of the disciplinary action rendered against them.

MAXIMUM RESIDENCE RULE

Learning Unit I and II

Students shall finish the course requirements of Learning Unit I and Learning Unit II within a period of actual residence equivalent to 1 1/2 times the normal length (3 academic years) prescribed for the course; otherwise, they shall not be allowed to register further in the College.

Learning Unit III to VII

Students shall finish the course requirements of Learning Unit III to Learning Unit VII within a period of actual residence equivalent to 1 1/2 times the normal length (7 1/2 academic years) prescribed for the course; otherwise, they shall not be allowed to register further in the College.

Graduate

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

Students must be officially enrolled for at 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 in the campus or are at work in absentia, with prior approval by the particular Department/Academic Graduate Program Committee.

This rule shall not apply to graduate students governed by existing rules regarding a maximum period. Furthermore, account shall be taken of the provision of Article 243 of the Revised University Code which states that members of the faculty, officers and employees of the University have a privilege of enrolling in the University for not more than 6 units a semester at reduced rates of fees.

LEARNING UNIT ACADEMIC COMMITTEES

A. Learning Unit I and II Academic Committees

One academic committee for Learning Unit I and II shall be formed jointly by the Dean of the College of Arts and Sciences and the Dean of the College of Medicine. The Committee shall be composed of faculty members from both Colleges and student representatives from Learning Unit I and Learning Unit II. The final number and composition shall be determined by both Deans.

B. Learning Unit III to VI Academic Committees

There shall be a Learning Unit Academic Committee for each year (Learning Unit III-VI). The Academic Committees of Learning Unit III to VI shall be appointed by the Dean. Each committee shall be composed of the Professors-in-Charge of all courses in the year level. At least one student representative for each Academic Committee shall be nominated by the respective Class Presidents.

C. Learning Unit VII Academic Committee

The Learning Unit VII Academic Committee is a special body that coordinates the performance of both UPCM Learning Unit VII students and postgraduate medical interns from other medical schools.

The Committee shall be formed jointly by the Dean of the College of Medicine and the Director of the Philippine General Hospital. It shall be composed of all Professors-in-Charge of all courses offered in Learning Unit VII. The following shall be ex-officio members of the committee: U.P. College of Medicine Associate Dean for Academic Development, PGH Assistant Director for Health Operations, U.P. College of Medicine College Secretary, PGH Coordinator for Training.

Each Committee shall elect a chair, co-chair and secretary.

The primary function of the Learning Unit Academic Committee shall be to monitor the performance of the medical students in the year level concerned. Where performance is unsatisfactory, the committee shall discuss the possible cause or causes and recommend remedial measures.

The Learning Unit Academic Committees shall work closely with the Curriculum Committee and the Associate Dean for Academic Development to ensure that the INTARMED Curriculum is successfully translated in the design and implementation of the various instructional programs. This means that the Committees shall look into the quality of instruction in terms of course evaluation. The following items shall therefore be assessed: course objectives, content, teaching methods, evaluation

of students. However, the prerogative of choosing methods of instructions, evaluation and methods of grading shall belong to the individual academic department. The Committees shall also coordinate the scheduling of classes as well as examinations with the Office of the College Secretary.

Each Learning Unit Committee will serve as the Promotions Board and will submit to the Student Records Office the list of students who will be promoted to the next Learning Unit level. A list of students with grade deficiencies should also be included (i.e. INC, 4.0 or 5.0). These should be submitted two (2) weeks before the General Registration of the following semester or earlier. This will allow the Student Records Office enough time to identify students who will be promoted.

The Learning Unit Academic Committees shall meet at the start of the semester, at midterm and at the end of each semester, or more often if necessary.

GRADUATION REQUIREMENTS

A. B.S. (Basic Medical Sciences) degree

This degree shall be granted to all students who have satisfied the requirements of the first 4 years of the seven year undergraduate medical curriculum. Students join the graduation ceremony the following year.

B. Doctor of Medicine

In addition to the requirements for graduation of the University, the College of Medicine requires that one must have satisfied all the requirements for admission to the College and completed as a regularly matriculated medical student at least the last 5 years of medicine proper course of the seven-year undergraduate medical curriculum.

All students who completed the requirements for graduation are entitled to receive the degree of Doctor of Medicine.

C. Interns' completion requirements

1. Medical Interns have only 2 weeks after end of internship to complete their requirements in order to be included in the list of candidates for graduation to be submitted to the Office of the University Registrar for UP President/ BOR approval.
2. Interns are allowed to make-up for their deficiencies before the last day of internship for as long as the following conditions are present:

- a. The intern's make-up does not interfere/ prejudice their on-going rotations.
- b. The make-up is pre-arranged with the course coordinator of the department the interns have deficiencies in.

3. Interns should accomplish interns make-up request form.

(Approved in the College Council meeting, August 31, 2010; UPCM Memorandum, December 13, 2010)

GRADUATION WITH HONORS

All grades obtained by the student in all subjects prescribed in the curriculum shall be included in the computation of the average for graduation with honors.

B.S. (Basic Medical Sciences) degree

This degree is conferred to INTARMED students who have completed their LU I to LU IV courses. Latin honors will be granted only upon completion of the 7-year program for entrants from high school.

Doctor of Medicine

For direct entrants, computation of grades shall be for those obtained from Learning Units I-VI; for lateral entrants, computation shall be based on grades obtained from Learning Units III-VI. In the computation of the ranking, only the grades in Learning Units III-VI shall be considered for both direct and lateral entrants.

Students who complete their MD with the following averages computed on the units or hours earned during the required years shall be graduated with honors:

Cum Laude	1.4501 to 1.7500
Magna Cum Laude	1.2001 to 1.4500
Summa Cum Laude	1.000 to 1.2000

Candidates for graduation with honors must have taken during each semester not less than 15 units of credit or the normal load prescribed in the curriculum.

LU VII – Most Outstanding Medical Interns Awards

Criteria for choosing the Most Outstanding Medical Intern:

1. A and Track B

- 1.1. Ten (10) Most Outstanding Medical Interns from both Track A and Track B internship program shall be chosen for their exemplary performance during the internship program.
 - 1.2. Final Score is 80% GWAG, 20% comprehensive examination scores, and 5 bonus points for research done or presented or published during internship year.
 - 1.3. Minimum computed grade should be equivalent to 1.75.
 - 1.4. Belongs to top 15 of at least 3 departments.
 - 1.5. Should not have received a "Guilty" verdict in any disciplinary case filed against him/her in his/her internship year, if applicable.
2. Track C
- 2.1. Each department may recommend a Most Outstanding Straight Intern Award.
 - 2.2. Applicable criteria should be the same as for Track A and B.
 - 2.3. 80% GWAG (to include grade in FCH 260), 20% comprehensive examination scores, and 5 bonus points for research done or presented or published in internship year.
 - 2.4. Minimum computed grade equivalent to 1.75.
Should not have received a "Guilty" verdict in any disciplinary case filed against him/her in his/her internship year, if applicable.
(Approved in the DAC meeting, Oct. 29, 2009)
(Approved in the Training Coordination Committee meeting, UP-PGH, Nov. 19, 2009)

COMMENCEMENT EXERCISES

The College of Medicine graduation in May is the official graduation exercise. [Based on BOR ruling at its 1266th meeting, Jan. 27, 2011.] With the shift in academic calendar in keeping with ASEAN integration, medical internship commences on July 1 and ends on June 30 effective Academic Year 2016-2017. Hence forth, the College of Medicine graduation ceremonies will be held in July.

Attendance at general commencement exercises of UP Manila shall be required. Graduating students who cannot participate in the general commencement exercises shall inform the Dean, in writing, at least ten days before the commencement.

Graduating students who are absent during the general commencement exercises shall obtain their diplomas or certificates and transcript of records from the Office of the Registrar, UP Manila, provided that they comply with the above provisions (written notification of non-attendance with approval of the Dean) and upon presentation of payment of graduation fee and student's clearance.

Non-Academic Programs

P.E. REQUIREMENTS

1. Eight units of Physical Education are required of all undergraduates with the following exemptions:
 - 1.1. Students who hold an Associate in Arts or Bachelor's degree.
 - 1.2. Students who are members of the CMT Band.
 - 1.3. Students enrolled at the College of Arts and Sciences who are employed on a full-time basis.
 - 1.4. Students who are 30 years old and above.
 - 1.5. Students who have served the armed forces, navy or air force for at least two years on a full-time basis.
2. The following are required courses for all students:
 - 2.1. PE 1 -Foundation of Physical Fitness –a required course for all students
 - 2.2. PE 2 -Elective Physical Education Activities -for beginners
 - 2.3. 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 examination 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:

1. Each of the aforementioned NSTP program components shall be undertaken for an academic period of two (2) semesters.
2. 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.

Admission Policies of the College of Medicine

The UPCM Admissions Committee determines the criteria of selection, and recommends and selects qualified students from applicants to the UPCM. Selection is based on intellectual and personal preparedness of the applicant. The MD-PhD Committee interviews all students who express interest in applying for the dual MD-PhD program and submits its recommendations to the UPCM Admissions Committee. Applications for the other graduate degree programs offered by the UPCM follow the admission policies of the National Graduate Office for the Health Sciences (NGOHS).

GENERAL ADMISSION POLICIES

1. Only applicants of good moral character shall be admitted.
2. Only applicants who have never been convicted of a crime shall be admitted.
3. Only applicants with good academic records shall be considered for admission.
4. Only applicants with the personality and attitudes considered suitable for a career in medicine shall be accepted.
5. Filipino citizens shall be given priority on admission.
6. The highest-ranking applicants based on the admissions criteria shall be further evaluated in an interview by a faculty panel.
7. An admitted student who fails to enroll may be admitted in any succeeding year only after he/she re-applies and is selected on a competitive basis with the rest of the applicants for that year.
8. Qualified applicants who are not admitted may re-apply in any succeeding year.
9. Students who have been dropped from the rolls of the U.P. College of Medicine or other medical schools shall be denied admission or readmission.
10. Medical students from other medical schools are NOT eligible for admission to any Learning Unit.
11. Other relevant University rules on admission which are not contradictory to the preceding rules shall apply.
12. The Admissions Committee and the UPCM reserve the right to refuse admission to any applicant on the basis of standards and criteria set forth by the Committee as mandated by the proper University officials.

ADMISSION PROCESS

Applicants may apply either as direct entrants or lateral entrants to the Doctor of Medicine Program of the UP College of Medicine. Applicants may also apply to the MD-PhD Program.

A. Direct Entrants: (INTARMED Program) Learning Unit (LU) I

High school graduates who have met the requirements for admission to the University of the Philippines System are eligible for admission to LU I. Applications are coursed through the University of the Philippines System General Admission Process. The LU I INTARMED students are selected from the top 50 male and top 50 female college freshmen qualifiers (ranked according to University Predicted Grade (UPG) who indicated in the U.P. College Admission Test (UPCAT) application form their interest in INTARMED.

B. Lateral Entrants: Learning Unit (LU) III (Medicine Proper)

Students accepted into the INTARMED Program in LU I as direct entrants to the College of Medicine are joined by students (with a baccalaureate degree) who are accepted in LU III as lateral entrants.

Medicine Proper is a five-year study of basic and clinical sciences, humanities, and internship. Only applicants who will have obtained their Baccalaureate degree (bachelor's in science or arts) by the end of the preceding school year or earlier are eligible. Applicants who will obtain their Baccalaureate degree in the Midyear (or summer term) are NOT eligible for admission for the succeeding school year.

The applicant must have a valid National Medical Admission Test (NMAT) score not lower than 90 percentile.

All applicants are required to sign a return service agreement (RSA). For all regionalization program (RP) & indigenous people (IP) applicants, signing an Acceptance to Serve and Assumption of Liability (ASAL) agreement is required.

C. The MD-PhD Program

The most basic requirement for admission to the program is an outstanding scholastic record with a bachelor's or master's degree in a field relevant to health and biomedicine, preferably molecular biology and biotechnology or biochemistry. Applicants initially apply for admission into the MD program and indicate on their application forms their intent to apply for admission into the MD-PhD program. The MD-PhD Program Committee conducts an orientation and interview for qualified applicants. Recommendations are then forwarded to the Admissions Committee.

Prospective applicants are encouraged to explore the possibility of admission into the MD-PhD Program as early as their interest warrants, even prior to filing an application for the MD Program, by contacting the coordinator of the MD-PhD Program Committee through the office of the Associate Dean for Academic Development, UPCM.

Address all inquiries to:

The Dean/College Secretary
UP College of Medicine
Tel. No. 8526-4170
Email: upm-cm-dean@up.edu.ph

Admissions Committee
UP College of Medicine
547 Pedro Gil St., Ermita, Manila
Telefax: 8536-1368
Email: cmadmissions.upmanila@up.edu.ph

ADMISSION REQUIREMENTS

A complete application, which must be submitted in a long brown envelope with the applicant's printed name (surname first) written in pencil only, includes the following:

1. A properly accomplished application form of the U.P. College of Medicine. Application forms will be made available upon cash payment of an application fee which is NON-REFUNDABLE
 - 1.1. P1,000 for Filipino applicants
 - 1.2. \$200 for foreign applicants

Note: The Application Form is valid only for the Academic Year applied for.

2. Original/Official Transcript of Records for at least the first three and one half (3-1/2) years of the Baccalaureate Program.
3. Four copies of 2x2 pictures signed by the applicant on the front of the picture.
4. Certified true copy of NSO Birth Certificate. (A photocopy is acceptable provided the original is shown for verification).
5. Original Certificate of Naturalization for naturalized Filipino citizens. ONLY original Certificates of Naturalization and other documents issued by the Commission on Immigration and Deportation shall be acceptable. Applicants with PENDING naturalization papers and documents are NOT eligible for admission.
6. Latest True copy of Income Tax Returns (ITR) of both parents. (A photocopy is acceptable provided the original is shown for verification)
7. Original plus a photocopy of the NMAT result.
8. DOST Clearance for students who have availed of DOST scholarships in college.

Applicants who have obtained their Baccalaureate degree during the first semester or earlier are encouraged to submit their complete applications before the deadline to facilitate the processing of their applications.

International Student Linkages

UP College of Medicine promote international linkages, cooperation and networking among our medical students towards the development of globally competitive and socially conscious medical graduates.

INTERNATIONAL SCHOLARS AND STUDENTS WHO APPLY FOR AN ELECTIVE ROTATION AT THE UP COLLEGE OF MEDICINE

Procedures

1. Application
 - 1.1. International students are encouraged to apply for elective, clinical, community or research rotations in one or 2 departments offering an elective for a specific period of time, usually 4 to 8 weeks per department.
 - 1.2. Application will be done through a written application form (IS-1) obtained from the Office of the Associate Dean for Academic Development (ADAD) stating the following: applicant's short bio-data, learning objectives and methods for achieving the objectives, clinical Department to rotate in, period covered by such rotation.

All International Undergraduate Students must pass through the ADAD office for proper registration and certification.
 - 1.3. The application is then forwarded to the Department/s concerned with a copy furnished to the Office of the PGH Director for processing. During this time, modifications and arrangements with the applicant will be done by the Department Coordinator to come up with a final learning contract agreeable to both parties, including duration and date of rotation. This will be signed by the applicant and agreed upon by his/her 2 supervisors: one from the Department (Department coordinator or Department Chair) of the UP College of Medicine and the other from a person of equal rank from his/her home institution.
 - 1.4. An official Dean's letter of acceptance will then be sent to the applicant with instructions to report to the ADAD office and the Office of the PGH Director upon arrival for a formal registration and orientation.
 - 1.5. An evaluation or grade given to the student by the Department must be submitted to the ADAD office for official documentation and certification.
 - 1.6. The following are the Documents to be completed by the applicant prior to official acceptance.
 - a. Application Form with Conforme (IS-1)
 - b. Biodata or Curriculum Vitae
 - c. Learning Contract duly approved by the Department Coordinator
 - d. Recommendation Letter from Home Institution (Dean's or Registrar's)

- e. Immunization Certification (include Hepatitis A and B vaccines, Varicella, MMR, Tetanus toxoid)
- f. Results of Chest x-ray taken with the last 6 months prior to rotation
- g. HIV test results
- h. A copy of a Health and Accident Insurance Certificate (with coverage applicable in the Philippines)
- i. A Waiver of Liability
- j. Scanned passport

2. Upon Arrival

- 2.1. The student will report to the ADAD Office for a Welcome Orientation and will be given Form 5 for his/her official registration and enrollment.
- 2.2. The student will undergo a physical examination with the Health Service of PGH.
- 2.3. The student proceeds to the Office of Student Affairs-International Students Relations at the 3rd Floor Student Center Building for processing of his/her temporary or provisional study permit. He/ She should bring along his/her travel papers, passport, visa permit and other pertinent documents. A maximum of one semester (5 months) can be allowed for issuance of a temporary or provisional study permit.
- 2.4. The student proceeds to the Registrar's Office for the assessment and payment of fees:
 - Educational Development Fund.
 - US\$ 300 (summer elective)
 - US\$ 450 (semester elective)
 - Tuition fee
 - US\$ 25 per week
 - Hospital fee
 - US\$ 60

(Tuition and Hospital fees are subject to change).
- 2.5. The student is then officially registered and enrolled upon completion of the above procedures.
- 2.6. The student proceeds to the Director's Office to sign a waiver.
- 2.7. After all of the above, he/she reports to the PGH Director before going to the designated Department Coordinator to present his Form 5 to show he/she has been duly registered and has been officially enrolled.

3. At the End of the Elective Rotation

- 3.1. The Department Chair through the Department Coordinator will submit to the Dean's Office the grade or evaluation of the student.
- 3.2. The Dean through the College Secretary officially endorses and submits the grade to the student's institution and provides the certification for the clinical rotation.

- 3.3. The International Student should inform the PGH Director of the completion of his/her rotation.

Housing and Accommodation

The College of Medicine does not have a student dormitory at the moment. Negotiations are underway between UP Manila and interested parties for the construction of housing facilities for students and even employees. However, there are private inns, hostels, apartelles and condominium units available around the campus with rates ranging from US\$ 150 to US\$ 400 per month. A list may be made available upon request.

Provisions for Elective Rotation of International Students

1. All International Undergraduate Students rotating in any Department must be registered and duly approved by the Dean's Office. No certification will be issued unless this is accomplished.
2. Tuition fee, registration fees and other miscellaneous fees should be assessed and paid by the students at the Registrar's Office.
3. The certificate of completion of Elective Rotation will be signed by the Dean, the College Secretary, the PGH Director, and the Department Chair.
4. International Undergraduate Students are subject to the rules of Conduct and Discipline provided by the University Code and the Student Handbook.

FOREIGN STUDENTS AND CHILDREN OF UPCM ALUMNI RESIDING OVERSEAS AND APPLICANTS IN THE UP COLLEGE OF MEDICINE

Definition of Foreign students

1. Foreign students are those who are not Filipino citizens.
2. For applicants with dual citizenship (Filipino and another citizenship), the definition will be consistent with UP Manila policy for the purpose of studying in the University of the Philippines:
3. Applicants who wish to be classified as a foreigner must express in writing that he/she would like to apply as a foreigner, or if applicable, as a child of a UPCM alumni residing overseas
4. Applicants who wish to be considered as a Filipino must submit a copy of the Identification Certificate issued by the Bureau of Immigration. They will be classified as Filipino during their initial enrolment and will be considered Filipino until their graduation.

Procedures

1. Admission requirements

- 1.1, The following are requirements to be considered for acceptance as Lateral entrants to the UPCM, all applicants who are foreigners or children of UPCM alumni residing overseas:
 - a. Baccalaureate degree with a UP GWA of 2.5 or its grade equivalent from a non-UP school whether in the Philippines or abroad
 - b. NMAT score >90
 - c. Signed Return Service Agreement Contract

- 1.2. Foreigners or children of UPCM alumni residing overseas shall submit the following for acceptance to UPCM:
 - a. UPCM application forms
 - b. CHED application form
 - c. Letter/ Indorsement from the Higher Education Institution
 - d. Official Transcript of records for the Baccalaureate degree
 - e. Official general weighted average for the Baccalaureate degree
 - f. Certificate of graduation authenticated by the school registrar
 - g. Copy of diploma authenticated by the School Registrar
 - h. Official NMAT score
 - i. Signed and notarized RSA contracts (3 copies)
 - j. Certificate of Eligibility for Admission from CHED
 - k. Tourist visa or Student Visa. If the applicant has a Tourist visa, then he/she can apply for conversion to a student visa at the Bureau of Immigration one admitted to the UPCM
 - l. Certificate of passing an English Language Proficiency Exam (ELTS or TOEFL) with a minimum score of 500 (paper-based) or 173 (computer based) or 61 (internet based) in TOEFL or minimum score of 5.5 in IELTS
 - m. Certificate of having satisfactorily completed an accredited Filipino language course
 - n. Certificate of having satisfactorily completed an Intercultural Fluency Course
 - o. Motivation letter
 - p. Certificate of having No Criminal Records from the country of origin
 - q. NBI clearance
 - r. Photocopy of valid passport as proof of citizenship, identification of visa issued and proof of entry into the Philippines
 - s. Philippine Consulate Authentication of the applicant's country of origin for the following documents (PRC requirements)
 - t. Certificate of Good Moral Character

- 1.3. Foreigners or children of UPCM alumni residing overseas who meet or have the following credentials will be preferred:
 - a. Applicants from underserved areas in low-income or low-middle income countries from the ASEAN region

- b. Applicants from low income or low-middle income countries with government endorsements signifying that the applicant is under a return service obligation
 - c. Applicants with the potential to contribute to reducing global health disparities
- 1.4. Foreigners or children of UPCM alumni residing overseas who are accepted into UPCM will be required to fulfill the following prior to eligibility for enrollment:
 - a. Obtain a study permit from the Office of Student Affairs (OSA)
 - b. Obtain an insurance policy
 - c. Participate in the UP Manila General orientation, UPCM general orientation and UPCM Return Service Obligation Program Orientation
- 2. UPCM Foreign students and students who are children of UPCM alumni residing overseas shall fulfill the following obligations while a student from Learning Unit III to VII:
 - 2.1. Participate in UPCM activities from LU III to VII
 - 2.2. Participate in all career-guidance activities under the Mentoring program
 - 2.3. Participate in all other activities that are required for graduation from the UPCM
 - 2.4. Participate in extra-curricular activities especially in community partnership programs and local and international conferences
- 3. Prior to graduation UPCM foreign students and students who are children of UPCM alumni residing overseas shall fulfill the following obligations:
 - 4.5. Participate in all special activities to be organized by the UPCM
 - 4.6. Participate in the mid-year immersion program in the Philippines
- 4. Obligations after graduation of foreign graduates and graduates who are children of UPCM alumni residing overseas are discussed in detail under the section on Return Service Obligation Program

References:

1. International Student Linkages (<https://cm.upm.edu.ph/p/international-students/>)
2. Guidelines for Application for an Elective Rotation at the UP College of Medicine
3. Handbook on the Implementing Rules and Regulations (IRR) for UPCM Applicants, Students, Graduates who are Foreigners or are Children of UPCM Alumni Residing Overseas (https://cm.upm.edu.ph/media/files/Handbook_on_the_IRR_for_Intl_Students__Children_of_UPCM_Alumni_Overseas.pdf)

Student Research in the UPCM

RESEARCH IMPLEMENTATION AND DEVELOPMENT OFFICE

Science and discovery through collaborative and interdisciplinary research is one of the major thrusts of the UPCM. To achieve this goal, the Research Implementation and Development Office (RIDO) is responsible for the management of research related activities through the RIDO Chief. To enhance the operational efficiency of the governance structure of UPCM, the planning and research functions of the Associate Dean for Planning and Research was split by having an Associate Dean for Planning and Development and an Associate Dean for Research. This recognizes the distinct competencies and skills needed for these two core functions in the College. Hence during the term of Dean Charlotte Chiong, the position of Associate Dean for Research was created in 2018. The Associate Dean for Research (ADR) crafts the policies and procedures that govern the development and implementation of research projects and research-related activities of students and faculty of UPCM. The ADR represents UPCM in the University Research Executive Council (UREC) headed by the Vice Chancellor for Research of UP Manila.

The ADR through the RIDO continuously aims to enhance the UPCM research program for students and faculty in four main areas:

1. Research generation – oversee creation of collaborative research programs from bench to bedside, from bench to community
2. Research capacity building and strengthening - facilitate research training workshops
3. Research dissemination – increase presentation, publication and utilization of research
4. Research administration and management – provide research support services and improve efficiency of existing processes

The main functions of RIDO are as follows:

1. Facilitate technical review of researches of UPCM students and faculty through the designated technical reviewers of the academic departments of UPCM
2. Register researches of UPCM students and faculty before submission to the UP Manila Research Ethics Board
3. Evaluate and recommend approval and/or funding of research proposals of UPCM faculty and students
4. Organize and conduct research dissemination fora
5. Develop, recommend and implement policies and guidelines on the conduct of research by the faculty, staff and students of UPCM and PGH
6. Facilitate the administration of research development grants and research publication awards for students and faculty

7. Promote the conduct of research and research-related activities by UPCM and PGH through:
 - 8.1. Acquisition and maintenance of a continuing fund for research
 - 8.2. Conduct of training workshops/seminars on research
 - 8.3. Facilitate dissemination and publication of research outputs

The function of RIDO under the ADR and RIDO Chief has expanded to include research administration and management support from research conceptualization to grant writing and publication for UPCM faculty and students. A dynamic research portal has been created in the UPCM website which includes a compendium of research-related resources and guidelines, training materials, SOPs and forms, research funding opportunities. This portal is maintained and updated by the RIDO staff. Collaborative research programs and publications are also featured in the website.

To carry out the above functions, the office staff consists of a University Researcher (UR), University Research Associate (URA) and a retainer biostatistician. The UR and URA serves as the administrative staff of RIDO. Technical writers are hired on as needed basis. The Associate Dean for Research also function as the RIDO Chief, providing overall direction and supervision of the activities of the office. Research policies emanate from the University Research Executive Committee and the Associate Dean for Research in consultation with the Dean and the Dean's Advisory Council.

To improve efficiency of research support services, the following items are in place:

1. A unified research registry system is being implemented with RGAO to streamline the registration process.
2. Updated standard operating procedures for the research processes from registration to implementation. Process flows and algorithms were created.
3. Technical review forms were revised and unified with UPMREB forms.
4. All research-related forms (e.g. registration, technical review, progress report, final report, etc) are available in the UPCM research portal.
5. Electronic submission is operational.

These systems and processes are continuously being monitored, evaluated and improved.

To enhance research generation the following incentives are available:

1. UPCM student and faculty research grants
2. WEE (Welcome Early Explorers) UPMASA research grant for medical students
3. Dr Evangeline Olivar Santos Memorial Award for Outstanding Publications for Medical Students and UPCM Faculty
4. Dr Noel Juban Outstanding Publication Award for Medical Students
5. Publication grants from UP Manila for regular faculty
6. UP System Publication Awards for regular faculty

For capacity building and strengthening, the following workshops and webinars are available on demand:

1. Scientific paper writing workshops and write shop
2. Research made easier webinar
3. Training for technical review board members
4. Research Integrity modules and webinar
5. Research agenda setting
6. IACUC training

UPCM has a strong research component in the medical curriculum. Interdisciplinary courses on research methods, clinical epidemiology and evidence-based medicine are in place to fulfill the learning outcome on generating and utilizing relevant knowledge through a systematic search, synthesis, utilization and creation of new information and knowledge to improve the health outcomes of patients, their families and/or communities, using scientifically sound and ethical approaches. Learning outcomes and activities are continuously being evaluated and improved.

For research dissemination, the annual UPCM student and faculty research fora is conducted regularly. UPCM also actively participates in the annual Science and Technology week of UP Manila. Publication in the ACTA Medica Philippina and in regional and international peer-reviewed journals is highly encouraged. Research dissemination grants, publication grants and publication awards are available.

Lastly, the UPCM-PGH Harmonized Research Agenda for 2023-2028 was crafted through the initiative of the UPCM Associate Dean for Research and the Coordinator for the PGH Expanded Health Research Office with concurrence from the UPCM Dean, PGH Director and Vice Chancellor for Research. The agenda was created with inputs from all the Departments and Units in UPCM and PGH through a series of consultations and workshop. This inclusive and dynamic research agenda serves as a roadmap for researchers and funders. The overarching goal is transformative health care for Filipinos, its health care providers and the health care system through collaborative research.

UPCM-PGH Harmonized Research Agenda (2023-2028)



Transformative Healthcare for Filipinos, its Healthcare providers, and its Health Care System through Collaborative Research

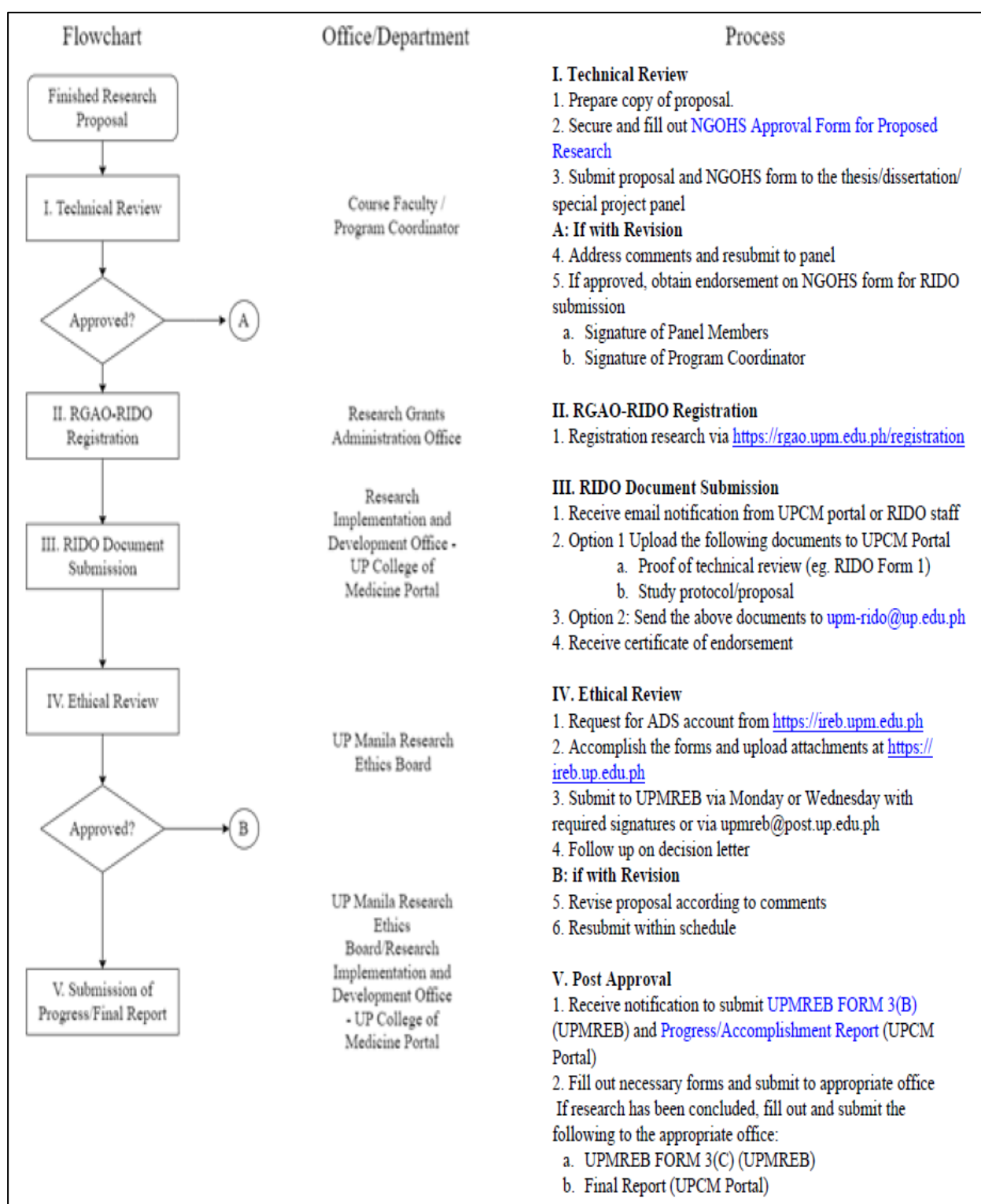
THE UPCM-PGH HARMONIZED RESEARCH
AGENDA (2023-2028)



 <p>Wellness and Preventive Care for All</p> <p>Screening and preventive interventions for healthy individuals and communities across the life stages</p>	 <p>Discoveries and Innovations</p> <p>Biomedical devices, novel therapeutics, emerging diagnostics, animal models, OMICs technologies, machine learning</p>
 <p>Addressing the High-Burden Diseases of the Filipino People</p> <p>Understanding the pathologies, interventions and health policies to manage and control high burden non-communicable and communicable diseases</p>	 <p>Health Service Delivery</p> <p>Universal health care implementation strategies, Telehealth, electronic records, artificial intelligence</p>
 <p>Malignant Neoplasms</p> <p>Investigating the clinical and molecular profile, biomarkers for detection and treatment including innovative interventions for longer survival and better quality of life</p>	 <p>Quality Assurance and Improvement</p> <p>Evaluation of programs and processes towards patient safety and quality health care, CPG development and utilization</p>
 <p>Emerging and Re-emerging Diseases and Conditions</p> <p>Detection, prevention, surveillance and management of emerging and re-emerging diseases</p>	 <p>Socio-Cultural Dimensions of Health</p> <p>Health-seeking behaviors, KAP studies, economic evaluations</p>
 <p>Rare, Orphan Diseases and Neglected Tropical Diseases</p> <p>Screening, detection, management of uncommon disorders and syndromes</p>	 <p>Education and Capacity Building</p> <p>New models of medical education and training, impact of novel teaching strategies</p>
 <p>Disaster Risk Reduction & Sustainable Health</p> <p>Physiology, preparedness and management systems for extreme environments, disasters, chemical, biologic, radioactive, and nuclear emergencies</p>	 <p>Health of the Community: Taking care of one's own</p> <p>Physical and mental well-being of healthcare workers, staff and students</p>

EHRO: oddho-ehro.uppg@up.edu.ph
RIDO: upm-rido@up.edu.ph

Process Flow of Technical Review, Registration, and Monitoring of Research by Graduate and Double Degree Program Students



SURGICAL INNOVATIONS AND BIOTECHNOLOGY LABORATORY (UP-SIBOL)

UP SIBOL was born in December 2019 with a grant from the Philippine Council for Health Research & Development (PCHRD) of the Department of Science and Technology (DOST). COVID struck immediately not long afterwards. Seeing our fellow Filipinos succumb to the virus, we could not sit idly by. Committed to protecting our frontliners, even without money nor equipment, we convened a COVID Task Force with three teams: 'PPE', 'disinfection', 'telemonitoring' to Defend, Disinfect and Distance. Each team had several subgroups working on a specific device, led by a clinician and an engineer with volunteer specialists from across the UP Colleges.

Instant messaging and online video apps powered our collaborations. Despite unending lockdowns, we scoured the city for components; created make-shift factories in the UP campuses and even our homes; sought support from friends and allies; worked into weekends; endured infections; and innovated much-needed prototypes with the meager resources available.

Our teams successfully deployed our anti-COVID devices to the Philippine General Hospital. And our work has inspired greater cooperation between the different campuses of UP, leading to SIBOL-sponsored meetings between UPM and UPD, Health Innovation Lectures, a health innovation course in UPD, a student immersion program and even requests from the Department of Health for joint projects.

At UP SIBOL we continue the tradition of UP leadership, resilience and dedication to the underserved. Turning the pandemic crisis into an opportunity, we collaborate and innovate to give the Filipino people longer and healthier lives.

MULTI-OMICS RESEARCH PROGRAM FOR HEALTH (MORPH)

The battle with human diseases is never-ending as many non-communicable illnesses have no successful cure and infectious agents are still evolving and emerging. To address the pressing health problems affecting Filipinos, the MD-PhD in Molecular Medicine program established the Multi-Omics Research Program for Health (MORPH).

MORPH aims to harness the use of Omics technology to elucidate and understand the molecular basis and mechanisms associated with diseases prevalent in the country through molecular epidemiology, identification of biomarkers (metabolites, genes, transcripts and proteins), analysis of microbial communities (microbiome), and pharmacogenetic studies. The program addresses the need to promote translational health research through its four proponent projects which tackle Alzheimer's disease, co-

infection of Human Immunodeficiency Virus and tuberculosis (HIV/TB), thyroid carcinoma and Human Papilloma Virus (HPV).

The program will potentially produce thyroid cancer biomarkers, pharmacogenetic and microbial biomarkers in Alzheimer's disease, and prevalence of TB and HPV genotype. These data can assist clinicians and pharmaceutical companies in the development of practice guidelines and new therapies, respectively. It will also open up biobanking possibilities that can be a rich source of samples and information for future health research.

Lastly, MORPH aims to strengthen the collaboration between the UP College of Medicine, Philippine General Hospital (PGH), the UP Manila National Institutes of Health (UPM-NIH) and the Philippine Genome Center (PGC) to cater to the research needs of the MD-PhD graduates and students.

PHILIPPINE PROGRAM FOR DIAGNOSTIC BIOMARKERS, DISEASE MODELING AND NUTRACEUTICAL PRODUCT DEVELOPMENT (PHIL-DIAMOND)

HIV infections in the Philippines has been steadily increasing at an alarming rate for the past decade. Despite the use of potent antiretroviral therapy (ART), people with HIV are still vulnerable to the non-infectious sequela of HIV due to persistent viral immune stimulation throughout the body. Viral persistence in the gut also causes an increase in microbial translocation worsening systemic inflammation. This affects different organs resulting in serious non-AIDS-defining events (SNAEs) such as metabolic and neurocognitive disorders. To address this multifactorial problem, this program will establish collaborative, multi-disciplinary research involving characterization of immune cells of HIV+ Filipino patients, disease modeling of SNAEs at a molecular level, and development of probiotic-based functional food to improve metabolic health among HIV+ Filipino patients with SNAEs. For this phase we aim to:

1. Enhance infectious disease and HIV research capacity in the Philippines through the establishment of joint facilities and training of Filipino researchers in preclinical and clinical research techniques.
2. Profile and correlate biomarkers in Filipino HIV+ patients to HIV-associated complications and investigate causation at molecular level in order to expose novel therapeutic targets and provide preclinical evidence.
3. Formulate and develop lactic acid bacteria-based biofunctional food as an adjunct therapy for HIV-related infectious and metabolic complications

To address the need for high-impact and relevant research on pathogenic viruses such as HIV, this program proposes to establish three facilities. Each facility will fulfill the following tasks: (1) to diagnose biomarkers in Filipino HIV+ patients and produce patient-based data

in the form of immunophenotype profiles, (2) to model and investigate the molecular mechanisms occurring during progression of HIV-related complications and produce in vitro data for efficient therapeutic targets, and (3) to develop probiotic-based functional food products for potential adjunct therapy in patients suffering from HIV-related complications.

WELCOME EARLY EXPLORERS (WEE) RESEARCH APPRENTICESHIP GRANTS

Funding Source: University of the Philippines Medical Alumni Society in America
Approved on 26/03/2023

The purpose of this research apprenticeship grant is to enable medical students of the UP College of Medicine to pursue high-impact scientific research in the basic and clinical sciences through mentorship and financial support. The grant aims to attract your investigators to pursue research as part of their career plans and provide funds for starters to work in established investigator laboratories or clinical research facilities to expose them to successful role models and initiate learning in the mechanics of performing research.

1. Eligibility

1.1. Student-Initiated Apprenticeship

- 1.1.1. All bona fide medical students of the UPCM are eligible to apply for the research apprenticeship grant. These include medical students, clerks, and interns from Learning Unit III to VII.
 - 1.1.1.1. The student must be enrolled in the UPCM throughout the duration of research apprenticeship grant.
- 1.1.2. The student's research proposal must be endorsed by the mentor
- 1.1.3. The student researcher must be the principal investigator or equivalent in the research project.

1.2. Mentor-Initiated Apprenticeship

- 1.2.1. All bona fide medical students of the UPCM are eligible to apply for the research apprenticeship grant. These include medical students, clerks, and interns from Learning Unit III to VII.
 - 1.2.1.1. The student must be enrolled in the UPCM throughout the duration of research apprenticeship grant.
- 1.2.2. The student must be endorsed into a mentor's research project.
- 1.2.3. The student researcher must be a co-investigator or equivalent in the research project.

2. Scope of Grant

The WEE Research Apprenticeship Grant is given to medical students who are interested to develop their own research project under supervision of an established investigator-mentor. A student with no research project may also apply to have hands on experience with grantsmanship and research program implementation. The research projects to be pursued should be aligned with the UPCM-PGH Harmonized Research Agenda. The grant will be limited to a two-year period.

3. Criteria for Evaluation

Applications will be forwarded to the UPMASA Research Committee for approval. The evaluation will be based on US NIH Scoring System.

4. Value of Award

Each grantee of Welcome Early Explorers Research Apprenticeship Grant shall be given a maximum of \$4,500.00 per annum. This is broken down in the following amounts:

Student Apprentice	\$ 1,500.00
Faculty Mentor	\$ 1,000.00
Student Laboratory Supplies	\$ 1,000.00
Mentor Laboratory	\$ 1,000.00

5. Requirements

- 5.1. The student must be clearly identified as belonging to the UP College of Medicine throughout the duration of the project by submitting their valid student ID card and proof of enrollment (Form 5)
- 5.2. The research project must be registered in the UPCM Research Implementation and Development Office (RIDO) and the Research Grants Administration Office (RGAO) ethically approved by the UP Manila Research Ethics Board (UPMREB)
- 5.3. The research project must be able to teach the applicant skills indicated in their application
- 5.4. The student may only be apprentices of established UP Manila investigators enlisted as research mentors by the UPCM Dean. (See Appendix A)
- 5.5. Each student and mentor is allowed only one application.
- 5.6. The research project must be presented in a conference as an oral or poster presentation during the grant period acknowledging the Welcome Early Explorers (WEE) Research Apprenticeship Grant by UPMASA
- 5.7. If data acquired during this period results in a publication, it is encouraged that the publication be in a peer-reviewed journal. The author must acknowledge the Welcome Early Explorers (WEE) Research Apprenticeship Grant by UPMASA

6. Application Procedure
 - 6.1. UPMASA shall review their available funds prior to advising the UPCM RIDO on opening calls for applications.
 - 6.2. Call for applications shall be announced during orientation of medical students.
 - 6.3. A list of established investigators in the UPCM will be enlisted as research mentors and disseminated to students for potential applicants
 - 6.4. Interested students must contact potential mentors to develop their research project.
 - 6.5. The mentor must endorse the student's application by signing the WEE Form 1.1
 - 6.6. The student must submit the following to the department chair/unit head where the research will be conducted or IDC 211/212/THRE201/LU VI/VII Research Electives Coordinator for endorsement. If the student mentee is enrolled in a double degree program, they must submit to their program coordinator for endorsement.
 - 6.6.1.1. CV of the student applicant
 - 6.6.1.2. CV of mentor
 - 6.6.1.3. Copy of research proposal (including specific aims page, available resources, Gantt chart and proposed line item budget).
 - 6.6.1.4. Copy of RIDO registration
 - 6.6.1.5. Copy of RGAO registration
 - 6.6.1.6. Copy of UPMREB approval
 - 6.7. The student will send the complete application package to the UPCM RIDO.
 - 6.8. The RIDO staff shall assess the completeness of the application package and forward documents to the UPMASA Research Committee for approval.
 - 6.9. A notice of acceptance of shall be sent to the applicant, the chair of the supervising department where the mentor is appointed, and the Dean
 - 6.10. The announcement of approved apprenticeship grantees shall be during Student and Faculty Recognition ceremonies.
 - 6.11. The student and mentor must submit an annual report and expenditure accounting of funds through the UPCM RIDO
 - 6.12. The student and mentor must submit a final report within at least three months of the grant's end data
7. Awarding
 - 7.1. UPMASA shall inform the UPCM RIDO of the chosen apprentices and mentors prior to public announcement.
 - 7.2. UPMASA shall deposit the total value of the award per grantee via UPMAFI.
 - 7.3. Names of the approved apprentices and mentors shall be posted on the UPCM and UPMASA website.
 - 7.4. Approved apprentices and mentors shall sign a conforme on the terms of grant prior to release of funds.
8. Monitoring of Research

- 8.1. The mentor and mentee shall submit a Progress Report every end of the semester via UPCM portal or manual submit using UPCM_RIDO_Form-4 to upm-rido@up.edu.ph
 - 8.2. Upon completion of the research project, the mentor and mentee shall submit a Final Report via UPCM Portal or manually submitted using UPCM_RIDO_Form-5 to upm-rido@up.edu.ph
9. Liquidation Procedure
 - 9.1. At the end of the granting year, the mentor and mentee shall submit a financial report summarizing the expenses of the study to the UPCM RIDO. The financial report shall be accompanied by copies of receipts for each expense.
 - 9.2. The UPCM RIDO shall endorse liquidation reports to UPMASA
10. Program Evaluation
 - 10.1. Together with the submission of the financial report the mentor and mentee shall answer a program evaluation form that evaluates their experience as a grant recipient, mentee, and mentor (WEE Form 2 and 3). The form shall be provided by the UPCM RIDO.

Return Service Obligation Program (RSOP)

RATIONALE FOR THE RETURN SERVICE OBLIGATION

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) Contract, duly signed by the applicant and her/his parent/s is an absolute admission requirement for all direct entrant students and lateral entrant students to the UP College of Medicine effective AY 2009-2010. The RSA Contract was instituted as an absolute admission requirement for all first-year students, shiftees and transferees to 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 1252nd 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.) Cost of education shall be computed based on total subsidy of UP / government and donations made to specific colleges/units that enhance education/training of students in the University.

State schools, like the UPCM have critical roles to play in health human resource development. Their primordial role is to produce an adequate number of doctors who will meet the critical objective of providing quality care to those who have the least means and opportunities for attaining optimum health. Another important role of the college is to provide the right type of doctors who will passionately be committed to serving the evolving needs of the Philippine health care system.

It is in this context that UPCM took on the challenge of developing sound policy instruments in relation to formulating and implementing a return service obligation of its graduates. Graduates of the College of Medicine shall serve in accordance with the roles as discussed in the chapter on Return Service Obligation Program.

ADMISSION REQUIREMENTS

1. **All applicants for admission to the UPCM from all entrance categories have three (3) absolute admission requirements:**
 - 1.1. General weighted Average (GWA) grade of 2.5 or better
 - 1.2. NMAT score of 90th percentile or better
 - 1.3. Signed contract and Surety agreement
2. Parent(s)/Guardian (s) are co-signatories on all contracts with the University of the Philippines Manila as the last step to complete the application to UPCM

OBLIGATIONS OF UPCM STUDENTS

1. The UPCM student, while being guided by the Vision-Mission of the institution shall fulfill the following obligations prior to graduation:
 - 1.1. Participate in all curricular activities from Learning Unit I to VII or from Learning Unit III to VII.
 - 1.2. Participate in all career-guidance activities under the Mentoring Program
 - 1.3. Participate in all other activities that are required for graduation from UPCM
2. The UPCM student is also strongly encouraged to engage in extracurricular activities that aim to prepare him/ her for return service work such as community-university partnership programs, community immersion programs, student conferences (ex. National Medical Students' Conference, Medical Students' Summit, Philippine Conference on Community Health) and other relevant volunteer activities with various government institutions, non-government institutions, faith-based organizations and community-based organizations.

OBLIGATIONS OF UPCM GRADUATES

1. The UPCM graduate is expected to obtain a Physician Medical License Licensure within 2 years from the date of graduation
2. The UPCM graduate, except those under the Regionalization Program (RP), shall complete three (3) years of return service obligation work within six (6) years from date of graduation.
3. Except for those under the Regionalization Program, the UPCM graduate shall practice in any part of the Philippines, in any of the following 6 fields for as long as it is in the graduate's capacity as a physician:
 - 3.1. **Public Health or Community Medicine** – such as, but not limited to the following: Municipal/City/Provincial/Regional Health Officer, Doctor s to the

- Barrio, DOH work, working with NGOs or working with faith-based organizations in the field of public health community medicine
- 3.2. **Primary Care** – such as, but not limited to the following: in-house physician work, working as a staff physician in a government or private clinic
 - 3.3. **Research** – must be in the field of health or Medicine
 - 3.4. **Academe (Teaching)** – must be in the field of Health or Medicine
 - 3.5. **Clinical Residency** – must be in. an accredited government or private hospital program
 - 3.6. **3rd Post High school Masters or Doctoral Degree Program** – must be from a Philippine-based institution provided that the UPCM graduate goes through the thesis option. The aforementioned thesis must be approved by UPCM to endure that it will assist in strengthening and developing the Philippine health care system. It will be given credit only for the length of the program 's minimum full-time residency time frame.
4. The **UPCM RP graduate** shall practice full time in any capacity as stated in the previous section, items 3.1,3.2, 3.4 and 3.5 (Public Health or Community Medicine, Primary Care, Academe (Teaching), Clinical Residency) in her/his region or if for any valid reason this is not possible, in an underserved community as certified by the DOH, for a minimum of five (5) years with ten (10) year period. The RP graduate can pursue a residency or post graduate training after graduation, provided that:
 - 4.1. The training be undertaken in her/his region or in an underserved area in the country. If residency or postgraduate training is done in Metro Manila or in the National Capital region (NCR), the period spent for such training shall not be counted as part of the return service.
 - 4.2. The RP graduate must first render service to the Philippines before taking any residency or post-graduate training in countries outside the Philippines
 - 4.3. The eligible postgraduate training shall not include other undergraduate degrees such as nursing. The pursuit of a master degree program is not considered as return service.
 5. **UPCM MD-PhD graduates** shall render eight (8) years of return service work as stipulated within her/his contract with the Department of Science and Technology. However, 3 of those 8 years of return service work must be in any of the 6 options stipulated above in order for the graduate to fulfill her/his return service obligation with UPCM.
 6. **A UPCM medical graduate** who is under another return service program shall be required to adhere to the UPCM RSOP obligations stated in the IRR in full. The graduate is required to discuss the details of the other program with the UPCM in order to determine the options that will enable her/him to satisfactorily fulfill all obligations.

7. **UPCM students and graduates who are foreigners or are children of UPCM alumni residing overseas** shall render three (3) years of return service work in the Philippines within five (5) years of graduation. They shall serve in the Philippines in any of the following six (6) fields stated above.
 - 7.1. Foreign graduates or graduates who are children of UPCM alumni residing overseas who decide to do return service work that requires a Physician License (e.g. public health or community medicine work with clinical tasks, primary care work, residency training and teaching in a medical school) then he/she shall obtain all necessary documents as required by Philippine Laws and UP Policies to be able to practice medicine in the Philippines. These documents include, but are not limited to:
 - a. PRC Special Temporary Permit
 - b. Working visa
 - c. All requirements as stated in PRC resolution No. 2012-668
 - 7.2. Foreign graduates or graduates who are children of UPCM alumni residing overseas who decide to do return service work that do not requires a Physician License (e.g. public health or Community medicine work without clinical tasks, teaching in a health science school that in not a medical school, and Masters degree with a thesis track), then he/she shall not be required to obtain a Philippine Physician's License.
 - 7.3. Must fulfill all other obligations if the graduate is part of another return service obligation program within the country of origin or with another institution.
8. UPCM medical graduates including foreign graduates or graduates who are children of UPCM alumni residing overseas shall submit to the RSOP committee every December and June a report of her/his return service work activities. This will start from the December after graduation and will be up to the completion of the return service obligation. The graduate is required to specify the following minimum required information:
 - 8.1. Exact location and address where he/she is currently working
 - 8.2. Complete name of the institution
 - 8.3. Are or areas served
 - 8.4. Brief description of the service work being performed
 - 8.5. Problems and challenges encountered, including proposed strategies to address these concerns
 - 8.6. Service goals and plans for the next 6 months.

References:

1. Return Service Obligation and Regionalization Program, refer to the Handbook on the UPCM Return Service Obligation Program and the Regionalization Program.

Available at

[https://cm.upm.edu.ph/static/files/Handbook%20on%20the%20UPCM%20RSOP%20and%20the%20RP%20\(AY%202020-2021\).pdf](https://cm.upm.edu.ph/static/files/Handbook%20on%20the%20UPCM%20RSOP%20and%20the%20RP%20(AY%202020-2021).pdf)

2. Handbook on the Implementing Rules and Regulations (IRR) for UPCM Applicants, Students, Graduates who are Foreigners or are Children of UPCM Alumni Residing Overseas
(https://cm.upm.edu.ph/media/files/Handbook_on_the_IRR_for_Intl_Students__Children_of_UPCM_Alumni_Overseas.pdf)

Regionalization Program (RP)

HISTORICAL BACKGROUND

The University of the Philippines Manila, College of Medicine (UPM-CM) and its teaching hospital, the Philippine General Hospital (PGH) are institutions that are heavily supported by the government. The Filipino taxpayers subsidize the medical education of its students. In return, medical graduates of the UPM-CM must therefore perform a role that is relevant to national development in a way that its unique resources enable it, even mandate it to accomplish.

In the past, majority of students admitted to the UPM-CM and who eventually graduated, came from the National Capital Region (NCR) resulting in the inequitable distribution of medical graduates in the various regions of the country. The Admissions Committee of the College in 1979 under then Dean Gloria Aragon took on the challenge to address this inequity by proposing the creation of the Regionalization Program. It was only in 1984, under the term of Dean Alberto Romualdez, that the Regionalization Program was approved by the College as a category for admission to the UPM-CM. The program was implemented the following school year of 1985-1986. Initially, only five regions were included in the program, but this eventually involved every region of the country including the BARMM and the CAR. Even in its inception, there was already a recommendation to formulate a contract with the recipients of the program that stipulates that the graduates will serve their regions for an equal number of years of their medical education. This contract was however started to be introduced only a decade after the implementation of the program. This was referred to as the Social Contract.

Through the years, the social contract to serve the country was required for the Regionalization Program students with a parent as a co-signatory. If the student does not agree to the provisions of the Social Contract, she/he will not be considered for the program. Unfortunately, full compliance to the contract is yet to be achieved. In 2005, the Regionalization Program Committee (RPC) deemed it necessary to bind the students in the Program through a legal contract to serve her/his region for a minimum of five (5) years or equal to the number of years of her/his medical education. This legal contract referred now as The Acceptance to Serve and Assumption of Liability (ASAL) Agreement, was then implemented beginning Academic Year 2005-2006 and binds a graduate from this program to serve the country for a minimum of five (5) years within a ten (10) year period. Members of UPCM Class 2010 under the Regionalization Program are the first graduates under the ASAL Agreement.

THE SCHEME

Regionalization is a term used in reference to a scheme that would involve the acceptance of deserving candidates from the various regions of the country deemed to be in need of doctors. These candidates will be future leaders, experts and educators upon their return to their regions.

Candidates for admission to the UP Manila College of Medicine should signify their intention to be considered under the Regionalization Program category upon submission of their application form. The candidates will then be oriented with regard to the essence, goals and requirements of the program.

Before acceptance to the Program, the applicant, with his/her parents/guardian as co-signatories, is required to sign the ASAL (Acceptance to Serve and Assumption of Liability) Agreement, signifying their acceptance of the obligation to serve their region after graduation. The ASAL Agreement is a legally binding contract that mandates the student to render service in her/his region after graduation, but if this is not possible for a valid reason as determined by the College, the graduate can serve in an underserved locality in the Philippines as defined by the Department of Health. All candidates for admission to the UPCM through the other entry categories but who have also signified their intent of being considered for the Regionalization Program, shall remain classified as RP students after they have qualified for admission.

ADMISSION REQUIREMENTS

1. All candidates to the UPCM who signified their intention to be considered for the Regionalization Program as written on their Application Form and who, upon application, have been oriented with regard to the essence, goals, and requirements of the RP are required to sign a legally binding contract.
2. The ASAL (Acceptance to Serve and Assumption of Liability) Agreement binds the student to render service in her/his region or in an identified underserved locality in the Philippines after graduation. Parent(s)/guardian(s) are made co-signatories to the ASAL. Said candidates are considered RP applicants even if they also signified their additional intention of being considered in the other entrance categories.
3. To be considered for and later included in the Regionalization Program, the applicant shall:
 - 3.1. Tick the RP box in the application form, regardless of their having signified any additional intention to be considered in the other entrance categories
 - 3.2. Submit the signed and notarized ASAL and Surety Agreement forms prior to official admission to the university
 - 3.3. The student shall thereafter execute/sign the ASAL Agreement as a prerequisite for his/her inclusion in the official class list for the semester. Official

admission to the university occurs at the time of issuance of the class list for each semester

WHO MAY APPLY TO THE REGIONALIZATION PROGRAM (RP)

1. She/He must fulfill the minimum requirements of the College of Medicine for admission.
2. She/He must show proof of residency in the community by submitting the following:
 - 2.1. ITR of parents
 - 2.2. Barangay Certification
 - 2.3. Certification of Membership of Indigenous People
3. She/He must speak the dialect of her/his region.
4. Preferably a graduate of the local elementary, high school and/or college (Form 137 as proof, preferred but NOT required)
5. Preferably has participated in projects in his/her community of origin certified by representatives of the organizations involved (*preferred but not required*)
6. She/He must be willing to sign a legal contract, the ASAL Agreement, upon application, signifying that she/he is committed to serve her/his community after graduation. The candidate's parent(s)/guardian(s) must be co-signatories in the contract.

Once a candidate has signified her/his intention to be considered under the UPCM-RP and is accepted to the College of Medicine, she/he will have to meet all the obligations of a Regionalization Program student and graduate and she/he will be given all the benefits for being a part of the Regionalization Program.

OBLIGATIONS OF UPCM-RP STUDENTS

1. The UPCM RP student shall fulfil the following obligations in addition to the obligations of all UPCM graduates in the previous section:
 - 1.1. Participate in all RP activities
 - 1.2. Participate in the RP Short-term summer immersion activities
2. In addition, the UPCM RP student shall fulfill the following obligations:
 - 2.1. Obtain a Certification of Satisfactory Completion of the Regionalization Program from the Chair of the RP Committee
 - 2.2. Submit to an Exit interview with the members of the UPCM RP Committee
3. Failure of the UPCM RP student to obtain a Certificate of Satisfactory Completion of the Regionalization Program and to submit to the above obligations of the UPCM RP Graduates are not considered as grounds for disqualification from graduation but shall be considered a breach of the ASAL agreement subject to the prescribed penalties state in the agreement.

OBLIGATIONS OF UPCM RP GRADUATES

1. The UPCM RP graduate shall practice full time in any capacity as stated in the previous section, items 3.1,3.2, 3.4 and 3.5 (Public Health or Community Medicine, Primary Care, Academe (Teaching), Clinical Residency) in her/his region or in an underserved community as certified by the DOH, for a minimum of five (5) years with ten (10) year period.
2. The RP graduate can pursue a residency or post graduate training after graduation, provided that:
 - 2.1. The training be undertaken in her/his region or in an underserved area in the country. IF residency or postgraduate training is done in Metro Manila or in the National Capital region (NCR), the period spent for such training shall not be counted as part of the return service.
 - 2.2. The RP graduate must first render service to the Philippines before taking any residency or post-graduate training in countries outside the Philippines
 - 2.3. The eligible postgraduate training shall not include other undergraduate degrees such as nursing. The pursuit of a master degree program is not considered as return service.
3. UPCM RP graduates shall submit to the RSOP committee every December and June a report of her/his return service work activities. This will start from the December after graduation and will be up to the completion of the return service obligation. The graduate is required to specify the following minimum required information:
 - 3.1. Exact location and address where he/she is currently working
 - 3.2. Complete name of the institution
 - 3.3. Are or areas served
 - 3.4. Brief description of the service work being performed
 - 3.5. Problems and challenges encountered, including proposed strategies to address these concerns
 - 3.6. Service goals and plans for the next 6 months.

FACULTY FOR THE REGIONALIZATION PROGRAM ACTIVITIES

Faculty for the Regionalization program activities consists of the following:

1. Regional Advisers (RA) - Members of the Regionalization Program Committee of the UP College of Medicine who will act as advisers for UPCM students.
2. Community Liaison Officers (CLO) - UPCM alumni practicing in the different regions of the country and who have agreed to support the activities and programs under the Regionalization Program of UPCM
3. Field Preceptors (FP) - These are clinicians in the community who are in active clinical practice who will supervise our medical students in the conduct of their summer immersion. They are preferably UPCM alumni but in the absence of our

alumni in the student's place of immersion, any clinically active medical consultant can be invited to be a Field Preceptor, and they are formally notified by the Office of the Dean after their conforme.

Duties and Responsibilities of the Faculty for the Regionalization Activities

1. Regional Advisers

- 1.1. Acts as a mentor for the students while in UPM-CM.
- 1.2. Acts as the link between the students and their CLO and assigns the students to a field preceptor.
- 1.3. Approves the immersion programs of the students.
- 1.4. Orients the students regarding the Regionalization program
- 1.5. Conducts regular updates with RP students during the academic year
- 1.6. Gives progress report to the CLOs regarding the RP students from their region
- 1.7. Inspires students and motivates them to go back to their region to practice.

2. Community Liaison Officers

- 2.1. Screen and assess applicants during the selection process and makes recommendations to the RP Committee, their candidates to the program based on their objective evaluation of the applicant's roots, motivation and influences, support structure and family.
- 2.2. Encourages potential candidates from the different colleges in their region, to apply to the program.
- 2.3. Orients students on the health status of the region and identify their health needs.
- 2.4. Coordinates with the Regional Advisers and the Field Preceptors to ensure that the objectives of the program are achieved.
- 2.5. Assists the RPC in determining the actual health needs/profile of the region concerned.
- 2.6. Helps facilitate placement of RP scholars after graduation/licensure in existing hospitals or private practice in the region.
- 2.7. May also serve as a Field Preceptor.
- 2.8. Helps in the tracking of the graduates of the program

3. Field Preceptors

- 3.1. Introduces the community to the student
- 3.2. Orients, checks the objectives of the student during their immersion
- 3.3. Monitors the summer immersion program of the student, their day-to-day activities
- 3.4. Checks the output of the students after their immersion
- 3.5. Establishes linkage between the student and the local authorities and community members
- 3.6. Provides students with a better understanding of, and appreciation of working in the region.

- 3.7. Processes and reviews the immersion report of the RP students
- 3.8. Assigns a community to the students for their immersion

THE SUMMER IMMERSION PROGRAM

In line with the mandate of the Regionalization Program Committee to develop programs that shall encourage medical students to practice in their respective regions, and facilitate their integration in medical practice in their regions, the committee formulated the Summer Immersion Program for our RP students with the following objectives:

1. To acquaint the student with the geographic, demographic, socio-cultural and political profile of his/her summer immersion site.
2. To develop the student's appreciation of his/her summer immersion site and the country.
3. To develop the student's leadership, management and research skills.
4. Establish linkages among stakeholders in summer immersion sites.
5. Integrate oneself in the community
6. Identify fields of medical interest that suit the health needs of the community.
7. Develop management and leadership skills which will prepare him/her for organizing and managing his medical practice/career.

Reference:

Return Service Obligation and Regionalization Program, refer to the Handbook on the UPCM Return Service Obligation Program and the Regionalization Program.

Available at

[https://cm.upm.edu.ph/static/files/Handbook%20on%20the%20UPCM%20RSOP%20and%20the%20RP%20\(AY%202020-2021\).pdf](https://cm.upm.edu.ph/static/files/Handbook%20on%20the%20UPCM%20RSOP%20and%20the%20RP%20(AY%202020-2021).pdf)

Rules & Regulations on Student Conduct and Discipline

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

Section 1. BASIS OF DISCIPLINE - Student 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 1192nd 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 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 action 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 more 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.
 - h. 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.
 - i. 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.
- j. 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.
- k. 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.
- l. 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.
- m. 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.
- n. The Dean or Director of the unit may impose the penalty of suspension for a period not exceeding one calendar year. If s/he deems suspension for a longer period or expulsion warranted, s/he shall so recommend to the Chancellor, who shall refer the case to the Executive Committee for final decision.
- o. Any disciplinary action taken against a student shall be reported to his/her parents or guardians.
- p. 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.
- c. 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.
- d. 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.

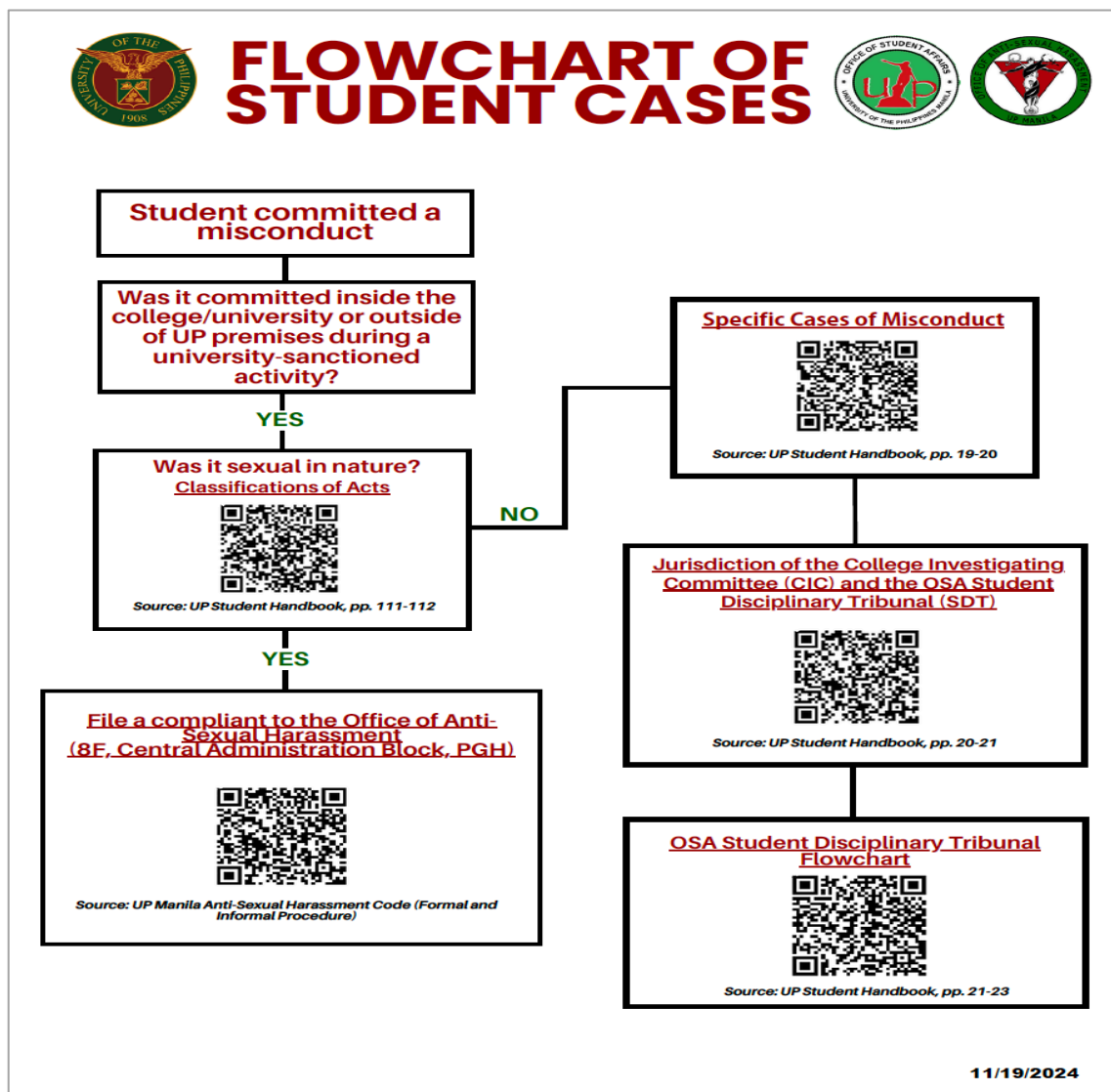
Section 28. DEFINITIONS - The following terms shall have the meaning set forth below for purposes of these regulations:

- 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.)



Scholarships, Financial Assistance, Loans, and Grants

Various private (local and foreign) and government funded (UP and non-UP) scholarships are available for qualified and deserving students in the UP College of Medicine. These student scholarships come from 3 general sources: (1) Government (e.g. Department of Health (DOH) and Commission on Higher Education (CHED); (2) UPCM (e.g. through the Incremental Tuition Fee (ITF) Fund; (3) Private (ex. Individual donors, UPCM alumni, living here or in America through the UP Medical Alumni Society of America (UPMASA), organizations, foundations (e.g., Tanging Yaman Foundation, Rotary, Philippine Red Cross, etc.). The scholarship funds vary depending on the conditions with which they are given and their intended recipients.

The scholarship package includes tuition fee assistance and/or a monthly allowance or stipend.

STUDENT SCHOLARSHIPS

A. Private and UPCM Student Scholarships

1. For Private scholarships (individual donors, organizations, or foundations) and UPCM scholarships (ex ITF fund), the Application period usually starts in May and ends by the 3rd or 4th week of July or at least one month before the start of classes. However, applications for scholarship may be accepted throughout the year depending on availability.
2. Announcements for the scholarship application is made through the UPCM website and is also announced by the Chair of the Medicine Student Council to all the Class Presidents through various platforms.
3. Submission of applications and requirements may be done online or through the ADFS office. Instructions are found in the UPCM website.
4. After submission, the Committee on Student Scholarships, Grants and Awards conducts a deliberation meeting to select the recipients of the various student scholarships.
5. UPCM is implementing a 7-year Integrated Liberal Arts and Medicine (INTARMED) Program consisting of two years of preparatory medicine and general education subjects (Year Levels I and II), and five years of Medicine Proper (Year Levels III, IV, V, VI, VII (Internship)). The donor may choose the year level of the student to be granted the scholarship.
6. Types of Scholarship Funds:
 - 6.1. Endowed Fund – principal amount of the fund shall be kept in trust and only the interest earnings can be used to help defray the cost of medical education.
 - 6.2. Pass-through Fund – without a corpus fund; the entire amount of the donation shall be utilized

7. The scholarship to be given will depend on the STS bracket, household or parent's annual income, and the student's needs. Additional criteria for the scholarship depend on the requirements of the donor(s).
8. Tuition fee (partial or full) and/ or stipends are included in the scholarship package.
9. Amount of tuition fee to be paid will depend on STAFP bracket. Students who do not apply for STFAP will be assigned to Bracket A (>1 M) or B (<1M), depending on the family income that they declared on enrollment
10. Funds may be released directly to the scholar or through the UP Medical Alumni Foundation Inc (UPMAF) or the UP Medical Foundation Inc (UPMFI)
11. A general requirement for all scholarships is that students should maintain a passing grade (no grade lower than 3) and should not be involved in any act of dishonesty and/or act violating university rules and regulations on student conduct and discipline. Failing marks will result in forfeiture of the scholarship grant.

Table 2. Scholarship Grants in the UPCM*

FUND MANAGER		
UP Med Alumni Foundation Inc (UPMAF)	UP Med Foundation Inc (UPMFI)	UPM/ UPCM
<ul style="list-style-type: none"> • UP Medical Alumni Society of America, UPMASA Student Scholarships through the Permanent Endowment Fund (PEF), Legacy Scholarship Trust Fund (Dr. Necita Roa-RP Scholarship Grant; Emilia S. Salanga (ESS) Scholarship Fund); National Treasury; Pass-through Scholarship Grants • Pe Gan Heng Foundation Scholarship • Santo Sing Kong Foundation Scholarship • Multinational Foundation, Inc • Rotary Club of Quirino Manila Central - Ricky and Ethylene Ongchan Scholarship Foundation • UPCM Class 1983 Student Scholarship • UPCM Class 1994 Student Scholarship 	<ul style="list-style-type: none"> • Allison Wong David Student Scholarship Grant • Dr. Vicente Poblete Student Scholarship Grant • Tanging Yaman Foundation- Evelyn Ang Memorial Scholarship • Dr Lorenzo Katigbak Student Scholarship Grant • Dr Nelia Tan-Liu Student Scholarship Grant • Salud R. Borromeo Student Scholarship Grant • UP Med Foundation Student Scholarship Grant • Telengtan Brothers Student Scholarship Grant 	<ul style="list-style-type: none"> • Daisy Yao Private Scholarship • Mr. Emiliano and Trinidad Sy Scholarship • ES Garcia Scholarship • Mr. Benjamin Abaya Scholarship • UPCM Alumni (through UPMAS) • Philippine Red Cross

<ul style="list-style-type: none"> • Pilipinas Shell Foundation Inc Medical Scholarship • Dr. Nelia Maramba Student Fund • Dr. Tim Jimenez Scholarshio • Dr. Bonalet M. de Vera Scholarship • Dr. Alberto Manahan Student Scholarship 		
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**as of 19 November 2024*

B. Government Scholarships

1. **Medical Scholarship and Return Service (MSRS) Program for Doctor of Medicine** - The MSRS is a government scholarship program that was implemented after the Cash Grant that provided tuition fee subsidy for Medical Students was discontinued starting AY 2021-2022. The MSRS is being implemented by the CHED in accordance with the pertinent provisions of Republic Act No 7722 known as the Higher Education Act of 1994 and Implementing Rules and Regulations (IRR) of Republic Act No. 11509, otherwise known as the “Doktor Para Sa Bayan” Act. The “Doktor Para Sa Bayan Act” is a scholarship program that seeks to establish a medical scholarship and return program to help medical students pursue their medical education and training in the field of health and medicine. The return program enables medical students to render services in government public health offices or government hospitals in their hometown and any undeserved municipality in any province. This ensures the availability of doctors to provide quality basic, promotive, preventive, and curative health care services in every municipality in the country, particularly in the underserved and remote communities, and economically underdeveloped, distressed, conflict-afflicted, and geographically disadvantaged areas.
 - 2.1. It aims to help deserving Filipino medical students in state universities and colleges (SUCs) or in partner private higher education institutions (PSEI) to pursue medical education and training in the field of health and medicine.
 - 2.2. Deserving students are those who passed the selection criteria for application to the scholarship program and who are willing to undertake the mandatory return service, preferably but not limited to the following:
 - a. Those residing in a municipality without government physicians;

- b. Those residing in Geographically Isolated and Disadvantaged Areas (GIDA) or from the top 20% provinces and/or municipalities as identified by the PSA, calamity-prone and conflict areas;
- c. Those belonging to the ethnic group or indigenous population/communities as certified by respective local government units and the National Commission on Indigenous Peoples (NCIP)\
- d. Those dependents pf Community health volunteers;
- e. Those residing in low-income class municipalities with high poverty incidence;
- f. Those whose combined annual family income of less than Php 450,000.

2.3. Student Financial assistance for the MSSRS Program shall include the following:

- a. Free tuition and other school fees;
- b. Allowance for prescribed books, supplies anad equipment;
- c. Clothing or uniform allowance;
- d. Allowance for dormitory or boarding house accommodation;
- e. Transportation allowance;
- f. Internship fees including financial assistance during mandatory internship;
- g. Medical board review fees;
- h. Licensure fees;
- i. Annual medical insurance; PHIC enrolment and accident insurance,
- j. Other education-related miscellaneous subsistence or living allowance

2.4. Conditions for the Grant of Scholarship - Deserving students accepted to the MSRS Program shall be subject to the following conditions:

- a. Must sign an agreement stating the terms and conditions of the scholarship on a form prescribed by the CHED and the DOH pursuant to the provisions of the ACT;
- b. Must carry the full load of subjects prescribed per semester and shall not, under any circumstance, drop a course which will result in underloading;
- c. Must finish the entire Doctor of Medicine Program within the prescribed time frame of the SUC or PHEI where the scholar is enrolled in subject to the retention policies of the SUC or the PHEI. For valid and justified reasons and subject to approval of the SUC or PHEI, accepted students are allowed to defer enrolment or to file LOA and this will be considered as the prescribed time frame. Scholars may eb allowed to transfer to other SUC or PHEI provided that the transfer is valid and justifiable and shall be subject to the

originating and receiving SUC or PHEIs admission, promotion and retention policies.

- d. Must undertake the mandatory internship as prescribed by CHED recognized association of medical schools upon graduation from the Doctor of Medicine Program or on the last year of the Doctor of Medicine program for scholars under a 5-year Doctor of Medicine Program ; Provided that, medical scholars under a 4-year Doctor of Medicine Program are given priority to be cross-matched with government hospitals; Provided further that in the event that no more slots are available in such government DOH-accredited public health hospital, the mandatory internship program must be undertaken in a DOH-accredited public health facility or hospital or any accredited government health facility or hospital within the region, subject to compliance with the requirements of the association which credits an internship program
- e. Must take the board examination within a maximum period of one year after completion of the mandatory internship program for scholars under a 4-year Doctor of Medicine Program and one year upon graduation for scholars under a 5-year Doctor of Medicine Program;
- f. Must render return service upon passing the PLE administered and conferred by the Professional Regulation Commission of the license to practice medical profession. The scholars undergoing internship shall be integrated into the public health and medical service system through the DOH and shall receive the appropriate civil service rank, salary and related benefits with the following conditions:
 - 1) The scholar shall serve in a government public health office, government hospital, or any accredited government health facility in the scholar's hometown, if a scholar is from a municipality with no government physicians. In the absence of such need:
 - a) Within the scholars; home province;
 - b) In any underserved municipality closest to the scholar's hometown, but outside the province as determined by DOH as a priority area
 - 2) The scholar shall render the mandatory return service within 6 years from the time of passing the PLE for those who have completed a 4-year program, and 7 years for those who have completed a 5-year program.

2.5. Graduates entering into an RSA shall be required to serve in one of the DOH-specified priority health facilities within the public sector in the

Philippines on a full-time basis for one year for every scholarship year availed within one year upon graduation or acquiring the necessary license to practice; provided that those who will serve for additional 2 years shall be provided with additional incentives as determined by the DOH.

2.6. Grounds for disqualification:

- a. Violation of any of the terms and conditions of the scholarship agreement;
- b. Submission of falsified or fraudulent documents;
- c. Failure to meet the academic requirements or to complete the course within the prescribed period without valid cause as may be determined by the SUC or PHEI;
- d. Violation of any student disciplinary rules and regulations of the SUC or PHEI which merit the penalty of expulsion or suspension for more than one year;
- e. Transfer to non-partner PHEI;
- f. Exceeding the allowable period of the LOA;
- g. The scholar accepts another scholarship program/grant from other government or private agency or entity while enjoying the benefits under the Medical Scholarship and Return Service Program
- h. While being a scholar, the scholar commits gross misconduct in a manner that would bring significant damage to the concerned SUC or PHEI, its administration, faculty and students and to the community.

2.7. Termination shall result to repayment of full cost of scholarship and repayment of related benefits received including all expenses incurred during participation in the scholarship program.

GENERAL PROCEDURES FOR SCHOLARSHIP APPLICATION AND SELECTION PROCESS

1. Application period:

Private and UPCM
Scholarship

May to July (at least one month before
the start of the 1st Semester of the
Academic year)

DOH and CHED Scholarship	At least one month before the start of the 1 st Semester of the Academic year or upon the discretion of DOH or CHED
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2. For new students entering in the College, a copy of the acceptance letter from the College is required.

For returning students (from Leave of Absence), a letter of intent shall be required.

3. Application forms:
UPCM and Private scholarship application forms: Available at the office of the Associate Dean for Faculty and Students or can be downloaded from the official UPCM website (<https://cm.upm.edu.ph/p/scholarship/>)

DOH application forms: Available at https://plm.edu.ph/images/downloads/Apply/DOH_Medical_Scholarship_Application_Form.pdf

CHED application forms: Available at <https://chedscholarships.com/ched-medical-scholarship/>

https://philippinescholarships.com/ched-msrs-medical-scholarship-and-return-service-scholarship/#How_to_Process_MSRS_Scholarship

4. Fill-out the application form and submit together with the complete requirements in one pdf file
5. Email all requirements to the ADFS Office (sspascual1@up.edu.ph)
6. Original and photocopy of the following documents are also required:
 - 6.1. 1 pc 2x2 picture
 - 6.2. Latest ITR of parents/guardians
 - 6.3. True Copy of Grades or Transcript of Records
 - 6.4. Birth Certificate
 - 6.5. 2 Letters of Recommendation from a past professor or mentor
 - 6.6. Latest Billing (Meralco, MWSS, PLDT, Cellphone Billing)
 - 6.7. Barangay Clearance and Cedula
 - 6.8. Letter of Intent – indicate if awarded or applied for other government or private scholarships; reasons for the need for scholarship support
7. The College Committee on Scholarships, Honors and Awards selects the recipients of the scholarships based on their STAFP bracket, applicant's personal needs, family financial situation, and donors' restrictions.
8. Once the recipient has been identified, the donor is notified for the subsequent release of the scholarship grant.

9. To maintain scholarships, the holder must maintain a passing grade (no grade lower than 3) and should not have been found guilty of any act of dishonesty and/or act violating university rules and regulations on student conduct and discipline.
10. Students who are recipients of the scholarship grant and go on leave should formally inform the Office of the Associate Dean for Faculty and Students through the Committee on Student Scholarships, Honors and Awards. Continuation of the grant will be left to the discretion of the donor.

FREE TUITION FEES

Republic Act No. 10931 or the “Universal Access to Quality Tertiary Education Act”

Free tuition fee is provided to all Filipino undergraduate students in State Universities and Colleges (SUCs) under Republic Act No. 10931 or the “Universal Access to Quality Tertiary Education Act” This law, enacted by the Senate House of Representatives, during the 17th Congress, 1st regular session on 25 July 25,2016 and signed by President Rodrigo Duterte on August 3,2017 is “an act promoting universal access to quality tertiary education by providing free tuition and other school fees in State Universities and Colleges, Local Universities and Colleges, and State-Run Technical-Vocational Institutions, establishing the Tertiary Education Subsidy and Student Loan Program.”

1. Eligibility
All Filipino undergraduate students in State Universities and Colleges (SUCs) are eligible to apply for free tuition and miscellaneous fees. In the UP College of Medicine, only Intarmed LUI -LU IV direct entrants who are enrolled under the Bachelor of Science in Basic Medical Sciences are eligible.
2. Exclusions from the Free Tuition under RA 10931
 - 2.1. Students who have already attained a bachelor's degree or comparable undergraduate degree from any higher education institution. Intarmed direct entrants who are already LU V & LU VI and LU III lateral entrants are excluded.
 - 2.2. Graduate students and students who have already attained a bachelor's degree or comparable undergraduate degree from any higher education institution
 - 2.3. Students who fail to comply with the admission and retention policies of the University
 - 2.4. Students who fail to complete their bachelor's degree or comparable undergraduate degree within a year after the period prescribed in their program.

Note: Medical students in LUV and LU VI and LU III lateral entrants who are not covered by the Free Tuition fees may apply for the various private and government scholarship in the college.

STUDENT FINANCIAL ASSISTANCE

Limited one-time financial assistance may be available for students of the UP college of Medicine who are undergoing financial difficulty during times of calamity, disaster or other unusual situations, such as the COVID-19 pandemic.

The funds are donated by various private individuals, organizations, and corporations as well as from UPCM alumni based in the Philippines and abroad. The amount of the financial assistance will depend on the availability of funds and the needs of the student.

The funds are deposited in the UMMAF or UPMFI.

A. Student Financial Assistance Funds Available through UPMAF

1. Pantawid Student Assistance fund - given in 2020-2023 to assist students who requested for tuition fee assistance during the pandemic or were victims of natural calamities
2. David and Hazel Zuellig Student Assistance Fund – Established in the UP College of Medicine in 2022 through the Zuellig Initiatives Philanthropiques, an organization registered in Monaco to provide financial assistance to medical students enrolled in the College of Medicine, University of the Philippines Manila who are assessed to be in need of financial support brought on by personal economic difficulties, disasters, or other unforeseen or urgent situations or emergencies. The funds may also be used for interventions or programs that will support students in distress with mental health problems or psychiatric concerns

B. Student Assistance Funds available through UPMFI

UP College of Medicine Student Assistance Grants - Student Assistance Grants are given to extend financial assistance to deserving economically distressed students of the College in any year level (1 to 7). This grant is reserved for emergency purposes or as a contingency fund for unforeseen needs of students like death of a parent or sudden illness of a student. The Office of the Dean shall endorse the request to the U.P. Med Foundation for release of grants.

STUDENT LOANS

Student Loans are available through the UP Medical Alumni Foundation Inc (UPMAF) and the UP Medical Foundation Inc (UPMFI). This may be availed of by an enrolled student who is financially in need and has no failing or incomplete grade. Since this is a loan, parents and guardians must sign as guarantor.

A. Student Loan Policy of the UP Medical Alumni Foundation (UPMAF)

1. Loans may be granted to any enrolled and deserving Filipino medical student from first to fourth year (LU3 to LU6) who is financially needy and who has no failing or incomplete grade.
2. A letter of consent from the parents must be attached to the loan application form.
3. The parents or guardian must sign as guarantor for the loan.
4. Loans are interest free
5. The maximum amount shall not exceed the total fees for the semester.
6. Loans are granted for a period not longer than one semester.
7. Loans may be paid fully at one time or in four installments, one month before the final examination.
8. In case the loan is not paid on time, an interest at the rate of twelve percent (12%) per annum shall be charged upon such loan from the time of default until the time it is finally repaid
9. To qualify for another loan, the initial loan shall first be paid in full.
10. Inquiries and forms may be directed to UPMAF
(email: upmaf.secretariat@gmail.com or call 8588 0850)

B. Student Loan Policy of the UP Medical Foundation Inc (UPMFI)

1. Loans may be granted to any enrolled and deserving Filipino medical student from first year to internship who is financially needy and who has no failing or incomplete grade.
2. An endorsement from the Dean through the Chair of the Student Scholarships Committee is required.
3. A letter of consent from the parents must be attached to the loan application form.
4. The parents or guardian must sign as guarantor for the loan.
5. The maximum loanable amount is sixty thousand pesos (P60,000).
6. Loans are interest free payable within the school year. Loans may be paid in full or in installments.
7. In case the loan is not paid on time, an interest at the rate of six percent (6%) per annum shall be charged upon such loan from the time of default until the time it is finally repaid.
8. To qualify for another loan, the initial loan shall first be paid in full.
9. The full balance of the Loan Fund may be utilized to accommodate student borrowers.

Available Student Loan Funds under the care of the UP Medical Foundation:

- UP Medicine Class 1955 Student Loan Fund

- UP Medicine Class 1971 Golden Student Loan Fund
- Ang Bahay ni Angelo King Foundation Student Loan Fund

STUDENT LAPTOP LOAN

The University of the Philippines College of Medicine (UPCM) provides laptops to students to enhance their education. These laptops were sourced through donations from private donors or companies and may be loaned to the student for the duration of time that the student is enrolled in the college. Upon graduation or leaving the college, the student is expected to return the laptop in good condition, to be loaned to other students who are in need of the laptop.

It is expected that students appreciate how important it is to take good care of their issued device and to behave appropriately when interacting with others digitally. By accepting possession of a UPCM laptop, the student agrees to the following responsibilities for the use and care of this device:

1. The student agrees to follow all UPCM policies and regulations governing the use of computers, including, but not limited to, the Expectations for Responsible Laptop Use printed on the back of this form, as well as the Student Code of Conduct.
2. The computer is the property of UPCM. If a student withdraws from the school prior to the end of the loan period, the laptop must be returned to school officials by the student prior to withdrawal.
3. The student shall not remove or alter any UPCM identification labels attached to or displayed on the computer, nor shall the student change identification within the computer, such as the computer name.
4. The student agrees to keep the computer secure and safe. She/he will assume the risk of loss by theft, destruction, or damage caused by intentional misuse. If, during the loan period, the computer is damaged or returned with any accessories missing, UPCM may charge the student the lesser of the repair or the replacement cost.
5. The student must report theft (or suspected theft) of the computer, loss of the computer, damage to the computer, or malfunctioning of the computer to school personnel within 24 hours of the incident.
6. Upon request, the student agrees to deliver the computer to UPCM student for technical inspection, to verify inventory or other information, or for random screening.
7. The laptop cannot be loaned, sold, bartered, traded, leased, rented or given to any other person or persons without the express written consent of UPCM.

OTHER FORMS OF ASSISTANCE

The college may receive donations from various sources for other student needs, such as personal protective equipment (PPE) for use of students during their clinical rotations or during their face-to-face learning activities. Students may inquire from the college regarding the availability of these PPEs.

STUDENT RESEARCH GRANT

A. Laboratory Research Fund

1. Student research grant may be charged against the Laboratory/ Research Fund under the ITF fund.
2. Requirements for the Student research grant
 - 1.1. Letter of request addressed to the UPCM Dean signed by the adviser and department chair and endorsed by the Department Chair
 - 1.2. Document which reflects the estimated budget for the study
3. Disbursement of the Student Research Fund:

Upon submission of RGAO and RIDO certificate of registration	60% of the approved grant
Upon submission of the Completed study manuscript with Liquidation report and original receipts of all expenses	40% of the approved grant
Total approved research grant	100%

4. For reimbursement of the research grant, the following should be submitted:
 - 8.1. Letter requesting for Authority to reimburse addressed to the UPCM Dean and endorsed by the Department Chair
 - 8.2. Summary of expenses
 - 8.3. Official receipts (original) of all research expenses above Php 300
 - 8.4. Abstract of canvass for all expenses above Php 2000
 - 8.5. Reimbursement Expenses Receipt (RER) or Certification of expenses for expenses < Php300
 - 8.6. Itinerary of travel and official receipt for transportation expenses
 - 8.7. Representation expenses – signed Attendance sheet
5. Maximum research grant
 - 5.1. Per Student group or student research project: Php 50,000
 - 5.2. Statistical analysis: Php 10,000
6. In special situations, the dean may approve the release of a higher amount for the student research grant

B. UP Medical Foundation Student Research Grant

1. The U.P. Medical Foundation endeavors to promote student researches or projects in the College of Medicine, through the provision of financial support for the conduct of research projects, as a supplement to the allocation of the College.
2. Available Student Research Grants under the care of the UP Medical Foundation
 - 2.1. Rufino and Barbara Isidro Student Research Grants - This grant from the Rufino and Barbara Isidro Fund amounts to a maximum of five thousand pesos (P5,000) per research group. The amount of fifty thousand pesos (P50,000) is allotted yearly in support of student researches in LU III, as a supplement to the allocation of the College.
3. The granting of this support shall be based on the following guidelines:
 - 3.7. The student research must be part of the curricular program.
 - 3.8. The research protocol must be approved and endorsed by the adviser and the department. The faculty adviser must be clearly identified.
 - 3.9. The requested financial support must be consistent with the budgetary requirements indicated in the research protocol.
 - 3.10. The financial support shall be supplementary to the allocation of the college for student projects. A certification on this from the college administration must accompany requests.
 - 3.11. The Foundation and the donor of the research grant must be acknowledged in the event that the research project is published or presented as a poster/paper in any forum.

PUBLICATION FEE ASSISTANCE

- A. Publication fee assistance is given to student or student research group whose original research articles have been accepted for publication in Scopus-indexed or Thomson Reuters (formerly ISI) journals or requiring payment of publication fee
- B. Only one (1) Publication Fee assistance will be given to a publication/journal article with multiple authors
- C. Requirements for the Publication fee assistance
 1. Letter of request addressed to the UPCM Dean

2. Letter of acceptance from the journal, which indicates that payment of publication fee is necessary to publish the accepted paper and the amount of publication fee.
 3. Copy of proposed article which indicates affiliation with UP Manila
 4. Proof that the journal is a SCOPUS-indexed or Thomson Reuters (formerly ISI) journal
 5. Certificate of Registration of research/study from the Research Grants and Administration Office (RGAO)
 6. Ethics approval of research protocol from the UP Manila Research Ethics Board (UPM- REB) for researches involving human participants (e.g. human data, material, biospecimen) and that are for future publication
- D. Maximum publication fee
Per Publication: US\$500
- E. In cases where the publication grant exceeds this amount, an approval from the dean should be sought.

Student Travel and Research Dissemination Grant

Limited travel grant (partial subsidy) is available for UPCM students attending or presenting in academic conventions or conferences, participating in training courses or workshops, and for research assistance or dissemination.

The grant covers full or partial amount of any one or more of the following expenses: (1) round trip airfare (economy fare with the most economical cost; (2) conference or training registration fee; (3) hotel accommodation ; (4) payment for laboratory reagent or equipment or other expenses related to the student research.

The total amount of funding support will vary and depend on the location of the event, project or activity, and availability of funds. The maximum amounts are given below. In special situations, the dean may approve the release of a higher amount for the grant.

A. Eligibility

The following may avail of the travel and research grants:

1. Students who are officially enrolled in the University of the Philippines College of Medicine at the time of application for the travel grant, including medical students taking double-degree programs, e.g. MD-PhD, MD-MPH
2. Students in good academic standing and with no disciplinary or misconduct issues
3. Support will only be given to the primary author/presenter and/or official representative of UPCM or duly recognized student organization

B. Exclusion

Students whose tuition fees have no contribution to the ITF

1. Masters and PhD students
2. Residents-in-training or Fellows in PGH

C. Source Of Funds

Travel grants are available from the Incremental Tuition Fee (ITF) fund or from private donors or sponsors.

1. Incremental Tuition Fee (ITF) Trust Fund – The main source for the student travel grants and research grants are from the ITF fund. Allocation of the ITF fund for student-related grants was approved during the 1284th BOT meeting last 04 Dec 2012. Student grants are available for research publication, local and international travel expenses in support of presentation of research

papers, attendance in advanced courses. Funds for students research and other special may be availed from the Laboratory and Research fund under the ITF.

2. UPMASA- Dr. June Pagaduan Lopez Memorial Travel Grant for Health and Human Rights provides a travel grant for UPCM students to cover transportation, accommodation, and/or other expenses while participating in a human rights conference or activities that further human rights, held locally or abroad for four academic years, from AY 2023-2027. The one-time donation of \$4,000.00 to UPMASA came from the following donors: Rowena Cabigon Mercado (UPCM 2000), Charissa Mia D. Salud Gnilo (UPCM 2000), Michael Gnilo (UPCM 2007), Meriam Bandolon Chua (UPCM 2001), Joel Chua (UPCM 2001), Carlo Irwin A. Panelo (UPCM 1999). UPMASA has designated UPMAF and the UPCM Dean's Office to be the administrator of the travel grants to UPCM students.

D. General Rules for Travel Grants

1. Only students who are officially enrolled in UPCM and in good academic standing will be allowed to represent UPCM in any conference locally or internationally.
2. Students can avail of the travel grant to attend only one (1) conference or training in a year, subject to the availability of funds. Priority will be given to first-time applicants if funds are not sufficient.
3. These grants are available to deserving students for the following activities that are approved or sanctioned by the UPCM:
 - 1.1. Oral presentation of research/study outputs in international/national conferences
 - 1.2. Qualified poster presentation in international/national conferences
 - 1.3. Academic presentation in international/ national conferences or conventions
 - 1.4. Attendance in national/international conferences as official representative of the UPCM (e.g. to the conferences of the Association of Philippine Medical Colleges – Student Network (APMC-SN))
4. The grant may cover full or partial amount of round-trip airfare (economy fare with the most economical cost), conference registration fee, or hotel accommodation. The total amount of funding support will vary and depend on the reason for travel and the location of the event.
5. Other source of funds for conferences is strongly encouraged and should be declared.
6. Submission of Application Letters for the grant must be submitted at least 2 months before the conference or commencement of training.
7. Requirements are the following:

- 7.1. Letter of request for travel grant addressed to the UPCM Dean, through the Associate Dean for Faculty and Students and endorsed by the Department Chair or Institute Director, as applicable
- 7.2. Official Letter of invitation which indicates the acceptance in the conference or training, all entitlements, and affiliation with UP Manila
- 7.3. Extent of participation in the conference (e.g. poster presentation, oral presentation, official representative of college or recognized UPCM student organization)
- 7.4. Official schedule of the conference
- 7.5. For research presentation:
 - a. Certificate of Registration of research/study from the Research Grants and Administration Office (RGAO)/Approval of research/study from the Office of the Associate Dean for Research
 - b. Ethics approval of research protocol from the UP Manila Research Ethics Board (UPM- REB) for researches involving human participants (e.g. human data, material, biospecimen) and that are for future publication.
 - c. Abstract which reflects affiliation with UP Manila
 - d. Poster presentation shall include guidelines/program which comprises other activities apart from the poster presentation (i.e. presentation during poster visitation times, mini-presentation with discussion)
- 7.6. A document which reflects the cost of registration
- 7.7. Quotation for airfare and hotel accommodation
8. Requests should be endorsed by:
 - 8.1. Course coordinators of courses where the student will be absent (Course coordinator should attach proposed course work expected of the student to make up for his/her absence)
MD-PhD and MD-MPH students need to get an endorsement from the respective coordinator (MD-PHD or MD-MPH) to obtain a grant.
 - 8.2. College Secretary
 - 8.3. Associate Dean for Academic Development
9. The Dean has the final authority to decide on whether to approve or disapprove the request. All approved or disapproved request will be forwarded back to the LU Chair and Course Coordinator concerned.
10. Responsibility of Grantee – Students who have received the grant shall have the following responsibilities:
 - 10.1. Submission of report, including receipts; copy of the program; abstract as printed in the program; and copy of the poster/ powerpoint with the name of the presenter and title
 - 10.2. Liquidation of expenses, including official receipts, boarding passes, etc.
 - 10.3. Publication of paper, as applicable

- 10.4. Preferably show proof that the grantee has echoed what was learned to colleagues in the unit/department.
11. For reimbursement of foreign travel, the following should be attached to the Letter of request:
 - 11.1. Disbursement voucher (DV)
 - 11.2. Budget utilization request (BUR)/Obligation request (OBR)
 - 11.3. Approved letter Authority to reimburse (addressed to the Dean)
 - 11.4. Approved letter of request
 - 11.5. Summary of expenses
 - 11.6. Approved Permit Authority to travel
 - 11.7. Approved actual itinerary of travel
 - 11.8. Certificate of Travel completed
 - 11.9. Certificate of Appearance/ Attendance
 - 11.10. Flight itinerary/ Electronic plane ticket, boarding pass, boat or bus ticket, terminal fee, other official receipts (original copies)

E. Travel Grant for Attendance in Conference or Participation in Training Courses or Workshops

1. Travel grant is given to the following:
 - 1.1. Academic presentation in international/national conferences/conventions
 - 1.2. Participation in international/ local conferences but not presenting (priority given to students who are officially designated representatives of UPCM)
 - 1.3. Short courses/training programs locally or overseas, preferably included in the academic curriculum or program
2. Travel grants for training will be prioritized to observership / training which is crucial to the training of the student and endorsed by the Course Coordinator and Department Chair. Subsidy will be given as a one-time payment.
3. Requirements for the Student Travel Grant
 - 3.1. Letter of request addressed to the UPCM Dean and endorsed by the Course Coordinator and Department Chair.
 - 3.2. Letter of invitation which indicates the presentation, all entitlements, and affiliation with UPCM or UP Manila
 - 3.3. Document which reflects the cost of registration
 - 3.4. Quotations for airfare and hotel accommodation
4. From the ITF:
 - 4.1. Maximum travel grant given for speakers or presenters in conferences:
 - a. Asia: \$500
 - b. US/EU: \$800
 - c. Philippines (outside of Metro Manila): Php 8,000

- 4.2. Maximum travel grant given for attendance in conferences:
 - a. Asia: \$400
 - b. US/EU: \$600
 - c. Philippines (outside of Metro Manila): Php 6,000
- 4.3. Maximum travel grant given for training for short courses/ training programs:
 - a. Asia: \$500
 - b. US/EU: \$800
 - c. Philippines (outside of Metro Manila): Php 8,000
5. From the UPMASA - Dr. June Pagaduan Lopez Memorial Travel Grant for Health and Human Rights
 - 1.1. The amount of grant to be awarded shall correspond to the requested expenses that are not covered by other funding sources, up to a maximum of USD 1000, whichever is lower. (Note: Since the nature of the grant is to provide exposure to human rights and health to as many UPCM students as possible, there may be more than one grantee per year. The allotted amount of USD 1000 will be split among the grantees)
 - 1.2. The UPCM's Dean's Office will issue a formal approval letter to the successful applicant(s).
 - 1.3. For grants awarded retrospectively, funds will be disbursed to the selected grantee/s upon presentation of the following:
 - a. Two-page essay discussing what they learned from the conference or activity and how they plan to further promote human rights in health and in health settings.
 - b. Certificate of participation
 - c. Liquidation report including relevant receipts for travel, lodging, meals, and other costs for which grantees are seeking reimbursement
 - 1.4. For grants awarded prospectively, 75% of the grant shall be released prior to the scheduled trip. The remaining 25% shall be disbursed upon presentation of similar requirements to retrospective grants as stated above.

F. Research Dissemination Grant

1. Travel grant for Research dissemination is given to an enrolled and qualified student who is the presenting author for any of the following:
 - 1.1. Oral presentation of research/study outputs in international/national conferences
 - 1.2. Qualified poster presentation in international/national conferences
2. Requirements for the Research Dissemination Grant

- 2.1. Letter of request addressed to the UPCM Dean and endorsed by the Department Chair
 - 2.2. Letter of invitation which indicates the acceptance of research paper, all entitlements, and affiliation with UPCM or UP Manila
 - 2.3. Certificate of Registration of research/study from the Research Grants and Administration Office (RGAO)
 - 2.4. Ethics approval of research protocol from the UP Manila Research Ethics Board (UPM- REB) for researches involving human participants (e.g. human data, material, biospecimen) and that are for future publication.
 - 2.5. Abstract which reflects affiliation with UPCM or UP Manila
 - 2.6. A document which reflects the cost of registration
 - 2.7. Quotations for airfare and hotel accommodation
3. Maximum travel grant given for research dissemination:
 - 3.1. Asia: \$500
 - 3.2. US/EU: \$800
 - 3.3. Philippines (outside of Metro Manila): Php 8,000

Student Awards

HONORIFIC AWARDS

A. University Scholars

An undergraduate student who obtains at the end of the semester an absolute minimum general weighted average (GWA) between 1.00 to 1.45, or a graduate student with an absolute minimum weighted average between 1.00 to 1.25 or better is given this honorific scholarship

B. College Scholars

An undergraduate who obtains at the end of a semester an absolute minimum general weighted average (GWA) between 1.4501 to 1.75, or a graduate student who obtains an absolute minimum weighted average between 1.2501 to 1.50 is given this honorific award.

DEAN'S ACADEMIC AWARDS

Eligibility:

1. The awardee must be a student currently enrolled in the College of Medicine.
2. The awardee must have entered/participated/been awarded in the said event as an enrolled student of the college

A. Gawad ng Dekano

1. Gawad ng Dekano Award for Leadership - given to the following leaders
 - 1.1. Current USC Chair and MSC Chair
 - 1.2. Official representatives to International Conferences
 - 1.3. Heads of national or international organizations
2. Gawad ng Dekano for Meritorious Performance is given to the following: Winners or champions of interschool, national or international competitions in academics, research, performing arts, and sports and are the official designated representatives of the UP College of Medicine

B. Dean's Citation

1. Deans Citation for Leadership - given to all the Heads of UPCM and UP-Manila based organizations.
2. Dean's Citation for Meritorious Performance - given to the following:

- 2.1. Winners or champions of events or competitions (academic, sports, performing arts) sponsored by any university-based organization or UP unit except for UPCM-based organizations
- 2.2. Participants of interschool, national and international competitions in academics, research, performing arts, and sports
- 2.3. Those who have given research presentations outside the college as official designated representatives of the UP College of Medicine or have acknowledged or cited the college as their institution

GENERAL ACADEMIC AWARDS

A. Dr. Gregorio T. Alvior Award for Academic Excellence

1. The Fund is kept in trust by the UP Foundation, Inc. Diliman
2. The Dr. Gregorio T. Alvior Jr. Awards for Academic Excellence is given to the Class 1938 Awards for Academic Excellence is given to the students with the highest academic standing (topnotchers) in LU1, LU2, LU5 and LU6 based on the final overall grades at the end of each academic year.
3. The awards come with a Certificate of Recognition and a Cash award from the UP Foundation, Inc. Diliman.

B. UP Medicine Class 1938 Student Awards for Academic Excellence

This student award is under the oversight of the UP Medical Foundation Inc (UPMFI). The Class 1938 Awards for Academic Excellence is given to the students with the highest academic standing in LU3 and LU4. These are the guidelines of the award:

1. The Fund is kept in trust for the UPCM Class 1938, and the interest income is used for the monetary award of twelve thousand pesos (P12,000.00) each, given yearly, as determined by the UPCM Committee on Student Scholarships, Honors, and Awards.
2. The Award is for academic excellence in Year Levels 3 and 4 and is based on their academic performance.
3. If there is a tie, the student with additional merit/s should be given the Award.
4. The names of the awardees are provided by the College Students Records Section.
5. The award is given during the Opening Exercises of the College of Medicine.
6. If the Fund can sustain it and the Class 1938 Board approves, the amount of cash awards can be increased.
7. Any future decision with regard to the use of the Fund and any transaction pertaining to this will remain with the Board of Trustees of UPCM Class 1938 Fund.

STUDENT ACADEMIC AWARDS IN THE BASIC SCIENCES

A. Dr. Mariano Dela Cruz, Jr. Academic Excellence Award in Anatomy

The fund for the Dr. Mariano V. Dela Cruz, Jr. Award for Academic Excellence in Anatomy is sourced from the Perpetual Endowment Fund (PEF) from UPMASA. The award is given to the LU III student with the highest academic standing in all the Anatomy modules (Neuroanatomy, OS202; Head and Neck, OS 204; Musculoskeletal, OS203; Thorax, OS 205; Abdomen and Pelvis, OS 206).

B. Dr. Solita F. Camara-Besa Medal of Excellence in Biochemistry

The Dr. Solita Camara-Besa (SCB) Award of Excellence in Biochemistry is given by the faculty of the Department of Biochemistry and Molecular Biology in honor of Dr. Solita Camara-Besa, Professor Emeritus and former Chair of the Department for 25 years. The award is given to an outstanding medical student who:

1. Excel and show vibrant enthusiasm in the field of Biochemistry,
2. Exhibit exemplary leadership in the group research and in the Interactive Learning Exercises or Integrative Interactive Learning Experience (IILE), and,
3. Inspire the faculty and his/her peers.

Criteria for nomination are:

- | | |
|--------------------------|-------------------|
| 1. Academic excellence | 70% (final grade) |
| 2. Empowering leadership | 20% |
| 3. Inspiring attitude | 10% |

C. Dr. Daniel S. Dela Paz Medal of Excellence in Pharmacology Award

Criteria:

1. Academic excellence in the various courses of Pharmacology in the MD curriculum
2. Good moral character

D. EC Reyes Memorial Medal of Excellence in Physiology Award

The nominee shall be an outstanding student of a class in Physiology who meets the requirements set forth.

Criteria:

1. The nominee must be a regular medical student of a class in Physiology.
2. Must obtain a grade of at least 1.5 or its equivalent in General Physiology and at least 2.0 or its equivalent in any other subject offered by the Department which is not considered an elective subject
3. Good moral character

AWARDS FOR GRADUATING STUDENTS

The following awards are given to graduating students (LU7). Postgraduate Interns (PGI) are ineligible for these awards. The selection is made by the UPCM Committee on Scholarships, Awards and Grants based on the submitted documents. The names of the awardees are submitted to the Dean for final approval.

The Awards for Graduating Students are the Following:

- Student Leadership Award
 - UP Medical Alumni Society (UPMAS) Leadership Award
 - Eusebio S. Garcia – Class '36 Leadership Award
- Most Outstanding Medical Graduate Award
- Hugh Greenwood Community Service Award
- Outstanding Student Research Award (Oreta-Dizon & Santos Ocampo Award For Medical Research)
- Dr. Adolfo B. Bellosillo Academic and Leadership Excellence Award

A. Student Leadership Award

The two Leadership Awards are the UP Medical Alumni Society (UPMAS) Leadership Award (from UPMAS funds) and the Eusebio S. Garcia – Class '36 Leadership Award (from the ES Garcia Fund). The awards are given to two students of the graduating class who have consistently shown leadership in class and college activities. The source of the funds are from the

The awardees are chosen from the graduating class of UPCM students who have the following criteria:

1. Has been able to initiate, organize, supervise activities to fruitful results. Such activities may deal with academic and non-academic matters;
2. Has been consistently active and / or has held leadership positions in class, college or university organizations;
3. Is of good class standing (no deficient grade throughout college course); and
4. Is of good moral character

B. Most Outstanding Medical Graduate Award (Dr. Augusto A. Camara Award for Academic Excellence in Medicine)

The Most Outstanding Medical Graduate Award is given to a graduate who excelled in academics, leadership and extracurricular activities, and who has achieved a balanced academic and non-academic life. The funds for this award is from the UP Diliman System.

C. Hugh Greenwood Community Service Award

This is given every year to a graduating student who has shown dedication to community service despite the schedule of a medical student. Funds for this award is deposited in the UP Manila Development Foundation.

This award in community service is given to a graduating student with the following criteria:

1. Has consistently been active in community, humanitarian and service activities in and outside the college, hospital and medical campus.
2. Has initiated, organized and supervised community / humanitarian / service groups and their activities.
3. Has consistent motivation and objective to serve the most (in need and in number) and even after graduation.

D. Dr. Adolfo B. Bellosillo Academic and Leadership Excellence Award

This award is given in recognition of the distinguished achievements of the Most Outstanding MD-PhD graduate. Dr. Bellosillo is a UPCM graduate of Class 1963 and is an internationally recognized expert in the field of Adult Cardiology and Echocardiography.

E. Outstanding Student Research Award (Oreta-Dizon & Santos Ocampo Award for Medical Research)

The award is named after the family of Dr. Perla D. Santos Ocampo whose influence on the development of Medicine through her lifework of scientific, technical, and academic publications is a testament to the power of scientific research. Funds for this award is in the UP-Manila Development Foundation. This award is given to a graduating student who has the highest score based on the following criteria:

1. Publication of scientific paper in a recognized medical or scientific journal (40%)
2. Involvement in a completion of a meritorious research project (30%)
3. Design and validation of innovative instrument or procedures to minimize health care costs (20%)
4. Active participation and contribution to the completion of a research work of a faculty member/s (10%)

GOPICHAND EXCELLENCE IN MEDICAL SCIENCES AWARD FOR MOST OUTSTANDING INTERNS

Through the Gopichand Excellence in Medical Sciences Award for Most Outstanding Interns, the donor Dr. Ishwar Gopichand, UPCM Class of 1990 would like to provide cash awards to medical students who have successfully completed the internship program in the Philippine General Hospital and have been selected as the overall Ten Most Outstanding Interns and Most Outstanding Straight Interns in the clinical departments in UPCM and PGH. Included are interns in Year Level VII (LU7) in any track (Track A, Track B, Track C, or Track D) in the UPCM or a postgraduate medical intern (PGI) from other medical schools who has been accepted into the internship training program in the PGH.

The TOP 10 MOST OUTSTANDING INTERNS (MOI) and Most Outstanding Straight Interns are selected as follows:

1. Each department submits their top 15 interns based on their performance during their internship year (LU7) with rank and scores.
 - Interns who belong to the Track A Regular Internship (UPCM LU7 and UP-PGH PGIs)
 - Interns who belong to the Track B (major rotations + electives)
 - Interns who belong to the Track D MD-PhD (major rotations + electives)
2. Candidate in the overall Top 10 OI-MOI (Outstanding Interns-Most outstanding Intern)
Included in the top 15 outstanding interns in at least 3 of the following rotations
 - Anesth 260
 - FCH 260.1
 - FCH 260.2
 - Med 260
 - Ob-Gyn 260
 - Ophtha 260
 - ORL 260
 - Ortho 260
 - Pedia 260
 - Psych 260
 - Surg 260

**** Rotations where only UP-PGH PGIs or only UPCM LU7 students rotate are not included:**

NSS	-	UPCM rotators only
Neuro	-	UP-PGH PGIs only
ED	-	UP-PGH PGIs only
Rehab Med		2 weeks UPCM rotators, 1 week UP-PGH PGIs

3. Scores of qualifying interns (included in at least 3 departments) are tallied to select the TOP 10 interns for the batch.
4. Additional 5 points in the total score for research completed/presented/published during internship period
5. Selection of the Outstanding Straight Intern for the Track C Internship is left to the discretion of the department as the number of straight interns enrolled in the program is variable per year. The departments offering straight internship decide on the number of interns to accept.
6. Scores of qualifying interns (included in at least 3 departments) are tallied to select the TOP 10 interns for the batch.

OTHER RESEARCH AND PUBLICATION AWARDS

A. Dr. Evangeline Olivar Santos Memorial Award for Best Student Research Paper

(Funding Source: Class 1965 Trust Fund; Approved on 02/08/2021)

The purpose of the award is to encourage students of the UP College of Medicine (UPCM) to pursue high-impact research work that can be published in peer-reviewed international and local journals that adhere to high standards of scholarship.

1. Eligibility
 - 1.1. All bona fide students of the UPCM are eligible for the award. These include medical students, and interns.
 - 1.2. The student must be the first author of the publication.
 - 1.3. The UP College of Medicine (department or unit) must be indicated as the affiliate institution of the first author.
 - 1.4. The authors must agree to acknowledge that the award is in honor of Dr. Evangeline Olivar Santos, UPCM Class 1965, from funds donated by members and friends of UPCM Class '65.
 - 1.5. Publication must not have been received or applied for International Publication Assistance Award by the Office of the Vice President for Academic Affairs.
2. Scope of Award
 - 2.1. The completed student research paper should have been presented in a research conference or accepted for publication in a peer-reviewed international or local journal.
 - 2.2. Articles such as book reviews, letters to the editor, editorials, and commentaries are not qualified for best student research award.
 - 2.3. The Dr. Evangeline Olivar Santos Memorial Award for Best Student Research Award shall be granted to one student per year.
3. Criteria for Evaluation
 - 3.1. The UPCM Research Implementation and Development Office under the Associate Dean for Research shall evaluate the applications for the

award.

The following criteria will be considered in the evaluation of the entries:

- a. Significance of the research
 - b. Methodologic rigor
 - c. Plans for dissemination and publication
- 3.2. The evaluation committee shall consist of the Assoc. Dean for Research, Assistant to the Asst. to the Assoc Dean for Research, Chair of the Department of Clinical Epidemiology, IDC 211.1 Coordinator, and Therapeutics 201 Coordinator.
4. Value of Award
The grantee of the Dr. Evangeline Olivar Santos Memorial Award for Best Student Research will receive \$500.00.
5. Requirements
- 5.1. The student must clearly be identified as belonging to the UP College of Medicine. If the research paper was produced as a result of a joint project with foreign scholars, proper acknowledgement must be given to the foreign institution that accommodated the student or supported the project; the UPCM address/affiliation of the first author must nonetheless be indicated in the manuscript for submission.
 - 5.2. A profile of the targeted indexed peer-reviewed journal must be submitted indicating where the journal is indexed, and its impact factor as of the date of submission.
 - 5.3. The research paper must be registered in the UPCM Research Implementation and Development Office (RIDO) and technically and ethically approved by UPMREB and registered in UPM RGAO.
6. Procedure
- 6.1. The student must submit the following to the department chair/unit head where the research was conducted for endorsement:
 - 6.2. EOS Form 2.1 with attachments: copy of research manuscript, copy of editorial board page of the journal and/or proof of presentation in a research conference.
 - 6.3. The UPCM RIDO Evaluation Committee shall assess the submissions in November of the award year.
 - 6.4. The UPCM RIDO shall assess the submissions in November of the award year.
 - 6.5. The Best Student Research award will be given during the December Foundation Ceremony.
7. Public Dissemination of Best Student Research Awardees
- 7.1. Links to the publications shall be featured in the UPCM website.
 - 7.2. The abstracts will be available in the UPCM virtual campus portal e-library.

B. Dr. Noel Juban Outstanding Student Research Publication Award

*(Funding Source: UPCM Class 1986 and UPCM Department of Clinical Epidemiology;
Approved on 25/03/2022)*

This award was previously known as the Class 1986 and Department of Clinical Epidemiology Outstanding Student Research Publication Award. The purpose of the award is to recognize students of the UP College of Medicine (UPCM) for their pursuit to contribute to medical science through publication of their research in peer-reviewed international and local journals.

1. Eligibility
 - 1.1. All bona fide students of the UPCM are eligible for the award. These include medical students, and interns (Learning Unit VII).
The student must be the first author of the publication.
 - 1.2. The UP College of Medicine (department or unit) must be indicated as the affiliate institution of the first author.
 - 1.3. Research must be published within the preceding academic school year.
2. Scope of Award
 - 2.1. The student research paper should have been published in a peer-reviewed international or local journal. This may include basic science, clinical science, or health-related community research publications.
 - 2.2. Articles such as book reviews, letters to the editor, editorials, and commentaries are not qualified for this publication award.
 - 2.3. The first author must be a student of the UP College of Medicine at the time of publication.
 - 2.4. The Outstanding Student Research Publication Award shall be granted to a maximum of two students per academic school year.
3. Criteria for Evaluation
 - 2.4. The Department of Clinical Epidemiology shall evaluate the applications for the award. The following criteria will be considered in the evaluation of the entries:
 - a. Significance of the research
 - b. Methodologic rigor
 - c. Impact factor of the journal where the research was published
 - 3.2. The evaluation committee shall consist of the Assoc. Dean for Research, Assistant to the Assoc Dean for Research, Chair of the Department of Clinical Epidemiology, IDC 211.1, 212, and 213 Coordinators.
4. Value of Award

Recipients of the Outstanding Student Research Publication Award shall be awarded PhP 10,000.00 each.
5. Requirements
 - 5.1. The student must clearly be identified as belonging to the UP College of Medicine. If the research paper is an output of a joint project with foreign

- collaborators, proper acknowledgement must be given to the foreign institution that accommodated the student or supported the project. The first author, however, must be the UPCM student and the indicated affiliation must be UPCM.
- 5.2. The research paper must be registered in the UPCM Research Implementation and Development Office (RIDO) and technically and ethically approved by UPMREB and registered in UPM Research Grants and Administration Office (RGAO).
 - 5.3. The full manuscript together with a link to the publication must be submitted to the evaluation committee.
 - 5.4. A proof of enrollment (Form 5) or the students' UPM ID must be submitted along with the above requirements.
 6. Procedure
 - 7.3. Students must submit their requirements to upm-rido@up.edu.ph and carbon copy up.medsc@gmail.com.
 - 7.4. The evaluation committee shall assess the submissions one month before awarding.
 - 7.5. The Outstanding Student Research Publication will be given during the Opening Ceremonies of the UP College of Medicine
 7. Public Dissemination of Outstanding Student Research Publication Awardees
 - 7.1. Links to the publications shall be featured in the UPCM website.
 - 7.2. The abstracts will be available in the UPCM virtual campus portal e-library.

Guidelines on Accreditation of UPCM Student Organizations

ACCREDITATION PROCEDURE

1. Request for the Org Accreditation Application Forms from the office of the Associate Dean for Faculty and Students or from the Medicine Student Council (MSC)
2. Application forms, Constitution and by-laws, and other requirements shall be collated by the MSC and once complete, submitted to the Office of the Associate Dean for Faculty and Students.
3. Submit the following documents through the MSC:

3.1. For old organizations:

- a. Application for Accreditation (Form A)
- b. Organization Profile (Form B)
- c. Consent of adviser (Form C)
- d. List of officers and members with pictures (1x1) and with complete addresses, student numbers, college/units, and the complete list of officially enrolled members & officers (Forms D, D-1, and D-2)
- e. Report of activities of the previous year signed by the secretary and duly noted by the head of the organization and adviser (Form E)
- f. Tentative plans for the next academic year (Form F)
- g. Contract for Greeks (for fraternities and sororities only) (Form G)
- h. Certificate of Authenticity and Completeness (Form H)
- i. Constitution and by-laws

3.2. For new organizations:

- a. Application for Accreditation (Form A)
- b. Consent of adviser (Form C)
- c. List of officers and members with pictures (1x1) and with addresses, student numbers, college/unit (Forms D, D-1, and D-2)
- d. Tentative plans for the next academic year (Form F)
- e. Contract for Greeks (for fraternities and sororities only) (Form G)
- f. Certificate of Authenticity and Completeness (Form H)
- g. Constitution and by-laws

4. Review of requirements and interview/consultation by the College Accreditation Committee if the committee deems it necessary or for any concerns or issues raised regarding the accreditation.

4.1. Composition of the College Based Organization Accreditation Committee:

- a. OSS/OSR
- b. Admin Officer
- c. Medicine Student Council Representative

5. Approval of the application for Accreditation based on the following:
 - 5.1. Completeness and cohesiveness of the requirements submitted.
 - a. Organizations should have at least 15 members in order to be accredited as a university-based organization.
 - b. College-based organizations, except for fraternities, sororities, and organizations with members from outside their home colleges, should be accredited by their college-based Org Accreditation Committees.
 - c. The Org Accreditation Committee will send a confirmatory email to the organization's chairperson/representative regarding the completion of accreditation. The committee will also post a final list of accredited university-based organizations by the end of October.
 - 5.2. Based on the criteria set by the Accreditation Committee.

Growth in membership	10%
Maintenance of Tambayans	10%
Attendance in Meetings called by OSR, OSA, USC	10%
<ul style="list-style-type: none"> • Attended 100% meetings (10%) • Attended 90% meetings (9%) • Attended 80% meetings (8%) • Attended 70% meetings (7%) • Attended 60% meetings and below (6%) 	
Accomplished Activities	70%
<ul style="list-style-type: none"> • Completed activities (35pts) • Significant Contributions of Activities (50pts) (Based on Target Groups Percentage) • Participation of Member (15pts) 	
TOTAL	100%

ACCREDITED UPCM ORGANIZATIONS (AY 2023- 2024)

Agape	One's True Nature (OTN)
UP Medicine Choir	Pangkalusugang Lingkod Bayan (PLB)
MedRhythmics (MRX)	UP Pangkalusugang Samahan ng Mag-aaral (PAGSAMA)
UP Meridian	Phi Kappa Mu Fraternity
UP Medical Students' Society (MSS)	Phi Lambda Delta Sorority
	UP Physician Scientists Association (PSA)

Medical Students for Social UP Regionalization Students Organization
 Responsibility - IPPNW Philippines (RSO)
 (MSSR) UP Medicine Student Council (UP MSC)
 UP Medics
 Mu Sigma Phi Fraternity
 Mu Sigma Phi Sorority

Table 3. Accredited Organizations, Fraternities and Sororities

Name	Description
UP Medicine Choir	Being the official choir of the UP College of Medicine, the UP Medicine Choir (UP MedChoir) performs in different college and university events and functions, but besides that, it has also performed on different stages around the Philippines and around the world, garnering several awards. In an effort to stay true to its mission of healing through music, the choir holds benefit concerts for PGH patients, bringing songs that free the mind, touch the heart, and heal the soul.
UP Medical Students' Society	The UP Medical Students' Society is the oldest medical organization in the UP system. Home to over 1,400 members, UP MSS flourishes as one of the most influential organizations in the medical community, enabling the development of competent and multifaceted physicians through excellence and camaraderie. The Society nurtures the UP-PGH community through its cultural, academic, and socio-civic activities like Tao Rin Pala, Interscholastic Clinico-Pathologic Conference, and MSS Scholarship Fund. Nearing its 50th year, MSS sustains its brand of excellence, awarded as 2018 Gawad Chancellor Awardee for Outstanding Student Organization and recognized in the 2019 APMC-SN Ten Outstanding Medical Student Organizations.
Phi Lambda Delta Sorority	The PHI LAMBDA DELTA SORORITY is the premier sorority in the UP College of Medicine. Since 1969, the sorority has shared in the vision and mission of the College to produce a community of doctors who possess a heightened social consciousness through a commitment to excellence and leadership in community-oriented medical service directed especially to the underserved. The sorority distinguishes itself through diverse activities, upholding the core values of excellence, leadership,

	<p>service, and sisterhood. In 50 years, we have produced over 900 outstanding lady doctors, becoming leaders and innovators in different fields of specialization – both here and around the world.</p>
UP MedRhythmics	<p>The UP MedRhythmics is the official dance team of the UP College of Medicine. Comprised of individuals with backgrounds diverse as the styles they perform, they foster the spirit of camaraderie and seek out avenues for creative release. In 2018, they bagged the championship and two special awards - People's Choice and Best in Costume - at Step UP Manila, the first intra-UPM dance competition. In 2019, they won 1st Runner Up and Best in Choreography at MedGroove, the annual inter-medical school dance competition. Passionate about their craft, UP MedRhythmics is One Team moving to One Beat with One Rhythm.</p>
Mu Sigma Phi Fraternity	<p>The Mu Sigma Phi Fraternity, founded in 1933 and built upon the Pillars of Brotherhood, Leadership, Scholarship, and Service, is the first, largest, and most acclaimed medical Fraternity in Asia.</p> <p>Celebrating its 85th anniversary in the previous year MΣΦ has sustained its status among the most dynamic and responsive student formations inside and outside the University. Earning the UP Manila Gawad Chancellor for Outstanding Student Organization for a record 14 times and becoming the first UP Manila organization to be inducted to Ten Accomplished Youth Organizations (TAYO) in 2008, the fraternity pursues endeavors garnering accolades on their own.</p> <p>Boasting a roster of over 1,600 doctors and students of medicine, including four former Secretaries of Health and four former PGH Directors, its Brothers continue to lead the way for future doctors - scholars learning the dynamic art and science of medicine and healers providing quality care for the Filipino people.</p>
Phi Kappa Mu	<p>Established in August of 1933, the Phi Kappa Mu Fraternity is regarded as the Most Venerable Fraternity of the UP College of Medicine. With its four guiding pillars, Excellence, Leadership, Service, and Brotherhood, the fraternity has continuously produced luminaries in the Philippine Medical profession. Included within its fold of over 1300 loyal sons are some of the country's most exemplary medical practitioners, leaders, innovators, and public servants. Sharing in the dedication of the college to service, and empowered by the strength of brotherhood, the Phi Kappa Mu continues to mold doctors of</p>

	character while pursuing projects for the benefit of the college, the hospital, and the country.
Regionalization Students' Organization	Founded in January 2001 by the UPCM Administration, the Regionalization Students' Organization is a sociocivic organization composed of medical students from the different regions across the Philippine Archipelago. The mission and vision of RSO run in parallel with the college: towards leadership and excellence in Community Oriented Medical Education directed towards the underserved. RSO stands firmly in the core values of leadership, service, solidarity among its members social justice towards the empowerment of the regions, and love for country.
UP Meridian	UP Meridian is an organization of medical students whose aim is to cultivate increased awareness and appreciation of the Chinese culture through more meaningful interactions among the medical students of the college. Thus, it intends to endorse a cultural exchange; to enhance our fellow students' consciousness of Chinese culture and support the College of Medicine's mission and vision through projects and socio-civic activities. The Organization shall develop the potential of its members in order to ensure the improvement of this organization towards obtaining its objectives.
UP Agape Christian Fellowship	UP Agape Christian Fellowship is a family of Christ-centered medical students bonded together by a common passion of knowing, experiencing, and sharing God's love through His Son Jesus Christ, who is the Great Physician. We aim to provide opportunities for students to learn more about God and enjoy Him through His Word, in worship, and in fellowship with one another. We yearn to love Jesus by obeying Him, to love and serve people, and to live our lives as Jesus did. We exist TO LOVE GOD AND MAKE HIS LOVE WELL KNOWN.
UP Medical Students for Social Responsibility	The UP Medical Students for Social Responsibility is an advocacy-driven organization composed of socially responsible medical students who strive to address the different facets of health and its determinants, with focus on relevant issues related to environment and peace. Being the official student arm of the International Physicians for the Prevention of Nuclear War, the organization believes that any form of violence is a detriment to the promotion and maintenance of health, and thus aims to end these injustices. The UP MSSR is also a local member organization of the Asian Medical Students' Association (AMSA)

	and the International Federation of Medical Students' Associations (IFMSA), which allows to advocate the organization's principles through global partnership.
Mu Sigma Phi Sorority	<p>Established in 1934, the Mu Sigma Phi Sorority is the first, the largest, and the most acclaimed medical Sorority in the Philippines and in Asia. Throughout its 90-year legacy, it has been a beacon of service, scholarship, and leadership, producing over 1,600 distinguished female physicians, including two National Scientists, two cabinet Secretaries, three UP Manila Chancellors, four UPCM Deans, and the only female Director of PGH.</p> <p>Recognized annually in the Ten Outstanding Medical Student Organizations (TOMSO) and honored in UP Manila's Hall of Fame for Most Outstanding Organizations, the Sorority is committed to the UPCM's mission of serving the underserved through numerous sustainable initiatives.</p> <p>The Mu Sigma Phi Sorority, guided by its four Pillars of transcendent Sisterhood, an unselfish spirit of Service, holistic Scholarship, and pioneering Leadership, continues to march forward, honoring decades of lasting heritage.</p>
UP Physician-Scientists Association	The UP Physician-Scientists Association strives to be the student physician-scientist's leading voice for improving educational opportunities, advancing basic, clinical and patient-oriented research, and advocating for the future of translational medicine.
UP Pangkalusugang Samahan ng mga Mag-aaral	<p>The longest-running community-based student organization of the UP College of Medicine, Pagsama has produced and continues to hone medical students to be collectivist dreamers, passionate leaders and committed social responders for genuine sustainable progress in the Filipino community.</p> <p>In order to cultivate doctors who are community-oriented, if not community-based, UP PAGSAMA aspires to contribute to this goal through activities and projects that are directed towards the community. Along with this is the recognition that the organization and its members as medical students are part of a society that is facing a multitude of challenges that must be given solution.</p>
One's True Nature	One's True Nature Society (OTN) is a socio-civic organization primarily focused on fostering a secure community of medical students whilst proudly embracing diversity and committing to the promotion and protection of human rights for all, especially health, regardless of a person's sex, sexual orientation, gender identity,

	<p>or gender expression (SOGIE). The organization spearheads events which raise awareness for issues affected by SOGIE such as the Philippine Gender, SOGIE, and Research Presentation. Along with this, OTN also partners with other organizations with related advocacies, and provides a safe space both to medical students who identify as a sexual or gender minority and their medical student allies.</p>
Pangkalusugang Lingkod Bayan	<p>Pangkalusugang Lingkod Bayan (PLB) is a university-wide service organization composed of health science students dedicated to serving the country by promoting and upholding health, and recognizing larger social, economic, and political factors that affect it. Its members fulfill their moral obligation of upholding health in its entirety by consistently researching about pressing issues in health and its social determinants, raising awareness and concern among students regarding these, and actively opposing any move that undermines health. PLB also integrates and engages in partnerships with communities outside of the university to understand their needs and to help the empowered people overcome the challenges to their health and overall welfare, thereby improving society as a whole.</p>
UP Medics	<p>UP MEDICS is the official student publication of the University of the Philippines College of Medicine. First published in 1951 as the UP Medics' Newsette under the auspices of the Mu Sigma Phi Fraternity, and as the UP-PGH Newsette in 1958, Medics has attained for itself a distinct spirit of independent, balanced, and artistic campus journalism through over 60 years of existence. UP Medics continues to innovate by incorporating both new and old media in its publication of journalism, art, literature, and photography. Through its activities, the organization seeks to provide a forum where UPCM students may express themselves and discuss issues of interest to the UPCM-PGH community and the public-at-large.</p>

Rules and Regulations Governing Activities of Student Organizations

1. Only accredited organizations can schedule activities using UPM facilities.
2. Every activity using UPM facilities must have an activity permit endorsed by the adviser and approved by the Director of Student Affairs (for university-based organizations), OSS (for college-based organizations) and the Vice Chancellor for administration (if activity is scheduled beyond office hours, on a Holiday, Saturday or Sunday). Permit to use any UPM facility must be secured five (5) days prior to the activity.
3. 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.
4. The consent of the faculty adviser is required in the organization's activities, particularly in activities that are scheduled outside of UPM premises.
5. A letter of information must be submitted to the Director of Student Affairs or to the OSS if an activity is cancelled or postponed.
6. 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.
7. 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.
8. Student organizations shall not schedule activities during the last week of classes for every semester.
9. 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

Revised Rules and Regulations Governing Fraternities, Sororities and Other Student Organizations

Approved at the 1091st BOR Meeting, October 24, 1995.

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 incident, 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 prosecutor 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;
- B. Motion to dismiss or to quash, except on the ground of lack of jurisdiction;
- C. Appeal to higher University authorities on questions of jurisdictions;
- D. Appeal to higher University authorities from interlocutory orders;
- E. Motion for bill of particulars;
- 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. Decision 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. Decision 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 concerned 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 876th 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, in so far 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 Conduct of Initiation Activities in UPCM

In compliance with the Anti-Hazing Act 2018 (RA 11053), all UPCM fraternities, sororities and organizations are reminded regarding the following provisions. The requirements should be submitted to the Office of the Dean, through the Office of the Associate Dean for Faculty and Students

A. List of Advisers and Members

1. List of Advisers - should be submitted not later than 30 days after the start of the semester or the start of the academic school calendar
The faculty adviser or advisers should fulfill all of the following (IRR RA 11053, Rule III Section 7):
 - a. Must not be members of the fraternity, sorority, or organization
 - b. Should submit a written acceptance or consent to be the adviser
 - c. Shall be responsible for monitoring the activities of the fraternity, sorority, or organization
 - d. Must be a duly recognized active member and in good standing, of the faculty at the school in which the fraternity, sorority, or organization is established or registered
2. List of all UPCM Faculty who are members of the organization
3. List of alumni currently residing in the Philippines who are members of the organization
4. List of members currently enrolled in the college

B. Notice of Initiation

1. If an initiation is planned, a written application to conduct initiation rites should be submitted to the Office of the Dean 7 working days before the scheduled initiation rites. The application should include the following (IRR RA 11053, Rule IV Section 10b):
 - a. Date (s) and place of initiation
*The initiation rites should not last more than 3 days (IRR RA 11053, Rule IV Section 10d)
 - b. Names of the officers of the organization
 - c. Names of the persons who will take charge in the conduct of the initiation
 - d. Names of initiates
 - e. Manner of initiation – describe specific activity to be conducted on each day of initiation

2. The application should contain an undertaking that no harm of any kind (physical or psychological) shall be committed by anybody during the initiation (RA11053, Section IRR RA 11053, Rule IV Section10c)
3. The application should be written under oath and duly notarized.
4. A medical certificate of the recruit, neophyte or applicant should be attached to the written application top undergo initiation when it involves physical activity (RA11053, Section IRR RA 11053, Rule IV Section10c)
5. The application shall be posted from the time of submission of the written notice and shall not be removed until after three (3) days after the initiation in the following places (IRR RA 11053, Rule IV Section10 f, g):
 - a. Official school bulletin board as designated by the school authorities
 - b. Bulletin board of the office of the fraternity, sorority, or organization
 - c. Two (2) other conspicuous places in the school to be designated by the school authorities

C. School Representatives - IRR Ra 11053, Rule IV Section 14

1. At least 2 school representatives assigned by UPCM should be present during the initiation. One representative can be a faculty or alumni who is a member of the fraternity, sorority, or organization and the other school representative should be a non-member.
2. Duties of the School representatives:
Should be present during the initiation
Ensure that no hazing is conducted during the initiation rites
Document the proceedings and submit a written report to the Dean that no hazing was conducted
3. If appropriate, travel expenses, meals, and accommodations (if needed) for the school representatives should be shouldered by the fraternity, sorority, or organization conducting the initiation (unanimous decision of the Dean's Advisory Council during the DAC meeting on October 25, 2018). The reason for this is because the presence of the school representative is part of the compliance of the fraternity, sorority, or organization with the Anti-Hazing Act of 2018.

Please refer to **Appendix 3. Implementing Rules and Regulations of Republic Act No. 11053 or the "Anti-Hazing Act of 2018"** for details.

General Guidelines for Posting

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/tarpualins (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.

Social Media Posting

For guidelines on posting or sharing of online posts on social media accounts and/or websites, please refer to the appropriate section (Section 5. Posting on Personal or Institutional Accounts) in **Appendix 4 of the UPCM Social Media Guideline 2019**.

Student Mentoring Program (SMP)

MENTORING PROGRAM

The mentoring program started in 2004 when the College transitioned from the traditional medical curriculum to the current Organ System Integration (OSI) based curriculum. It was the first of its kind for medical students in the country. Mentoring was considered an important part of the support structure provided by the College for the students to help them cope with the rigors of medical training especially in the context of a changing curricular approach. The program aimed to “promote the mental health of the constituents of the college, balance the development of heart and mind, and create a growth environment for building and honing competencies of the UPCM physician.”

Upon entry to the level of Learning Unit 3, medical students are divided into groups of 8-10 and each group is assigned a pair of doctors who will be their mentors until they graduate. If, for any reason, a student is unable to proceed to the next year level, he will be reassigned to a new mentoring group belonging to batch that he will now be graduating with.

The roles of the mentors are to serve as older and more experienced guides who are a source of good counsel to the students, and who help them reflect upon their experiences so that they can gain insights about themselves, their chosen profession, and their roles in the future. The mentors also often serve as a source of support for students in crisis and complement the pathway that has been set up by the Resiliency Committee for such students.

Mentors and mentees are given protected time to meet at least four times a year but often meet more frequently outside of the protected time as the needs of the group dictate.

The general objective of the program is to help the students develop the personal and professional dimensions of future primary care physicians through a structured mentoring process, utilizing andragogy as a model, by forming communities of adult learners who enable one another in a supportive, affirming atmosphere where community orientation, compassion and care are “experienced” rather than “taught”, thereby promoting an enabled and enabling community of learners-healers in UPCM.

It is hoped that the support from the mentoring program can help the students not just survive but thrive in the rigorous academic culture of the College.

Student Resiliency and Wellness Program

Medical students are considered a vulnerable population and are at an increased risk for developing psychological distress. This is attributed to the significant levels of mental pressure and stress from the medical curriculum designed to prepare students to become astute physicians and proficient in the science and art of human healing. Psychological distress may lead to unintended failure in academic performance among students, contribute to negative behavior such as alcohol and substance abuse and result non-accidental injuries and self-harm.

BRIEF HISTORY

The Office of Student Resiliency was established in August 2018 under the leadership of Dean Charlotte Chiong. This initiative coincided in a timely manner with the ratification of the Mental Health Republic Act 11036 which mandates institutions to provide mental health support to their constituents.

Even before the Covid-19 pandemic, medical students have been considered a vulnerable population and are at an increased risk for developing psychological distress.

In response to the growing need to provide support to students' mental health and well-being, a call for volunteers was announced during a presentation in a college council meeting. Soon after, around 60 faculty wellness champions from different departments volunteered to become advocates of student wellness in the college and the hospital. The orientation to the program was held last 24 March 2021. A core group of faculty champs was formed to comprise the Committee on Student Resiliency and Wellness.

RATIONALE AND ALIGNMENT WITH THE VISION, MISSION, AND GOAL OF UPCM

Since its conception, it hopes to sustain the holistic, integrated, responsive, and collaborative nature of the wellness program for the student body. The main strategy is to involve and empower the stakeholders; namely, the students, faculty, administration, and parents, and to encompass promotive, preventive as well as interventional aspects in its implementation. As such, it approaches UPCM community mental health in a systemic manner.

The Wellness and Resiliency Program is designed to complement the overall mission, vision, and goals of the college.

DESCRIPTION OF THE PROGRAM

1. Program Goals

The program aims to foster overall well-being, improve quality of life, and address biopsychosociospiritual needs of UPCM students in a safe, nurturing and healthy learning environment. Its specific objectives are as follows:

- 1.1 To promote well-being, foster resiliency, and maintain optimal school-life balance of students
- 1.2 To prevent burnout and other psychiatric sequelae in medical students while in training
- 1.3 To facilitate access to medical and psychosocial services for students with mental health concerns when needed.

2. Program Structure

2.1. In keeping with the program objectives above, it is structured into the following key components: promotive, preventive, and interventional, as shown in the schematic diagram below:

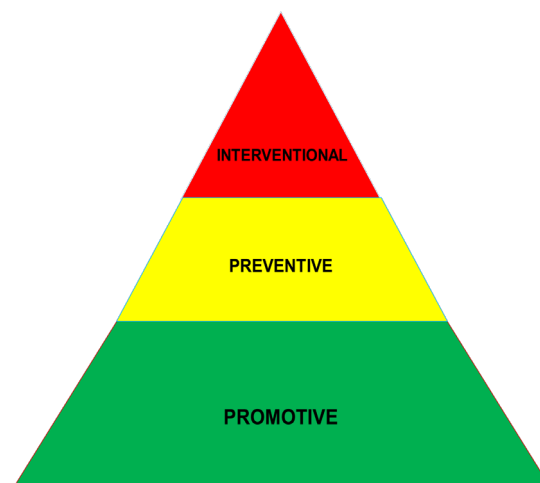


Fig. 1 Conceptual Framework of Program goals

2.2. Activities/Services Under Each Component

Table 4. Activities under Promotion of Wellness

Promotion of Wellness	
Activity	Description
Wellness Week Celebration	An annual college-wide, weeklong series of events showcasing various activities at the college which aims to promote wellness and increase awareness of mental health.
Fitness Challenge	An interclass activity which involves a set of various challenges to encourage the students to start or showcase their fitness journey.

Pista sa Medicina	An annual college-wide event with competitions and games based on an agreed specified theme, providing students an avenue to have fun, to develop deep friendship with their peers, and to socialize.
Lectures and Webinars on Wellness	Educational presentations where an invited speaker discusses specific topics and strategies that promote well-being. These include a variety of topics such as time management, importance of sleep, stress management, and spirituality. (Refer to no. 6.2 under Materials.)
White Coat or Nameplate Pinning Ceremony	A rite of passage which serves to welcome new medical students in the CM community. This symbolically marks the beginning of their medical school journey. During the ceremony, students don their first white coat or a family member installs the nameplate on the student for the first time, with peers, faculty members and school administration as witness.
Mindfulness Session	Students are taught techniques to focus on being aware of sensations and feelings in the moment, without interpretation or judgment.
Pinto Art Museum Trip	An annual whole-day field trip which aims to expose students and impress in their minds the concept of well-being through arts and culture and to integrate a humanist perspective in medicine. Small group discussions facilitated by a faculty champ, mentor, guidance counselor are conducted at the end of the tour to process their overall experience.
Memories of UPCM: Special Mentoring Session with Class '73 Golden Jubilarians	An interactive session with the golden jubilarians and LU3 students where the alumni share their experiences in medical school and students pose questions about navigating their medical careers and balancing work with other important aspects of life.
Career Expo	An annual event in coordination with OFS or celebrating classes where experts from various fields of medicine are invited to provide career insights and motivation to graduating students. A career talk also provides opportunities for the participants to connect.

Table 5. Activities under Prevention of Burnout

Prevention of Burnout	
Activity	Description
Baseline Mental Health Assessment	An annual mental health assessment administered at the start of the schoolyear to students by the UPM Guidance and Counselling Office in order to screen for depression, anxiety, and stress, evaluate help-seeking attitudes, and assess communication skills.
Psychosocial Processing Sessions	A group process designed to be a direct psychosocial intervention aimed at helping individuals regain personal control by realizing they have the capacity to overcome stress.
Mentoring sessions	Conducted at least 4-6x a year by 2 to 3 faculty or alumni mentors for student-mentees which begin in LU3, when they enter medical school, until they finish in LU7.
Lectures and Webinars on Mental Health	Educational sessions focused on specific topics aimed at raising awareness about mental health, destigmatizing concerns associated to mental health illness, teaching healthy coping strategies, and promoting help-seeking behaviors.
Discussions on System Level Changes	Academic committee meetings with course coordinators, faculty champs, and student representatives become venues for discussing relevant updates about student performance and other related concerns like academic load, requirements, and other learning strategies to reduce burnout.
Trainee Mental Health Care Lecture	An educational session which aims to equip faculty mentors, wellness champs, and consultants with knowledge and skills to recognize signs and symptoms of mental health conditions, respond to mental health situations, and build mental health literacy.
Lecture on Beating Burnout and Building Resilience	An informative lecture which tackles recognition of signs of burnout and ways to combat it. Key points include ensuring self-care and adequate rest, promoting work-life balance, fostering a supportive community, and providing access to mental health resources. Strategies for building resilience are also discussed.

Interventional: Mental Health Services	
Service	Description
Guidance Counselling	Provided to students with mild or minor mental health concerns. Refer to 4.1 and 4.3 under Services Offered.
Mental Health Assessments	Process where students are checked for mental health problems. Refer to 4.1 and 4.3 under Service Offered.
Referral to UP Health Services	Provided algorithm for students. Refer to 4.3 under Services Offered for the step-by-step procedure and Annex A for the Referral Pathway.

and Mental Health Services	
Mental Health Subsidy for Consults and Medication Expenses	Partial subsidy offered to students with diagnosed mental health condition who need financial assistance for consults and medication expenses.
Debriefing	A reflective discussion after an event or activity aimed at analyzing experiences and processes.

3. Composition

The Committee on Student Resiliency and Wellness is chaired by Dr. Josefina Ly-Uson and includes Fund Administrators Dr. Victoria Patricia C. Dela Llana and Dr. Christopher S. Constantino, as well as Program Assistant and Guidance Counselor Ms. Sharmaine Torrejos. One to three faculty champions represent each of the Learning Units from 1 to 7. Student representatives include Class Presidents, Class VP for Internal Affairs, Mental Health Committee Heads for each Learning Unit, the MD-PhD Batch Head, the Medicine Student Council (MSC) Head, and the MSC Health and Service Head.

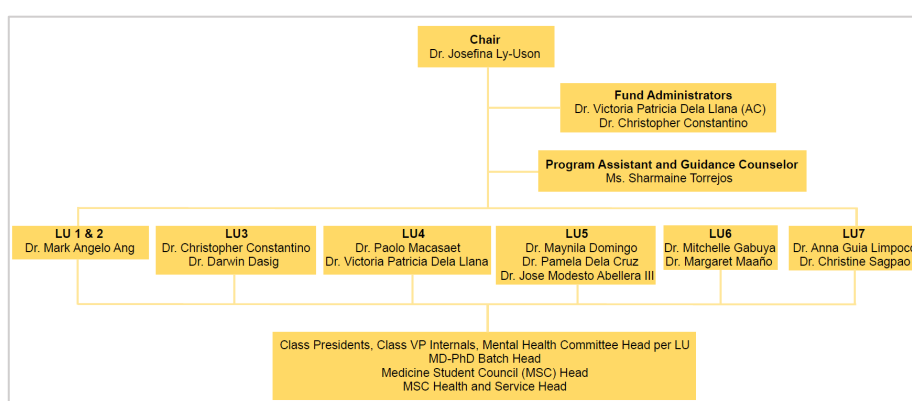


Fig 2. Composition of the Committee on Student Resiliency and Wellness

4. Services Offered

4.1. Guidance Counselling Services and Mental Health Assessments - Prior to a meeting, the counselor administers assessment tests using diagnostic tools such as the 9-question Patient Health Questionnaire (PHQ-9) and the Generalized Anxiety Disorder-7 Questionnaire under the supervision of a psychiatrist. Each appointment usually lasts an hour, and the student is advised to come back to an agreed schedule for monitoring progress. Students with moderate to severe symptoms are subsequently referred to UP Health Services or to clinics or therapists in other institutions for further mental health evaluation and management of symptoms.

4.2. Referral to UP Health Services and Mental Health Services

On a non-emergency case, a student with mental health concern --- self-referred, peer-referred, or recommended by the Associate Dean for Academic Development or LU coordinator, the Associate Dean for Faculty and Students, or a mentor, a faculty, or a wellness champ --- is encouraged to go the CSRW Guidance Counselor or to the UP-Health Service for initial mental health assessment. Mild or minor symptoms are handled by the guidance counselor. Moderate to severe symptoms are referred to the UP-Health Service and subsequently referred to the Dept. of Psychiatry and Behavioral Medicine Patient Service or the student is linked by the guidance counselor to a clinical psychologist, PGH consultant psychiatrist, or consultant psychiatrist from other clinics or hospitals if private consultation is preferred. At DPBM, the student may inform the Senior Resident on Duty if consultation with mental health professional of choice is preferred. Otherwise, if the preferred consultation is as a service case, the student will be decked by SROD to be seen on OPD basis via telemedicine or face-to-face.

On an urgent case, the student --- self-referred, peer-referred, or recommended by the Associate Dean for Academic Development or LU coordinator, the Associate Dean for Faculty and Students, or a mentor, a faculty, or a wellness champ --- is advised to go the PGH Emergency Room where a Psychiatry Senior Resident on Duty will assess student once they arrive and referred by DEMS officer. He is referred to MSS to contact legal guardian or next of kin. The CSRW Guidance Counselor may also refer the student to the PGH Emergency Room if the case is deemed urgent. (See Fig. 3)

Notes for emergencies include suicidality, intent to harm others, and agitation.

4.3. Mental Health Subsidy for consults and medication expenses

- a. Student to fill out Mental Health reimbursement google form and medical certificate containing the student's diagnosis and plan of treatment. Link: <https://forms.gle/FojZDFJn1QSumRMz8>
- b. CSRW Fund Administrators to review student's case.
- c. Once approved, student will submit compiled receipts of consultations or medications purchased.
- d. Final quotation letter to be prepared and submitted for approval by the chair of the CSRW. Final reimbursement request letter to be submitted to UPCM for final reimbursement.
- e. Acknowledgement letter to be collected from the student once funds are received.

POLICIES, GUIDELINES RELATED TO CLEARANCES, LOAs FOR MENTAL HEALTH REASONS

Filing of Leave of Absence process (Undergraduate students)

1. Students submit letter of intent to go on Leave of Absence (addressed to the DEAN through College secretary with endorsement or signature of student's parents or legal guardian. The following information should be included
 - 1.1. Indicating the reason
 - 1.2. The period of LOA
 - 1.3. Attachment of documents (medical certificate, laboratory result etc.) if needed to support the reason for LOA for medical reasons.
2. Student then will be referred by the Office of the College Secretary to Associate Dean for Academic Development office (ADAD) or Associate Dean for Faculty and Students (ADFS) for interview and recommendations (Approve/Disapprove).

To be returned to the OCS, for approval of DEAN

3. Approved letter for LOA of student forwarded to Student Records Office for processing and releasing of the following documents:
 - 3.1. Permit for Leave of Absence form
 - 3.2. Referral Slip to the Committee on Student Resiliency and Wellness – Guidance & Counselling
 - 3.3. CSRW Guidance Counselor will do psychological screening and make recommendations accordingly, if not yet previously seen by a physician.
If under the care of own psychiatrist, attending psychiatrist will issue medical certificate supporting reason for LOA (or for fitness to return to school). If under the care of UPHS or DPBM psychiatry resident, psychiatry resident-in-charge (RIC) will issue the medical certificate under the supervision of a DPBM consultant.
 - 3.4. Payment order slip for LOA fee of P150.00 (Cash Office).
4. Upon completion and submission of all requirements above, SRO to issue letter of approval of LOA through registered mail.

FUNDING

The Resiliency and Wellness program of the college receives funding from alumni donors, the UP Medical Alumni Society of America (UPMASA), private individuals, and the University of the Philippines Manila Incremental Tuition Fee fund.

MENTAL HEALTH REFERRAL PATHWAY

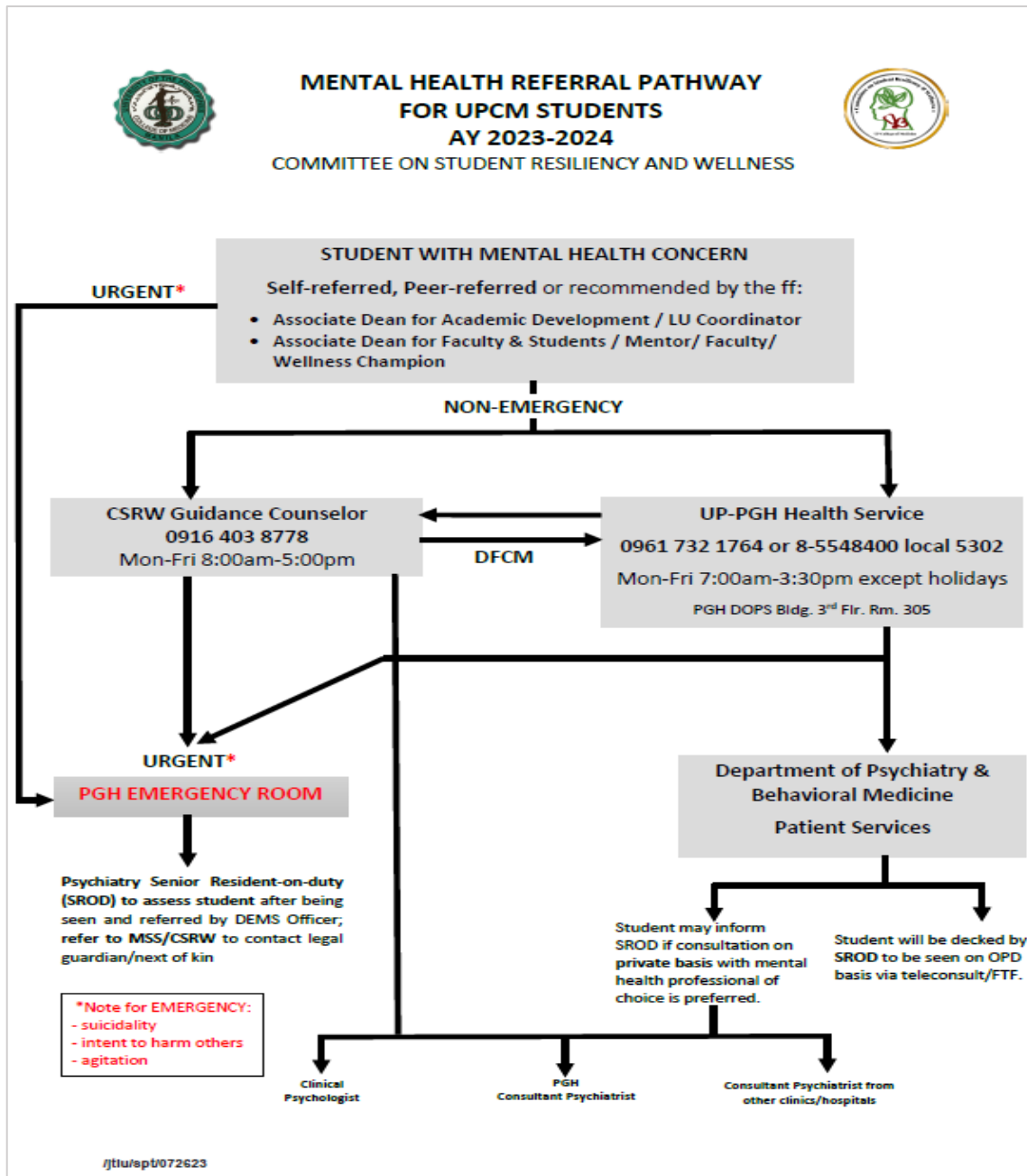


Fig. 3 UPCM Mental Health Referral Pathway

Guidance and Counseling Program (Office of Student Affairs)

The Guidance and Counseling Program of the Office of Student Affairs (OSA) provides psycho-social and academic assistance to students to enhance their academic skills, set career goals, manage healthy relationships, cope with problems, deal with adjustment difficulties, and tackle other developmental issues they face in college. These are carried out through friendly, relaxed and confidential one-on-one counseling sessions. The program is based on the philosophy that each individual is unique, important and capable of personal growth and development.

The Guidance and Counseling Program offers the following services:

1. Counseling. Counseling is the assistance given to students to enable them to understand themselves, gain deeper awareness of their problems, make intelligent decisions, and help them grow to become self-sufficient and mature persons.
2. "Tawag Na!" This is a telephone counseling hotline available for students who prefer to share problems and concerns over the phone. Trained counselors are always around ready to assist callers in distress.
3. First Year Enhancement Program. This package of activities designed for First Year Student facilitates academic and psycho-social adjustment to University life.
4. Orientation and Information. This consists of accumulation and dissemination of information about the different guidance activities, vocational opportunities, and educational information for better adjustment and personal growth.
5. Psychological Testing and Assessment. This refers to the yearly assessment of students based on tests of mental ability, aptitude, personality and interests.
6. Training/Seminar/Workshop. Mini-workshops on various topics are held regularly or as requested. These include but are not limited to stress management, study skills training, values formation, self-search, career life planning, team building, self-esteem building, conflict management and peer facilitator's training.
7. Career Information and Placement Service (CIPS). CIPS is an assistance given to graduates and graduating students in their preparation for the world of work. Pre-employment seminars and on-campus recruitment by selected companies are held annually.
8. Association of Parents-Counselors of UPM, Inc. Is an organization of parents of UPM students involving a collaboration between parents and guidance counselors to foster closer counselor-parent cooperation to achieve desired goals.
9. Faculty Counselors and GCP Collaborators. Faculty members and administrative staff are tapped as partners in reaching out to and helping students. Seminar - workshops are conducted, and a referral system is used.
10. Research. Studies are carried on topics such as student needs, student problems, academic achievement, academic delinquency, student stress and other relevant issues.

11. Referral System. Cases which require the services of medical specialists beyond the scope and expertise of the Guidance program are referred to the appropriate agencies/institutions.
12. Psychosocial Wellness Network (PSWN). The PSWN, created under the term of Chancellor Dr. Carmencita Padilla, is a collaboration of the 7 colleges 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 inclusivity. 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 counselling through OSA, faculty and mentor counsellors, 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; a mobile chat app (PsychUP) nearing completion to further add support and identify students at risk; and guidance and counselling support through the OSA's Guidance office.

Medicine Student Council (MSC)

ABOUT THE UP MSC

The UP Medicine Student Council (UP MSC) is the duly recognized student council of the UP College of Medicine, representing the medical studentry based in the University of the Philippines Manila Philippine General Hospital, and complementing the efforts towards community-oriented medical education, research and service.

UP MSC CONSTITUTION AND BY-LAWS 2019

Preamble

We, the medical students of the University of the Philippines College of Medicine, do hereby promulgate this Constitution and By-laws in order to define the scope and limitations of the student council in its members, powers, and rules of procedure. This Constitution and By-laws shall be the foundation of good governance and will be the venue for efficiency and transparency of the student council.

Article I NAME AND LOGO

SECTION 1. Name – This student government shall be known as the University of the Philippines Medicine Student Council (UP MSC).

SECTION 2. Logo –This student government shall have a logo that includes the aforementioned name of the student council, the date it was founded, and the Oblation that symbolizes the University. This logo may be used only on official business and transactions representing the council and permission for the use of the logo shall be subject to the approval of the MSC Executive Committee or the MSC Chairperson.



Figure 1. Logo of the UP Medicine Student Council

Article II

GENERAL PRINCIPLES, GOALS AND OBJECTIVES

Section 1. Mission – The University of the Philippines Medicine Student Council (UP MSC) is the governing body representing the medical students of the UP College of Medicine (UPCM). It is the primary representative of the UP College of Medicine student body in matters affecting them, inclusive but not limited to academic, cultural, ethical, and socio-political concerns.

Section 2. Vision – The UP MSC envisions itself as the unifying body of the UP College of Medicine students that:

- a. Proactively delivers efficient and effective responses to the needs of the students;
- b. Serves as a role model echoing the UP College of Medicine philosophy of a five-star physician;
- c. Fosters a heightened sense of awareness and accountability in the UP College of Medicine through social and political empowerment; and
- d. As part of the UP-PGH community, participates actively in national healthcare development for the service of the Filipino people.

Section 3. Philosophy – The UP MSC shall uphold the tradition of excellence, leadership, and social responsibility guided by four main principles – Democratic Consultation, Transparency, Grassroots Leadership, and Social Accountability.

Section 4. Goals and Objectives – The UP MSC aims to:

- a. Ensure that the foremost duty of medical students to strive for excellence and leadership in community-oriented medical education, research, and service is fulfilled;
- b. Lead the collective effort to uphold and safeguard student welfare and rights in the college;
- c. Provide media through which students would have a progressive, multi-perspective view of relevant issues, that all may become socially conscious, critical and responsive in moving towards genuine social change.
- d. Foster and develop personal growth and holistic development of UPCM students in extra-curricular activities;
- e. Enhance student involvement and collective participation in various activities of the UP MSC, the UP College of Medicine and the University of the Philippines through effective communication;
- f. Strengthen critical collaboration among UPCM students, organizations, faculty, staff and administration, and networking with other colleges and institutions.
- g. Engage in health welfare advocacy for the empowerment of the underserved.

Article III

MEDICAL STUDENT BILL OF RIGHTS

Section 1. UPCM students have the right to:

- a. Receive high-quality education and training which will prepare them to become competent, compassionate, socially conscious and ethical physicians.
- b. Partake in the curricular assessment and development through representation during Learning Unit committee meetings and curriculum feedback.
- c. Have meaningful and significant representation in the UPCM and in national organizations on matters concerning all aspects of their training.
- d. Learn in a safe and humane environment where education is the primary goal, without compromising patient care.
- e. An accommodating and inclusive learning environment to all people, regardless of race, age, religion, sex, gender, sexual orientation, socioeconomic status, ethnicity, and differently-abled persons.
- f. Be properly informed on policies and procedures pertaining to promotion, graduation and student well-being. (skipped)
- g. Take a leave-of-absence for personal reasons without fear of recrimination, dismissal, or retribution.
- h. Have an conducive testing environment with appropriate accommodations.
- i. Access confidential, timely and appropriate health care and/or support systems in the event of personal and/or health-related difficulties.
- j. Expect confidential, timely and fair systems for evaluation and feedback regarding academic and clinical performance and to address individual or systemic grievances without fear of recrimination, dismissal, or retribution.
- k. Expect due process with fair representation in hearings, mediations, and appeals.
- l. Decline or object to participate in a medical or surgical procedure based on moral, ethical or religious convictions without penalization. Such refusal to participate shall not be based on a patient's race, age, religion, sex, gender, ethnicity, socioeconomic status, sexual orientation, and differently-abled persons.

Article IV

COMPOSITION AND MEMBERSHIP

Section 1. Composition – The members of the UP MSC shall be composed of the Chairperson, Vice Chairperson, Secretary-General, Finance Officer, Public Relations Officer, College Representative to the University Student Council (USC), Committee Heads/Co-Heads, Committee Members. The chain of command is shown in the organizational chart in Appendix A.

Section 2. UP MSC Executive Committee – The UP MSC Executive Committee shall include the Chairperson, Vice Chairperson, Secretary-General, Finance Officer, Public Relations Officer, and College Representative to the USC.

Section 3. UP MSC Central Committee – The UP MSC Central Committee shall include the Chairperson, Vice-Chairperson, Secretary-General, Finance Officer, Public Relations Officer, College Representative to the USC, and Committee Heads/Co-Heads of all committees.

Section 4. UP MSC Committees – The committees are the basic implementing units of the council. It is divided into Core Committees and Technical Committees.

- a. Core Committees implement projects relevant to the attainment of the UP MSC's Mission and Vision. They are comprised of the following: Academics and Research; Culture and Arts; Environment and Campus Management; Health and Service; Sexual Orientation, Gender Identity and Expression (SOGIE), Student Rights, Welfare and Basic Services (SSTRWBS); and Sports and Wellness Committees.
- b. Technical Committees refer to specialized committees which primarily function to expand and complement the function of the Central Executive Committee Officers. They are as follows: External Affairs for the Vice Chairperson; Internal Affairs for the Secretary-General; Ways and Means for the Finance Officer; and Publicity and Documentation for the Public Relations Officer.

Section 5. UP MSC General Assembly – The UP MSC General Assembly (GA) shall be composed of the Executive Committee (change to Central Committee) and Committee Members.

Section 6. Membership

- a. The Chairperson, Vice Chairperson, Secretary-General, Finance Officer, Public Relations Officer (PRO) and College Representative to the University Student Council (USC) shall be elected by the UPCM student body. In the presence of vacancies, the Chairperson-elect has the power to appoint officers. All positions should be filled up before the start of the incoming MSC's term.
In the absence of a Chairperson-elect, the incumbent Chairperson will preside until special elections set by the College Electoral Board result in a new Chairperson-elect
- b. Committee Heads/Co-Heads shall be appointed through a majority vote of the UP MSC Executive Committee after a systematic college-wide application and selection process. These positions should be filled up before the term of the incoming UP MSC commences.
- c. Committee Members shall be enlisted through voluntary membership of any UPCM student anytime during the whole academic year. Any member could

choose to be a part of a maximum of two committees if desired. He/she could also resign from the committee as he/she wishes as long as a formal letter addressed to his/her Committee Head/s is made.

Section 7. Term of Office – All members of the UP MSC shall have a term of office effective after the end of the current academic year as defined by the university academic calendar and shall last until the end of the succeeding academic year.

Article V

GENERAL ADMINISTRATIVE STRUCTURE

Section 1. The Chairperson – The chairperson, as the political and administrative head of the UP MSC, is responsible for the overall management, proceedings, activities, resources, facilities, and members of the same. Moreover, the Chairperson shall:

- a. Exercise general supervision for all the UP MSC Committees.
- b. Preside over all the meetings of the UP MSC.
- c. Designate a member as a temporary presiding officer in case that both he/she and the Vice Chairperson are temporarily unable to do so.
- d. Affix his or her signature on all acts, resolutions, memorials, communications, transactions, and official businesses that may be issued by or upon order of the UP MSC.
- e. The Chairperson shall represent the UP MSC in assemblies and formations that require student representation

Section 2. The Vice Chairperson – The Vice Chairperson shall assume the duties and powers of the Chairperson when the Chairperson is absent or temporarily incapacitated, until such time that the Chairperson returns to performance of his or her duties; and, in cases of resignation, permanent incapacity, or death, until such time that the new Chairperson is elected or qualified. Other tasks are the following:

- a. Perform function as the primary externals officer of the UP MSC.
 - 1) Serve as the liaison of the UP MSC to the UPCM-based organizations by convening the League of Presidents (LOP), the council comprised of heads of college-based organizations.
 - 2) Act as the official representative of the UP MSC to the Association of Philippine Medical Colleges- Student Network (APMC-SN).
 - 3) Function as the co-head of the External Affairs Committee.

Section 3. The Secretary General (Sec-Gen) – The Secretary-General is the primary internal affairs officer of the UP MSC. He/she shall be responsible for the following tasks:

- a. Manage internal businesses of the UP MSC, excluding financial processes.
 - 1) Draft Rules of Internal Governance (RIG) subject to the approval of the Executive Committee.
 - 2) Handle and archive all the documents/files, both hard and electronic copies.
 - 3) Document and publicize proceedings of each meeting.
 - 4) Monitor attendance of UP MSC Members in meetings and other activities.
 - 5) Release accomplishment report and attendance monitoring report every semester.
 - 6) Relay communications within the UP MSC Executive Committee – and UP MSC Central Committee
 - 7) Function as the co-head of the Internal Affairs Committee.
 - 8) Respond to partnerships and transactions in the UP MSC mail
- b. Coordinate implementation of projects of the Core and Technical Committees.
 - 1) Ensure timely and proper implementation of all projects of Core and Technical Committees of the UP MSC.
 - 2) Coordinate with the Chairperson the progress of all the projects of Core and Technical Committees of the UP MSC.

Section 4. The Finance Officer – The Finance Officer shall be responsible for the management of the finances of the UP MSC. He/she shall:

- a. Perform an adequate accounting of all financial transactions.
- b. Release a comprehensive financial report at the end of each semester.
- c. Source funds for the activities and businesses of the UP MSC and function as the co-head of the Ways and Means Committee.
- d. Facilitate the reimbursement scheme that the college implements in financing MSC activities.
- e. Manage transactions involving inflow and outflow of cash in the UP MSC bank account

Section 5. The Public Relations Officer (PRO) – The Public Relations Officer shall be responsible with the project promotions and public relations of the UP MSC. He/she shall:

- D. Coordinate the overall publicity and documentation of projects or activities of the council:
 - 1) Coordinate publicity of all UP MSC Projects through different media as necessary
 - a) Print media through posters, flyers, pamphlets and others
 - b) Video publicity
 - c) Online media through electronic mail to all classes, social networking sites and UP MSC online page

- d) Oral publicity through class room-to-room (RTR) in coordination with Class Representatives
 - 2) Ensure documentation of all UP MSC Projects
 - 3) Function as the co-head of the Publicity and Documentation Committee.
- E. Ensure that the UP MSC maintains an open two-way communication channel with the UPCM student body

Section 6. The College Representative to the USC (CM Rep to the USC) – The College Representative to the USC shall be tasked to coordinate affairs of the UP MSC with the USC, vice-versa.

- a. Engage the UPCM student body to participate in USC projects, events, and campaigns
- b. Act as the USC's liaison officer to generate college-based campaigns parallel to the USC projects, events, and campaigns
- c. Raise the concerns of the student body to the USC and the University administration

Section 7. The Committee Heads – In general, the Committee Heads will:

- a. Manage activities and projects of their respective committees.
- b. Preside over committee businesses and activities.
- c. Represent their respective committees in the Central Committee meetings, with the power to designate a Member of the committee to take part on their behalf.
- d. Core committees shall be entitled to at least two (2) committee co-heads who shall jointly lead the committee. On the other hand, Technical Committees are entitled only to two (2) committee head and each of them shall be working with their counterpart member of the Central Executive Committee who shall act as their co-head.

Section 8. The Committee Members – The individual Committee Members are volunteer UPCM students to a specific committee of the UP MSC. He/she:

- a. Is highly encouraged to be involved in the planning and implementation of businesses of the committee by attending committee meetings and activities.
- b. May be designated to attend the Executive Committee meeting in behalf of the Committee Head.
- c. Must Attend General Assembly.

Article VI

UP-MSC EXECUTIVE COMMITTEE

Section 1. UP MSC Executive Committee – The UP MSC Executive Committee shall include the Chairperson, Vice-Chairperson, Secretary-General, Finance Officer, Public Relations Officer, and College Representative to the USC

- a. The UP MSC Executive Committee shall be the highest decision-making body of the student council.
- b. All transactions and businesses of the UP MSC shall be enforced by the UP MSC Executive Committee, unless the Executive Committee deems it necessary to relay matters to the UP MSC General Assembly.
- c. Rules of Internal Governance (RIG) shall be set by the core committee. It must be approved before the beginning of their term.

Section 2. Schedule of Meetings – UP MSC Executive Committee meetings shall be held at least once a semester and shall be held separately from the General Assembly. General Assembly of the UP MSC Central Committee shall be held once a month, subject to the discretion of the UP MSC Executive Committee.

Section 3. Attendance – Every member of the UP MSC Executive Committee shall be present in all meetings unless prevented from doing so by academic obligations, illness, or other unavoidable circumstances. In the case that a member of the Executive Committee cannot attend the meeting, he/she can designate a proxy to be his/her representative in the said meeting and thus will therefore assume the responsibilities, duties, and voting power of the officer.

Section 4. Agenda of the Meeting

- a. Any member of the UP MSC Executive Committee who desires any matter to be included in the agenda must inform the Chairperson and the Secretary-General at least one day prior to the scheduled meeting.
- b. Any member of the UP MSC Executive Committee can add an agendum during the meeting but, as such is subject to the approval of the Chairperson.
- c. The Agenda shall consist of the following parts:
 - 1) “Unfinished Business” includes business that was being considered by the Council at the time of its adjournment in a previous meeting. Its consideration shall be resumed on each succeeding meeting until such unfinished business is disposed of. This consideration must not go over fifteen minutes.
 - 2) “Business for the Day” includes businesses set on the Agenda for consideration of the Council that day. Such businesses shall be considered in the order in which they are listed on the Agenda and after the business mentioned in the preceding paragraph.
 - 3) “Business of a Certain Date” includes businesses set by the Executive Committee for consideration on a certain date. Such businesses shall be considered in the order in which the date was set, in the chronological

order of designation, and on the subsequent meetings until disposed of, unless continuation or the consideration of any business herein included shall be set for another date.

- d. Agenda should be relayed to the Executive Committee at least one (1) day before the meeting.

Section 5. Order of Business – The daily order of business shall be as follows:

- a. Roll Call
- b. Reading of messages, communications, petitions, and memorials
- c. Report of the Chairperson
- d. Committee Reports
- e. Unfinished Business
- f. Business for the day
- g. Business for a certain date
- h. Unassigned Business
- i. Adjournment

Section 6. Call to Order – The Chairperson shall open the session by calling the UP MSC to order.

Section 7. Roll Call – The Secretary-General shall call the names of the Chairperson, the Vice Chairperson, Finance Officer, Public Relations Officer, and College Representative to the USC.

Section 8. Quorum – A simple majority, equivalent to fifty percent plus one (50% +1) of the total number of the members of the UP MSC Executive Committee currently holding office shall constitute a quorum to transact official business.

Section 9. Meetings Open to the Public – All meetings of the UP MSC Executive Committee and Central Committees shall be open to the public unless decided otherwise by majority vote of those in attendance. There should be a way of informing the students regarding the schedule of meetings.

Section 10. Tardiness – Every member is required to be on time. A member arriving fifteen (15) minutes after the roll call shall be marked late.

Section 11. Conduct During Meetings

- a. The members of the UP MSC shall give due respect and courtesy to the presiding officer and their fellow members.
- b. The use of titles to address any member of the UP MSC during the meeting shall not be necessary. Members should refrain from going in and out of the room while the meeting is going on.

- c. Members are required to put their cell phones in silent mode. They are allowed to answer important calls and text messages, provided that these are done in a private manner.

Section 12. Addressing the Body – Any member who wishes to speak must first raise his/her hand and address the presiding officer. Such member must wait to be acknowledged by the presiding officer before he/she commences to speak.

Section 13. Adjournment – The meetings shall not be adjourned except by the direction of the Chairperson. In their discretion, they may declare a suspension or recess of short interval at any time.

Article VII COMMITTEES

Section 1. Classification – The UP MSC Committees are the basic implementing units of the council. It is divided into Core Committees and Technical Committees.

- a. Core Committees implement projects relevant to the attainment of the UP MSC's Mission and Vision. They are comprised of the following: Academics and Research; Culture and Arts; Environment and Campus Management; Health and Service; Sexual Orientation, Gender Identity and Expression (SOGIE), Student Rights, Welfare and Basic Services (SSTRWBS); and Sports and Wellness Committees.
- b. Technical Committees refer to specialized committees which primarily function to expand and complement the function of the Central Executive Committee Officers. They are as follows: External Affairs for the Vice Chairperson; Internal Affairs for the Secretary-General; Ways and Means for the Finance Officer; and Publicity and Documentation for the Public Relations Officer.

Section 2: Selection Process - The heads of the Core Committees and Technical Committees will be determined and agreed upon by the Executive Committee before the start of the academic year. The protocol for application and determination shall be determined internally by the Executive Committee.

Section 3. Central Committees – The following are the UP MSC Central Committees:

- a. Academics and Research – This Academics and Research (AR) Committee is geared towards the maintenance of academic integrity and excellence, enhancement of students' medical education and the fostering of the drive for achievement. In line with the institution's mandate as a research university, the committee also promotes a research culture in the college through projects related to but not limited to funding assistance, workshop-seminars and research utilization and dissemination activities.

- b. Culture and Arts – The Culture and Arts Committee is geared towards the organization of rest and recreational projects related to culture and the arts, aimed to bring out and showcase the various artistic talents of the students of the UPCM. The committee shall provide an avenue for the students to be exposed to various cultures outside the college.
- c. Environment and Campus Management –The Environment and Campus Management (ECM) Committee ensures that UP College of Medicine maintains a conducive and healthy physical environment for its students. It ensures that the college's facilities, areas, equipment, materials, and resources related to the students' needs are maintained and utilized properly. Specifically, this committee sees to it that the interests of the students with regards to the management, use and utilization of the Class 1978 Study Hall in 2nd Floor Bobby dela Paz Hall and the Students' Lounge are safeguarded. More importantly, the committee translates its goals and objectives from the local setting to a broader perspective through environmental advocacy.
- d. Health and Service –As medical students, the committee promotes health from the spectrum of health as a science, health of the UPCM students, to health for the peoples in general. At the same time, it aims to revitalize student involvement through activities that operate through student participation, volunteerism and organization, as well as provide UPCM students with avenues for honing and delivering their acquired knowledge and skills to underserved peoples.
- e. Sexual Orientation, Gender Identity and Expression (SOGIE), Student Rights, Welfare and Basic Services (SSTRWBS) – The committee is the advocate, guardian and upholder of the rights and welfare of the students of the UP College of Medicine as stated in the Bill of Rights of Students, Medical Students Bill of Rights, and other related codes concerning UPCM student body. It also ensures that the basic services of the UPCM students are delivered in a timely, efficient, and satisfactory manner. Moreover, it fulfills the important role of molding socially consciousness and proactive medical students and future doctors by raising awareness regarding the most relevant current local, national and global issues, and also by promoting tangible and effective actions among fellow UP medical students.
- f. Sports and Wellness– The Sports and Wellness Committee molds holistic physicians by engaging students to sports and other physical activities. It provides venues for students and other members of the UPCM community to hone and showcase their skills in various events. Specifically, it is responsible for hosting the year-round HiMEDsikan event and for supporting UPCM's varsity in APMC-SN's Palarong Med and UPM-USC's Bakbakan.

Section 4. Technical Committees – The following are the UP MSC Technical Committees:

- a. External Affairs – The External Affairs (EA) Committee aims to expand and complement the functions of the Vice Chairperson by coordinating affairs with organizations or institutions both within and outside the university. Specifically, it shall:
 - 1) Serve as the secretariat of the Vice-Chairperson when dealing with matters related to the League of OFS Presidents (LOP).
 - 2) Function as the committee-in-charge to implement project/s of the Association of Philippine Medical Colleges-Student Network (APMC-SN) assigned to UPCM.
 - 3) Be jointly led by the Vice Chairperson and the External Affairs Head with the latter serving as the Official Alternate Representative of UPCM to the APMC-SN.

- b. Internal Affairs – The Internal Affairs (IA) Committee aims to expand and complement the functions of the Secretary-General by managing affairs within the UP Medicine Student Council. Specifically, it shall:
 - 1) Implement opening and culminating activities of the council.
 - 2) Initiate recruitment of committee members.
 - 3) Promote camaraderie and growth among members of the General Assembly.
 - 4) Advocate rights and welfare of all members of UP MSC.
 - 5) Serve as check and balance committee of the UP MSC.
 - 6) Ensure proper turn-over/endorsements to the incoming UP MSC.
 - 7) Be jointly led by the Secretary-General and by the Internal Affairs Head.

- c. Publicity and Documentation – The Publicity and Documentation (PD) Committee aims to expand and complement the functions of the Public Relations Officer (PRO) by ensuring that students are informed of the activities/projects and stands of the council. Specifically, it shall:
 - 1) Promote all UP MSC activities/projects and stands through multi-media approach (print, video and online through e-mail, social networks and website) utilizing a standardized scheme.
 - 2) Ensure documentation, photo and/or video, of UP MSC activities.
 - 3) Coordinate with UP Medics, the Official Student Publication of UP College of Medicine, for publication of UP MSC activities and stands.
 - 4) Be composed of a central team who will handle general projects of the UP MSC and a team composed of members who will act as dual members of the PD Committee and their respective Core Committee. The latter functions as the liaison of the PD Committee to the Core Committees.
 - 5) Be jointly led by the Public Relations Officer (PRO) and by the Publicity and Documentation Head.

- d. **Ways and Means** – The Ways and Means (WM) Committee aims to expand and complement the functions of the Finance Officer by implementing income generating projects. Specifically it shall:
 - 1) Assist in transactions by the student council, including but not limited to budget requests, reimbursements, and auditing
 - 2) Handle the UP MSC bank account and cash on-hand
 - 3) produce income-generating projects and events, and
 - 4) It shall be jointly led by the Finance Officer and the Ways and Means Head.

Section 5. Ad hoc Committees – Ad hoc or temporary committees can be created by the UP MSC Executive Committee. They are created to perform specific function/s for a limited period of time.

Section 6. General Functions of the Committees

- a. Committees shall decide on what activities or projects to undertake. They shall be responsible for the planning, execution and evaluation of their activities and their actions are subject to the approval of the UP MSC Executive Committee.
- b. Committees may adopt their own rules and structures provided that the said rules are consistent with this Constitution and By-laws and will not expand nor in any way alter their jurisdictions as provided herein.
- c. Each committee may create subcommittees and assign heads to them as may be necessary for the efficient and effective discharge of its functions.
- d. Ensure that every project/activity is adequately publicized and documented in coordination with the Publicity and Documentation Committee. Each committee shall send a representative to the Publicity and Documentation Committee to coordinate the publicity and documentation of their projects/activities. He/she shall act as a member of both committees.

Article VIII

UP MSC GENERAL ASSEMBLY

Section 1. Composition – The General Assembly (GA) shall be composed of the Central Committee, comprised of the Executive Committee, the Core Committees, and the Technical Committees.

Section 2. Meetings – Regular Meetings of the UP MSC General Assembly shall be held at least once a month and scheduled upon the discretion of the UP MSC Executive Committee members.

Section 3. Call to Order – The Chairperson shall open the session by calling the UP MSC General Assembly to order.

Section 4. Roll Call – The Secretary-General shall call the names of the Chairperson, the Vice Chairperson, Finance Officer, Public Relations Officer, and College Representative to the USC. This will be followed by the names of the Co-Heads of the Core Committees and Technical Committees alphabetically by committee. The Committee Members, as a committee, shall be the last to be acknowledged.

Section 5. Quorum – A majority, equivalent to two-thirds of the total number of the members of the Central Committee shall constitute a quorum to do business. The UP MSC General Assembly shall not transact business without a quorum unless there is a critical matter that requires the council's attention. The matter is judged to be critical by a vote of simple majority (50%+1) by the MSC members present at the time of the GA.

Section 6. Agenda

- a. The Executive Committee must approve an agenda one (1) day prior to the UP MSC General Assembly. The Agenda may consist but not limited to the following parts:
 - 1) "Unfinished Business" includes business that was being considered by the Council at the time of its adjournment. Its consideration shall be resumed on each succeeding meeting until such unfinished business is resolved. This consideration must not go over fifteen minutes.
 - 2) "Business for the Day" includes businesses set on the Agenda for consideration of the Council that day. Such businesses shall be considered in the order in which they are listed on the Agenda and after the business mentioned in the preceding paragraph.
 - 3) "Business of a Certain Date" includes businesses set by the Executive Committee for consideration on a certain date. Such businesses shall be considered in the order in which the date was set, in the chronological order of designation, and on the subsequent meetings until disposed of, unless continuation or the consideration of any business herein included shall be set for another date.
- b. Alternatively, the General Assembly can be a venue for strengthening relationships among the members of the Executive Committee and of the Committees.

Article IX VOTING

Section 1. Call to a Vote – The Presiding Officer of any official meeting of the UP MSC may “call to a vote” on any issue to be decided on as requested by any member present in the meeting or on his or her discretion. By “calling to a vote”, the meeting is considered to undergo the mechanics of the voting process.

Section 2. Mechanics – The Presiding Officer explicitly states the issue to be decided on and presents the choices the members can vote on. Any member may freely clarify the nature of the choices. After all clarifications have been discussed based on the discretion of the Presiding Officer, the Presiding Officer would make a roll call of all eligible voting members present to announce their votes. Unless otherwise stated in this Constitution and By-laws, any issue shall be subjected to a majority vote.

Section 3. Conduct of Elections – Elections shall generally be conducted vive voce or by show of hands. A person who wishes to explain his or her vote may do so for not more than two minutes.

Section 4. Majority Vote – Such vote shall be equivalent to fifty percent plus one (50%+1) of all members present who cast their votes. In the event that fifty percent is not a whole number, fifty percent shall be understood to mean the next highest whole number.

Section 5. Tie Vote – The presiding officer may cast his vote only in the event of a tie.

Section 6. Abstention – A vote of abstain must be formally cast for it to be considered. If majority of the votes are abstention, the Chairperson or Presiding Officer is tasked to decide on the issue.

Section 7. Run-off Elections – In the event that voting is conducted between three or more positions and no position acquires a majority vote, the two positions that received the highest number of votes shall again be voted on in a run-off election. The position that gains the majority vote shall be adopted.

Section 8. Veto Powers of the UP MSC Chairperson – The UP MSC Chairperson has the power to veto the decision reached by the Executive Committee. Any person who wishes to have the UP MSC disregard the Chairperson’s rejection of the motion may do so by garnering a two-thirds vote of the General Assembly.

Article X VACANCIES

Section 1. State of Vacancy – Whenever a situation arises that a position in the Executive Committee or General Assembly permanently has no officer (through resignation, impeachment, incapacity, official leave of absence, or death), the position would be considered “vacant”.

Section 2. Vacancy of the ~~Central~~ Executive Committee Positions

- a. When the position of Chairperson is considered “vacant”, the Vice-chairperson shall take over all the duties and responsibilities of the Chairperson. The Secretary General shall take over the duties and responsibilities of the Vice-chairperson.
- b. When the position of Vice-chairperson is vacant, the Secretary General takes over the duties and responsibilities of the Vice-chairperson.
- c. If any of the positions of Secretary General, Finance Officer, Public Relations Officer or College Representative to the USC are vacant, a new officer will be appointed in their place by the Chairperson.

Section 3. Vacancy of Committee Heads

- a. The committee involved, upon the approval of the UP MSC Executive Committee, shall determine the committee member who will assume the duties and responsibilities of Committee Co-head in the event that the position of Committee Co-head is vacant.
- b. In the case where the vacancy is due to an ongoing disciplinary case against a UP MSC officer, the officer shall be considered suspended and the abovementioned protocol for vacancies shall apply.

Section 4. Vacancy of Class Representative Positions – The UP MSC Executive Committee shall call on the attention of the UPCM class involved to choose a new representative to assume the vacant position of Class Representative.

Section 5. Public Announcement of Vacancy and Appointment

- a. The UP MSC shall publicize the vacancy of positions and organize a call for interested applicants. Selection process will be determined by the current Executive Committee.
- b. Newly appointed UP MSC officers are publicized to the student body for the purpose of transparency.

Section 6. Time Period – All vacancies are encouraged to be filled up within two (2) weeks after a position is considered “vacant” to ensure delivery of service to the UPCM student body.

Article XI ACCOUNTABILITY OF OFFICERS

Section 1. The Executive Committee or General Assembly may remove any of its members on any of the following grounds:

- a. Willful violation of this constitution
- b. Gross negligence of duties (
- c. Gross mismanagement or malversation of UP MSC funds
- d. Any form of misconduct which undermines the integrity of the Medicine Student Council

Section 2. Upon the resolution of majority of the UP MSC Executive Committee, a motion for impeachment shall be undertaken against one or more members of the UP MSC.

Section 3. Member or members for which charges for impeachment have been directed shall be furnished a copy of the allegations not later than seven (7) days to be given the opportunity to present his/her defense in writing before the meeting. He/she shall be allowed to address the UP MSC GA during the meeting.

Section 4. A council member shall be considered impeached upon two-thirds vote of the UP MSC General Assembly members present during the meeting, provided that quorum has been established.

Section 5. The Office of the Dean and/or the Student Disciplinary Tribunal shall be notified in writing on all concluded cases of impeached members with violations related to “Gross mismanagement or malversation of UP MSC funds”.

Article XII

League of Presidents

Section 1. Definition – The league of Presidents, hereafter referred to as the “LOP” is defined as the ad-hoc parallel coordinating body of the MSC, composed of all the heads of organizations, fraternities and sororities.

Section 2. Purpose – It serves a two-fold purpose to:

- a. Disseminate important information to organizations, fraternities and sororities in the College of Medicine and if necessary the university, from the MSC and the Administration.
- b. As a consultative body acquiring feedback and facilitating assistance to projects and activities its participants have; serving as a communication conduit between the MSC and the student body.

Section 3. Mechanics of the LOP

- a. All accredited organizations, fraternities and sororities of the college are instantly members of the LOP network.
- b. University organizations shall be contacted and invited in the event of university-wide activities and matters.

- c. Membership into the LOP is assumed once presidents are elected by their respective accredited organizations, fraternities and sororities
- d. Organizations, fraternities and sororities shall be represented by their presidents.
- i. In the event that the head of the organization, fraternity or sorority is unable to attend to matters of the LOP, a representative may be temporarily appointed, providing the LOP is informed of such appointment before the date of the meeting.
- e. LOP meetings shall be held at least on a quarterly basis or as needed by the MSC and the administration.
- f. These meetings shall be held for purposes of coordination, consultation and evaluation, and information dissemination.
- g. Organizations, fraternities and sororities remain independent of the MSC.
- h. Issues related to the LOP shall be resolved by quorum through at least two-thirds of the vote of the LOP body.

Article XIII

MEDICINE STUDENT COUNCIL OFFICE

Section 1. Use of the Office – The UP MSC Office, located at 2nd Floor Bobby dela Paz Hall in UPCM, is open for the use of all meetings of the UP MSC Committees: Central Committee, Executive Committee, Core Committees, Technical Committees or ad hoc committees. Any use, however, is subject to this Constitution and By-laws, under the regulation of the Environment and Campus Management (ECM) Committee upon the approval of the UP MSC Executive Committee and any regulation the UP MSC Executive Committee deems fit to impose.

Section 2. Prohibited Acts

- a. Smoking is strictly prohibited at all times within the UP MSC Office.
- b. Bringing/drinking of alcoholic beverages is not allowed in the UP MSC Office.
- c. Other illegal substances such as drugs is not allowed in the UP MSC Office.
- d. Gambling is prohibited in the UP MSC Office. Gambling shall be understood to mean any game of chance with monetary stakes.
- e. Vandalism, in all forms, within the premises of the UP MSC Office is strictly prohibited.

Section 3. Cleanliness – The UP MSC Office shall be kept clean and tidy at all times. It is the responsibility of all the members of the UP MSC to do so. The Environment and Campus Management Co-Heads shall be primarily responsible for ensuring its cleanliness.

Article XIV

PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the UP MSC in all cases to which they are applicable and in which they are not inconsistent with this Constitution and By-laws and any special rules of order the UP MSC may adopt. The adoption of the aforementioned is subject to the consensual approval of the UP MSC Central Committee.

Article XV

EFFECTIVITY AND AMENDMENTS

Section 1. Adoption – This Constitution and By-laws immediately takes effect upon the approval by the majority of all voting students in a referendum which will be held on May 2018.

Section 2. Amendments

- a. A Constitutional Committee shall be created by the UP MSC Executive Committee. The committee shall be responsible for drafting and implementing a constitutional amendment protocol. They shall be involved from planning, actual referendum, and post referendum publicity.
- b. Amendments to the approved Constitution and By-laws can only be proposed in a meeting with the concurrence of two-thirds of all the members of the UP MSC General Assembly. A two-thirds vote of all members eligible to vote that are present in the UP MSC General Assembly is required for any proposed amendment to be released outside the UP MSC for consultation with the UPCM student body.
- c. Consultations shall then be made with all UPCM classes and all UPCM-based organizations. Inputs shall be considered in a new revision upon approval/discretion of the UP MSC Executive Committee.
- d. Final approval for of the constitution before it is subjected to a referendum shall be gathered again through two thirds of the vote of the UP MSC General Assembly.
- e. Any amendment shall be valid only after it has been approved and ratified by the UPCM student body in a referendum following its publication and proper dissemination.

Philippine General Hospital Postgraduate Internship Program

GENERAL DESCRIPTION

The PGH medical internship program subscribes to the provisions set in the National Internship Program of the Association of Philippine Medical Colleges Foundation (APMCF) under the Commission on Higher Education (CHED) supervision. This 12-month program is an integral part of the medical undergraduate curriculum of the UP College of Medicine (UPCM). Still, it is open to post-graduate medical interns (PGI) from other medical schools who have been successfully matched for training in the Philippine General Hospital (PGH). While some degree of academic freedom is allowed for the medical internship training program of the UPCM-PGH, the basic tenet is to prepare the medical interns in their final clinical year before acquiring medical licensure, and this is uniformly applied for both the UPCM medical interns and the PGI. All UPCM undergraduate medical students must have passed all required courses in LU VI (Clerkship) to be promoted to LU VII (Internship).

There are four tracks for the PGH medical internship program, namely:

1. Track A: Regular Internship;
2. Track B: Core Internship + Electives;
3. Track C: Straight Internship; and
4. Track D: M.D./Ph.D.

Post Graduate Interns can only participate in Track A (Regular Internship Program). Once accepted into a program, the medical intern shall not be allowed to shift to any other track.

ADMISSION GUIDELINES TO THE MEDICAL INTERNSHIP TRACKS

Track A: Regular Internship

Most medical interns participate in this track of the medical internship program. It consists of rotations in 13 clinical departments ranging from one week to eight weeks that satisfy the minimum criteria set by APMC. Clinical rotations for Track A consist of the following:

1. Internal Medicine	8 weeks
2. Obstetrics and Gynecology	8 weeks
3. Pediatrics	8 weeks
4. Surgery	6 weeks
5. Family and Community Medicine	2 weeks (hospital setting)

	6 weeks (community setting)
6. Anesthesia	1 week
7. Emergency Medicine	1 week
8. Neurosciences (Neurology/Neurosurgery)/ 9. Psychiatry and Behavioral Medicine	3 weeks
10. Ophthalmology and Visual Sciences	2 weeks
11. Orthopedics	2 weeks
12. Otorhinolaryngology-Head and Neck Surgery	2 weeks
13. Rehabilitation Medicine	2 weeks
14. Electives (only for Post-Graduate Interns) The PGI chooses a specialty or subspecialty that offers electives for the academic year. These offerings may vary each year.	2 weeks

Track B: Core Internship + Electives

This track is open only to the UP College of Medicine students who belong to the top 30% of the class AND do not have a grade lower than 2.75 in any subject, nor do they have academic deficiencies. Applicants are pre-screened according to the computed general weighted average grade (GWAG) from LU I to LU VI and the comprehensive examination scores from LU III to LU V. After pre-screening, applicants will be interviewed by selected faculty, after which the interview score is added for the final ranking. A maximum of 20 students can be accepted to this track. Those who do not qualify shall automatically be included in the Track A Internship Program.

The program comprises eight-week rotations in five major departments (Family and Community Medicine, Medicine, Obstetrics and Gynecology, Pediatrics, and Surgery). The Track B intern shall also be required to choose elective rotations of 12 weeks to complete the required 52-week internship. Any elective may be selected, provided these were not enrolled as an elective during clerkship.

Track C: Straight Internship

Only UP Manila College of Medicine students can apply for the Track C Internship Program. They should belong to the top 20% of the class who do not have any grade lower than 2.25 in any subject and do not have academic deficiencies. Applicants are pre-screened based on the computed GWAG and the comprehensive examination scores from LU III to LU V. Applicants who meet the pre-screening criteria for Track C are sent to the concerned departments for final selection to the program. A maximum of 20 students can be accepted to the program. Students not accepted in the straight internship program shall automatically be included in the Track A Internship Program.

Track C medical interns rotate in the chosen department for most of the training program. They must also complete an eight-week Department of Family and Community Medicine (DFCM) rotation.

Track D: M.D./Ph.D.

This track is reserved for those pursuing a combined Doctor of Medicine course and Doctor of Philosophy (M.D./Ph.D.). Applicants to this track must have a GWAG of at least 2.5 and not have academic deficiencies in any subject.

POLICIES ON INTERNSHIP MATCHING FOR POST-GRADUATE INTERNS

A. Eligibility

An applicant to the medical internship program of the PGH must be a graduate or prospective graduate of a medical school duly recognized by the Commission on Higher Education (CHED). Filipino citizens who are graduates of foreign medical schools must have their credentials confirmed by the Department of Foreign Affairs (DFA) and validated by the CHED.

B. APMCF Matching Process

The APMCF manages the national medical internship program. All applications to the program are processed through the Electronic National Internship Program System (E-NIPS) of APMCF. Once APMCF activates the application period, the students register into the system with the approval of their respective medical schools. Application forms are uploaded electronically.

APMCF reviews the application forms and forwards a list of prospective interns to PGH, along with the corresponding names of medical schools, the class ranking, and the general weighted average of the applicants. The PGH Coordinator for Internship Training screens the list, ranks the applicants per school, and sends the list of selected names to APMCF. APMCF then transmits this list to the respective medical schools. After being notified of the matching process results through E-NIPS, the applicants signify their acceptance of the assigned hospital. APMCF then releases the final list of interns matched to PGH.

C. Admission Process

All accepted PGIs are required to submit the following documents:

1. Application form
2. Certificate of completion of Doctor of Medicine degree or certified true copy (CTC) of Diploma
3. Updated Philippine Health Insurance (PhilHealth) membership for at least one year

4. Medical Clearance
 - 5.1. Chest X-ray within the last six months
 - 5.2. HBsAg and anti-HBsAg results
 - 5.3. Varicella IgG result
 - 5.4. Proof of previous vaccination of measles, mumps and rubella (MMR)
 - 5.5. Proof of prior vaccination of tetanus, diphtheria and pertussis (Tdap)
 - 5.6. Full Hospital Infection Control Unit (HICU) clearance
5. Basic Life Support (BLS) Course Certificate
6. Advanced Cardiac Life Support (ACLS) Course Certificate
7. Memorandum of Agreement (MOA) with the PGH Director and Trainee
8. Acknowledgment of the PGH Primer on the Internship Program
9. Non-Disclosure Agreement

All these requirements should be submitted through the PGH application portal with the link <https://apply.pgh.gov.ph/>, except for the notarized MOA, acknowledgment, and Non-Disclosure Agreement, which should be submitted as hard copies to the Office of the Deputy Director for Health Operations (ODDHO).

D. Report for Duty

1. All successfully matched interns must attend the general orientation conducted by the ODDHO. Announcements shall be made through APMCF and the deans of the various medical schools. Non-attendance of the orientation without valid reasons and formal coordination with the ODDHO means forfeiture of the slot.
2. Unless otherwise specified, all interns shall report for duty on the first day of the internship program. They shall be given a definite period to complete and submit all the documentary requirements. This is generally one month from the start of the internship.

DRESS CODE AND IDENTIFICATION CARD

A. Prescribed Uniforms

All medical interns shall always wear the prescribed uniform for the corresponding settings.

The prescribed uniforms for the respective areas are as follows:

1. General Areas: White blazer with PGH logo on the left side of the blazer over any colored shirt, white skirts or pants (females) and trousers (males), with closed shoes
2. Emergency Room: Same as general areas with the option not to wear blazers but wear a maroon-colored top and IDs must be prominently displayed across the left side of the chest for ready identification.
3. Operating Rooms and other sterile areas: Maroon-colored scrub suit with the official

Medical Intern ID pinned across the left side of the chest

- The blouse or polo shirt and the scrub shirt shall not bear the name of any other institution.

B. Medical Intern ID

1. The official medical intern ID bearing the full name and nickname of the intern and their designation as a medical intern for the specified period must be displayed across the left side of the chest at all times.
2. All Medical Intern IDs (ARTA and PGH ID) shall be surrendered to the ODDHO upon completion of the medical internship program. Those who have lost their IDs shall execute an affidavit of loss duly attested by the PGH Deputy Director for Administration. A sample of the affidavit can be obtained from the PGH Human Resource Development Office. Failure to surrender the ID or submit an affidavit of loss shall cause the intern's clearance from the hospital to remain pending.

ATTENDANCE AND DUTY HOURS

A. Attendance

1. All medical interns shall abide by the departments' policies where they are rotating. The different departments have the prerogative to design their program of activities for the medical interns to blend academic learning with actual patient care. The interns shall report for their duty on time, stay throughout the duty wherever they are assigned, and answer all calls promptly. The department shall institute its own system of keeping track of the whereabouts of its interns.
2. Medical interns are considered the youngest members of the hospital staff. They have to report for duty despite the official suspension of classes by the governing authorities. They shall, however, be allowed to leave the hospital premises when they are not on extended duties once their work has been completed.

B. Duty Hours

1. In support of the overall physical and mental health of medical interns and compliance with the regulations set by the APMCF, the Departments are discouraged from assigning straight 24-hour duty schedules to the medical interns. A break of four to six hours is strongly recommended if extended 24-hour duties cannot be avoided. A 12-hour duty shift is, however, preferred.
2. Absences from the duties (whether regular or extended duties) shall be dealt with following the policies of the University and the Hospital where the deficiencies were incurred. Generally, excused absences shall be made up for on a one-to-one basis. For absences due to health reasons, the intern shall

submit a medical certificate from his/her physician and present this to the UP Health Service (UPHS). In case of medical leave for a more severe condition, the intern must secure a medical leave form from UPHS and present this to the ODDHO for proper filing with PGH and the APMCF. Similarly, the policies on attendance at the University and the hospital apply.

3. All sanctions shall be under the prevailing guidelines of the UP College of Medicine and the Philippine General Hospital.

TEACHING AND EVALUATION

1. The medical interns are jointly under the tutelage of the faculty of the UP College of Medicine and the Medical Specialists of the Philippine General Hospital. Each department shall be responsible for the overall program of the medical interns under its care through its respective LU VII Committee representative. An orientation on the expectations, learning formats, and evaluation process shall be conducted at the start of each rotation.
2. The evaluation scheme and the set of evaluation tools shall be available to the medical interns to serve as guideposts for the evaluation process. The consultant coordinator shall ensure that formative and summative evaluations of the medical interns are performed.
3. The LU VII Academic Committee oversees the internship programs of the various departments. It addresses the concerns of the medical interns and the faculty on matters about the internship program. Issues unresolved at the Committee level shall be elevated to the UPCM (through the Office of the Associate Dean for Academic Development) and PGH (through the Office of the Deputy Director for Health Operations).

RECOGNITION OF OUTSTANDING PERFORMANCE

A. Outstanding Interns

1. Every year, each clinical department recognizes ten outstanding interns from among the UPCM interns and PGI with exemplary performance. The criteria for selecting these exceptional interns differ among the departments and are consistent with the intended outcomes of their trainees. These generally include cognitive knowledge, clinical skills, and affective behavior.
2. On a broader scale, medical interns from Tracks A and B who are the top 15 performers of their class for the various departments vie for the coveted Ten Most Outstanding Medical Interns of the UPCM-PGH. To be eligible for consideration, the medical intern must be among the top 15 performers in at least three of the following departments, namely, Anesthesiology, Family and Community Medicine, Medicine, Obstetrics and Gynecology, Ophthalmology and Visual Sciences,

Otorhinolaryngology, Orthopedics, Pediatrics, Psychiatry and Behavioral Sciences, Rehabilitation Medicine, and Surgery.

3. Using a scheme that includes the rank in the top 15 and the duration of the clinical rotation, this score represents 80% of the final score, with the remaining 20% contributed by the grade in the LU VII Comprehensive Examination. A bonus of 5 points is credited for research work done, presented, or published during the internship. The final score should be equivalent to the converted university grade of 1.75. Moreover, no outstanding intern should have been judged guilty in a disciplinary case filed against them.

B. Most Outstanding Straight Intern

A similar process of evaluating the Most Outstanding Straight Intern may be conducted upon the recommendation of the different departments with a straight internship program. The clinical score of 80% shall include the performance in Family and Community Medicine.

CONDUCT AND DECORUM

The medical interns shall always observe professional conduct and etiquette. They shall observe all rules and regulations of the Hospital and the University. Ignorance thereof should not be an excuse.

1. They shall demonstrate courtesy and understanding to the hospital and university authorities, staff, patients, and the public.
2. They shall adhere strictly to the rules on attendance and be in their designated posts on time.
3. They shall wear the prescribed uniforms while at their respective duty areas.
4. They shall carry out all clinical duties and responsibilities as prescribed in the internship program of the various clinical departments.
Most Outstanding Straight Intern.
5. They shall handle all hospital equipment, properties, and resources with due care and attention. Hospital supplies taken from a particular unit should not be kept in lockers or within their paraphernalia beyond the duration of the rotation in that unit. Damage to or loss of hospital property shall be dealt with following the hospital policies.
6. They shall exhibit honesty and integrity in their interactions with people and in their work performance.
7. They shall not speak on behalf of the hospital nor access any form of media to express sentiments about their work and the institution. Instead, they are encouraged to discuss any concerns with the department coordinator or the ODDHO.

8. They shall regard all information about the patients with sanctity and confidentiality.
9. They shall abide by all policies related to the workplace and not engage in smoking, drinking alcoholic beverages, gambling, business transactions, and the like.

DISCIPLINARY ACTIONS FOR INFRACTIONS

All medical interns shall be subject to the same disciplinary action for infractions related to their training. The UPCM policies shall be applied to all interns including the PGIs. The following are the guidelines as referenced from the Rules and Regulations of the UPCM Internship Program version 2013.

Table 6. Sanctions for infractions related to the interns' attendance

INFRACTIONS	SANCTIONS
Tardiness in Reporting for Duty	
Late by one hour or less, unexcused	1st offense: reprimand 2nd offense: 12 hrs duty 3rd offense: 24 hrs duty
More than one hour late, unexcused	1st offense: 1 extra 24 hrs duty 2nd offense: 2 extra 24 hrs duty 3rd offense: 3 extra 24 hrs duty
Tardiness in Conferences and Lectures	
More than 15 minutes	Reprimand
More than 30 minutes	Considered as an absence from the conference
Out of Post	
During extended duty	1st offense: 2 extra 24 hrs duty 2nd offense: 3 extra 24 hrs duty 3rd offense: 5 extra 24 hrs duty
Absence in Clinical Work	
Excused	1:1 make-up
Unexcused	1st offense: 2 extra 24 hrs duty 2nd offense: 3 extra 24 hrs duty 3rd offense: 5 extra 24 hrs duty
Absence in Conferences and Lectures	
Excused	No sanction
Unexcused	1st offense: 2 journal appraisals or half-day OPD duty

	2nd offense: 4 journal appraisals or whole-day OPD duty 3rd offense: 6 journal appraisals or one 24-hour duty Note: All journal articles are to be approved by the consultant-in-charge.
Unauthorized Substitution of Duty Schedule	
For the offender	1st offense: 1 similar duty 2nd offense: 2 similar duties 3rd offense 3 similar duties
For the substitute intern	1st offense: reprimand 2nd offense: 1 similar duty 3rd offense: 2 similar duties
Absence without Leave (AWOL)	
AWOL < 20% of required days	Extension of stay: double of the corresponding number of days on AWOL
AWOL > 20% of days needed	Dropped from the rolls

Table 7. Sanctions for infractions related to the interns' performance of duties

INFRACTIONS	SANCTIONS
Incomplete medical records and progress notes	1st offense: 8 hrs duty 2nd offense: 24 hrs duty 3rd offense: 2 extra 24 hrs duty
Unauthorized laboratory requests or fictitious results	1st offense: 1 extra 24 hrs duty 2nd offense: 2 extra 24 hrs duty 3rd offense: 3 extra 24 hrs duty
Non-conformance with the standards set by PGH	Repeat rotation of one week
Negligence in the care of a patient leading to serious injury or death (grave offense)	Repeat rotation UP Manila Students' Disciplinary Tribunal (SDT)/ Legal Office Investigation

Table 8. Sanctions for infractions related to the interns' conduct and decorum

INFRACTIONS	SANCTIONS
Failure to follow the dress code	1st offense: Reprimand 2nd offense: Reprimand by the ODDHO 3rd and subsequent offenses: One-week suspension or 200 hrs of extended duties

Gambling/ smoking within the hospital	1st offense: Reprimand 2nd offense: 1 extra 12 hrs duty 3rd offense: 2 extra 24 hrs duty
Reporting to work under the influence of alcohol or prohibited drugs	1st offense: 3 extra Sunday duties 2nd offense: SDT/Legal Office Investigation
Pilferage of hospital or public property	All these constitute grave offenses: UP Manila Students' Disciplinary Tribunal (SDT)/ Legal Office Investigation
Unprofessional conduct (e.g., fighting or insulting patients, charging fees or unauthorized solicitation of funds)	
Sexual harassment and acts of lasciviousness, adultery, or concubinage	
Carrying or using deadly weapons	
Insubordination or willful disobedience to a superior	
Cheating, including tampering with medical data	

PRIVILEGES

A. Meal Allocation

As hospital staff members, all medical interns are allocated meals at the hospital for breakfast, lunch, and supper. They are to avail of these meals during the specified times the Dietary Department schedules. There is no option for monetization of meals.

B. Hospital Dormitories

1. The medical interns can avail of the use of hospital quarters, especially when on 24-hour duty, subject to space availability. They must signify their intention to use the dormitory through the Office of the DDHO. They shall not change their assigned hospital quarters without the permission of the Hospital Director or his/her authorized representative.
2. The dormitory managed by PGH, open to male and female interns, is called Dormitory III. This is located on the right side of the hospital between the basketball court and the powerhouse. All dormitory occupants shall be subject to maintenance fees, including electric bills, for the dormitory assignment.
3. Other dormitory facilities on campus include the UP Manila Dormitory and the Phi Dormitory. The UP Manila Office of Student Affairs governs the policies and guidelines for using these facilities.

C. Library Access

1. Due to the current infrastructure development in the UPCM campus, the Florentino B. Herrera Jr. Medical Library has given way to the construction of the UP Manila Library, which will ultimately house the college libraries in UP Manila, including the F.B. Herrera Jr. Medical Library. In the meantime, UPCM is equipped with a virtual library that can access various research databases such as Journal Storage (JSTOR), Elton B. Stephens Company (EBSCO), Ovid Medline, and ScienceDirect. JSTOR alone has more than 12 million academic journals and articles. All these journals can be accessed on-campus via UP Manila Network or off-campus via Virtual Private Network. The virtual library can be accessed through <https://library.upm.edu.ph/>.
2. The physical library is temporarily located in Room 106 Paz Mendoza Bldg, College of Medicine, UP Manila Compound, Pedro Gil St., Ermita, Manila 1000. To access the library, the medical interns must present their I.D. Should they need to borrow any books and/or other reading materials, they shall secure a library card and provide two copies of their most recent 1" x 1" picture to the UP Manila Librarian. The interns shall strictly abide by the library's existing rules and regulations on borrowing books and other reading materials

D. Official University Email Addresses

To facilitate access to online conferences or tutorials, all post-graduate medical interns shall be given a university email address for their stay in PGH. Requests for such privilege shall be coordinated through the ODDHO. All UPCM interns shall have been provided with their university email addresses in the earlier years of their undergraduate medical education.

PGH INTERNSHIP GRANT FOR POST-GRADUATE INTERNS

In the past, several bright and intelligent PGIs have been forced to abandon their dream of becoming a PGH intern because of financial incapacity. Medical Director Gerardo D. Legaspi initiated the PGH Internship Grant in 2022 to support these interns. Since then, twenty (20) to twenty-five (25) PGIs have been selected based on criteria developed by ODDHO with the PGH Medical Social Services Unit. Each PGI is given a monthly stipend until they finish their internship. Applications for the grant are open at the start of the internship, and the selected applicants are finalized by the end of the first month of the internship

MENTORING PROGRAM FOR THE POST-GRADUATE- INTERNS

Since 2022, a mentoring program for the PGIs was started with PGH consultants (medical specialists) from the different clinical departments serving as mentors for the batch. This program was patterned according to the UPCM mentoring program (see Student

Mentoring Program). Each PGI block is assigned 1 consultant who will be the mentor for one year until they complete their internship training.

Objectives

The following are the specific objectives of the PGI mentoring program:

1. To help the mentees reach their full potential as effectively and quickly as possible.
2. To facilitate the entry of new trainees into the UPCM-PGH culture, including the University's structures, processes, and interpersonal climate.
3. To cultivate productive professional and interpersonal relationships among colleagues (mentors and mentees alike)
4. To facilitate the development of appropriate knowledge, skills, and attitudes related to the balanced roles of a five-star physician.
5. To enhance decision-making skills related to the mentees' academic achievement.
6. To retain medical trainees through mentoring involvement by faculty.

Reference:

Primer on the PGH Internship Program. Sio-Aguilar J, Legaspi-Jose SM, Ebina BA (Eds). University of the Philippines Manila | Philippine General Hospital Manila | 2020. Available at <https://cm.upm.edu.ph/static/files/Primer%20on%20PGH%20Internship%20Program.pdf>

Student Uniforms and Dress Code

Medicine is a profession that requires not only the mastery of a large body of knowledge and the acquisition of clinical skills, but also high standards of behavior and appropriate attitudes. Medical students must behave and dress appropriately as they fulfill their responsibilities in clinical rotations and as they interact with their colleagues, professors, and patients. Wearing the uniform teaches professionalism, respectability, and discipline. In addition, wearing of the school uniform has an important role in establishing the identity of the medical students and encourages uniformity because it makes it easier to identify and distinguish them from students and trainees from the other colleges. For this reason, there should be a prescribed uniform to be worn by students that is appropriate for the setting, interaction or activity.

White clothing represents cleanliness and health and is the preferred uniform. Students should be well groomed at all times hence stains on the white uniform indicates that a change of clothes is recommended.

Changing to clean scrub suits prior to entering the operating room and other sterile areas (in addition to sterile gowns, gloves, face masks and hair caps) is one aspect of infection prevention and sets a boundary, establishes a mindset and instills in the students the importance of cleanliness and maintaining sterility in these areas. However, scrub suits are not considered as appropriate uniform for the medical students outside of the operating rooms or sterile areas. Scrub suits are also recommended to be worn during anatomy or pathology laboratory classes, particularly during dissection for practicality and greater protection but should not be used outside of those areas.

LU VII students shall comply with the dress code of the Philippine General Hospital for Interns which includes wearing of the white blazer over a maroon colored shirt or blouse with the official medical intern ID displayed across the left side of the chest at all times. The medical ID shall bear the full name of the intern and his/her designation as a medical intern.

The clinical attire guidelines shall guide the medical students on the appropriate uniform for each year level and for the different areas.

Table 9. Student Uniforms and Dress Code per Academic or Clinical Area

Year Level	Classroom/ Conference rooms/ General Areas	Anatomy or Pathology Laboratory	Other Laboratory (benchwork only)	Wards/ OPD/ ER	OR/ LR/DR (other sterile areas)	ICU/ NICU/ Intensive care areas
III	White blouse and skirt or pants (females) and trousers (males) with closed shoes	Maroon scrub suit ^a	White blouse and skirt or pants (females) and trousers (males) with closed shoes	White blouse and skirt or pants (females) and trousers (males) with closed shoes	<u>NA</u>	<u>NA</u>
IV	White blouse and skirt or pants (females) and trousers (males) with closed shoes	Maroon scrub suit ^a	White blouse and skirt or pants (females) and trousers (males) with closed shoes	White blouse and skirt or pants (females) and trousers (males) with closed shoes	<u>NA</u>	<u>NA</u>
V	White blouse and skirt or pants (females) and trousers (males) with closed shoes	Maroon-scrub suit ^{a, b}	White blouse and skirt or pants (females) and trousers (males) with closed shoes	White blouse and skirt or pants (females) and trousers (males) with closed shoes	Maroon scrub suit ^{a, b}	Maroon scrub suit ^{a, b}
VI	White blouse and skirt or pants (females) and trousers (males) with closed shoes	Maroon-scrub suit ^{a, b}	White blouse and skirt or pants (females) and trousers (males) with closed shoes	White blouse and skirt or pants (females) and trousers (males) with closed shoes	Maroon-colored scrub suit ^{a, b}	Maroon-colored scrub suit ^{a, b}
VII	White blazer ^c with PGH logo on the left side of the blazer over any maroon-colored shirt or blouse ^d , white skirt or pants (females)	Maroon-colored scrub suit ^{a, b}	NA	White blazer ^c with PGH logo on the left side of the blazer over any maroon-colored shirt or blouse ^d , white skirt or pants (females)	Maroon-colored scrub suit ^{a, b}	White blazer ^c with PGH logo on the left side of the blazer over any maroon-colored shirt or blouse ^d , white skirt or pants (females)

	and trousers (males) with closed shoes			and trousers (males) with closed shoes		and trousers (males) with closed shoes
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UPCM GUIDELINES ON STUDENT UNIFORM

Notes:

- a It is optional for the name of the student to be inscribed on the scrub shirt but the scrub shirt shall not bear the name of any other institution. It is optional for the name of the University of the Philippines or Philippine General Hospital to be inscribed. The official ID should be pinned across the left side of the chest if the name of the student is not inscribed. For LUVII students, the Medical Intern ID should be pinned across the left side of the chest.
- b Scrub suits used in OR/ LR/DR must not be worn outside of designated hospital area. Should it be necessary to leave the area immediately before changing into white uniform or street clothes, the student may wear a white coat over the scrub suit. Regardless of the reason for leaving the area, the student should change into a clean pair of scrub suit when coming back in the sterile area.
- c Blazers may be removed but the Medical Intern IDs must be prominently displayed across the left side of the chest for ready identification
- d The inner shirt should be clean and in good repair. Polo shirt or button down shirt with a collar (males) or blouse with modest cut (females) are recommended. Low cut necklines, thin straps and bare midriffs are not acceptable.

PICTURES OF STUDENT UNIFORMS IN UPCM

Undergraduate (LU1-LU6)



Interns (LU VII)



Academic Departments

BASIC SCIENCES DEPARTMENTS

Department of Anatomy

Anatomy is the first of all the medical sciences that any medical student anywhere in the world will experience their first immersion. The faculty and technical staff of the Department of Anatomy endeavor to provide our first-year medical students an experience, marvel and learn the complexity of the human form and appreciate the sanctity of life and the bequeathal of death in the transformation of students to future healers of man.

Anatomy is partitioned to Gross Anatomy, Neuroanatomy, and Histology. Under the organ system integration curriculum lectures will be interspersed with the basic sciences of Biochemistry and Physiology, and appropriate clinical sciences related to the specific regions of interests.

Courses Taught or Participated in:

Learning Unit	Course
LU III	HD 201 Human Development 1 Human Ontogeny and
	OS 202 Parturition
	OS 203 Human Body and Mind 1 (Integration and Control
	OS 204 Systems) (Structure and Function)
	OS 205 Human Body and Mind 2 Skin Muscles and Bone
	OS 206 Human Body and Mind 3 Head and Thorax
	IDC 211.1 Human Body and Mind 4 Thorax
	Human Body and Mind 5 Abdomen and Pelvis
	Research Methods 1 (Laboratory Research)

Department of Biochemistry and Molecular Biology

The Department of Biochemistry and Molecular Biology (DBMB) is a dynamic basic science department in the College of Medicine that espouses superior academic performance among its medial and graduate students in the field of biochemistry, molecular cell biology and genetics. It is a leading provider of graduate education in Biochemistry in the country through its Master's and PhD programs.

In the medical curriculum, the department is the lead department for "Correlative Human Cell Biology," a course that integrates cellular anatomy, chemistry, physiology and genetics. It also offers several electives in molecular biology and research in biochemistry

in LU IV and LU VI.

Courses Taught or Participated in:

Learning Unit	Course
LU III	OS 201 Human Cell Biology
LU IV	Electives: Biochem 210 Biochemical Basis of Genetics Biochem 297 Seminars in Biochemical Literature
LU VI	Elective: Biochem 291 Research Elective in Biochemistry

Department of Pathology

The Department of Pathology is comprised of Faculty who are not only respected expert practitioners in their fields of specialty and interests, but are also professors devoted to the area of teaching the discipline to the students of the College. Serving as the bridge to the clinical sciences, the Department instructs the students in the gross and histomorphological foundations of diseases and their clinical correlates. An essential pillar in the framework or organ-system integration, faculty participation weaves through all student learning activities of the various clinical departments. In various fields such as gynecologic pathology, neuropathology, musculoskeletal and soft tissues pathology, renal pathology, hematopathology, cytopathology, and forensic pathology, the department continues the tradition of academic excellence.

The department offers several clinical and research electives from LU IV to LU VII. The courses deal with basic laboratory methods, forensic pathology, and anatomic and clinical pathology.

Courses Taught or Participated in:

Learning Unit	Course
LU IV	Electives: Patho 220 Introduction to Laboratory Medicine Patho 221 Forensic Pathology
LU VI	Elective: Patho 291 Research Elective in Pathology Patho 292 Clinical Elective in Pathology I
LU VII	Elective: Patho 292.1 Clinical Elective in Pathology 2

Department of Pharmacology and Toxicology

The main courses of Pharmacology for the MD curriculum are Therapeutics 201 in LU4 and Therapeutics 202 in LU V, with at least 7 other elective courses from LU IV to LU VI. Therapeutics 201 introduces the student to Basic principles of pharmacodynamics and pharmacokinetics in physiological and pathological states. LU IV offers Ther 202, a course on Pharmacotherapeutics. The course is an application of concepts and principles of pharmacology and evidence-based medicine (EBM) to arrive at a therapeutic decision for common diseases in the ambulatory setting. The elective courses include courses on good drug prescribing and rational drug use, community pharmacology and use of medicinal plants and other indigenous products

Courses Taught or Participated in:

Learning Unit	Course Title	
LU IV	Ther 201	Pharmacologic Basis of Therapeutics
	Elective: Pharma 221	Pharmacology of Disease Processes
LU V	Ther 202	Pharmacotherapeutics
	Electives: Pharma 253.1	Guide to Good Prescribing Part I
	Pharma 254	Ethnopharmacology
LU VI	Electives:	Guide to Good Prescribing Part 2
	Pharma 253.2	Research Elective in Pharmacology
	Pharma 291	Clinical Elective in Pharmacology
	Pharma 292	Community Pharmacology

Department of Physiology

The Department of Physiology, one of the first eight departments of the Medical School in 1907, has been in the forefront of education and research in Physiology in the university. As the sole institution with an MS Physiology program, we provide training for teachers and researchers from various universities of the country. Members of the faculty have served leadership positions in medical education, research and administration.

In the Organ System Integration curriculum of UPCM, we provide the Physiological content and teaching for the following courses for LU III. In addition, elective subjects on more advanced Physiology topics are offered in LU IV.

Courses Taught or Participated in:

Learning Unit	Course Title
LU III	HD 201 Human Development 1 Human Ontogeny and Parturition OS 205 Human Body and Mind 4 Thorax IDC 211.1 Research Methods 1 (Laboratory Research)
LU IV	Electives: Physio 296 Directed Readings in Physiology Physio 297.1 Seminars in Physiology I Physio 297.2 Seminars in Physiology 2
LU V	Elective: Physio 298 Special Problems in Physiology
LU VI	Electives: Physio 211.1 Advanced Physiology Physio 291 Research Elective in Physiology

Department of Clinical Epidemiology

Clinical Epidemiology is the “study of groups of people to achieve the background evidence needed for clinical decisions in patient care” (White, 1996). In 1982, the Clinical Epidemiology Unit (CEU) was founded by Dr. Ernesto Domingo from the PGH Department of Medicine and Dr. Kerr White from Rockefeller Foundation. The CEU became operational in 1984 under Dr. Mary Ann Lansang. The Master of Science in Epidemiology (Clinical Epidemiology) became operational in 1992 and the Diploma in Epidemiology (Clinical Epidemiology) in 1994. To date, the department has the highest graduation rate of all the graduate programs of the College of Medicine.

The Department of Clinical Epidemiology equips the students with the necessary skills to conduct research beginning in LU III. An elective in LU VI offers an opportunity for students to prepare a research protocol, collect data, analyze and write a scientific paper. Students are also introduced to the elements, basic principles, and uses of clinical epidemiology in LU iV.

Courses Taught or Participated in:

Learning Unit	Course
LU III	IDC 211 Research Methods 1(Introduction to Basic Health Research)
LU IV	IDC 212 Research Methods 2 (Introduction to Clinical Epidemiology)
LU V	IDC 213 Research Methods 3 Introduction to Evidence Based Medicine
LU VI	Elective: CE 291 Research Elective in Clinical Epidemiology

CLINICAL DEPARTMENTS

Department of Anesthesiology

The Department of Anesthesiology has the largest clinical anesthesia training program in the country, providing perioperative care to sixty operating and non-operating venues at the Philippine General Hospital. The medical care delivered ranges from preoperative anesthesia assessment to performance of advanced life-supporting techniques in various settings - from ambulatory and non-operating room procedures to critical and complex surgeries.

The Department of Anesthesiology offers supervised exposure to the practice of Anesthesiology through electives starting in LU IV. Anesthesiology 220 is an elective course in LU IV where students have supervised exposure to the field of Anesthesiology including visits to the operating rooms, pain clinic, post-anesthesia care unit and outpatient department. Anesthesiology 250 is the module for LU V students which encompasses supervised assessment and management of pain patients in the out-patient setting. Anesthesiology 251 is the module for LU VI students focusing on basic competencies in anesthesia and analgesia with supervised participation in the administration of general and regional anesthesia, sedation and airway management. Lastly, Anesthesiology 260 is a one-week rotation in the Post Anesthesia Care Unit which provides interns (LU VII students) supervised involvement in the monitoring and care of post-operative patients.

Courses Taught or Participated in:

Learning Unit	Course Title
LU IV	Elective: Anesth 220 Anesthesiology in Action
LU V	Anesth 250 Integrated Clinical Clerkship I in Anesthesiology : Pain Clinic
LU VI	Anesth 251 Integrated Clinical Clerkship II in Anesthesiology Elective: Anesth 292 Clinical Elective in Anesthesiology I
LU VII	Anesth 260 Internship in Anesthesiology Elective: Anesth 292.1 Clinical Elective in Anesthesiology 2

Department of Dermatology

The Department of Dermatology is the youngest department of the College of Medicine and the Philippine General Hospital. With global strides in the field of dermatology, we respond by constantly updating our undergraduate and postgraduate training and clinical services. This includes the arrival of the country's first Picoway laser and the development of our own Mohs Micrographic Surgery Unit. We have trained 184 dermatologists who serve all over the Philippines, and continually train medical students at the College of Medicine, offering required modules in General Dermatology for LU III to LU V together with the other concerned departments, and elective rotations for qualified students in LU VI and LU VII. Though the Department admirably coped with COVID by transitioning to online modules, even conducting the first online OSCE in the college, we are glad to welcome our students back with face-to-face activities this school year.

Courses Taught or Participated in:

Learning Unit	Course Title
LU III	OS 203 Human Body and Mind 2 (Skin, Muscles & Bones) (Structure and Function)
LU IV	OS 212 Human Disease and Treatment 2 (Locomotion and Sensation)
LU V	Integ 250 Integrated Clinical Clerkship in Dermatology
LU VI	Elective: Integ 292 Clinical Elective in Integumentary System 1
LU VII	Elective: Integ 292.1 Clinical Elective in Integumentary System 2

Department of Emergency Medicine

Emergency rooms move at an amazingly fast pace. The doctors and nurses face many unplanned and life-threatening situations. We work under pressure, and we handle problems in a calm and composed manner. Compassion and Resilience in adversity is what Emergency Medicine is made of.

The following are the Teaching Modules in the Department of Emergency Medicine:

1. Perform appropriate, rapid and focused primary survey of patients presenting at the ED.
2. Triage appropriately patients according to the triaging classification used at the ED.
3. Perform life-saving and resuscitative measures as deemed appropriate under the supervision of senior resident-on-duty and/or consultant-on-duty.
4. Formulate initial differential diagnoses for common presenting complaints.

5. Rapidly and adequately interpret patient's initial laboratory results of common diagnostic tests utilized at the ED.
6. Formulate rationale and cost-effective diagnostic and therapeutic interventions according to patient acuity
7. Perform simple emergency procedures as needed under the supervision of the senior resident-on-duty and/or consultant-on-duty
8. Identify indications for specialty or subspecialty referrals
9. Demonstrate a humane, professional and caring attitude to patients and co-workers.

In LU VI students, students are introduced to the principles of general assessment skills for the undifferentiated emergency patient, lifesaving and resuscitation skills, injury prevention and disease identification, emergency medical care, toxicology and management of the emergency health care system.

Electives in Emergency Medicine teach students proper recognition and initial management of emergent, urgent and non-urgent problems of patients in the Emergency Department with emphasis on team approach. Another elective introduces concepts of pre-hospital medicine and multiple casualty management to the students.

Courses Taught or Participated in:

Learning Unit	Course Title
LU VI	EM 251 Integrated Clinical Clerkship in Emergency Medicine Electives: EM 292 Clinical Elective in Emergency Medicine EM 292.1 Clinical Elective in Emergency Medical Services

Department of Family and Community Medicine

Since 2016, the department, through the BME Committee conducts an annual assessment and planning workshop which primarily aims to ensure that the values of the University, College,

Hospital and Department's Mission and the Primary Health Care Approach are mainstreamed in the courses from LUI and LU II and then again from LU III to Internship. The annual workshop also seeks to consolidate the topics across LU III and IV and across LU V and VI. The committee also holds monthly meetings for the monitoring of the courses.

In LU I, the NSTP is held in the 2nd semester and include topics such health issues at national and global level. During the COVID pandemic, emphasis and updates focused

on COVID-related issues. In the 2nd semester of LU II, the FCH 101 Introduction to Phil Health Systems is given. The course focuses on the contextual understanding of the Philippine Health Situation and how the UPCM Mission can contribute to improving and strengthening the system and improving indicators. This is followed by a discussion on the health system itself, the political economy of the health system and the Primary Health Care Approach as a framework strategy.

In LU III, the Department of Family and Community Medicine participates in courses dealing with Human Health and Wellness as well as courses on Human Development Physical and Psychosocial Development, specifically modules on adulthood and aging. LU IV students participate in discussing the biopsychosocial dimensions of illness and offer an elective on Introduction to concepts, trends and issues in health and development. The Integrated Clinical Clerkship in Family Medicine allows the LU V students to evaluate and manage commonly encountered medical conditions in family medicine practice while the Integrated Clinical Clerkship in Community Medicine allows the students to participate in the evaluation of a priority community health issue and development and implementation of a relevant health action. LU VI is an Integrated Clinical Clerkship in Family and Community Medicine together with the Manila Health Department and City-BHW Federation. During LU VI, several research and clinical electives are offered, including preceptorship with selected Family physicians in the community and other settings, traditional and integrative medicine, Participation in activities of health based non-government organization. Special consideration is given to the LU VII courses since the department takes into account that Post-Graduate Interns enter the program at this stage. LU VII students who belong to the top 20% of the class with no grade lower than 2.25 from LU III to LU V can enter the Straight Internship program in Family and Community Medicine where the intern can acquire the necessary knowledge and attitude for a general practice that is patient-centered, family-oriented and community-based.

Courses Taught or Participated in:

Learning Unit	Course Title
LU III	HS 201 Human health and Wellness HD 202 Human Development 2 Physical and Psychosocial Development Module 3: Adulthood and Aging
LU IV	HS 202 Biopsychosocial Dimensions of Illness Elective: FCH 216 Philippine Health Issues, Programs and Policy 1
LU V	FCH 250.2 Integrated Clinical Clerkship in Family Medicine IDC 204 Integrated Clinical Clerkship in Community Medicine FCH 250.1 Art of Medicine 5 (Holistic Medicine) Electives: FCH 225 Philippine Health Issues, Programs and Policy II FCH 226 Introduction to Traditional and Integrative Medicine

LU VI	FCH 251	Integrated Clinical Clerkship in Family and Community Medicine
	Electives:	
	FCH 291	Evidence Based Medicine Research
	FCH 292	Clinical Elective in Family Medicine (Practice Management)
	FCH 292.1	Clinical Elective in Traditional & Integrative Medicine
	FCH 292.2	Clinical Elective in Counseling Skills for Primary Care
	FCH 294	Philippine Health Issues Programs and Policy III
	FCH 294.1	NGO Partnership in Health
LU VII	FCH 294.2	Community Health Management
	FCH 294.3	Family Wellness in the Community Setting
	FCH 260.1	Internship Training Program in Family Medicine
	SI 270.1	Straight Internship in Family and Community Medicine
	Elective:	
	FCH 260.2	Internship Training Program in Community Medicine

Department of Medicine

The Department of Medicine offers core and elective courses in line with the learning outcomes under OBE Curriculum of the UPCM. The basic theoretical knowledge base and clinical skills are tackled in the basic sciences courses in coordination with other departments under the OSI Curriculum. Ambulatory care will be tackled in Learning Unit V (Medicine 250), while Learning Unit VI (Medicine 251) will introduce students to inpatient care – with both courses focusing on rational diagnosis (i.e., correlation with basic science knowledge and refinement of clinical skills) and principles of management. Learning Unit V II (Medicine 260) will focus on comprehensive clinical care across the outpatient department, emergency room, and inpatient wards, integrating diagnosis with specific management of medical illnesses. Several research and clinical electives in the various subspecialties are offered. In addition, LU VII students who belong to the top 20% of the class with no grade lower than 2.25 from LU III to LU V can enter the Straight Internship program in Medicine. Straight interns in Medicine rotation in the various subspecialties with opportunities for self-directed learning and direct patient care as junior admitting physicians.

Courses Taught or Participated in:

Learning Unit	Course Title	
LU III	OS 205	Human Body and Mind 4 (Thorax) (Structure and Function)
LU IV	OS 214	Human Disease and Treatment 3 (Circulation and
	OS 213	Respiration)

	OS 215	Human Disease and Treatment 4 (Digestion and Excretion)
	OS 216	Human Disease and Treatment 5 (Reproduction and Hormonal Regulation)
	Electives:	Human Disease and Treatment 6 (Hematopoiesis and The Immune Response)
	Med 220.1	
	MedInfo	Basic and Clinical Cardiology Elective
	220	Introduction to Medical Informatics
LU V	Med 250	Integrated Clinical Clerkship I in Medicine
	Electives:	
	Med 250.1	Ambulatory Clinical Cardiology
	Med 250.1	Ambulatory Clinical Cardiology
	Med 293.2	Overview of Diagnostic Modalities in Pulmonary Medicine
LU VI	Med 251	Integrated Clinical Clerkship II in Medicine
	Electives:	
	Med 291	Research Elective in Medicine
	Med 291.1	Research Elective in Pulmonary Medicine
	Med 291.2	Research Elective in Oncology
	Med 292	Clinical Elective in Medicine
	Med 293.3	Laboratory in Microbiology
	Med 294	Clinical Preceptorship in Community-based Practice of Infectious Diseases
LU VII	Med 260	Internship in Medicine
	SI 270.2	Straight Internship in Medicine
	Electives:	
	Med 291	Research Elective in Medicine
	Med 291.1	Research Elective in Pulmonary Medicine
	Med 291.2	Research Elective in Oncology
	Med 293.3	Laboratory in Microbiology
	Med 294	Clinical Preceptorship in Community-based Practice of Infectious Diseases

Department of Neurosciences

The department participates in modules in LU III and LU IV that integrates the structure and function of the nervous systems at the gross, microscopic and molecular levels, correlated with physical, neurological and psychosocial examination, and principles of imaging of these systems. In LU V, there is a 2-week rotation in Neurology, Neurosurgery and Psychiatry outpatient clinics to diagnose and manage neurologic and psychiatric disorders. LU VI students participate in patient care and acquire fundamental technical skills in the diagnosis and treatment of common neurologic, neurosurgical and psychiatric disorders in the hospital setting. Internship in the department involves rotation in the inpatient and outpatient settings to learn common neurologic and psychiatric disorders in

the Philippines and to learn the basics of neuropsychiatric treatment and referral. The Department also offers several clinical and research electives starting in LU IV.

Courses Taught or Participated in:

Learning Unit	Course Title	
LU III	OS 202	Human Body and Mind 1 (Neuroscience Module)
LU IV	OS 211	Human Disease and Treatment 1 (Integration, Coordination and Behavior)
	Elective: Neurosc 220	Seminars in Neurosciences.
LU V	Neurosc 250	Integrated Clinical Clerkship I in Neurosciences
	Elective: Neurosc 221	Directed Readings in Neurosciences.
LU VI	Neurosc 251	Integrated Clinical Clerkship II in Neurosciences
	Electives: Neurosc 291	Research Elective in Neuroscience I
	Neurosc 292	Clinical Elective in Neuroscience.
LU VII	Neurosc 260	Internship in Neurology and Psychiatry
	Elective: Neurosc 291.1	Research Elective in Neurosciences 2

Department of Obstetrics and Gynecology

The Department of Obstetrics and Gynecology provides teaching, service and research for the reproductive health of women primarily. Academic and clinical courses on the management of normal and high-risk pregnancies, OB-Gynesonology, reproductive endocrinology, fertility care, gynecologic cancers, sexual health and urogynecology are taught in the different year levels.

The department participates in courses in LU III and LU IV that include topics on the histology and physiology of the male and female reproductive system, fetal physiology, normal pregnancy, labor, delivery and the puerperium. The pathophysiology, symptomatology, diagnosis and prevention, and principles of treatment of diseases of the reproductive and endocrine systems is also discussed. The LU V Integrated Clinical Clerkship I in Obstetrics and Gynecology involves rotation in the general and selected subspecialty clinics with supervised participation in the diagnosis, management and prevention of commonly encountered obstetrics and gynecology problems in the outpatient setting. This is followed in LU VI by the Integrated Clinical Clerkship II in Obstetrics and Gynecology which is a month- long rotation which serves as a venue for introductory clinical exposure and active participation in the management of patients in a hospital setting. Internship includes rotations in the different services of the Outpatient and

Inpatient Departments, including the OB Admitting Section and Labor/Delivery Room. Skills in the diagnosis and management of normal pregnancy, diagnosis of abnormal pregnancy and the institution of initial emergency measures prior to availability of higher-level expertise, as well as skills in performing certain minor OB-GYN procedures are acquired.

Courses Taught or Participated in:

Learning Unit	Course Title
LU III	HD 201 Human Development 1 (Human Ontogeny and Parturition)
LU IV	OS 215 Human Disease and Treatment 5 (Reproduction and Hormonal Regulation)
LU V	Ob-Gyn 250 Integrated Clinical Clerkship I in Obstetrics and Gynecology Elective: Ob-Gyn 250.1 Reproductive Health in the Community
LU VI	Ob-Gyn 251 Integrated Clinical Clerkship II in Obstetrics and Gynecology Electives: Ob-Gyn 291 Research Elective in Obstetrics and Gynecology I Ob-Gyn 292 Clinical Elective in Obstetrics and Gynecology I
LU VII	Ob-Gyn 292 Clinical Elective in Obstetrics and Gynecology I Electives: Ob-Gyn 291 Research Elective in Obstetrics and Gynecology I Ob-Gyn 292 Clinical Elective in Obstetrics and Gynecology I

Department of Orthopedics

The Department of Orthopedics highlights a fully integrated program that trains the future 6-star physician. All the 11 prescribed learning objectives are met in these four rotations.

The LU IV student is Introduced to common diseases related to locomotion and sensation in OS 212. Here the students are introduced to the common musculoskeletal ailments including diagnosis and treatment. This activity is capped by an OSCE at the end of the rotation. Musc 250 demonstrates an interdisciplinary approach to teaching with the departments of Rehabilitation Medicine and Rheumatology division. 2-week course in LU V. Focus is mainly on the common musculoskeletal ailments seen at the out-patient clinic and builds on the basic knowledge introduced from OS212. Students are exposed to patients seen at the OPD and expand their clinical skills in this highly supervised environment. LU VI students are exposed to common orthopedic emergencies and the management it entails in Ortho 251. The students rotate as a part of the care giving system

of the department. Finally, Ortho 260 is the integration and refinement of the knowledge and skills learned 3 years prior. Rotators serve in the out-patient, wards, emergency room and operating theater as part of the orthopedic care team. Students are exposed to the day-to-day operations of a busy clinical department, its challenges and implications to the communities that we serve.

Courses Taught or Participated in:

Learning Unit	Course Title
LU IV	OS 212 Human Disease and Treatment. Locomotion and Sensation
LU V	Musc 250 Integrated Clinical Clerkship in Musculoskeletal System
LU VI	Ortho 251 integrated clerkship in Orthopedics Elective: Ortho 291 Research Elective in Orthopedics
LU VII	Ortho 260 Internship in Orthopedics Elective: Ortho 292 Clinical Elective in Orthopedics

Department of Otorhinolaryngology – Head and Neck Surgery (ORL-HNS)

The Department of Otolaryngology- Head and Neck Surgery's prime consideration is the health needs of the Filipino people by providing excellence and leadership through teaching, exemplary clinical practice, and relevant research activities. The consultant staff are considered experts in their field and at the forefront of novel ideas and technology.

OS 212 OS212 Human Disease and Treatment 2 is a course in LU IV that integrates topics in locomotion and sensation. Headed by the faculty of the Department of Otorhinolaryngology – Head & Neck Surgery, it deals with both pathophysiologic and key clinical topics involving the senses of hearing and balance, the related senses of smell and taste, as well as phonation and disorders of facial function. Basic topics in radiology and pathology as it relates to diseases found in the broad field of Otorhinolaryngology Head & Neck Surgery (ORL-HNS) are also included. It builds on the knowledge base begun in Learning Unit III, where the students were introduced to the normal human anatomy and physiology of the ear and temporal bone, the nose and paranasal sinuses, the oral cavity, pharynx and larynx. As a module that runs for one week, it will form an integral but incomplete second layer of knowledge that will be needed for, and supplemented by, further clinical exposure in Learning Units V, VI, and VII, where the students will rotate in the clinical areas under the purview of the Department of Otorhinolaryngology - Head & Neck Surgery of the University of the Philippines - Philippine General Hospital. ORL 220 Basic and Clinical Introduction to Hearing and Balance is an introduction to the clinical anatomy and physiology of hearing and balance through actual exposure to clinical audiology in the Ear Unit with correlative study of anatomic models and dissected temporal bones. Opportunities for further learnings may be made available to the interested students depending on availability of resources. ORL 250 is an

application of concepts in the diagnosis and management of common diseases of the ear, nose, throat, head and neck seen in the ambulatory setting with emphasis on disease prevention and health promotion. An elective offered in LU V is ORL 221 Integrated Clinical Clerkship I in Otorhinolaryngology. This is introduction to the clinical anatomy and physiology of the airway in voice through actual clinical exposure in the Videostroboscopy unit with correlative study of anatomic model and larynx. ORL 251 is an intensive 2-week course designed to expose Learning Unit VI students to the application of concepts in the diagnosis and management of common in-patient and emergency cases in the Department of Otorhinolaryngology. Students are likewise introduced to not so common cases requiring tertiary in-patient care. Disease prevention and health promotion will also be emphasized. Internship in Otorhinolaryngology (Learning Unit VII) is comprised of a 2-week comprehensive rotation in the dispensary, emergency room, wards and operating room - essentially to learn the approach to diagnosis and relevant primary care level management of common ambulatory and hospital-based, acute, recurrent and chronic diseases of the ear, nose, throat, head and neck. The skills learned are essentially those of recognition of abnormal conditions involving greater proficiency in basic ORL diagnostic tests and instrumentation, relevant primary care level management, institution of lifesaving, temporizing procedures, such as tracheostomy and control of upper GI and respiratory bleeding, and the awareness of situations that may need specialty referral. Previously acquired community-oriented attitudes and health-promotive, disease-preventive skills including palliative and rehabilitative issues will be reinforced. LU VII students who belong to the top 20% of the class with no grade lower than 2.25 from LU III to LU V can enter the Straight Internship program in

ORL-HNS. Students will be introduced to the specialty of Otorhinolaryngology-head and neck surgery involving two months rotations in each of the subspecialties.

Courses Taught or Participated in:

Learning Unit	Course Title
LU IV	OS212 HDT2-ORL Human Diseases and Treatment II – Otolaryngology Elective: ORL 220 Basic and Clinical Introduction to Hearing and Balance
LU V	ORL 250 Integrated Clinical Clerkship I in Otorhinolaryngology Elective: ORL 221 Basic and Clinical Introduction to Phonology
LU VI	ORL 251 Integrated Clinical Clerkship II in Otorhinolaryngology Elective: ORL 291 Research Elective in Otorhinolaryngology
LU VII	ORL 260 Internship in Otolaryngology Head and Neck Surgery SI 270.3 Straight Internship in Otorhinolaryngology

Department of Pediatrics

Established in 1915, the Department of Pediatrics is one of the major clinical departments of UPCM-PGH. A leader in child health and research, it has served as a training ground for more than a century to the medical students, residents, and fellows with 17 subspecialty divisions and community partnership.

Starting in LU III, the department participates in HD 202 and handles discussion on the biological, psychosocial, social changes and adaptations during the life span with emphasis on neonatal, childhood, adolescent periods. LU IV courses are handled jointly with the Department of Medicine and discuss the pathophysiology, symptomatology, diagnosis, prevention and principles of treatment of diseases of the Cardiovascular and Pulmonary Systems in OS 213 and the Hematopoietic and Immune System .in OS 216. During LU V, the students rotate in the Well-Child, Sick-Child and Adolescent Clinics with supervised participation in the diagnosis, management and prevention of commonly encountered problems in the ambulatory care setting. A clinical elective offered during the year is an introduction to the Integrated Management of Childhood Illness (IMCI) to improve practices in the health system and the home. LU VI students are taught the skills in participatory care to enhance integration of basic pediatric knowledge and acquisition of fundamental skills related to promotion of health, diagnosis and treatment of commonly encountered pediatric disorders in an in-patient setting with community orientation. During internship, students rotate in the different subspecialties of Pediatrics including pediatric emergencies that will provide skills in the recognition and management of childhood conditions. LU VII students who belong to the top 20% of the class with no grade lower than 2.25 from LU III to LU V may enter the straight internship program in Pediatrics where they rotate in the various subspecialties with opportunities for self-directed learning and direct patient care as junior admitting physicians.

Courses Taught or Participated in:

Learning Unit	Course Title	
LU III	HD 202	Human Development 2 Human Physical & Psychosocial Development
LU IV	OS 213	Human Disease and Treatment (HDT 3): Circulation and Respiration
	OS 216	Human Disease and Treatment (HDT6): Hematopoiesis and the Immune Response
LU V	Pedia 250	Integrated Clinical Clerkship in Pediatrics
	Elective: Pedia 250.1	Clinical Elective in Ambulatory Pediatrics
LU VI	Pedia 251	Integrated Clinical Clerkship II in Pediatrics

	Elective: Pedia 292	Clinical Elective in Pediatrics I
LU VII	Pedia 260 SI 270.4 Electives: Pedia 291.1 Pedia 291.2	Internship in Pediatrics Straight Internship in Pediatrics Research Elective in Pediatrics Clinical Elective in Pediatrics II

Department of Psychiatry and Behavioral Medicine

The Psychiatry Curriculum, integrated with the INTARMED Program, adopts a holistic approach to mental health using the biopsychosociospiritual framework. The Pre-clinical phase (LU I– LU III) emphasizes normal growth and development, mental health promotion, and disease prevention. The department handles The Art of Medicine course where students develop self-awareness, teaching-learning skills, communicating skills, and interviewing skills and the clarification of one's personal values towards becoming a caring, compassionate, ethical physician attuned not just to the disease but to the person as a whole. LU4 tackles psychopathology and treatment principles for various neuropsychiatric conditions, addressing biological, psychological, social, and spiritual aspects.

The Clinical Phase (LU V – LU VII) involves progressive inpatient and outpatient clinical exposures, to further deepen understanding of common neuropsychiatric disorders utilizing the biopsychosociospiritual model. The department also offers elective rotations, providing interested students with added exposure to specialized areas of interest. Didactics, patient interviews, simulation-based learning exercises, and case discussions with journal appraisals further hone knowledge, skills and attitude in the assessment and management of psychiatric conditions for a thorough and integrated learning experience needed for primary health care.

Courses Taught or Participated in:

Learning Unit	Course Title
LU III	HD 202 Human Development 2 Human Physical and Psychosocial Development IDC 202 Art of Medicine 3 – The Making of a Physician
LU IV	OS 211 Human Disease and Treatment : Integration, Coordination and Behavior Elective: Psych 220 Interventions in Psychiatry I-Group Process
LU V	Neurosc 250 Integrated Clinical Clerkship 1 in Neurosciences Elective:

	Psych 221	Interventions in Psychiatry II – Medically III Ambulatory Care
LU VI	Neurosc 251	Integrated Clinical Clerkship II in Neurosciences
	Electives:	
	Psych 292	Clinical Elective in Psychiatry
	Psych 294	Interventions in Psychiatry III
LU VII	Neurosc 260	Internship in Neurology and Psychiatry

Department of Radiology

The Department of Radiology provides excellent healthcare through service, training, and research. It renders quality diagnostic and therapeutic services with advanced equipment and collaboration with other specialties. Its faculty diligently trains physicians to become skilled, principled, and innovative radiologists. The department produces researches that contribute to medical advancements and knowledge in the field.

In LU IV, the department offers the Radio 220 elective that will teach correlation of physiologic phenomena with radiologic modalities in common pathologic processes. LU V students are taught how to Integration of radiologic and nuclear imaging in the diagnosis of common diseases in Radio 250. The Radio 293 elective imparts basic competencies in radiation protection and diagnostic work-ups and teaches basic competencies in radiation protection and diagnostic work-ups. In LU VI, the elective in Radio 292 gives hands-on exposure to the different subspecialties of Radiology, such as interventional radiology, radiation oncology, and nuclear medicine. LU VII students who belong to the top 20% of the class with no grade lower than 2.25 from LU III to LU V can enter the straight internship program in radiology where the student can acquire knowledge, skills and attitudes on the basic fundamentals of diagnostic radiology. This course allows qualified interns to learn and experience firsthand the imaging modalities and procedures that are expected of PGH Radiology residents.

Courses Taught or Participated in:

Learning Unit	Course Title
LU IV	Elective: Radio 220 Radiologic Correlation of Human Pathophysiology
LU V	Radio 250 Integration of radiologic and nuclear imaging in the diagnosis of common diseases. Elective: Radio 293 Imaging in Ambulatory care
LU VI	Elective: Radio 292

	Introduction to Interventional Radiology, Radiation Oncology, and Nuclear Medicine.
LU VII	Radio 270.5 Straight Internship in Radiology.

Department of Rehabilitation Medicine

Physical Medicine and Rehabilitation (PM&R), focuses on the diagnosis, evaluation, and comprehensive management of individuals with physical disabilities and impairments to help individuals regain functional abilities and improve their quality of life. The UP PGH Department of Rehabilitation Medicine has participation in the various year levels, namely

The department participates in OS 211 and OS212 courses in LU IV where team teaching is done. The OS 211 course teach the pathophysiology, symptomatology, diagnosis, prevention and principles of treatment of diseases of the nervous system. In OS 212, the focus is on the musculoskeletal system. Musculoskeletal 250 in LU V is a two-week rotation in the Orthopedics, rehabilitation Medicine and Rheumatology Clinics with supervised participation in the diagnosis, management and prevention of common musculoskeletal condition emphasizing the interdisciplinary approach seen in the ambulatory setting. LU VI students undergo a two-week rotation focusing on participatory patient care integrating the philosophy and principles of rehabilitation medicine in the evaluation, goal-setting, and management of in-patients with common disabling conditions. During internship, the student learns how to assess and participate in the comprehensive management of patients with disability due to disorders of the nervous, musculoskeletal and other systems. This includes exposure in the in- and outpatient settings, rehab diagnostics and the different paramedical sections. The department offers a straight internship program in rehabilitation medicine for LU VII students who belong to the top 20% of the class with no grade lower than 2.25 from LU III to LU V.

Courses Taught or Participated in:

Learning Unit	Course Title
LU IV	OS 211 Human Disease and Treatment I: Integration, Coordination, and Behavior
	OS 212 Human Disease and Treatment (HDT2): Human Disease and Treatment 2 (Locomotion and Sensation)
LU V	Mus 250 Integrated Clinical Clerkship in the Musculoskeletal System
LU VI	Rehab 251 Integrated Clinical Clerkship in Rehabilitation Medicine
	Elective Rehab 292 Clinical Elective in Rehabilitation Medicine I
LU VII	Rehab 260 Internship in Rehabilitation Medicine
	SI 270.6 Straight Internship in Rehabilitation Medicine

Elective: Rehab 292.1 Clinical Elective in Rehabilitation Medicine 2
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Department of Surgery

The Department of Surgery prides itself with a century-long tradition of producing many of the nation's foremost surgical leaders and experts. Known as the premiere residency training center for Surgery in the country, the Department has consistently produced surgeons who have become pioneers in their respective fields. It is recognized as the only training program in the country able to offer fellowship programs in all surgical specialties, and is updated with the most current surgical techniques and technology including access to minimally-invasive and robotic surgical systems. Service is at the forefront of most activities of the Department, resulting in the greatest number of surgical procedures (11,000 operations performed yearly). This extensive experience enables us to fulfil our mandate to serve the Filipino people and also provides a wealth of clinical material for our medical students and clinical trainees. This likewise presents us a unique opportunity to conduct world class clinical research, resulting in international publications.

The learning activities are to be conducted by the faculty of the Department drawn from the following divisions: GS I (Head and Neck, Soft Tissue, Breast, and Esophagogastric Surgery and Surgical Oncology, GS II (Colorectal Surgery), GS III (Hepatobiliary and Pancreatic Surgery), Trauma, Pediatric Surgery, Thoracic and Cardiovascular Surgery, Urology, Plastic Surgery, Burn and Organ Transplant.

LU III and LU IV introduces the basic concepts in surgery as well as the recognition of common general surgical conditions. For LU III, the Department is integrated with the Modules that teach students the normal findings of the human body. The department introduces the students to physical examinations of the normal abdomen and chest (including the breast), including practicing PE under supervision. For LU IV, the Department of Surgery participates in the following modules: Excretory/Renal Module, Digestive Module, Pulmonary Module, Cardiovascular Module. At this level, the students start dealing with the ABNORMAL FINDINGS associated with symptom- based topics. For example, the symptoms of a patient experiencing painful urination, abdominal distention, difficulty breathing and so on form the basis of these topics. The Department of Surgery conducts lectures, small group discussions and case presentations. The most exciting part of LU IV is when students are sent to the wards to interview actual patients and perform a supervised examination of patients. They are introduced to the clinical process, where book learning meets supervised history-taking and physical examination. LU V deals with the total comprehension and integration of all pertinent concepts in the management of common General Surgery conditions, including those peculiar to Surgical Subspecialties in the ambulatory setting. Each session at the Surgical OPD Clinics where the student sees a patient is directly supervised face to face by the faculty of the

Department (preceptorials) drawn from its divisions. Students even participate in the supervised activities in both the Major and Minor OPD Operating Rooms, doing actual assisting in the surgeries. LU V students also participate in skills laboratories conducted by consultants of the Department which involve suturing, rectal and breast examinations, gloving/gowning, and foley catheter and nasogastric tube insertions with the use of task trainers. Students also have preceptorials and small group discussions. The Department of Surgery also participates in the Grand OSCE (Objective Structured Clinical Examination) of the UPCM. LU6 (In-patient Surgical care) is designed for a graduated exposure and involvement in the actual care of surgical patients. There is emphasis on the General Surgery and Trauma topics with must know diseases with great emphasis on the acute care of the surgical patient. There are small group discussions, case presentations, lectures and ward rounds. LU6 students are expected to start demonstrating their proficiency in performing clinical tasks by going on actual face to face duties in the PGH Emergency Room, Operating Rooms and wards, supervised by the Department's consultants and surgery residents. The skills they learned with the task trainers in LU5 (suturing, catheter insertions, etc.) will now be applied to actual patients. The internship year of **LU7** face to face clinical rotation in the Department of Surgery involves duties in the wards, Emergency Room, and Operating Rooms of the PGH. The intern is expected to learn to recognize and manage emergent surgical cases. Whereas in LU6, topics emphasized were General Surgery and Trauma, in the internship year, the student is exposed to the whole scope of Surgery, whether General Surgery, Trauma and the Surgical Subspecialties. The intern is assigned as the most junior member of the surgical team. At this stage, the LU7 student is expected to perform basic tasks and implies that he/she reached a level of proficiency that befits being a member of the surgical team. He/she is also expected to identify common surgical problems, their management, and proper referral to specialists. At the Wards, the intern may perform minor surgical procedures under the supervision of a surgical resident should it be needed. The experience will allow them to improve their surgical skills, particularly suturing, which were initially taught in their earlier years of medical school. The intern shall also be considered a participant in rendering patient care, including diagnosis and treatment. The intern has small group discussions, preceptorials and ward rounds as they continue their learnings in the Department. LU VII students who belong to the top 20% of the class with no grade lower than 2.25 from LU III to LU V can apply to the straight internship program in surgery.

Courses Taught or Participated in:

Learning Unit	Course Title
LU III	OS 205 Human Body and Mind 4 (Thorax) (Structure and Function)
	OS 206 Human Body and Mind 5 (Abdomen and Pelvis) (Structure and Function)
LU IV	OS 213 Human Disease and Treatment 3 (Circulation and Respiration)

	OS 214	Human Disease and Treatment 4 (Digestion and Excretion)
LU V	Surg 250	Integrated Clinical Clerkship I in Surgery
LU VI	Surg 251	Integrated Clinical Clerkship II in Surgery
	Electives:	
	Surg 291	Research Elective in Surgery I
	Surg 292	Clinical Elective in Surgery I
LU VII	Surg 260	Internship in Surgery
	SI 270.7	Straight Internship in Surgery
	Elective:	
	Surg 292.1	Clinical Elective in Surgery 2

UP-PGH Health Service

The Office of Student Affairs coordinates with the Health Service Unit under the Department of Family and Community Medicine (DFCM) 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 to improve the health status of students.

The clinic is staffed by medical consultants from the Department of Family and Community Medicine with nurses and clerks 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 B, varicella, tetanus, flu and other communicable diseases.

UPHS SERVICES

The clinic is open Monday to Friday from 7:00 am to 3:00 pm. The cut-off for acceptance of patients is at 2:00 pm.

The following services are provided in the clinic

1. Medical Consultation
 - a. Face-to-face consultation
 - b. Telemedicine
2. Annual Physical Examination
3. Immunization
4. Referral to the emergency room/ admission at the PGH infirmary rooms when necessary
5. Referral to other specialists

Patients needing specialty care are referred to the Specialty Clinics available at the Philippine General Hospital. This include but not limited to the following clinics:

Allergy	Gastroenterology	Orthopedics
Cardiology	Internal Medicine	Otorhinolaryngology
Dermatology	Neurology	Psychiatry
Endocrinology	Obstetrics-Gynecology	Rehabilitation Medicine
Family Practice Care	Ophthalmology	Surgery
Center		

Students enrolling for the coming academic year should have their medical examination. This includes the current and past diseases of the student, diseases in the family, and immunization history. Diagnostic tests required according to recent recommendations must be complied with. The diagnostic tests and medical exams may be facilitated through other health facilities using the official health examination form of the UP Health Service. If done in another institution, students must ensure that all information and requirements are complete before requesting validation from UP Health service via telemedicine. If the student prefers to have it done at the UP Health Service via face-to-face consultation, he/she must request an appointment. Face-to-face and telemedicine consultations can be requested from the UP Health Service by sending an SMS at 0961 732 1764 during clinic hours.

PROCEDURE IN CASE OF EMERGENCY

A student requiring immediate care during an emergency will be sent to the PGH Emergency Room Complex for diagnosis and management. Students are reminded to bring their ID cards for proper identification and PGH Blue Card/ Case Number for retrieval of records. Alternatively, a certificate of enrollment from his/her college should be presented within 24 hours of confinement in lieu of an ID card.

Schedule of fees availed by students at PGH:

- Free out-patient consultation at the UP-PGH Health Service
- 25% discount on the outpay rate for regular diagnostic tests
- No discount on the outpay rate for special diagnostic tests
- PGH revolving fund price for drugs/ medicine
- 40% net of Philhealth for Infirmary rooms
- 30% net of Philhealth for ward type rooms (6-bed ward room or semi-private rooms)
- 20% net of Philhealth for private to presidential rooms

DIAGNOSTIC TESTS

1. Regular Diagnostic Tests

a. Laboratory

- CBC (Hb, Hct, WBC, Diff Ct, RBC)
- FBS or RBS, Na, K, Cl, Ca, Mg
- BUN/Crea
- Liver Function Tests
 - AST, ALT, Alk Phos, LDH, DBIB, TPAG
- Amylase
- Uric Acid
- Cholesterol, Triglycerides, HDL, LDL
- Coagulation Tests (BT, CT, CRT)
- LE Test
- ESR
- Microbiologic studies:
 - Gram Stain
 - AFB Stain
 - KOH
 - India Ink Test
 - Trichomonas
 - Monilia
 - Gonorrhea
 - Urinalysis
 - Fecalysis
- Papanicolaou Smear

b. Plain X-ray radiograph of the following:

- Chest (AP/PA and Lateral)
- Soft Tissue Neck
- Cervical Vertebrae
- Thoracic Vertebrae
- Lumbosacral Vertebrae
- Sacrum and Coccyx
- Shoulder
- Humerus
- Forearm
- Elbow
- Wrist
- Hand
- Femur
- Leg
- Ankle
- Foot
- Pelvis
- Hip Joint
- Knee
- KUB
- Plain Abdomen
- Pelvimetry
- Bone Aging
- Skull Series

2. Special Diagnostic Tests

All laboratory and radiographic exams that are not included in the above list are considered special.

UP Medical Alumni Society (UPMAS)

The University of the Philippines Medical Alumni Society (UPMAS) was established in 1946 as a non-profit, non-stock corporation that exists to promote and maintain close ties between the alumni and their Alma Mater, and among the alumni themselves. It is an organization for the graduates of the Doctor of Medicine degree program that aims to promote the welfare of the alumni and develop any activity related to the practice of medicine, particularly:

1. To assist UPCM maintain the high standards of medical education
2. To help maintain the high standards of medical practice among alumni
3. To help promote the public welfare and help the State in its duty to protect the health and welfare of the people through the alumni
4. To assist students and alumni in establishing linkages with alumni here and abroad for training and placement
5. To encourage exchange of scientific information among members
6. To promote good fellowship and cooperation among members

For almost eight decades, UPMAS has coordinated with all alumni to raise funds for the different undertakings of UPCM. The generosity of alumni classes and individuals contributed to the completion of the Medical Sciences Building and other infrastructure projects. Moreover, alumni donations are used for various scholarships, financial assistance, professorial chairs, and other worthy programs.

The society offers a scholarship to one deserving student at any one time equivalent to a set amount given per semester. Moreover, UPMAS gives a Leadership Award to a graduating student who has shown exemplary leadership skills in various class undertakings. UPMAS members are also tapped to be part of the UPCM Mentoring program.

UPMAS offers a Research Dissemination Grant for qualified members presenting their research outputs in various fora. The society likewise maintains linkages among alumni all over the world to assist in the placement of students for electives and specialty training.

Every year, UPMAS spearheads the UPCM Alumni Homecoming celebration in coordination with the various jubilarian classes. It also recognizes outstanding alumni with its yearly UPMAS Awards: Distinguished Alumnus, Outstanding Educator, Outstanding Researcher, Outstanding Medical Service, Outstanding in Community Service and Public Health, Most Distinguished Class of the Year, Alumni Family of the Year. Furthermore, UPMAS conducts various CME activities including postgraduate courses and webinars as organized by jubilarian classes every year. The society is proud of the achievements of all alumni that has contributed greatly to the advancement in the practice of Medicine in the country and the world.

The UPMAS office is located at the Ground Floor of the Paz Mendoza Guazon Building where UPCM students are most welcome to visit and stay.

Library Services

F. B. HERRERA JR. MEDICAL LIBRARY

The Medical Library being academic, aims to provide and meet the various needs of its users namely: students, faculty, researchers and non-teaching staff with services constantly coordinated with the University Library and other UP Manila College Libraries.

The F.B. Herrera Jr. Medical Library is a center for study of medical and clinical sciences, and its collections are particularly strong in the subjects of basic and clinical biomedical subjects such as: Anatomy, Biochemistry, Family Medicine, Medicine, Molecular Biology, Obstetrics and Gynecology, Ophthalmology, Orthopedics, Otorhinolaryngology, Pathology, Pediatrics, Pharmacology, Physiology, Psychiatry, Radiology, Rehabilitation Medicine, Surgery, and others. A total collection of more than 65,000+ volumes of books, journals, special collections such as archival/memorabilia and audio-visual materials are being continuously maintained. Subscription to various medical databases and other resources in the field of health sciences such as UpToDate and Clinical Key flex are available and growing. Electronic resources subscribed by UP Manila are also available for access using the UP Manila network and or remotely available through the use of Virtual Private Network (VPN) or login details provided by the College Library where it was subscribed. Access to collection of books (including latest acquisitions), serials, documents and electronic resources can be made by clicking on these hyperlinks: UP Manila Libraries Online Catalog/ Electronic Resources.

A. Library Registration

Bona fide members of the University who are currently enrolled (undergraduate / graduate students) or employed (faculty and non-teaching staff such as Administrative & Research, Extension and Professional Staff or REPS) just need to present a valid UP Manila student, faculty or staff identification card to avail of the library resources and services. Library account verification is done via **Buklod** <https://buklod.up.edu.ph/> (UP Integrated Library System).

B. Borrower's Information

Members & Non-Members of the UP System may use the Library resources subject to the rules and regulations governing their use.

1. Borrower's Privileges

Client	Undergraduate student	Graduate student	Faculty	REPS	Administrative Staff
No. of books allowed to borrow	7	7	12	12	7

C. The Print Collection

1. **Circulation, Filipiniana & Reserve Collection.** UP Manila Circulation, Filipiniana and Reserve Section houses a vast collection of books covering all areas of instruction of the University, from basic health, medical, social sciences up to complex yet specific health and medical book collections.
2. **Circulation Books.** These are books that may be loaned from one to two weeks per college (renewable once) by students, admin, REPS and faculty. These include multiple editions of textbooks as well as academic books which cater detailed discussions of various and specific subjects/topics per unit college.
3. **Filipiniana Books.** These are collections that may be loaned for one week (renewable once) by students, admin, REPS and faculty which has topics pertaining specifically to the Philippines, written and published in the Philippines or written by a Filipino author.
4. **Reserve Books.** Set apart from the circulation collection, reserve books are often prescribed by faculties or separated due to multiple demands with limited copies and are available for room use or overnight loan only to allow more students to use them. These books are kept in closed shelves; just fill out a request form to get the book you need.
5. **Reference Materials.** UP Manila library also caters adequate reference materials used for room use only to provide fast and effective service through providing a vast reference collection. This collection consists of but not limited to Dictionaries, Almanacs, Encyclopedia as well as UP publications.
6. **Serials and Periodicals.** We have an available serials collection which includes Foreign and Filipiniana journals, magazines, periodicals, newspapers, etc. mostly covering the areas of health and sciences.
7. **Theses and Dissertations (Scholarly created papers).** UP Manila also takes into heart its role in collecting the intellectual output in the form of undergraduate and graduate theses and dissertation collections which are all stored, made searchable and readily accessible to researchers. Over the years it has collected research and various works of students in both print and digital formats.

Students may visit the Online Public Access Catalog (<https://tuklas.up.edu.ph>) to check for other available resources.

D. Loan Period

Type of material	Circulation	Filipiniana	Reserve	Reference	Theses / Dissertation	Journals / Periodicals
Loan Period	One-week	One-week	Overnight	Room Use Only	Room Use Only	Room Use Only

Check the location of our Library resources from the Online Public Access Catalog (Tuklas) at <https://tuklas.up.edu.ph/>

E. Fines & Fees

1. Circulation Books
P2.00/day exclusive of Saturdays, Sundays and Holidays
2. Reserve Books
P1.00 for the first hour, P5.00 for the succeeding hours; P50.00/day inclusive of Saturdays, Sundays and Holidays
3. Lost Book
Any person who loses or fails to return a book within seven (7) days after due or recall shall:
 - a. replace it with the same title or a good photocopy or
 - b. pay its current replacement value or
 - c. replace it within 30 days by another title to be selected by the Librarian.

In all cases the person shall pay a fine equivalent to 50% of the cost of the book.

4. Other Fees

Service	Research	Use of Library Equipment	Use of personal equipment (electricity)
Students, faculty & staff	FREE	FREE	Php20.00**
Non-UP clients / Private	Php50.00 / day	Php50.00 / hour	Php50.00 / hour

** In excess of the 20 hours free Internet per Semester.

F. Circulation and User Services

1. Online Book Borrowing/Renewal
2. Clearance Signing (University Clearance)
 - a. Secure an electronic copy of the University Clearance Form from the OUR website.

- b. Use the student UP email (@up.edu.ph) to send the form to the College Librarian-In-Charge.
 - c. If without accountability, clearance will be signed by the University Librarian and sent back to the student. Otherwise, the form will be sent back unsigned with complete information about the unreturned book/s or amount of fines. Students are advised to settle all accountability first before having the clearance signed.
3. Clearance Signing/Verification (College Clearance)
 - a. Undergraduate students including MD-PhD - Application for college clearance is through the UPCM web portal (<https://cm.upm.edu.ph/portal/login?next=/portal/>)

 If without accountability, clearance will be verified by the College Librarian-In-Charge. Otherwise, remarks will be sent via UP email with complete information about the unsettled library accountability. Students are advised to settle all accountability first before applying for college clearance.

 Graduate students (MS and Diploma Program) - College clearance forms are being issued by the College of Medicine Student Records Office upon completion of graduation requirements.
 - b. For MD-PhD, MS and Diploma Program students, submission of thesis/dissertation (in PDF format) sent via email is a requirement prior to clearance signing.
4. Printing & Scanning Services

G. Reference Services

1. Virtual Reference Services
2. Current Awareness Services
3. Library Orientation & Instruction
4. Scan & Deliver Service
5. Document Delivery Service
6. Referral Letter Request
7. Turnitin Feedback Studio Similarity Checking
 (<http://library.upm.edu.ph/node/164>)

H. Electronic Links

Digital resources especially online subscriptions of UP Manila are restricted and may only be accessed by UP Manila constituents through IP authentication, login to UP Manila Internet (Authentication and Directory Services, ADS u.pm/ads) is a must. Only computers attached to the UP Manila network are allowed to access subscribed e-resources. For electronic resources concerns, you may send an email at University Library, UP Manila or F.B. Herrera Jr. Medical Library

1. VPN Remote Access

a. Apply for the Virtual Private Network (VPN) to access the online resources from outside of U.P. Manila's Network. The IMS administers the VPN service. Any queries about the VPN service must be sent to the IMS Network Team via email address: ims.netops@post.upm.edu.ph

b. Who is VPN for?

For the purposes of UP Manila, a VPN connection is useful for the following stakeholders:

- 1) Faculty members and students who need to access online publications for their respective teaching or academic requirements.
- 2) Staff who need urgent access to particular UPM local sites, in situations where they are away from UP Manila.
- 3) Stakeholders who wish to access external sites important to UPM (e.g., uis.up.edu.ph, gmail.com), with security in mind. (As stated above, a VPN connection provides added security to users' online activities.)
- 4) UP Manila system and network administrators.

c. Requirements

- 1) Faculty members and students should have active ADS credentials, which will be used to access the Internet from within the UP Manila network.

For instructions on how to request an ADS account, click <https://library.upm.edu.ph/node/175>.

A Google account (either @up.edu.ph or @gmail.com). VPN-related documents are shared on Google Drive can only be accessed with this account.

- 2) Familiarity with your computing device's operating system. You may need assistance from knowledgeable persons to be able to install and configure a VPN on your machine.
- 3) Link to HOW TO: Access Library Resources Remotely using Virtual Private Network. View the guide to learn more about VPN.
<https://docs.google.com/document/d/1PKPhgkIxB6poy-KRAhOFIXRjne7hqEkIJmsShlhHN2Q/edit#heading=h.4i4u4tfz29m1>

2. OpenAthens

- a. The University of the Philippines Manila Library is introducing seamless, secure access to electronic resources anytime, anywhere through OpenAthens. It allows faculty members and students to use UP Mail account (@up.edu.ph) to access subscribed library resources both on and off-campus.
- b. What is OpenAthens?

OpenAthens is an access management platform that allows libraries to enable and monitor access to subscribed online content. With OpenAthens, access and authentication are managed simply, securely, and effectively while providing insight and data that supports the information needs of the UP Manila community.

With a single sign-on (SSO), faculty members and students can access most of the library's electronic resources with just one login, making access to library resources easier and more reliable with improved security. OpenAthens is an authentication service. Students, faculty and researchers need to use UP Webmail login credentials (@up.edu.ph) to access subscribed library resources both on and off-campus.

Note that OpenAthens is a "gateway" service to facilitate access to publisher content. It does not include any content of its own. Here's the link to HOW TO: Access to Online Library Resources using OpenAthens, <https://www.facebook.com/watch/?v=237476608404847>. View the guide to learn more about OpenAthens.

3. Document Delivery Service

This service assists a researcher in finding the right resources and information, and in providing the requested article, book chapter, or document. Fill out the Online Document Delivery Request Form,

https://docs.google.com/forms/d/e/1FAIpQLSeLj_QA0k8zqwqZ2Xkly8L0X_8xiWmQByAuDyQDjq1dP9fN1g/viewform.

To request a scan copy of a book chapter or journal article from the UP Manila libraries' print collections, see Scan & Deliver <https://library.upm.edu.ph/node/190>

What is NEW?

➤ One Login

UP Webmail login credentials can now be used to authenticate to your favorite online resource both on and off-site, giving flexibility to start your research wherever you are.

➤ **On-campus Access**

The library will continue to provide an IP authentication service. There will be no change to the way faculty and students access online resources when on-campus. Access to these electronic resources is via IP Address authentication and is therefore limited to users accessing from within the UP Manila network. Once connected to the UPM network, log in using UP Manila Authentication and Directory Service (ADS) credentials. No ADS account yet? Contact the UPM IMS Team <https://ims.upm.edu.ph/faqs>

➤ **Off-campus Access**

Remote access is now available for electronic databases via OpenAthens and Virtual Private Network using UP Mail credentials. Faculty and student will only need to

➤ **UPM VPN**

OpenAthens will not replace VPN. It will still be there, providing options for library users to access library resources remotely.

I. Online Resources

Link for the complete list of currently available library online resources, (<https://library.upm.edu.ph/node/3>).

1. Medical And Allied Health (Subscribed by the College of Medicine)
 - a. **Access Medicine (with 132 ebook titles)** - provides medical students with a variety of resources needed to excel in basic science studies and clerkships; helps residents, nurse practitioners, and physician assistants with instant access to videos, self-assessment, and leading medical textbooks that facilitate decision-making at the point-of-care; and allows practicing physicians to brush up on their medical knowledge to ensure the best outcome.
 - b. **ClinicalKey** - Supports healthcare professionals and students with the latest evidence across specialties in a variety of formats, including full-text reference books and journals, point-of-care monographs, drug

information, videos, practice guidelines, customized patient education handouts, clinical calculators, and more.

- c. **UpToDate (Wolters Kluwer)** - UpToDate is an evidence-based, physician-authored clinical decision support resource that clinicians trust to make the right point-of-care decision. It is dedicated to meeting the rapidly evolving needs of healthcare providers. We are constantly innovating both our emerging medicine content and our leading-edge technology to help you improve care delivery and stay ahead of hard-to-predict health events.

2. E-Journals Collection

List of subscribed individual journal titles where the library has perpetual access, <https://library.upm.edu.ph/node/197>.

3. Databases On Trial

<https://library.upm.edu.ph/node/65>

J. Acquisition Request

1. The online request for acquisition of books/journals (print/online) enables library users to request the purchase of a specific title of a book or journal as part of the library collection.
2. Fill out the online acquisition request form,
3. https://docs.google.com/forms/d/e/1FAIpQLSd-hNjgSCL_L8t28rpjHvmBPaecdVN_YkO3cMB3d07B0ERQ7g/viewform.

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For News and Updates:

FB Herrera Jr. Medical Library - Facebook

(<https://www.facebook.com/UPM.MedLib>)

F.B. Herrera Jr. Medical Library - UPCM Web Portal

(<https://sites.google.com/up.edu.ph/fbh-jr-medical-library/home?authuser=1>)

APPENDICES

APPENDIX 1

UP ANTI-SEXUAL HARASSMENT CODE

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:

This Code shall apply to all teaching and non-teaching personnel, and students of the University.

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.

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.

The University shall provide appropriate services to parties to sexual harassment cases.

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 nonteaching personnel, and students as defined herein.
- “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.
- “Non-teaching personnel” – any person who works for the University, not included in the teaching staff regardless of status of appointment.
- “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.

- “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.
- “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 –
 - 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 trainings, for the fulfillment of academic requirements and others.
 - Academic unit – all units such as but not limited to College, School, Institute, Center or Program.
 - Academic year – as determined by the University.
 - Admonition/Reprimand – a written or oral, formal reproof.
 - 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.
 - Apology – a signed written expression of contrition or remorse for wrong done, accepted by the University and the private complainant.
 - 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.
 - 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.
 - Expulsion – permanent disqualification from attendance in the University.
 - Hearing – an opportunity for the parties to be heard. The hearing is not a trial-type hearing.
 - Juridical person – refers to partnerships, corporations, cooperatives, and labor unions.
 - Partner entity – refers to any private or public person, natural or juridical, with which the University has teaching, research, extension, and other service arrangements.

- 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.
- Respondent – one against whom a Formal Charge is issued.
- Semester – academic period as determined by the University.
- University premises – the lands, buildings or facilities occupied or managed by the University.
- University System – all units and offices under the Office of the University President and Vice Presidents.
- 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:

- directly participates in the execution of any act of sexual harassment as defined by this Code;

- induces or directs another or others to commit sexual harassment as defined by this Code;
- cooperates in the commission of sexual harassment by another through an act without which the sexual harassment would not have been accomplished;
- cooperates in the commission of sexual harassment by another through previous or simultaneous acts;
- benefits from the commission of any act of sexual harassment;
- conceals or hides the commission of any act of sexual harassment; and
- 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:

Light Offenses shall include, but are not limited to:

- surreptitious looking or stealing a look at a person's private parts or underclothing;
- malicious leering or ogling;
- sexual flirtation or persistent unwanted attention with sexual overtones;
- inquiries or comments about a person's sex life and gender orientation;
- communicating sexist/smug remarks causing discomfort, embarrassment, offense, or insult to the receiver;
- display of sexually-offensive pictures, materials, or graffiti; and
- other analogous cases.

Less Grave Offenses shall include, but are not limited to:

- verbal and/or non-verbal abuse with sexual overtones, including but not limited to, offensive hand or body gestures;
- derogatory or degrading remarks or innuendoes directed toward the opposite or one's sex, sexual orientation or gender identity;
- touching or brushing against a victim's body;
- pinching that does not fall under grave offenses;
- sexual advances or propositions; and
- other analogous cases.

Grave Offenses shall include, but are not limited to:

- touching or groping of private parts of the body such as breast, genitalia, or buttocks;
- forced kissing;
- 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;
- attempted or consummated unwanted sexual intercourse or torture of the person in a sexual manner; and
- 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:

- the Vice Chancellor for Academic Affairs, the Vice Chancellor for Administration, the Vice Chancellor for Student Affairs and other Vice-Chancellors, or equivalent officials;
- 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.
- the Director/Coordinator of the Women's Studies Center/Gender Office; and
- 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:

- serve as the oversight committee of the Office of Anti-Sexual Harassment (OASH);
- determine whether a prima facie case of sexual harassment exists before giving due course to the complaint;
- recommend the constitution of Hearing Committees to hear and resolve cases with members drawn from a pool of nominees; and,
- 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.

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.

The OASH shall:

- design and implement a continuing program of activities and initiatives for the prevention of sexual harassment;
- 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;
- 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;
- coordinate security and support measures to aggrieved parties or victims in sexual harassment cases;
- serve as the secretariat of the ASH Council and Hearing Committees and act as custodian of records;
- prepare and submit an annual report to the Chancellor of the University;
- monitor the implementation of decisions/orders of the appropriate disciplining authority; and,
- 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. –

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 report 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.

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.

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.

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 the aggrieved party.

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:

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;

It would impair the rights or privileges of the students, teaching and nonteaching personnel under the law, rules or regulations;

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.

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,

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 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 nonteaching 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:

- attending classes and academic activities/rendering work;
- entering UP academic/office/ service buildings and their premises;
- 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;

- participating in UP activities within university premises;
- holding student/office jobs; and,
- 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:

- prohibition of the respondent from threatening to commit or committing, personally or through another, any of the above acts prohibited in this Code;
- 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;
- removal and exclusion of the respondent from the place of work or study of the complainant, if they are offmates or classmates, either temporarily or permanently for the purpose of protecting the complainant;
- 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,
- 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 Chairperson, who is a member of the teaching personnel;
- one (1) member representing the sector of the complainant; and,
- 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.

Quorum. - The hearings and all other meetings of the Hearing Committee shall proceed when a majority of the members are present.

Prohibited Pleadings. - The following requests are prohibited:

- extension of time to file an answer;
- dismissal of the complaint;
- re-opening of a case;
- demurrer to evidence;
- postponements/cancellation of hearings;
- reply/rejoinder;
- intervention; and,
- new proceedings on the same case.

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.

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.

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.

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.

Clarificatory Meeting. – At any time after the submission of the position papers, the Hearing Committee

may call for clarificatory meetings.

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.

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.

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.

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.

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:

For Teaching or Non-Teaching Personnel

For light offenses

1st offense – Reprimand or suspension for 1 month and 1 day to 6 months

2nd offense – Fine or suspension for 6 months and 1 day to one year 3rd offense – Dismissal

For less grave offenses

1st offense – Suspension for 6 months and 1 day to one year

2nd offense – Dismissal

For grave offenses

1st offense – Dismissal

For Students

For light offenses

1st offense – Reprimand or community service of not exceeding 30 hours

2nd offense – Suspension not exceeding 1 semester

3rd offense – Expulsion

For less grave offenses

1st offense – Community service of 60 hours

2nd offense – Suspension for 1 semester to 1 year

3rd offense – Expulsion

For grave offenses

1st offense – Suspension for more than 1 academic year to expulsion

For Other UP workers

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

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:

- written or oral apology;
- counseling; and,
- attendance in appropriate or relevant trainings, seminars, and lectures, such as gender sensitivity trainings, or other such similar activities.

In determining whether corrective measures are appropriate or necessary, the following factors may be taken into consideration:

- nature and circumstances of the act committed;
- frequency and severity of the act;
- personal circumstances of the person complained of/ respondent (e.g., age, maturity, position,

- or rank)
- safety of the parties or community; and,
- 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:

- physical illness;
- good faith;
- time and place of act;
- official position;
- subordinate;
- disclosure of confidential information;
- use of government property in the commission of the act;
- habituality;
- employment of means to commit or conceal the act;
- education; or,
- 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.

APPENDIX 2

Implementing Rules and Regulations of Republic Act No.10173, known as the “Data Privacy Act of 2012”

Pursuant to the mandate of the National Privacy Commission to administer and implement the provisions of the Data Privacy Act of 2012, and to monitor and ensure compliance of the country with international standards set for data protection, the following rules and regulations are hereby promulgated to effectively implement the provisions of the Act

Rule I. PRELIMINARY PROVISIONS

Section 1. Title. These rules and regulations shall be known as the “Implementing Rules and Regulations of the Data Privacy Act of 2012”, or the “Rules”.

Section 2. Policy. These Rules further enforce the Data Privacy Act and adopt generally accepted international principles and standards for personal data protection. They safeguard the fundamental human right of every individual to privacy while ensuring free flow of information for innovation, growth, and national development. These Rules also recognize the vital role of information and communications technology in nation-building and enforce the State’s inherent obligation to ensure that personal data in information and communications systems in the government and in the private sector are secured and protected.

Section 3. Definitions. Whenever used in these Rules, the following terms shall have the respective meanings hereafter set forth:

- a. “Act” refers to Republic Act No. 10173, also known as the Data Privacy Act of 2012;
- b. “Commission” refers to the National Privacy Commission;
- c. “Consent of the data subject” refers to any freely given, specific, informed indication of will, whereby the data subject agrees to the collection and processing of his or her personal, sensitive personal, or privileged information. Consent shall be evidenced by written, electronic or recorded means. It may also be given on behalf of a data subject by a lawful representative or an agent specifically authorized by the data subject to do so;
- d. “Data subject” refers to an individual whose personal, sensitive personal, or privileged information is processed;
- e. “Data processing systems” refers to the structure and procedure by which personal data is collected and further processed in an information and communications system or relevant filing system, including the purpose and intended output of the processing;
- f. “Data sharing” is the disclosure or transfer to a third party of personal data under the custody of a personal information controller or personal information processor. In the case of the latter, such disclosure or transfer must have been upon the instructions of the personal information controller concerned.
The term excludes outsourcing, or the disclosure or transfer of personal data by a personal information controller to a personal information processor;
- g. “Direct marketing” refers to communication by whatever means of any advertising or marketing material which is directed to particular individuals;
- h. “Filing system” refers to any set of information relating to natural or juridical persons to the extent that, although the information is not processed by equipment operating automatically in response to instructions given for that purpose, the set is structured, either by reference to individuals or by

- reference to criteria relating to individuals, in such a way that specific information relating to a particular individual is readily accessible;
- i. "Information and communications system" refers to a system for generating, sending, receiving, storing, or otherwise processing electronic data messages or electronic documents, and includes the computer system or other similar device by which data is recorded, transmitted, or stored, and any procedure related to the recording, transmission, or storage of electronic data, electronic message, or electronic document;
 - j. "Personal data" refers to all types of personal information;
 - k. "Personal data breach" refers to a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data transmitted, stored, or otherwise processed;
 - l. "Personal information" refers to any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual;
 - m. "Personal information controller" refers to a natural or juridical person, or any other body who controls the processing of personal data, or instructs another to process personal data on its behalf. The term excludes:
 - 1. A natural or juridical person, or any other body, who performs such functions as instructed by another person or organization; or
 - 2. A natural person who processes personal data in connection with his or her personal, family, or household affairs;

There is control if the natural or juridical person or any other body decides on what information is collected, or the purpose or extent of its processing;
 - n. "Personal information processor" refers to any natural or juridical person or any other body to whom a personal information controller may outsource or instruct the processing of personal data pertaining to a data subject;
 - o. "Processing" refers to any operation or any set of operations performed upon personal data including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data. Processing may be performed through automated means, or manual processing, if the personal data are contained or are intended to be contained in a filing system;
 - p. "Profiling" refers to any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person, in particular to analyze or predict aspects concerning that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, behavior, location or movements;
 - q. "Privileged information" refers to any and all forms of data, which, under the Rules of Court and other pertinent laws constitute privileged communication;
 - r. "Public authority" refers to any government entity created by the Constitution or law, and vested with law enforcement or regulatory authority and functions;
 - s. "Security incident" is an event or occurrence that affects or tends to affect data protection, or may compromise the availability, integrity and confidentiality of personal data. It includes incidents that would result to a personal data breach, if not for safeguards that have been put in place;
 - t. Sensitive personal information refers to personal information:
 - 1. About an individual's race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations;
 - 2. About an individual's health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such individual, the disposal of such proceedings, or the sentence of any court in such proceedings;

3. Issued by government agencies peculiar to an individual which includes, but is not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and
4. Specifically established by an executive order or an act of Congress to be kept classified.

Rule II. SCOPE OF APPLICATION

Section 4. Scope. The Act and these Rules apply to the processing of personal data by any natural and juridical person in the government or private sector. They apply to an act done or practice engaged in and outside of the Philippines if:

- a. The natural or juridical person involved in the processing of personal data is found or established in the Philippines;
- b. The act, practice or processing relates to personal data about a Philippine citizen or Philippine resident;
- c. The processing of personal data is being done in the Philippines; or
- d. The act, practice or processing of personal data is done or engaged in by an entity with links to the Philippines, with due consideration to international law and comity, such as, but not limited to, the following:
 1. Use of equipment located in the country, or maintains an office, branch or agency in the Philippines for processing of personal data;
 2. A contract is entered in the Philippines;
 3. A juridical entity unincorporated in the Philippines but has central management and control in the country;
 4. An entity that has a branch, agency, office or subsidiary in the Philippines and the parent or affiliate of the Philippine entity has access to personal data;
 5. An entity that carries on business in the Philippines;
 6. An entity that collects or holds personal data in the Philippines.

Section 5. Special Cases. The Act and these Rules shall not apply to the following specified information, only to the minimum extent of collection, access, use, disclosure or other processing necessary to the purpose, function, or activity concerned:

- a. Information processed for purpose of allowing public access to information that fall within matters of public concern, pertaining to:
 1. Information about any individual who is or was an officer or employee of government that relates to his or her position or functions, including:
 - (a) The fact that the individual is or was an officer or employee of the government;
 - (b) The title, office address, and office telephone number of the individual;
 - (c) The classification, salary range, and responsibilities of the position held by the individual; and
 - (d) The name of the individual on a document he or she prepared in the course of his or her employment with the government;
 2. Information about an individual who is or was performing a service under contract for a government institution, but only in so far as it relates to such service, including the name of the individual and the terms of his or her contract;
 3. Information relating to a benefit of a financial nature conferred on an individual upon the discretion of the government, such as the granting of a license or permit, including the name of the individual and the exact nature of the benefit: Provided, that they do not include benefits given in the course of an ordinary transaction or as a matter of right;
- b. Personal information processed for journalistic, artistic or literary purpose, in order to uphold freedom of speech, of expression, or of the press, subject to requirements of other applicable law or regulations;

- c. Personal information that will be processed for research purpose, intended for a public benefit, subject to the requirements of applicable laws, regulations, or ethical standards;
- d. Information necessary in order to carry out the functions of public authority, in accordance with a constitutionally or statutorily mandated function pertaining to law enforcement or regulatory function, including the performance of the functions of the independent, central monetary authority, subject to restrictions provided by law. Nothing in this Act shall be construed as having amended or repealed Republic Act No. 1405, otherwise known as the Secrecy of Bank Deposits Act; Republic Act No. 6426, otherwise known as the Foreign Currency Deposit Act; and Republic Act No. 9510, otherwise known as the Credit Information System Act (CISA);
- e. Information necessary for banks, other financial institutions under the jurisdiction of the independent, central monetary authority or Bangko Sentral ng Pilipinas, and other bodies authorized by law, to the extent necessary to comply with Republic Act No. 9510 (CISA), Republic Act No. 9160, as amended, otherwise known as the Anti-Money Laundering Act, and other applicable laws;
- f. Personal information originally collected from residents of foreign jurisdictions in accordance with the laws of those foreign jurisdictions, including any applicable data privacy laws, which is being processed in the Philippines. The burden of proving the law of the foreign jurisdiction falls on the person or body seeking exemption. In the absence of proof, the applicable law shall be presumed to be the Act and these Rules:
 Provided, that the non-applicability of the Act or these Rules do not extend to personal information controllers or personal information processors, who remain subject to the requirements of implementing security measures for personal data protection: Provided further, that the processing of the information provided in the preceding paragraphs shall be exempted from the requirements of the Act only to the minimum extent necessary to achieve the specific purpose, function, or activity.

Section 6. Protection afforded to Data Subjects.

- a. Unless directly incompatible or inconsistent with the preceding sections in relation to the purpose, function, or activities the non-applicability concerns, the personal information controller or personal information processor shall uphold the rights of data subjects, and adhere to general data privacy principles and the requirements of lawful processing.
- b. The burden of proving that the Act and these Rules are not applicable to a particular information falls on those involved in the processing of personal data or the party claiming the non-applicability.
- c. In all cases, the determination of any exemption shall be liberally interpreted in favor of the rights and interests of the data subject.

Section 7. Protection Afforded to Journalists and their Sources.

- a. Publishers, editors, or duly accredited reporters of any newspaper, magazine or periodical of general circulation shall not be compelled to reveal the source of any news report or information appearing in said publication if it was related in
 any confidence to such publisher, editor, or reporter.
- b. Publishers, editors, or duly accredited reporters who are likewise personal information controllers or personal information processors within the meaning of the law are still bound to follow the Data Privacy Act and related issuances with regard to the processing of personal data, upholding rights of their data subjects and maintaining compliance with other provisions that are not incompatible with the protection provided by Republic Act No. 53.

Rule III. NATIONAL PRIVACY COMMISSION

Section 8. Mandate. The National Privacy Commission is an independent body mandated to administer and implement the Act, and to monitor and ensure compliance of the country with international standards set for personal data protection.

Section 9. Functions. The National Privacy Commission shall have the following functions:

- a. Rule Making. The Commission shall develop, promulgate, review or amend rules and regulations for the effective implementation of the Act. This includes:
 1. Recommending organizational, physical and technical security measures for personal data protection, encryption, and access to sensitive personal information maintained by government agencies, considering the most appropriate standard recognized by the information and communications technology industry, as may be necessary;
 2. Specifying electronic format and technical standards, modalities and procedures for data portability, as may be necessary;
 3. Issuing guidelines for organizational, physical, and technical security measures for personal data protection, taking into account the nature of the personal data to be protected, the risks presented by the processing, the size of the organization and complexity of its operations, current data privacy best practices, cost of security implementation, and the most appropriate standard recognized by the information and communications technology industry, as may be necessary;
 4. Consulting with relevant regulatory agencies in the formulation, review, amendment, and administration of privacy codes, applying the standards set out in the Act, with respect to the persons, entities, business activities, and business sectors that said regulatory bodies are authorized to principally regulate pursuant to law;
 5. Proposing legislation, amendments or modifications to Philippine laws on privacy or data protection, as may be necessary;
 6. Ensuring proper and effective coordination with data privacy regulators in other countries and private accountability agents;
 7. Participating in international and regional initiatives for data privacy protection.
- b. Advisory. The Commission shall be the advisory body on matters affecting protection of personal data. This includes:
 1. Commenting on the implication on data privacy of proposed national or local statutes, regulations or procedures, issuing advisory opinions, and interpreting the provisions of the Act and other data privacy laws;
 2. Reviewing, approving, rejecting, or requiring modification of privacy codes voluntarily adhered to by personal information controllers, which may include private dispute resolution mechanisms for complaints against any participating personal information controller, and which adhere to the underlying data privacy principles embodied in the Act and these Rules;
 3. Providing assistance on matters relating to privacy or data protection at the request of a national or local agency, a private entity or any person, including the enforcement of rights of data subjects;
 4. Assisting Philippine companies doing business abroad to respond to data protection laws and regulations.
- c. Public Education. The Commission shall undertake necessary or appropriate efforts to inform and educate the public of data privacy, data protection, and fair information rights and responsibilities. This includes:
 1. Publishing, on a regular basis, a guide to all laws relating to data protection;
 2. Publishing a compilation of agency system of records and notices, including index and other finding aids;

3. Coordinating with other government agencies and the private sector on efforts to formulate and implement plans and policies to strengthen the protection of personal data in the country;
- d. Compliance and Monitoring. The Commission shall perform compliance and monitoring functions to ensure effective implementation of the Act, these Rules, and other issuances. This includes:
 1. Ensuring compliance by personal information controllers with the provisions of the Act;
 2. Monitoring the compliance of all government agencies or instrumentalities as regards their security and technical measures, and recommending the necessary action in order to meet minimum standards for protection of personal data pursuant to the Act;
 3. Negotiating and contracting with other data privacy authorities of other countries for cross-border application and implementation of respective privacy laws;
 4. Generally performing such acts as may be necessary to facilitate cross-border enforcement of data privacy protection;
 5. Managing the registration of personal data processing systems in the country, including the personal data processing system of contractors and their employees entering into contracts with government agencies that involves accessing or requiring sensitive personal information of at least one thousand (1,000) individuals.
- e. Complaints and Investigations. The Commission shall adjudicate on complaints and investigations on matters affecting personal data: Provided, that In resolving any complaint or investigation, except where amicable settlement is reached by the parties, the Commission shall act as a collegial body. This includes:
 1. Receiving complaints and instituting investigations regarding violations of the Act, these Rules, and other issuances of the Commission, including violations of the rights of data subjects and other matters affecting personal data;
 2. Summoning witnesses, and requiring the production of evidence by a subpoena duces tecum for the purpose of collecting the information necessary to perform its functions under the Act: Provided, that the Commission may be given access to personal data that is subject of any complaint;
 3. Facilitating or enabling settlement of complaints through the use of alternative dispute resolution processes, and adjudicating on matters affecting any personal data;
 4. Preparing reports on the disposition of complaints and the resolution of any investigation it initiates, and, in cases it deems appropriate, publicizing such reports;
- f. Enforcement. The Commission shall perform all acts as may be necessary to effectively implement the Act, these Rules, and its other issuances, and to enforce its Orders, Resolutions or Decisions, including the imposition of administrative sanctions, fines, or penalties. This includes:
 1. Issuing compliance or enforcement orders;
 2. Awarding indemnity on matters affecting any personal data, or rights of data subjects;
 3. Issuing cease and desist orders, or imposing a temporary or permanent ban on the processing of personal data, upon finding that the processing will be detrimental to national security or public interest, or if it is necessary to preserve and protect the rights of data subjects;
 4. Recommending to the Department of Justice (DOJ) the prosecution of crimes and imposition of penalties specified in the Act;
 5. Compelling or petitioning any entity, government agency, or instrumentality, to abide by its orders or take action on a matter affecting data privacy;
 6. Imposing administrative fines for violations of the Act, these Rules, and other issuances of the Commission.
- g. Other functions. The Commission shall exercise such other functions as may be necessary to fulfill its mandate under the Act.

Section 10. Administrative Issuances. The Commission shall publish or issue official directives and administrative issuances, orders, and circulars, which include:

- a. Rules of procedure in the exercise of its quasi-judicial functions, subject to the suppletory application of the Rules of Court;
- b. Schedule of administrative fines and penalties for violations of the Act, these Rules, and issuances or Orders of the Commission, including the applicable fees for its administrative services and filing fees;
- c. Procedure for registration of data processing systems, and notification;
- d. Other administrative issuances consistent with its mandate and other functions.

Section 11. Reports and Information. The Commission shall report annually to the President and Congress regarding its activities in carrying out the provisions of the Act, these Rules, and its other issuances. It shall undertake all efforts it deems necessary or appropriate to inform and educate the public of data privacy, data protection, and fair information rights and responsibilities.

Section 12. Confidentiality of Personal Data. Members, employees, and consultants of the Commission shall ensure at all times the confidentiality of any personal data that come to their knowledge and possession: Provided, that such duty of confidentiality shall remain even after their term, employment, or contract has ended.

Section 13. Organizational Structure. The Commission is attached to the Department of Information and Communications Technology for policy and program coordination in accordance with Section 38(3) of Executive Order No. 292, series of 1987, also known as the Administrative Code of 1987. The Commission shall remain completely independent in the performance of its functions.

The Commission shall be headed by a Privacy Commissioner, who shall act as Chairman of the Commission. The Privacy Commissioner must be at least thirty-five (35) years of age and of good moral character, unquestionable integrity and known probity, and a recognized expert in the field of information technology and data privacy. The Privacy Commissioner shall enjoy the benefits, privileges, and emoluments equivalent to the rank of Secretary.

The Privacy Commissioner shall be assisted by two (2) Deputy Privacy Commissioners. One shall be responsible for Data Processing Systems, while the other shall be responsible for Policies and Planning. The Deputy Privacy Commissioners must be recognized experts in the field of information and communications technology and data privacy. They shall enjoy the benefits, privileges, and emoluments equivalent to the rank of Undersecretary.

Section 14. Secretariat. The Commission is authorized to establish a Secretariat, which shall assist in the performance of its functions. The Secretariat shall be headed by an Executive Director and shall be organized according to the following offices:

- a. Data Security and Compliance Office;
- b. Legal and Enforcement Office;
- c. Finance and Administrative Office;
- d. Privacy Policy Office;
- e. Public Information and Assistance Office.

Majority of the members of the Secretariat, in so far as practicable, must have served for at least five (5) years in any agency of the government that is involved in the processing of personal data including, but not limited to, the following offices: Social Security System (SSS), Government

Service Insurance System (GSIS), Land Transportation Office (LTO), Bureau of Internal Revenue (BIR), Philippine Health Insurance Corporation (PhilHealth), Commission on Elections (COMELEC), Department of Foreign Affairs (DFA), Department of Justice (DOJ), and Philippine Postal Corporation (Philpost).

The organizational structure shall be subject to review and modification by the Commission, including the creation of new divisions and units it may deem necessary, and shall appoint officers and employees of the Commission in accordance with civil service law, rules, and regulations.

Section 15. Effect of Lawful Performance of Duty. The Privacy Commissioner, the Deputy Commissioners, or any person acting on their behalf or under their direction, shall not be civilly liable for acts done in good faith in the performance of their duties: Provided, that they shall be liable for willful or negligent acts, which are contrary to law, morals, public policy, and good customs, even if they acted under orders or instructions of superiors: Provided further, that in case a lawsuit is filed against them in relation to the performance of their duties, where such performance is lawful, he or she shall be reimbursed by the Commission for reasonable costs of litigation.

Section 16. Magna Carta for Science and Technology Personnel. Qualified employees of the Commission shall be covered by Republic Act No. 8349, which provides a magna carta for scientists, engineers, researchers, and other science and technology personnel in the government.

Rule IV. DATA PRIVACY PRINCIPLES

Section 17. General Data Privacy Principles. The processing of personal data shall be allowed, subject to compliance with the requirements of the Act and other laws allowing disclosure of information to the public, and adherence to the principles of transparency, legitimate purpose, and proportionality.

Section 18. Principles of Transparency, Legitimate Purpose and Proportionality. The processing of personal data shall be allowed subject to adherence to the principles of transparency, legitimate purpose, and proportionality.

- a. Transparency. The data subject must be aware of the nature, purpose, and extent of the processing of his or her personal data, including the risks and safeguards involved, the identity of personal information controller, his or her rights as a data subject, and how these can be exercised. Any information and communication relating to the processing of personal data should be easy to access and understand, using clear and plain language.
- b. Legitimate purpose. The processing of information shall be compatible with a declared and specified purpose which must not be contrary to law, morals, or public policy.
- c. Proportionality. The processing of information shall be adequate, relevant, suitable, necessary, and not excessive in relation to a declared and specified purpose. Personal data shall be processed only if the purpose of the processing could not reasonably be fulfilled by other means.

Section 19. General principles in collection, processing and retention. The processing of personal data shall adhere to the following general principles in the collection, processing, and retention of personal data:

- a. Collection must be for a declared, specified, and legitimate purpose.
 1. Consent is required prior to the collection and processing of personal data, subject to exemptions provided by the Act and other applicable laws and regulations. When consent is required, it must be time-bound in relation to the declared, specified and legitimate purpose. Consent given may be withdrawn.

2. The data subject must be provided specific information regarding the purpose and extent of processing, including, where applicable, the automated processing of his or her personal data for profiling, or processing for direct marketing, and data sharing.
 3. Purpose should be determined and declared before, or as soon as reasonably practicable, after collection.
 4. Only personal data that is necessary and compatible with declared, specified, and legitimate purpose shall be collected.
- b. Personal data shall be processed fairly and lawfully.
1. Processing shall uphold the rights of the data subject, including the right to refuse, withdraw consent, or object. It shall likewise be transparent, and allow the data subject sufficient information to know the nature and extent of processing.
 2. Information provided to a data subject must always be in clear and plain language to ensure that they are easy to understand and access.
 3. Processing must be in a manner compatible with declared, specified, and legitimate purpose.
 4. Processed personal data should be adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed.
 5. Processing shall be undertaken in a manner that ensures appropriate privacy and security safeguards.
- c. Processing should ensure data quality.
1. Personal data should be accurate and where necessary for declared, specified and legitimate purpose, kept up to date.
 2. Inaccurate or incomplete data must be rectified, supplemented, destroyed or their further processing restricted.
- d. Personal Data shall not be retained longer than necessary.
1. Retention of personal data shall only for as long as necessary:
 - (a) for the fulfillment of the declared, specified, and legitimate purpose, or when the processing relevant to the purpose has been terminated;
 - (b) for the establishment, exercise or defense of legal claims; or
 - (c) for legitimate business purposes, which must be consistent with standards followed by the applicable industry or approved by appropriate government agency.
 2. Retention of personal data shall be allowed in cases provided by law.
 3. Personal data shall be disposed or discarded in a secure manner that would prevent further processing, unauthorized access, or disclosure to any other party or the public, or prejudice the interests of the data subjects.
- e. Any authorized further processing shall have adequate safeguards.
1. Personal data originally collected for a declared, specified, or legitimate purpose may be processed further for historical, statistical, or scientific purposes, and, in cases laid down in law, may be stored for longer periods, subject to implementation of the appropriate organizational, physical, and technical security measures required by the Act in order to safeguard the rights and freedoms of the data subject.
 2. Personal data which is aggregated or kept in a form which does not permit identification of data subjects may be kept longer than necessary for the declared, specified, and legitimate purpose.
 3. Personal data shall not be retained in perpetuity in contemplation of a possible future use yet to be determined.

Section 20. General Principles for Data Sharing. Further Processing of Personal Data collected from a party other than the Data Subject shall be allowed under any of the following conditions:

- a. Data sharing shall be allowed when it is expressly authorized by law: Provided, that there are adequate safeguards for data privacy and security, and processing adheres to principle of transparency, legitimate purpose and proportionality.
- b. Data Sharing shall be allowed in the private sector if the data subject consents to data sharing, and the following conditions are complied with:
 1. Consent for data sharing shall be required even when the data is to be shared with an affiliate or mother company, or similar relationships;
 2. Data sharing for commercial purposes, including direct marketing, shall be covered by a data sharing agreement.
 - (a) The data sharing agreement shall establish adequate safeguards for data privacy and security, and uphold rights of data subjects.
 - (b) The data sharing agreement shall be subject to review by the Commission, on its own initiative or upon complaint of data subject;
 3. The data subject shall be provided with the following information prior to collection or before data is shared:
 - (a) Identity of the personal information controllers or personal information processors that will be given access to the personal data;
 - (b) Purpose of data sharing;
 - (c) Categories of personal data concerned;
 - (d) Intended recipients or categories of recipients of the personal data;
 - (e) Existence of the rights of data subjects, including the right to access and correction, and the right to object;
 - (f) Other information that would sufficiently notify the data subject of the nature and extent of data sharing and the manner of processing.
 4. Further processing of shared data shall adhere to the data privacy principles laid down in the Act, these Rules, and other issuances of the Commission.
- c. Data collected from parties other than the data subject for purpose of research shall be allowed when the personal data is publicly available, or has the consent of the data subject for purpose of research: Provided, that adequate safeguards are in place, and no decision directly affecting the data subject shall be made on the basis of the data collected or processed. The rights of the data subject shall be upheld without compromising research integrity.
- d. Data sharing between government agencies for the purpose of a public function or provision of a public service shall be covered a data sharing agreement.
 1. Any or all government agencies party to the agreement shall comply with the Act, these Rules, and all other issuances of the Commission, including putting in place adequate safeguards for data privacy and security.
 2. The data sharing agreement shall be subject to review of the Commission, on its own initiative or upon complaint of data subject.

Rule V. LAWFUL PROCESSING OF PERSONAL DATA

Section 21. Criteria for Lawful Processing of Personal Information. Processing of personal information is allowed, unless prohibited by law. For processing to be lawful, any of the following conditions must be complied with:

- a. The data subject must have given his or her consent prior to the collection, or as soon as practicable and reasonable;
- b. The processing involves the personal information of a data subject who is a party to a contractual agreement, in order to fulfill obligations under the contract or to take steps at the request of the data subject prior to entering the said agreement;

- c. The processing is necessary for compliance with a legal obligation to which the personal information controller is subject;
- d. The processing is necessary to protect vitally important interests of the data subject, including his or her life and health;
- e. The processing of personal information is necessary to respond to national emergency or to comply with the requirements of public order and safety, as prescribed by law;
- f. The processing of personal information is necessary for the fulfillment of the constitutional or statutory mandate of a public authority; or
- g. The processing is necessary to pursue the legitimate interests of the personal information controller, or by a third party or parties to whom the data is disclosed, except where such interests are overridden by fundamental rights and freedoms of the data subject, which require protection under the Philippine Constitution.

Section 22. Sensitive Personal Information and Privileged Information. The processing of sensitive personal and privileged information is prohibited, except in any of the following cases:

- a. Consent is given by data subject, or by the parties to the exchange of privileged information, prior to the processing of the sensitive personal information or privileged information, which shall be undertaken pursuant to a declared, specified, and legitimate purpose;
- b. The processing of the sensitive personal information or privileged information is provided for by existing laws and regulations: Provided, that said laws and regulations do not require the consent of the data subject for the processing, and guarantee the protection of personal data;
- c. The processing is necessary to protect the life and health of the data subject or another person, and the data subject is not legally or physically able to express his or her consent prior to the processing;
- d. The processing is necessary to achieve the lawful and noncommercial objectives of public organizations and their associations provided that:
 - 1. Processing is confined and related to the bona fide members of these organizations or their associations;
 - 2. The sensitive personal information are not transferred to third parties; and
 - 3. Consent of the data subject was obtained prior to processing;
- e. The processing is necessary for the purpose of medical treatment: Provided, that it is carried out by a medical practitioner or a medical treatment institution, and an adequate level of protection of personal data is ensured; or
- f. The processing concerns sensitive personal information or privileged information necessary for the protection of lawful rights and interests of natural or legal persons in court proceedings, or the establishment, exercise, or defense of legal claims, or when provided to government or public authority pursuant to a constitutional or statutory mandate.

Section 23. Extension of Privileged Communication. Personal information controllers may invoke the principle of privileged communication over privileged information that they lawfully control or process. Subject to existing laws and regulations, any evidence gathered from privileged information is inadmissible.

When the Commission inquires upon communication claimed to be privileged, the personal information controller concerned shall prove the nature of the communication in an executive session. Should the communication be determined as privileged, it shall be excluded from evidence, and the contents thereof shall not form part of the records of the case: Provided, that where the privileged communication itself is the subject of a breach, or a privacy concern or investigation, it may be disclosed to the Commission but only to the extent necessary for the purpose of investigation, without including the contents thereof in the records.

Section 24. Surveillance of Suspects and Interception of Recording of Communications. Section 7 of Republic Act No. 9372, otherwise known as the "Human Security Act of 2007", is hereby amended to include the condition that the processing of personal data for the purpose of surveillance, interception, or recording of communications shall comply with the Data Privacy Act, including adherence to the principles of transparency, proportionality, and legitimate purpose.

Rule VI. SECURITY MEASURES FOR THE PROTECTION OF PERSONAL DATA

Section 25. Data Privacy and Security. Personal information controllers and personal information processors shall implement reasonable and appropriate organizational, physical, and technical security measures for the protection of personal data.

The personal information controller and personal information processor shall take steps to ensure that any natural person acting under their authority and who has access to personal data, does not process them except upon their instructions, or as required by law.

The security measures shall aim to maintain the availability, integrity, and confidentiality of personal data and are intended for the protection of personal data against any accidental or unlawful destruction, alteration, and disclosure, as well as against any other unlawful processing. These measures shall be implemented to protect personal data against natural dangers such as accidental loss or destruction, and human dangers such as unlawful access, fraudulent misuse, unlawful destruction, alteration and contamination.

Section 26. Organizational Security Measures. Where appropriate, personal information controllers and personal information processors shall comply with the following guidelines for organizational security:

- a. **Compliance Officers.** Any natural or juridical person or other body involved in the processing of personal data shall designate an individual or individuals who shall function as data protection officer, compliance officer or otherwise be accountable for ensuring compliance with applicable laws and regulations for the protection of data privacy and security.
- b. **Data Protection Policies.** Any natural or juridical person or other body involved in the processing of personal data shall implement appropriate data protection policies that provide for organization, physical, and technical security measures, and, for such purpose, take into account the nature, scope, context and purposes of the processing, as well as the risks posed to the rights and freedoms of data subjects.
 1. The policies shall implement data protection principles both at the time of the determination of the means for processing and at the time of the processing itself.
 2. The policies shall implement appropriate security measures that, by default, ensure only personal data which is necessary for the specified purpose of the processing are processed. They shall determine the amount of personal data collected, including the extent of processing involved, the period of their storage, and their accessibility.
 3. The policies shall provide for documentation, regular review, evaluation, and updating of the privacy and security policies and practices.
- c. **Records of Processing Activities.** Any natural or juridical person or other body involved in the processing of personal data shall maintain records that sufficiently describe its data processing system, and identify the duties and responsibilities of those individuals who will have access to personal data. Records should include:
 1. Information about the purpose of the processing of personal data, including any intended future processing or data sharing;
 2. A description of all categories of data subjects, personal data, and recipients of such personal data that will be involved in the processing;

3. General information about the data flow within the organization, from the time of collection, processing, and retention, including the time limits for disposal or erasure of personal data;
 4. A general description of the organizational, physical, and technical security measures in place;
 5. The name and contact details of the personal information controller and, where applicable, the joint controller, the its representative, and the compliance officer or Data Protection Officer, or any other individual or individuals accountable for ensuring compliance with the applicable laws and regulations for the protection of data privacy and security.
- d. **Management of Human Resources.** Any natural or juridical person or other entity involved in the processing of personal data shall be responsible for selecting and supervising its employees, agents, or representatives, particularly those who will have access to personal data. The said employees, agents, or representatives shall operate and hold personal data under strict confidentiality if the personal data are not intended for public disclosure. This obligation shall continue even after leaving the public service, transferring to another position, or upon terminating their employment or contractual relations. There shall be capacity building, orientation or training programs for such employees, agents or representatives, regarding privacy or security policies.
- e. **Processing of Personal Data.** Any natural or juridical person or other body involved in the processing of personal data shall develop, implement and review:
1. A procedure for the collection of personal data, including procedures for obtaining consent, when applicable;
 2. Procedures that limit the processing of data, to ensure that it is only to the extent necessary for the declared, specified, and legitimate purpose;
 3. Policies for access management, system monitoring, and protocols to follow during security incidents or technical problems;
 4. Policies and procedures for data subjects to exercise their rights under the Act;
 5. Data retention schedule, including timeline or conditions for erasure or disposal of records.
- f. **Contracts with Personal Information Processors.** The personal information controller, through appropriate contractual agreements, shall ensure that its personal information processors, where applicable, shall also implement the security measures required by the Act and these Rules. It shall only engage those personal information processors that provide sufficient guarantees to implement appropriate security measures specified in the Act and these Rules, and ensure the protection of the rights of the data subject.

Section 27. Physical Security Measures. Where appropriate, personal information controllers and personal information processors shall comply with the following guidelines for physical security:

- a. Policies and procedures shall be implemented to monitor and limit access to and activities in the room, workstation or facility, including guidelines that specify the proper use of and access to electronic media;
- b. Design of office space and work stations, including the physical arrangement of furniture and equipment, shall provide privacy to anyone processing personal data, taking into consideration the environment and accessibility to the public;
- c. The duties, responsibilities and schedule of individuals involved in the processing of personal data shall be clearly defined to ensure that only the individuals actually performing official duties shall be in the room or work station, at any given time;
- d. Any natural or juridical person or other body involved in the processing of personal data shall implement Policies and procedures regarding the transfer, removal, disposal, and reuse of electronic media, to ensure appropriate protection of personal data;
- e. Policies and procedures that prevent the mechanical destruction of files and equipment shall be established. The room and workstation used in the processing of personal data shall, as far as practicable, be secured against natural disasters, power disturbances, external access, and other similar threats.

Section 28. Guidelines for Technical Security Measures. Where appropriate, personal information controllers and personal information processors shall adopt and establish the following technical security measures:

- a. A security policy with respect to the processing of personal data;
- b. Safeguards to protect their computer network against accidental, unlawful or unauthorized usage, any interference which will affect data integrity or hinder the functioning or availability of the system, and unauthorized access through an electronic network;
- c. The ability to ensure and maintain the confidentiality, integrity, availability, and resilience of their processing systems and services;
- d. Regular monitoring for security breaches, and a process both for identifying and accessing reasonably foreseeable vulnerabilities in their computer networks, and for taking preventive, corrective, and mitigating action against security incidents that can lead to a personal data breach;
- e. The ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident;
- f. A process for regularly testing, assessing, and evaluating the effectiveness of security measures;
- g. Encryption of personal data during storage and while in transit, authentication process, and other technical security measures that control and limit access.

Section 29. Appropriate Level of Security. The Commission shall monitor the compliance of natural or juridical person or other body involved in the processing of personal data, specifically their security measures, with the guidelines provided in these Rules and subsequent issuances of the Commission. In determining the level of security appropriate for a particular personal information controller or personal information processor, the Commission shall take into account the nature of the personal data that requires protection, the risks posed by the processing, the size of the organization and complexity of its operations, current data privacy best practices, and the cost of security implementation. The security measures provided herein shall be subject to regular review and evaluation, and may be updated as necessary by the Commission in separate issuances, taking into account the most appropriate standard recognized by the information and communications technology industry and data privacy best practices.

Rule VII. SECURITY OF SENSITIVE PERSONAL INFORMATION IN GOVERNMENT

Section 30. Responsibility of Heads of Agencies. All sensitive personal information maintained by the government, its agencies, and instrumentalities shall be secured, as far as practicable, with the use of the most appropriate standard recognized by the information and communications technology industry, subject to these Rules and other issuances of the Commission. The head of each government agency or instrumentality shall be responsible for complying with the security requirements mentioned herein. The Commission shall monitor government agency compliance and may recommend the necessary action in order to satisfy the minimum standards.

Section 31. Requirements Relating to Access by Agency Personnel to Sensitive Personal Information.

- a. On-site and Online Access.
 1. No employee of the government shall have access to sensitive personal information on government property or through online facilities unless he or she the employee has received

- a security clearance from the head of the source agency. The source agency is the government agency who originally collected the personal data.
2. A source agency shall strictly regulate access to sensitive personal information under its custody or control, particularly when it allows online access. An employee of the government shall only be granted a security clearance when the performance of his or her official functions or the provision of a public service directly depends on and cannot otherwise be performed unless access to the personal data is allowed.
 3. Where allowed under the next preceding sections, online access to sensitive personal information shall be subject to the following conditions:
 - (a) An information technology governance framework has been designed and implemented;
 - (b) Sufficient organizational, physical and technical security measures have been established;
 - (c) The agency is capable of protecting sensitive personal information in accordance with data privacy practices and standards recognized by the information and communication technology industry;
 - (d) The employee of the government is only given online access to sensitive personal information necessary for the performance of official functions or the provision of a public service.
- b. Off-site access.
1. Sensitive personal information maintained by an agency may not be transported or accessed from a location off or outside of government property, whether by its agent or employee, unless the head of agency has ensured the implementation of privacy policies and appropriate security measures. A request for such transportation or access shall be submitted to and approved by the head of agency. The request must include proper accountability mechanisms in the processing of data.
 2. The head of agency shall approve requests for off-site access in accordance with the following guidelines:
 - (a) Deadline for Approval or Disapproval. The head of agency shall approve or disapprove the request within two (2) business days after the date of submission of the request. Where no action is taken by the head of agency, the request is considered disapproved;
 - (b) Limitation to One thousand (1,000) Records. Where a request is approved, the head of agency shall limit the access to not more than one thousand (1,000) records at a time, subject to the next succeeding paragraph.
 - (c) Encryption. Any technology used to store, transport or access sensitive personal information for purposes of off-site access approved under this subsection shall be secured by the use of the most secure encryption standard recognized by the Commission.

Section 32. Implementation of Security Requirements.

Notwithstanding the effective date of these Rules, the requirements in the preceding sections shall be implemented before any off-site or online access request is approved. Any data sharing agreement between a source agency and another government agency shall be subject to review of the Commission on its own initiative or upon complaint of data subject.

Section 33. Applicability to Government Contractors. In entering into any contract with a private service provider that may involve accessing or requiring sensitive personal information from one thousand (1,000) or more individuals, a government agency shall require such service provider and its employees to register their personal data processing system with the Commission in accordance with the Act and these Rules. The service provider, as personal information processor, shall comply with the other

provisions of the Act and these Rules, particularly the immediately preceding sections, similar to a government agency and its employees.

Rule VIII. RIGHTS OF DATA SUBJECTS

Section 34. Rights of the Data Subject. The data subject is entitled to the following rights:

- a. Right to be informed.
 1. The data subject has a right to be informed whether personal data pertaining to him or her shall be, are being, or have been processed, including the existence of automated decision-making and profiling.
 2. The data subject shall be notified and furnished with information indicated hereunder before the entry of his or her personal data into the processing system of the personal information controller, or at the next practical opportunity:
 - (a) Description of the personal data to be entered into the system;
 - (b) Purposes for which they are being or will be processed, including processing for direct marketing, profiling or historical, statistical or scientific purpose;
 - (c) Basis of processing, when processing is not based on the consent of the data subject;
 - (d) Scope and method of the personal data processing;
 - (e) The recipients or classes of recipients to whom the personal data are or may be disclosed;
 - (f) Methods utilized for automated access, if the same is allowed by the data subject, and the extent to which such access is authorized, including meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject;
 - (g) The identity and contact details of the personal data controller or its representative;
 - (h) The period for which the information will be stored; and
 - (i) The existence of their rights as data subjects, including the right to access, correction, and object to the processing, as well as the right to lodge a complaint before the Commission.
- b. Right to object. The data subject shall have the right to object to the processing of his or her personal data, including processing for direct marketing, automated processing or profiling. The data subject shall also be notified and given an opportunity to withhold consent to the processing in case of changes or any amendment to the information supplied or declared to the data subject in the preceding paragraph.

When a data subject objects or withholds consent, the personal information controller shall no longer process the personal data, unless:

 1. The personal data is needed pursuant to a subpoena;
 2. The collection and processing are for obvious purposes, including, when it is necessary for the performance of or in relation to a contract or service to which the data subject is a party, or when necessary or desirable in the context of an employer-employee relationship between the collector and the data subject; or
 3. The information is being collected and processed as a result of a legal obligation.
- c. Right to Access. The data subject has the right to reasonable access to, upon demand, the following:
 1. Contents of his or her personal data that were processed;
 2. Sources from which personal data were obtained;
 3. Names and addresses of recipients of the personal data;
 4. Manner by which such data were processed;
 5. Reasons for the disclosure of the personal data to recipients, if any;

6. Information on automated processes where the data will, or is likely to, be made as the sole basis for any decision that significantly affects or will affect the data subject;
 7. Date when his or her personal data concerning the data subject were last accessed and modified; and
 8. The designation, name or identity, and address of the personal information controller.
- d. Right to rectification. The data subject has the right to dispute the inaccuracy or error in the personal data and have the personal information controller correct it immediately and accordingly, unless the request is vexatious or otherwise unreasonable. If the personal data has been corrected, the personal information controller shall ensure the accessibility of both the new and the retracted information and the simultaneous receipt of the new and the retracted information by the intended recipients thereof: Provided, That recipients or third parties who have previously received such processed personal data shall be informed of its inaccuracy and its rectification, upon reasonable request of the data subject.
- e. Right to Erasure or Blocking. The data subject shall have the right to suspend, withdraw or order the blocking, removal or destruction of his or her personal data from the personal information controller's filing system.
1. This right may be exercised upon discovery and substantial proof of any of the following:
 - (a) The personal data is incomplete, outdated, false, or unlawfully obtained;
 - (b) The personal data is being used for purpose not authorized by the data subject;
 - (c) The personal data is no longer necessary for the purposes for which they were collected;
 - (d) The data subject withdraws consent or objects to the processing, and there is no other legal ground or overriding legitimate interest for the processing;
 - (e) The personal data concerns private information that is prejudicial to data subject, unless justified by freedom of speech, of expression, or of the press or otherwise authorized;
 - (f) The processing is unlawful;
 - (g) The personal information controller or personal information processor violated the rights of the data subject.
 2. The personal information controller may notify third parties who have previously received such processed personal information.
- f. Right to damages. The data subject shall be indemnified for any damages sustained due to such inaccurate, incomplete, outdated, false, unlawfully obtained or unauthorized use of personal data, taking into account any violation of his or her rights and freedoms as data subject.

Section 35. Transmissibility of Rights of the Data Subject. The lawful heirs and assigns of the data subject may invoke the rights of the data subject to which he or she is an heir or an assignee, at any time after the death of the data subject, or when the data subject is incapacitated or incapable of exercising the rights as enumerated in the immediately preceding section.

Section 36. Right to Data Portability. Where his or her personal data is processed by electronic means and in a structured and commonly used format, the data subject shall have the right to obtain from the personal information controller a copy of such data in an electronic or structured format that is commonly used and allows for further use by the data subject. The exercise of this right shall primarily take into account the right of data subject to have control over his or her personal data being processed based on consent or contract, for commercial purpose, or through automated means. The Commission may specify the electronic format referred to above, as well as the technical standards, modalities, procedures and other rules for their transfer.

Section 37. Limitation on Rights. The immediately preceding sections shall not be applicable if the processed personal data are used only for the needs of scientific and statistical research and, on the basis of such, no activities are carried out and no decisions are taken regarding the data subject: Provided, that the personal data shall be held under strict confidentiality and shall be used only for the declared purpose. The said sections are also not applicable to the processing of personal data gathered for the purpose of investigations in relation to any criminal, administrative or tax liabilities of a data subject. Any limitations on the rights of the data subject shall only be to the minimum extent necessary to achieve the purpose of said research or investigation.

Rule IX. DATA BREACH NOTIFICATION

Section 38. Data Breach Notification.

- a. The Commission and affected data subjects shall be notified by the personal information controller within seventy-two (72) hours upon knowledge of, or when there is reasonable belief by the personal information controller or personal information processor that, a personal data breach requiring notification has occurred.
- b. Notification of personal data breach shall be required when sensitive personal information or any other information that may, under the circumstances, be used to enable identity fraud are reasonably believed to have been acquired by an unauthorized person, and the personal information controller or the Commission believes that such unauthorized acquisition is likely to give rise to a real risk of serious harm to any affected data subject.
- c. Depending on the nature of the incident, or if there is delay or failure to notify, the Commission may investigate the circumstances surrounding the personal data breach. Investigations may include on-site examination of systems and procedures.

Section 39. Contents of Notification. The notification shall at least describe the nature of the breach, the personal data possibly involved, and the measures taken by the entity to address the breach. The notification shall also include measures taken to reduce the harm or negative consequences of the breach, the representatives of the personal information controller, including their contact details, from whom the data subject can obtain additional information about the breach, and any assistance to be provided to the affected data subjects.

Section 40. Delay of Notification. Notification may be delayed only to the extent necessary to determine the scope of the breach, to prevent further disclosures, or to restore reasonable integrity to the information and communications system.

- a. In evaluating if notification is unwarranted, the Commission may take into account compliance by the personal information controller with this section and existence of good faith in the acquisition of personal data.
- b. The Commission may exempt a personal information controller from notification where, in its reasonable judgment, such notification would not be in the public interest, or in the interest of the affected data subjects.
- c. The Commission may authorize postponement of notification where it may hinder the progress of a criminal investigation related to a serious breach.

Section 41. Breach Report.

- a. The personal information controller shall notify the Commission by submitting a report, whether written or electronic, containing the required contents of notification. The report shall also include the name of a designated representative of the personal information controller, and his or her contact details.

- b. All security incidents and personal data breaches shall be documented through written reports, including those not covered by the notification requirements. In the case of personal data breaches, a report shall include the facts surrounding an incident, the effects of such incident, and the remedial actions taken by the personal information controller.
- In other security incidents not involving personal data, a report containing aggregated data shall constitute sufficient documentation. These reports shall be made available when requested by the Commission. A general summary of the reports shall be submitted to the Commission annually.

Section 42. Procedure for Notification. The Procedure for breach notification shall be in accordance with the Act, these Rules, and any other issuance of the Commission.

Rule X. OUTSOURCING AND SUBCONTRACTING AGREEMENTS

Section 43. Subcontract of Personal Data. A personal information controller may subcontract or outsource the processing of personal data: Provided, that the personal information controller shall use contractual or other reasonable means to ensure that proper safeguards are in place, to ensure the confidentiality, integrity and availability of the personal data processed, prevent its use for unauthorized purposes, and generally, comply with the requirements of the Act, these Rules, other applicable laws for processing of personal data, and other issuances of the Commission.

Section 44. Agreements for Outsourcing. Processing by a personal information processor shall be governed by a contract or other legal act that binds the personal information processor to the personal information controller.

- a. The contract or legal act shall set out the subject-matter and duration of the processing, the nature and purpose of the processing, the type of personal data and categories of data subjects, the obligations and rights of the personal information controller, and the geographic location of the processing under the subcontracting agreement.
- b. The contract or other legal act shall stipulate, in particular, that the personal information processor shall:
1. Process the personal data only upon the documented instructions of the personal information controller, including transfers of personal data to another country or an international organization, unless such transfer is authorized by law;
 2. Ensure that an obligation of confidentiality is imposed on persons authorized to process the personal data;
 3. Implement appropriate security measures and comply with the Act, these Rules, and other issuances of the Commission;
 4. Not engage another processor without prior instruction from the personal information controller: Provided, that any such arrangement shall ensure that the same obligations for data protection under the contract or legal act are implemented, taking into account the nature of the processing;
 5. Assist the personal information controller, by appropriate technical and organizational measures and to the extent possible, fulfill the obligation to respond to requests by data subjects relative to the exercise of their rights;
 6. Assist the personal information controller in ensuring compliance with the Act, these Rules, other relevant laws, and other issuances of the Commission, taking into account the nature of processing and the information available to the personal information processor;
 7. At the choice of the personal information controller, delete or return all personal data to the personal information controller after the end of the provision of services relating to the processing: Provided, that this includes deleting existing copies unless storage is authorized by the Act or another law;

8. Make available to the personal information controller all information necessary to demonstrate compliance with the obligations laid down in the Act, and allow for and contribute to audits, including inspections, conducted by the personal information controller or another auditor mandated by the latter;
9. Immediately inform the personal information controller if, in its opinion, an instruction infringes the Act, these Rules, or any other issuance of the Commission.

Section 45. Duty of personal information processor. The personal information processor shall comply with the requirements of the Act, these Rules, other applicable laws, and other issuances of the Commission, in addition to obligations provided in a contract, or other legal act with a personal information controller.

Rule XI. REGISTRATION AND COMPLIANCE REQUIREMENTS

Section 46. Enforcement of the Data Privacy Act. Pursuant to the mandate of the Commission to administer and implement the Act, and to ensure the compliance of personal information controllers with its obligations under the law, the Commission requires the following:

- a. Registration of personal data processing systems operating in the country that involves accessing or requiring sensitive personal information of at least one thousand (1,000) individuals, including the personal data processing system of contractors, and their personnel, entering into contracts with government agencies;
- b. Notification of automated processing operations where the processing becomes the sole basis of making decisions that would significantly affect the data subject;
- c. Annual report of the summary of documented security incidents and personal data breaches;
- d. Compliance with other requirements that may be provided in other issuances of the Commission.

Section 47. Registration of Personal Data Processing Systems. The personal information controller or personal information processor that employs fewer than two hundred fifty (250) persons shall not be required to register unless the processing it carries out is likely to pose a risk to the rights and freedoms of data subjects, the processing is not occasional, or the processing includes sensitive personal information of at least one thousand (1,000) individuals.

- a. The contents of registration shall include:
 1. The name and address of the personal information controller or personal information processor, and of its representative, if any, including their contact details;
 2. The purpose or purposes of the processing, and whether processing is being done under an outsourcing or subcontracting agreement;
 3. A description of the category or categories of data subjects, and of the data or categories of data relating to them;
 4. The recipients or categories of recipients to whom the data might be disclosed;
 5. Proposed transfers of personal data outside the Philippines;
 6. A general description of privacy and security measures for data protection;
 7. Brief description of the data processing system;
 8. Copy of all policies relating to data governance, data privacy, and information security;
 9. Attestation to all certifications attained that are related to information and communications processing; and
 10. Name and contact details of the compliance or data protection officer, which shall immediately be updated in case of changes.
- b. The procedure for registration shall be in accordance with these Rules and other issuances of the Commission.

Section 48. Notification of Automated Processing Operations. The personal information controller carrying out any wholly or partly automated processing operations or set of such operations intended to serve a single purpose or several related purposes shall notify the Commission when the automated processing becomes the sole basis for making decisions about a data subject, and when the decision would significantly affect the data subject.

- a. The notification shall include the following information:
 1. Purpose of processing;
 2. Categories of personal data to undergo processing;
 3. Category or categories of data subject;
 4. Consent forms or manner of obtaining consent;
 5. The recipients or categories of recipients to whom the data are to be disclosed;
 6. The length of time the data are to be stored;
 7. Methods and logic utilized for automated processing;
 8. Decisions relating to the data subject that would be made on the basis of processed data or that would significantly affect the rights and freedoms of data subject; and
 9. Names and contact details of the compliance or data protection officer.
- b. No decision with legal effects concerning a data subject shall be made solely on the basis of automated processing without the consent of the data subject.

Section 49. Review by the Commission. The following are subject to the review of the Commission, upon its own initiative or upon the filing of a complaint by a data subject:

- a. Compliance by a personal information controller or personal information processor with the Act, these Rules, and other issuances of the Commission;
- b. Compliance by a personal information controller or personal information processor with the requirement of establishing adequate safeguards for data privacy and security;
- c. Any data sharing agreement, outsourcing contract, and similar contracts involving the processing of personal data, and its implementation;
- d. Any off-site or online access to sensitive personal data in government allowed by a head of agency;
- e. Processing of personal data for research purposes, public functions, or commercial activities;
- f. Any reported violation of the rights and freedoms of data subjects;
- g. Other matters necessary to ensure the effective implementation and administration of the Act, these Rules, and other issuances of the Commission.

Rule XII. RULES ON ACCOUNTABILITY

Section 50. Accountability for Transfer of Personal Data. A personal information controller shall be responsible for any personal data under its control or custody, including information that have been outsourced or transferred to a personal information processor or a third party for processing, whether domestically or internationally, subject to cross-border arrangement and cooperation.

- a. A personal information controller shall be accountable for complying with the requirements of the Act, these Rules, and other issuances of the Commission. It shall use contractual or other reasonable means to provide a comparable level of protection to the personal data while it is being processed by a personal information processor or third party.
- b. A personal information controller shall designate an individual or individuals who are accountable for its compliance with the Act. The identity of the individual or individuals so designated shall be made known to a data subject upon request.

Section 51. Accountability for Violation of the Act, these Rules and Other Issuances of the Commission.

- a. Any natural or juridical person, or other body involved in the processing of personal data, who fails to comply with the Act, these Rules, and other issuances of the Commission, shall be liable for such violation, and shall be subject to its corresponding sanction, penalty, or fine, without prejudice to any civil or criminal liability, as may be applicable.
- b. In cases where a data subject files a complaint for violation of his or her rights as data subject, and for any injury suffered as a result of the processing of his or her personal data, the Commission may award indemnity on the basis of the applicable provisions of the New Civil Code.
- c. In case of criminal acts and their corresponding personal penalties, the person who committed the unlawful act or omission shall be recommended for prosecution by the Commission based on substantial evidence. If the offender is a corporation, partnership, or any juridical person, the responsible officers, as the case may be, who participated in, or by their gross negligence, allowed the commission of the crime, shall be recommended for prosecution by the Commission based on substantial evidence.

Rule XIII. PENALTIES

Section 52. Unauthorized Processing of Personal Information and Sensitive Personal Information.

- a. A penalty of imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php 500,000.00) but not more than Two million pesos (Php 2,000,000.00) shall be imposed on persons who process personal information without the consent of the data subject, or without being authorized under the Act or any existing law.
- b. A penalty of imprisonment ranging from three (3) years to six (6) years and a fine of not less than Five hundred thousand pesos (Php 500,000.00) but not more than Four million pesos (Php 4,000,000.00) shall be imposed on persons who process sensitive personal information without the consent of the data subject, or without being authorized under the Act or any existing law.

Section 53. Accessing Personal Information and Sensitive Personal Information Due to Negligence.

- a. A penalty of imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php 500,000.00) but not more than Two million pesos (Php 2,000,000.00) shall be imposed on persons who, due to negligence, provided access to personal information without being authorized under the Act or any existing law.
- b. A penalty of imprisonment ranging from three (3) years to six (6) years and a fine of not less than Five hundred thousand pesos (Php 500,000.00) but not more than Four million pesos (Php 4,000,000.00) shall be imposed on persons who, due to negligence, provided access to sensitive personal information without being authorized under the Act or any existing law.

Section 54. Improper Disposal of Personal Information and Sensitive Personal Information.

- a. A penalty of imprisonment ranging from six (6) months to two (2) years and a fine of not less than One hundred thousand pesos (Php 100,000.00) but not more than Five hundred thousand pesos (Php 500,000.00) shall be imposed on persons who knowingly or negligently dispose, discard, or abandon the personal information of an individual in an area accessible to the public or has otherwise placed the personal information of an individual in its container for trash collection.
- b. A penalty of imprisonment ranging from one (1) year to three (3) years and a fine of not less than One hundred thousand pesos (Php 100,000.00) but not more than One million pesos (Php 1,000,000.00) shall be imposed on persons who knowingly or negligently dispose, discard or abandon the sensitive personal information of an individual in an area accessible to the public or

has otherwise placed the sensitive personal information of an individual in its container for trash collection.

Section 55. Processing of Personal Information and Sensitive

Personal Information for Unauthorized Purposes.

- a. A penalty of imprisonment ranging from one (1) year and six (6) months to five (5) years and a fine of not less than Five hundred thousand pesos (Php 500,000.00) but not more than One million pesos (Php 1,000,000.00) shall be imposed on persons processing personal information for purposes not authorized by the data subject, or otherwise authorized under the Act or under existing laws.
- b. A penalty of imprisonment ranging from two (2) years to seven (7) years and a fine of not less than Five hundred thousand pesos (Php 500,000.00) but not more than Two million pesos (Php 2,000,000.00) shall be imposed on persons processing sensitive personal information for purposes not authorized by the data subject, or otherwise authorized under the Act or under existing laws.

Section 56. Unauthorized Access or Intentional Breach. A penalty of imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php 500,000.00) but not more than Two million pesos (Php 2,000,000.00) shall be imposed on persons who knowingly and unlawfully, or violating data confidentiality and security data systems, breaks in any way into any system where personal and sensitive personal information are stored.

Section 57. Concealment of Security Breaches Involving Sensitive Personal Information. A penalty of imprisonment ranging from one (1) year and six (6) months to five (5) years and a fine of not less than Five hundred thousand pesos (Php 500,000.00) but not more than One million pesos (Php 1,000,000.00) shall be imposed on persons who, after having knowledge of a security breach and of the obligation to notify the Commission pursuant to Section 20(f) of the Act, intentionally or by omission conceals the fact of such security breach.

Section 58. Malicious Disclosure. Any personal information controller or personal information processor, or any of its officials, employees or agents, who, with malice or in bad faith, discloses unwarranted or false information relative to any personal information or sensitive personal information obtained by him or her, shall be subject to imprisonment ranging from one (1) year and six (6) months to five (5) years and a fine of not less than Five hundred thousand pesos (Php 500,000.00) but not more than One million pesos (Php 1,000,000.00).

Section 59. Unauthorized Disclosure.

- a. Any personal information controller or personal information processor, or any of its officials, employees, or agents, who discloses to a third party personal information not covered by the immediately preceding section without the consent of the data subject, shall be subject to imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php 500,000.00) but not more than One million pesos (Php 1,000,000.00).
- b. Any personal information controller or personal information processor, or any of its officials, employees or agents, who discloses to a third party sensitive personal information not covered by the immediately preceding section without the consent of the data subject, shall be subject to imprisonment ranging from three (3) years to five (5) years and a fine of not less than Five hundred thousand pesos (Php 500,000.00) but not more than Two million pesos (Php 2,000,000.00).

Section 60. Combination or Series of Acts. Any combination or series of acts as defined in Sections 52 to 59 shall make the person subject to imprisonment ranging from three (3) years to six (6) years and a fine of not less than One million pesos (Php 1,000,000.00) but not more than Five million pesos (Php 5,000,000.00).

Section 61. Extent of Liability. If the offender is a corporation, partnership or any juridical person, the penalty shall be imposed upon the responsible officers, as the case may be, who participated in, or by their gross negligence, allowed the commission of the crime. Where applicable, the court may also suspend or revoke any of its rights under this Act.

If the offender is an alien, he or she shall, in addition to the penalties herein prescribed, be deported without further proceedings after serving the penalties prescribed.

If the offender is a public official or employee and he or she is found guilty of acts penalized under Sections 54 and 55 of these Rules, he or she shall, in addition to the penalties prescribed herein, suffer perpetual or temporary absolute disqualification from office, as the case may be.

Section 62. Large-Scale. The maximum penalty in the corresponding scale of penalties provided for the preceding offenses shall be imposed when the personal data of at least one hundred (100) persons are harmed, affected, or involved, as the result of any of the above-mentioned offenses.

Section 63. Offense Committed by Public Officer. When the offender or the person responsible for the offense is a public officer, as defined in the Administrative Code of 1987, in the exercise of his or her duties, he or she shall likewise suffer an accessory penalty consisting of disqualification to occupy public office for a term double the term of the criminal penalty imposed.

Section 64. Restitution. Pursuant to the exercise of its quasi-judicial functions, the Commission shall award indemnity to an aggrieved party on the basis of the provisions of the New Civil Code. Any complaint filed by a data subject shall be subject to the payment of filing fees, unless the data subject is an indigent.

Section 65. Fines and Penalties. Violations of the Act, these Rules, other issuances and orders of the Commission, shall, upon notice and hearing, be subject to compliance and enforcement orders, cease and desist orders, temporary or permanent ban on the processing of personal data, or payment of fines, in accordance with a schedule to be published by the Commission.

Rule XIV. MISCELLANEOUS PROVISIONS

Section 66. Appeal. Appeal from final decisions of the Commission shall be made to the proper courts in accordance with the Rules of Court, or as may be prescribed by law.

Section 67. Period for Compliance. Any natural or juridical person or other body involved in the processing of personal data shall comply with the personal data processing principles and standards of personal data privacy and security already laid out in the Act.

Personal information controllers and Personal Information processors shall register with the Commission their data processing systems or automated processing operations, subject to notification, within one (1) year after the effectivity of these Rules. Any subsequent issuance of the Commission, including those that implement specific standards for data portability, encryption, or other security measures shall provide the period for its compliance.

For a period of one (1) year from the effectivity of these Rules, a personal information controller or personal information processor may apply for an extension of the period within which to comply with the issuances of the Commission. The Commission may grant such request for good cause shown.

Section 68. Appropriations Clause. The Commission shall be provided with appropriations for the performance of its functions which shall be included in the General Appropriations Act.

Section 69. Interpretation. Any doubt in the interpretation of any provision of this Act shall be liberally interpreted in a manner that would uphold the rights and interests of the individual about whom personal data is processed.

Section 70. Separability Clause. If any provision or part hereof is held invalid or unconstitutional, the remainder of these Rules or the provision not otherwise affected shall remain valid and subsisting.

Section 71. Repealing Clause. Except as otherwise expressly provided in the Act or these Rules, all other laws, decrees, executive orders, proclamations and administrative regulations or parts thereof inconsistent herewith are hereby repealed or modified accordingly.

Section 72. Effectivity Clause. These Rules shall take effect fifteen (15) days after its publication in the Official Gazette.

Promulgated: August 24, 2016

APPENDIX 3

IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT NO. 11053 OR THE "ANTI-HAZING ACT OF 2018"

Pursuant to the authority of 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), Armed Forces of the Philippines (AFP), Philippine National Police (PNP), and National Youth Commission (NYC), the following rules and regulations are hereby promulgated to implement the provisions of Republic Act No. 11053.

RULE I GENERAL PROVISIONS

Section 1. Title

These rules and regulations shall be known as the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 11053 or the "Anti-Hazing Act of 2018."

Section 2. Coverage

This IRR shall apply to an organized body of people which includes, but not limited to, any club, association, group, fraternity, and sorority. This IRR shall also apply to 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.

Section 3. Objectives

It is the objective of RA 11053 and this IRR:

- a) To completely prohibit all forms of hazing and regulate other forms of initiation rites of fraternities, sororities, and other organizations;
- b) To strengthen the existing mechanism for deterrence of the commission of crimes in the conduct of initiation rites of fraternities, sororities, and other organizations;
- c) To provide rules in the conduct of initiation rites and;
- d) To provide rules in case hazing is committed in the conduct of initiation rites of fraternities, sororities, and other organizations

Section 4. Definition of Terms

For purposes of this IRR, the following terms shall mean or be understood as follows:

- 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, including any form of sexual harassment and abuse, 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, risk or endanger lives, by requiring a recruit, neophyte, applicant, or member to do menial, silly, foolish,

- hazardous, or inhumane 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 a fraternity, sorority, or organization as a full-fledged member. It includes ceremonies, practices, rituals, and other acts in all stages of membership (acceptance/ welcome or the like, neophyte/service stage or the like, and final stage or the like) in a fraternity, sorority, or organization.
- c) Organization refers to an organized body of people which includes, but 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) Other Similar Uniformed Service Learning Institutions refer to a learning institution which provides education, technical or professional training to persons rendering public service and law enforcement functions.
- e) Schools refer to colleges, universities, and all other educational institutions and learning institutions/centers.
- f) School-Based Fraternities, Sororities and Organizations refer to groups of people, however organized, including Student Government Bodies and Recognized Student Organizations, with existing members who are students or plans to recruit students to be its members and are required to register with the proper school authorities before it conducts activities whether on or off-campus, including recruitment of members. For purposes of this IRR, school-based fraternities, sororities and organizations include organizations or institutions conducting military and other similar uniformed service trainings or activities

RULE II PROHIBITION ON HAZING

Section 5. 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. This prohibition shall likewise apply to all other fraternities, sororities, and organizations that are not school-based, such as community-based and other similar fraternities, sororities, and organizations.

In no case shall hazing be made as a requirement for employment in any business or corporation.

Section 6. Exceptions

The following shall not be considered as hazing for purposes of this IRR:

- a) Physical, mental, and psychological testing and training procedures and practices to determine and enhance the physical, mental, and psychological fitness of prospective regular members of the AFP and the PNP as approved by the Secretary of National Defense and the National Police Commission, duly recommended by the Chief of Staff of the AFP and the Director General of the PNP;
- b) Similar procedures and practices approved by the respective heads of other uniformed learning institutions as to their prospective members;
- c) Any customary athletic event or other similar contests or competitions, subject to prior submission of a medical clearance or certificate; and
- d) Any activity or conduct that furthers a legal and legitimate objective, subject also to prior

submission of a medical clearance or certificate.

RULE III

REGISTRATION OF SCHOOL-BASED FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS

Section 7. Registration of School-Based Fraternities, Sororities, and Other Organizations

The following rules shall be observed on the recognition and registration of school-based fraternities, sororities, and other organizations:

- a) 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 members shall be required to register with the proper school authorities before it conducts activities whether on or off-campus including recruitment of members;
- b) A newly established fraternity, sorority or organization in a school shall immediately register with the proper school authorities during the semester or trimester or term 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. Provided further, That the 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 IRR;
- c) Upon registration, all fraternities, sororities, and 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 or term, depending on the academic calendar of the school;
- d) School officials 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 matters including suspension of the head and other officers of the fraternity, sorority and organizations who failed to register or update their roster of members as required under this section;
- e) Failure to comply with any of the registration requirements in Section 7 hereof shall result in the cancellation of registration or denial of the application for registration of the fraternity, sorority, or organization.

Section 8. Faculty Adviser: Qualification, Duties, and Liabilities

Schools shall require all fraternities, sororities and organizations, as a condition for the grant of recognition and registration, to submit in writing the name or names of their respective faculty adviser or advisers and the latter's written acceptance or consent to act as such which shall be included in the request for registration and recognition. The following are the qualifications, duties, and liabilities of a faculty adviser:

- a) The faculty adviser should not be an affiliate or member of the fraternity, sorority or organization of which they are to be advisers;
- b) Each faculty adviser must be a duly recognized active member and in good standing of the faculty at the school in which the fraternity, sorority, or organization is established or registered. For purposes of this IRR, faculty members of the specific program may serve as an adviser for academic organizations;
- c) The faculty adviser/s shall be responsible for monitoring the activities of the school-based fraternity, sorority, or organization; and
- d) In case of violation of any of the provisions of this IRR by the school-based fraternity, sorority, or organization or its members, the faculty adviser is presumed to have knowledge of and consented to the commission of such violation or any of the unlawful acts stated therein and

shall be held, after due notice and summary hearing, accountable therefor.

Section 9. Role of Educational Institution

The following are the roles, duties, and responsibilities of schools:

The responsibility of schools to exercise reasonable supervision in loco parentis over the conduct of its students requires that degree of due diligence that prudent parents would employ in the same circumstance when disciplining and protecting their children. To this end, it shall be the duty of schools to take more proactive steps to protect its students from the dangers of participating in activities that involve hazing

- a) Schools shall implement an information dissemination campaign at the start of every semester or trimester or term to provide adequate information to students and parents or guardians regarding the consequences of conducting and participating in hazing;
- b) An orientation program relating to membership in a school-based fraternity, sorority, or organization shall also be conducted by schools at the start of every semester or trimester or term;
- c) Schools shall likewise 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; and
- d) Institutions of learning have the "built-in" obligation of providing a conducive atmosphere for learning, an atmosphere where there are no constant threats to life and limb, and one where peace and order are maintained.

RULE IV

REGULATION OF INITIATION RITES OF SCHOOL-BASED FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS

Section 10. Regulation of Initiation Rites of School-Based Fraternities, Sororities, and Other Organizations

Only initiation rites or practices that do not constitute hazing as defined in Section 4(a) of this IRR shall be allowed: Provided, That

- a) A written application to conduct initiation rites shall be filed with the proper school authorities not later than seven (7) working days prior to the scheduled initiation date;
- b) The written application shall indicate the place, date and time of the initiation rites, the names of the recruits, neophytes, or applicants to be initiated, and the manner by which they will conduct the initiation rites;
- c) The written application shall also contain a notarized undertaking by the concerned officials/members authorized by the Head of the school-based fraternities, sororities, and other organizations, that no violence or harm of any kind shall be committed by anybody, authorized or unauthorized, during the initiation rites. In relation to such undertaking, a medical certificate of the recruit, neophyte, or applicant must be attached to the written application to ensure fitness to undergo initiation when it involves physical activity not falling under the definition of hazing as used in this IRR;
- d) The initiation rites shall not last for more than three (3) days;
- e) The written application shall contain the names and contact details of the incumbent officers of the school-based fraternity, sorority, or organization and of any person or persons who

- will take charge or participate in the conduct of the initiation rites. Only members of the fraternity, sorority or organization shall be in charge or take part actively or in a consultative or advisory role in the initiation rites, except the faculty adviser;
- f) The application shall be made 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. The school and the school-based fraternity, sorority, or organization shall provide for their respective bulletin boards for purposes of this section; and
 - g) The application shall be posted from the time of submission of the written notice to the school authorities or head of organization and shall only be removed from its posting three (3) days after the conduct of the initiation rites. Contact details of the incumbent officers of the fraternity, sorority, or organization and of any person or persons who will take charge or participate in the conduct of the initiation rites shall not be included in posting.
 - h) The denial of application for, or cancellation of, registration shall bar the fraternity, sorority, or organization for the particular initiation applied for

Section 11. Promulgation of Guidelines by Appropriate School Authorities for the Approval or Denial of Application to Conduct Initiation Rites

The guidelines for the approval or denial of application to conduct initiation rites by a registered fraternity, sorority, or organization shall be promulgated by the appropriate school officials not later than sixty (60) days after the approval of this IRR. The appropriate school authorities are mandated to disapprove the application to conduct initiation rites that does not conform to any of the requirements of Section 10 hereof, and the reasons thereof shall be stated clearly and in unequivocal terms in a formal written notice to the fraternity, sorority, or organization concerned, taking into consideration the safety and security of participants in the activity.

Section 12. Authority of School Officials to Impose Disciplinary Sanctions in Case of Failure to Secure Approval

The authorized school officials shall have the authority to impose disciplinary sanctions, after due notice and summary hearing, in accordance with the school's guidelines and regulations on the matter, which shall include, but not be limited to, reprimand, suspension, exclusion, or expulsion, against the head and all other officers or members of the fraternity, sorority, or organization for conducting an initiation rite without prior approval of the authorized school officials. 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 without prejudice to criminal, civil and administrative liabilities as provided for by law.

Section 13. False or Inaccurate Information in the Written Application to Conduct Initiation Rite.

In case the written application to conduct 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, or head and other officers of the fraternity, sorority, or organization who signed the application.

Section 14. Monitoring of Initiation Rites

The head of the school or his/her authorized representative must assign at least two (2) school representatives 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 activities.

The school representatives who are present during the initiation shall make a report on the conduct

of the initiation rites to be submitted to the appropriate school officials. If hazing is committed despite the presence of the school representatives, no liability shall attach to them if they performed an overt act to prevent or stop the commission thereof. However, if the school representatives failed to perform an overt act to prevent or stop the commission of hazing, liability shall automatically attach to them.

Section 15. Procedures in Case Hazing is Committed during Initiation Rites

The concerned officers/members of the school-based fraternity, sorority or organization, as well as the school representatives, who are present during the commission of hazing, shall immediately bring the recruits, neophytes, or applicants subject of hazing to the nearest hospital, clinic or treatment facilities within the area. The school representatives are obligated to immediately report the incident to proper authorities. In case of commission of hazing activities, appropriate penalties shall be imposed as provided in Section 23 of this IRR.

RULE V REGISTRATION OF COMMUNITY-BASED FRATERNITIES, SORORITIES, AND OTHER SIMILAR ORGANIZATIONS

Section 16. Registration of Community-Based Fraternities, Sororities, or Other Similar Organizations

All new and existing community-based fraternities, sororities, or other similar organizations, including their respective local chapters, shall register with the Punong Barangay in the barangay or the Mayor of the municipality or city wherein the community-based fraternities, sororities, or other similar organizations are primarily based.

Upon registration, all community-based fraternities, sororities, or other similar organizations, including their respective local chapters, shall submit to the concerned barangay, municipality, or city a comprehensive list of their officers and members which shall be updated yearly from the date of registration.

Section 17. Documentary Requirements for Registration of Community-Based Fraternities, Sororities, and Other Similar Organizations

- a) Comprehensive list of officers and members which shall be updated yearly from the date of registration;
- b) Constitution and By-Laws of community-based fraternities, sororities, or other similar organizations;
- c) Code of Conduct of Officers and Members of community-based fraternities, sororities, or organizations to determine their manner of operation and their rules and regulations;
- d) Rules and Regulations and name and profile of the community-based fraternities, sororities, or organizations in recruitment and membership; and
- e) Profile of Governing Boards/Officers, their addresses, contact person/s and contact numbers.

Upon compliance with the registration requirements set forth in this Section, the concerned Punong Barangay, Municipal or City Mayor shall issue a Certificate of Registration to the community-based fraternity, sorority, or similar organization.

Failure to comply with any of the registration requirements shall be a ground for the cancellation of registration or denial of the application for registration. (Please see Annex "A" for Form I-Registration Form for Community-Based Fraternity, Sorority or Other Similar Organization.)

RULE VI

REGULATION OF INITIATION RITES OF COMMUNITY-BASED FRATERNITIES, SORORITIES, AND OTHER SIMILAR ORGANIZATIONS

Section 18. Guidelines for the Conduct of Initiation Rites by the Community-Based Fraternities, Sororities, and Other Similar Organizations

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 filed with the Punong Barangay in the barangay or the Mayor of the municipality or city where the community-based fraternity, sorority, or other similar organization is based, not later than seven (7) days prior to the scheduled initiation date
- b) The written application shall indicate the place, date and time of the initiation rites and the names of the recruits, neophytes, or applicants to be initiated. It shall also contain the names of the incumbent officers of the community-based fraternity, sorority, or other similar organization and any person or persons who will take charge of and participate in the conduct of the initiation rites;
- c) The initiation rites shall be conducted in the place where the community-based, fraternity, sorority or organization was duly registered, and shall not last more than three (3) days;
- d) The written application shall contain a notarized undertaking signed by the head or duly authorized representative of the community-based fraternities, sororities, or other similar organizations that no harm of any kind shall be committed by anybody during the initiation rites;
- e) 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 falling under the definition of hazing as used in this IRR;
- f) 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 other similar organization is based and duly registered, and on the bulletin board of the office of the community-based fraternity, sorority, or other similar organization. (Please see Annex "B" for Form 2-Application Form for the Conduct of Initiation Rite; and
- g) 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 19. Monitoring of Initiation Rites of Community-Based Fraternities, Sororities, and Other Similar Organizations

The Punong Barangay or the Mayor of the municipality or city where the community-based fraternity, sorority, or other similar organization is based and duly registered shall assign at least two (2)

barangay or municipal or city officials to be present during the initiation to record and document the entire activities.

The barangay, municipal or city officials who are present during the initiation shall make a report on the conduct of the initiation rites to be submitted to the Punong Barangay or the Municipal or City Mayor.

If hazing is still committed despite the presence of the barangay, municipal or city officials, no liability shall attach to them if they perform an overt act to prevent or stop the commission thereof. However, if the barangay, municipal or city officials failed to perform an overt act to prevent or stop the commission of hazing, liability shall automatically attach to them.

The barangay, municipal or city officials should not be a member or a relative within the fourth civil degree of consanguinity or affinity of any member of the community-based fraternity, sorority, or other similar organization conducting the initiation.

Section 20. Procedures in Case Hazing was Committed during Initiation Rites

The concerned officers/members of the community-based fraternity, sorority or other similar organization, as well as the barangay, municipal or city representatives, who are present during the commission of hazing, shall immediately bring the recruits, neophytes, or applicants subject of hazing to the nearest hospital, clinic or treatment facilities within the area. The representatives from the barangay, municipality, or city are obligated to immediately report the incident to proper authorities. In case of commission of hazing activities, appropriate penalties shall be imposed as provided in Section 23 of this IRR.

RULE VII

COMMON RULES OF PROCEDURES IN DISCIPLINARY ACTIONS ON COMPLAINTS OF HAZING AND OTHER VIOLATIONS OF THE ANTI-HAZING LAW

Section 21. 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 to the conduct of hazing as defined in this IRR, made by a recruit, neophyte, or applicant prior to an initiation rite, shall be void and cannot be used as a defense by the person/s prosecuted under RA 11053 and this IRR.

Section 22. Administrative Sanctions

The responsible officials of the school, the AFP, the PNP, the PMA, PNPA, and other uniformed service learning institutions, may impose the appropriate administrative sanctions after due notice and summary hearing on the person or persons charged under RA 11053 and this IRR even before their conviction.

RULE VIII PENALTIES

Section 23. 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 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) years 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 a fine of One million pesos (P1,000,000.00) shall be imposed upon former officers, nonresident members, or 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 member, 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. 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;

- 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;
- 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 14 of this IRR: Provided, That if hazing has been committed in circumvention of the provisions of this IRR, 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 fraternities, sororities, and other organizations, if it can be shown that the school or barangay, municipal, or city officials allowed or consented to the conduct of hazing or where there is actual knowledge 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 IRR shall not be entitled to the mitigating circumstance that there was no intention to commit so grave a wrong.

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

Any conviction by final judgment shall be reflected in the scholastic record, personal, or employment record of the person convicted regardless of when the judgment of conviction has become final.

RULE IX FINAL PROVISIONS

Section 24. Separability Clause

If any provision or part of this IRR is declared invalid or unconstitutional, the other parts or provisions not affected thereby shall remain valid and effective.

Section 25. Effectivity Clause

This IRR shall take effect fifteen (15) days after its publication in the Official Gazette or in at least two (2) national newspapers of general circulation.

Approved and signed this 30 of September 2020

APPENDIX 4

UP COLLEGE OF MEDICINE SOCIAL MEDIA GUIDELINE 2019

(*Approved by The College Council 4 June 2019)

Social media is a platform for self-expression. The exercise of freedom of expression comes with a responsibility and a duty to protect the rights of others.

Section 1. SCOPE

This is intended to guide social media activity that associate or identify faculty (full time/ part time, visiting), consultants, mentors, trainers, consultants administrative staff, researchers, employees, students, trainees, or other persons practicing their profession, working or fulfilling academic or clinical requirements at University of the Philippines College of Medicine (UPCM), the Philippine General Hospital (PGH), or in the community they are assigned, whether temporary (contractual, job order) or permanent. This guideline is also intended for UPCM organizations (registered or recognized by the University e.g. student groups, fraternities, sororities, foundations).

Section 2. OBJECTIVE

This guideline aims to encourage a productive, responsible, and safe use of social media by UPCM constituents, without prejudice to their freedom of expression.

Section 3. DEFINITIONS

1. Social media refers to computer-mediated technologies that facilitate the creation and sharing of information, ideas and other forms of expressions, and content via social media platforms and virtual networks.
2. Social media account is an agency's or individual's account or page on any given social media platform.
3. Social media platform refers to internet-based applications or sites such as, but not limited to, Facebook, Twitter and Instagram, that allow users to share information and interact with each other.

Section 4. SETTING UP SOCIAL MEDIA ACCOUNTS

1. Use your personal email address, instead of the University of the Philippines email address (e.g. name@up.edu.ph or name@upm.edu.ph) to set up a personal social media account or profile, so as not to associate UPCM with your personal social media account/profile.
2. In order to uphold the right to self expression, it is highly recommended to include a disclaimer in any personal or institutional social media account. Ensure that the disclaimer is prominently displayed. As word limits allow, the following are sample disclaimers:
 - a. Tweets my own. RT not endorsements.
 - b. Views and opinions my own.
3. All institutional social media accounts shall be registered with the office of the Associate Dean for Faculty and Students for UPCM or any other body authorized by the University to process registration. Only registered social media accounts are allowed to use official logos connected with the UPCM.

Section 5. POSTING ON PERSONAL OR INSTITUTIONAL ACCOUNTS

1. Whenever possible, try to maintain a separation between your personal and professional online profiles.

2. Be mindful of the standpoint from which you are expressing your opinion. If you can be reasonably identified with UPCM, always clarify if you are commenting on an issue from a personal or organizational standpoint. Use good judgment and strive for accuracy. Errors and omissions could result in personal liability. Commenting personally does not however excuse you from your professional obligations.
3. If the posted material may reasonably be construed as implying the support, endorsement, or opposition of the UPCM with regard to any personal statements, including opinions or views on any issue, or if the poster's affiliation with the UPCM is evident in the posting, the material shall be accompanied by a disclaimer that the individual is speaking for himself or herself and not as a representative of the UPCM or any of its offices or units.
4. Post responsibly. Act in accordance with the 2012 UP Code of Student Conduct, R.A. 6713 Code of Conduct and Ethical Standards for Public Officials and Employees, the Revised Administrative Code of 1987 on the Civil Service Commission, Data Privacy Act of 2012 and existing laws, which specifies acts of misconduct. Such acts can be committed on social media.
5. The UPCM does not endorse or take responsibility for content posted by third parties. All comments made on institutional websites or social media accounts are the responsibility of the commenter, and not the website/social media account owner, administrator, contributor, editor or author. The UPCM is held harmless from any repercussions, damages or liability from such comments.
6. Refrain from posting on social media during work hours or while performing official duties. Use of personal devices to access social media for personal use may be used during non-work time outside public view.
7. Secure permission from faculty when documenting class encounters on social media. A similar permission should be secured from the presiding officer when in meetings.
8. Uphold privacy and confidentiality by refraining from discussing clinical activities on social media. Remember that comments on social media may be deemed public and may be quoted in other media even if the original post was made in a private, secret or closed group or in a non-professional context.
9. Raise and escalate concerns in accordance with UPCM policy and procedure, and other official channels. Refrain from using social media to escalate concerns unless it involves legitimate public interest.

Section 6. PROTECTING PRIVACY AND CONFIDENTIALITY

1. Use privacy settings to safeguard personal information on non-work related activities as appropriate. Even with the strictest privacy settings, presume that everything posted is public and can be shared. Any content posted online is assumed permanent as deleted content may still exist in an archive database.
2. Practice due diligence in keeping social media accounts safe such as through regular password change and logging out after social media use.
3. Be mindful of the privacy of colleagues, co-workers, students/trainee and faculty when posting content that includes them.
4. Avoid commenting online on legal matters or litigation involving UPCM. It is best to let the official spokesperson(s) of UPCM comment publicly on such matters.
5. Proprietary business information, internal affairs, regulatory issues, human resource issues or research, UPCM/PGH documents (including but not limited to handouts, course guides, logbooks, minutes of meetings) can be posted online with permission from the faculty/unit/ department/office from which it emanates.
6. Use of social media requires a personal commitment to uphold the ethical standards required of those providing health services, upon which patient trust is built. Refrain from discussing patients, their illness or conditions, their family or any personal information, even if you think the

information is 'de-identified' or visible only to a restricted audience. Patients or their family may still be identified even if some details are changed, especially with rare disease or unusual presentations.

7. Under no circumstances should photos of patients or photos depicting the body parts of patients be displayed online, even when the patient cannot be identified unless the patient's written consent (in the case of minors, the consent of parents or legal guardians) is obtained. This includes CT scans, X-rays etc. This is in compliance to the Data Privacy Act of 2012.
8. When possible, tweak social media settings so that approval for tagging is required, in case a patient or another person not covered by this guideline takes a picture of you in a clinical setting and tags you on social media.
9. Do not disclose any other information acquired in attending to a patient in a professional capacity, which information was necessary to enable you to act in capacity, and which would blacken the reputation of the patient. Never post, share or otherwise use any information relating to identity and status of persons especially conditions with attached stigma, including but not limited to HIV, hepatitis, those who have undergone drug rehabilitation, and or are victims of domestic violence, rape and child abuse. The duty of maintaining patient confidentiality remains even after patient's death.
10. Remember that social media sites are considered open systems. In order to avoid breach of privacy and confidentiality, refrain from using social media to receive, discuss or transmit patient health information.
11. Never post, share or otherwise use recorded conversations between doctors, individuals or patients, when such recording, whether audio or video, was obtained without written consent of all the parties to the conversation.
12. If you discover that a student/trainee, faculty or employee has posted patient information online, please take a screenshot, copy the link and email to the UPCM Office of the Associate Dean for Faculty and Students for confidential reporting.
13. Use of social media platforms for clinical trial recruitment must be reviewed by the UPM REB. Proposals for use of social media platforms for this purpose should be submitted to the UPM REB by the principal investigator during the normal protocol submission process.

Section 7. MAINTAINING PROFESSIONALISM ONLINE

1. Conduct yourself in a manner worthy of your affiliation with UPCM and/or PGH. Conduct yourself as you would in the public, mindful of acting in a manner befitting the profession, or that would inspire trust in the service you provide, especially if you have not separated professional and personal accounts in social media. Recognize that actions online and content posted may negatively affect your reputation and that of UPCM/PGH, and undermine the public trust. Always be mindful of your duties to the patient and community, your profession and colleagues. The faculty can refer to Code of Ethics (approved At 63rd UC meeting, Dec. 8, 1998; noted at 1128th BOR meeting, Jan. 28, 1999) in the UP Faculty Manual. Students and employees can refer to the UP Student Guide (2010) and to the University of the Philippines System Code (2006).
2. Refrain from making demeaning or insulting comments about colleagues or co-workers, student or faculty online, in violation of existing policies of UPCM. Treat colleagues with respect. Don't publicize your frustrations. If you feel as though you have been mistreated or are frustrated with any aspect of an encounter within UPCM, follow the formal process for addressing such matters.
3. An individual may "like" a defamatory post but he or she must use caution when sharing, retweeting or contributing anything that might be construed as a new defamatory statement. A post, comment or other social media activity is considered defamatory if:
 - a. The activity imputes a discreditable act or condition to another;
 - b. The activity is viewed or seen by any other person;
 - c. The person or institution defamed is identified or readily identifiable; d. There is malice or intent to damage the reputation of another.

4. Ensure that whatever you post or share about other people or organizations is accurate. Exercise caution when sharing posts or other content that are unverified, particularly if it discredits another person or institution, or imputes the commission of a crime or violation of law even before trial and judgment, and violates the privacy of another. Fair and true reporting on matters of public concern shall be allowed provided that the content was obtained lawfully and with due respect for the right of privacy.
5. Avoid making comments that could be perceived as prejudiced against sex, race, religion or belief, even if you mean them in jest or as satire, to avoid misunderstanding.
6. If you see a colleague behaving inappropriately online, bring this to their attention discreetly and sensitively so that they have an opportunity to reflect and take action. If the colleague doesn't make amends and you believe the breach is serious, report it to the authorities.
7. Direct policing of individual activities of faculty, students/trainees and employees online (aside from institutional social media accounts or websites) is discouraged as this represents intrusion to privacy. However, should an issue involving a personal social media account be brought to the attention of the UPCM, the UPCM will take appropriate action to protect privacy and professionalism standards.
8. Avoid accepting friend requests from patients. If a patient makes inappropriate social media contact, politely re-establish professional boundaries and explain your reasons. Do not use social networks to build or pursue relationships with patients and their families, even if they are no longer in your immediate contact. Social media shall not be used to establish inappropriate relationships with patients or colleagues, and shall not be used to obtain information that would negatively impact on the provision of services and professional management of the patient.
9. People in a position of power/authority should not initiate a personal online relationship with an individual in a subordinate position. Exceptions may be made for educational experiences. Be mindful of the potential for misinterpretation of relationships such as faculty-student, supervisor subordinate and employee-student in social interactions.

Section 8: EXTERNAL COMMUNICATION

1. If someone from the media or press contacts you about posts you have made in online forums that relate to UPCM in any way, you must alert your superior before responding. UPCM will provide assistance, including preparation of official information that can be appended to the social media site, and work with you to resolve the situation.
2. If someone or some group offers to pay you for participating in an online forum in your UPCM role, this could constitute conflict of interest and UPCM policies and guidelines apply.
3. If you wish to write about other Universities or healthcare providers, information should be respectful and factually accurate.
4. If a person not connected to UPCM or PGH posts online about UPCM, please refer to the response guide in Appendix A (adapted from the Vanderbilt University Medical Center Social Network Response Guide).
5. If you are using social media for health education or promotion, do so within your area of expertise. Refrain from any activity which spreads or tends to spread misinformation.
6. When writing an article for posting on social media, ensure that it is evidence-based. Disclose connections with pharmaceutical or health product companies or other sources of possible conflict of interest.
7. Never use social media to dispense specific medical diagnosis, advice, or treatment. Give general opinions only and not personalized recommendations. Include a disclaimer, such as follows: This site is not designed to and does not provide medical advice, professional diagnosis, opinion, treatment or services to you or to any other individual. Through this site and linkages to other sites, general information is provided for educational purposes only. The information provided in this site, or through linkages to other sites, is not a substitute for medical or professional care, and you should not use the information in place of a visit, call consultation or the advice of

your physician or other healthcare provider. We are not liable or responsible for any advice, course of treatment, diagnosis or any other information, services or product you obtain through this site.

REFERENCES:

1. Drexel University Social Media Policy. <https://drexel.edu/ucomm/about/policies/social-media>
2. Wright State University Boonshoft School of Medicine Social Media Policy. <https://medicine.wright.edu/student-life/policies/social-media-policy>
3. University of Maryland School of Medicine Social Media Policy. [http:// Policy/](http://Policy/)
4. McGill Faculty of Medicine Social and Other Media Guidelines. https://mcgill.ca/ugme/files/ugme/social_media_guideline_v1.0.pdf
5. Washington University School of Medicine in St. Louis Social Media Guide. <https://publicaffairs.med.wustl.edu/items/social-media-guide/>
6. University of Nottingham School of Medicine: Social Media Guidance for Medical Students. <https://www.nottingham.ac.uk/medicine/documents/medicine-policies/social-mediaguidance.pdf>
7. How to Create Social Media Guidelines for your School. <https://www.edutopia.org/how-to-create-social-media-guidelines-school>
8. Duke Medicine's Social Media Policy: Frequently Asked Questions. https://medschool.duke.edu/sites/default/files/field/attachments/Social%20Media%20Policy%20FAQs_3.15.12.pdf
9. Royal College of General Practitioners Social Media Highway Code. <https://www.rcgp.org.uk/policy/rcgp-policy-areas/social-media-highway-code.aspx>
10. Vanderbilt University Medical Center Social Media Policy. <https://www.mc.vanderbilt.edu/socialmediatoolkit/26923>
11. British Medical Association Using Social Media: Practical and Ethical Guidance for Doctors and Medical Students. <https://www.bma.org.uk/-/media/files/pdfs/practical%20advice%20at%20work/ethics/socialmediaguidance%202011.pdf>
12. Patdu, Ivy D. Recommendations for Social Media Use in Hospitals and Healthcare Facilities. <https://ejournals.ph/article.php?id=10297>
13. DICT Draft AO: Social Media Use for Government. <http://www.dict.gov.ph/wp-content/uploads/2017/10/DRAFT-AO-Social-Media-Use-for-Government>

APPENDIX 5

PHOTOGRAPHY AND VIDEOGRAPHY GUIDELINES

UPCM GUIDELINES ON PHOTOGRAPHY AND VIDEOGRAPHY

A. Permitted Photography/Videography Activities

1. The following are allowed to shoot photos and videos in the UP College of Medicine, including the Henry Sy Sr. Medical Sciences Building, and **need no permission for photography and videography activities**:
 - a. UPCM officials, faculty, administrative staff and students participating in official college or university activities held inside the UPCM premises (e.g. academic conferences, seminars, workshops, meetings, ceremonies, other college events)
 - b. Video and audio recording of classroom lectures and postgraduate course/workshops to be held in-campus for the purpose of broadcasting and archiving in media libraries (e.g. UPCM Panopto, UPM Canvas, UPMVLE, etc)
 - c. Officially enrolled students who conduct photography and videography activities conducted during regular class hours within the regular class venue in connection with their academic activities (e.g. classroom, laboratory, conference room or auditorium)
 - d. Individuals participating in social and personal activities within UPCM premises (during masses, office parties, org gatherings/ meetings, in class, sporting events, talks, campus tours, personal visits, activities related to graduation, alumni homecoming, etc.) are allowed to take photos and/or short videos.
 - e. University and college entities (offices, academic departments, units), employees, academics, researchers, and contractors as part of their tasks (e.g. teaching and formation, research, outreach, marketing and communications materials)
 - f. Institutional partners in connection with official activities involving the university, UPCM, its offices, or its personnel or students (i.e. project videos for funding agencies)
 - g. Academics and researchers doing academic/research work/ dissertation work within the campus, and are officially connected to/recognized/supported by the College of Medicine
 - h. Student organizations and athletics teams in connection with University- or college - recognized activities (e.g. competitions, ceremonies, org meetings/documentation, creation of promotional materials for org activities)
 - i. Photography and videography by faculty and student journalists who are working for or under the official university or college publication, e.g. Aspire magazine as long as the pre-scheduled interviews and other activities are part of the publications' activities
 - j. Recognized alumni organizations, in connection with alumni-related activities (homecoming, donations, other alumni activities)
 - k. Photography and videography by college officials, faculty, administrative staff , and employees inside their offices/premises do not need permits unless an external service provider is involved.

Photos/videos taken by individuals participating in social and personal activities within UPCM campuses (during masses, office parties, org gatherings/ meetings, in class, sporting events, talks, campus tours, personal visits, graduation season, alumni homecoming, etc.) should only be for personal use (e.g. posting on personal social accounts) and not for any activity that involves monetization (e.g. ads) or to imply any endorsement by UP or UP College of Medicine.

2. The following individual or entities are allowed to conduct photography and videography activities but **must apply for permission**.
 - a. Planned shoots for special or large events such as (e.g. graduation, yearbook/org photo shoots, class/org projects, special events), and/or an external supplier is involved.
 - b. If the shoot is outside of regular class or office hours or for special projects, permission should be sought.
 - c. Use of special equipment, such as a drone need permission .
 - d. Use of certain facilities or laboratory with special or sensitive equipment, e.g. Simulation laboratory
 - e. Photography and videography by external media organizations, or external service providers contracted by UPCM offices, departments, units, or college committees , and student organizations

Any content generated must not be used to promote or imply any affiliation to or endorsement by UP, UPCM or its entities.

B. Photography/Videography Activities Not Permitted

These shoots are currently not allowed.

1. On-campus shoots for commercial use (e.g. commercial films, TV shows, advertisements, monetized vlogs, etc. with no relation or relevance to UP or UPCM and its primary activities (education, research, service))
2. On-campus shoots by external entities without any relation to any UPCM entity, affiliate, or event (e.g. interview of UPCM student or personnel that is not connected to their work in UPCM)
3. Personal staged shoots (e.g. birthday celebrations, pre-nuptial shoots)
4. Other activities that UPCM does not deem related to its core activities

C. Procedure for Applying for Permission to Shoot

1. Requests for permission to conduct photo/video shoots which will utilize the facilities and personnel of the UP College of Medicine must be submitted 7 days before or not later than 5 working days before the planned schedule of the recording or shoot.
2. The letter of request should be addressed to the Dean through the Associate Dean for Planning and Development and submitted to the Dean's office
3. The following details of the recording/shoot should be included for proper evaluation by the Dean's office.
 - a. Detailed purpose of the shoot
 - b. Exact date/s, times/s, and locations of the shoot (for shoots such as AVPs or class film projects, a detailed shooting schedule is helpful)
 - c. List of personnel involved (including roles of each person)
 - d. List of filming equipment to be used (if using a drone, please see additional requirements below)
 - e. Endorsement from the supervising office/administrator/faculty
 - 1) If for a class requirement/project, an endorsement from the faculty member teaching the class
 - 2) For a student activity, from the org moderator and the Office of Associate Dean for Faculty of the unit concerned
 - 3) If for an activity by an office, the department chair or unit head

- 4) Endorsement/s from office/s in charge of the location/s where the shoot will be held, if applicable, or proof of venue reservation
4. Notice of Approval/ Rejection
 - a. The requesting party will receive an approval/rejection notice only if the request falls within the allowed activities, and once all necessary information and documentation has been provided.
 - b. The Photography and Videography Guidelines will be given to the requesting party.
5. The Campus Security Detachment and the concerned offices will be informed of the shoots once approved.

D. Using Drones

When using drones, the following should be done:

1. Write a separate letter of request to the Campus Security Detachment/ UP Manila police
2. The following should be provided:
 - a. Photos of the 4 sides, top view, and serial number of the drone
 - b. Specific details (date, time, location) when the drone will be used
3. It is requested that the request to use a drone will be submitted not later than 72 hours prior to its use.

E. During the Shoot

All approved photo and video shoots conducted inside the campus are expected to comply with the guidelines provided below:

1. Do not take shots of UP or UPCM branding and other identifiable building logos/signages without prior permission
2. Do not take shots of random people in compliance with data privacy guidelines.
3. Keep passageways and driveways open and free from any obstruction at all times.
4. Only battery-equipped/operated cameras and other equipment are allowed to be used.
5. Video/photo material obtained should not be used for commercial purposes.

REVISED GUIDELINES FOR ACCESS OF MEDIA TO PGH

PGH Memorandum no. 2024-092, 22 May 2024 (This memo supersedes Memo No. 96-20 dated February 2, 1996)

The Philippine General Hospital (PGH) strictly adheres to the provisions of the Data Privacy Act, ensuring the protection and security of personal information of patients, patients' relatives, hospital staff, or any individual or group of individuals, who are situated within the hospital and are deemed to be considered as data subjects.

In response to the request of Media for various press releases about PGH which include photos and video-taking of PGH patients and hospital facilities, documentation of donation, interviews with patients, patients' relatives, Doctors, Nurses, Paramedicals and hospital staff, the following guidelines are hereby issued:

1. All requests for video coverage and interviews for purposes of news reporting or for any

- other purposes, should have a request letter submitted at least 1 week before the actual video recording for approval.
2. People in media (newscasters, journalists, photographers, radio announcers, radio and TV on-site reporters, vloggers, bloggers, content creators, and other similar line of work) in the official pursuance of their profession are allowed to access selected areas in the hospital, provided:
 - a. Unanimous and official written approvals of both the Coordinator for Public Affairs and the designated Freedom of Information (FOI) Decision Maker should be secured prior to the conduct of the activity.
 - b. The requester should indicate on his/her request letter the names of the media team members who will be present during the activity, and declare the equipment that will be brought inside PGH.
 - c. On the date of the implementation, ID cards should be surrendered at the security guards on-duty who shall list down the names and news agency of the interviewers on a logbook.
 - d. The person in-charge of the area (PGH personnel) should be well-informed and knowledgeable of the activity. Proper coordination will lessen the time of preparation thereby lessening the time of exposure of the interviewers in the area.
 - e. An expressed written consent of the interviewees, their relatives, as well as those whose photos and videos of themselves will be taken, should be submitted to Coordinator for Public Affairs or to the FOI Decision Maker prior to the conduct of the activity. This prevents any untoward incidents relating to the violation of the data privacy act.
 - f. Hospital rules and regulations shall be strictly observed by everyone during the whole duration of the media coverage.
 3. Media access shall not be allowed to specific clinical areas such as, but not limited to the operating rooms, emergency room, OB Admitting Section and intensive care units.
 4. Interviews shall be strictly conducted to the assigned area to ensure limited coverage of the video-recording or photo documentation, thus avoiding unwanted recording of other areas.
 5. PGH Security personnel will be assisting the Media party throughout the activity.
 6. The Coordinator for Public Affairs is the official spokesperson of PGH. PGH personnel are not allowed to participate in interviews and air their views and opinions especially in live media coverage about anything concerning hospital operations, its patients and other pertinent information, unless assigned in writing by the PGH Director.
 7. During video and photo coverages, the identities of the patients shall be protected by blocking / blurring the face if delicate portions of the body will have to be included in the publication or in situations where the patient or his/her family requests so.
 8. Quality patient care and the patient's right to privacy supersede privilege of Media to cover events. The medical officer in charge of the area has all the right to request Media people to vacate the area if their presence disrupts hospital operations or if the patient requests so.
 9. A copy of the unedited video coverage shall be submitted within 24 hours to PGH management for filing purposes.
 10. The PGH administration reserves the right to revoke the permit at any time during the coverage if hospital rules or data privacy provisions are being violated.

APPENDIX 6

UNIVERSITY OF THE PHILIPPINES COLLEGE OF MEDICINE STUDENT ELECTION CODE OF 2007

Article I GENERAL PROVISIONS

Section 1. Title

The code shall be known and cited as the "University of the Philippines College of Medicine Student Election Code of 2007".

Section 2. Applicability

This Code shall govern all elections of elective positions to the University of the Philippines Medicine Student Council (UP-MSC) of the College of Medicine, University of the Philippines Manila.

Article II ELECTIVE POSITIONS

Section 1. Elective Positions

The Chairperson, Vice Chairperson, College Representative to the UP Manila University Student Council (USC Manila), Secretary General, Treasurer and Publicity Officer shall be elected by direct vote of the students for a term of one year which shall begin on the first of May immediately following the day of election and shall end on the thirtieth of April of the next calendar year.

Section 2. Assumption of Office

The Chairperson-elect, Vice Chairperson-elect, College Representative-elect to the USC Manila, Secretary General-elect, Treasurer-elect and Publicity Officer-elect shall assume office at the beginning of their terms.

- a. If the Chairperson-elect fails to qualify, the Vice Chairperson-elect shall act as Chairperson until the Chairperson-elect shall have qualified.
- b. If a Chairperson shall not have chosen, the Vice Chairperson-elect shall act as Chairperson until the Chairperson shall have been chosen and qualified.
- c. If at the beginning of the term of the Chairperson, the Chairperson-elect shall have died or have become permanently disabled or incapacitated; the Vice Chairperson-elect shall become Chairperson
- d. Where no Chairperson and Vice Chairperson shall have been chosen or shall have qualified, or where both shall have died or become permanently disabled or incapacitated, the Secretary General-elect shall act as Chairperson until a Chairperson or a Vice Chairperson shall have been chosen and qualified.
- e. The UP-MSC Executive Committee shall provide for the manner in which one who is to act as Chairperson shall be selected until a Chairperson or a Vice Chairperson shall have qualified, in case of death, permanent disability, or inability of the officials mentioned in the preceding paragraph.
- f. The Chairperson-elect, upon assumption of office, shall appoint the College Representative to the USC, Secretary General, Treasurer or Publicity Officer if any of them shall not have been chosen or failed to qualify, or where any of them shall have died or become permanently disabled.

Section 3. Vacancies

- a. Resignation, impeachment, incapacity, through disciplinary suspension by the College or University authorities or via a leave of absence, or death shall be grounds for declaring an elective position in the UP-MSc vacant.
- b. If the position of Chairperson is declared vacant, the Vice Chairperson shall become the Chairperson to serve the unexpired term.
- c. If the position of Vice Chairperson is declared vacant, the Secretary General shall become the Vice Chairperson to serve the unexpired term.
- d. If any of the positions of College Representative to the USC Manila, Secretary General, Treasurer or Publicity Officer is declared vacant, the Chairperson shall appoint a replacement to serve the unexpired term of the vacated position.

Article III QUALIFICATION OF CANDIDATES

To qualify for any of the elective positions in the UP MSC, a candidate must satisfy the following requirements:

- a. Must be a Filipino citizen
- b. Must be a bona fide student of the UP College of Medicine
- c. Should have completed at least one semester residency in the UP College of Medicine. Candidates for Chairperson and Vice Chairperson must be at least Learning Unit III (First Year Medicine Proper) students on the day of elections.
- d. Must be of good academic standing in the college;
- e. Must carry the normal load prescribed by the college;
- f. Must not have been found guilty in any disciplinary case or any act involving moral turpitude as defined in the Revised Penal Code.

Article IV QUALIFICATION OF ELECTORS

Any bona fide student of the UP College of Medicine is qualified as an elector in the UP-MSc election.

Article V STUDENT ELECTORAL BOARD

Section 1. Composition of the College Student Electoral Board

There shall be a College Student Electoral Board (CSEB) composed of the Associate Dean for Faculty and Students as Chairperson, one faculty member appointed by the incumbent UP-MSc and two student representatives from each learning unit. The two student representatives shall be elected by their respective learning unit or appointed by their class presidents and duly approved by the members of the learning unit as the case may be.

A simple majority, equivalent to 50% + 1 of the total number of the CSEB shall constitute a quorum to do business. The CSEB shall not transact business without a quorum.

Section 2. Qualifications of the Members of the College Student Electoral Board

Members of the CSEB are to be non-partisan and shall not have been involved in political activity while serving in the board, except to vote, as in the case of the student members. The student members of the CSEB must be qualified electors and must not be candidates for any elective position in the UP-MSc, accredited officers or members of any college-wide political part of the incumbent MSC.

Section 3. Assumption of office

The incumbent UP-MSc shall coordinate with the Associate Dean for Faculty and Students for the purposes of convening the CSEB. The members of the CSEB shall assume office and convene not later than the third week of January immediately preceding the election and shall remain in office until seven days after the day of election.

Section 4. Functions of the College Student Electoral Board

- a. To formulate and implement, consistent with the provisions of this Code, rules, regulations and procedures that are necessary for the proper conduct and coordination of the UP-MSc Elections.
- b. To supervise and coordinate the UP-MSc Elections.
- c. To institute before the College Student Electoral Tribunal cases of violation of the provisions of this Code, without prejudice to the rights of the individual candidates, or qualified electors to do the same.
- d. To process Certificates of Candidacy and other forms for the UP-MSc Elections.
- e. To settle questions/queries regarding the provisions of the Code or the implementation of rules or regulations and procedures adopted by the board as provided for herein above.
- f. To disqualify any candidate for any UPCM Student Council position prior to the officially prescribed starting time of the general elections for any of the following reasons:
 1. Failure of the candidates to submit any of the requirements prescribed in ARTICLE VII Section 2 and / or failure to meet the criteria set in Article III.
 2. Deficiency in any of the submitted requirements.
- g. To make public the resolutions , decisions and rules emanating from its processes and/or deliberations.
- h. To accept and act on protests that may be brought to its attention during and after the election period.

Section 5. Expenses of the College Student Electoral Board

The expenses of the CSEB shall be charged against existing funds of the UP-MSc.

**Article VI
ELECTION CALENDAR**

Section 1. Determination of the Date of Elections

The CSEB shall determine the day of the UP-MSc Elections, provided that the said elections shall be held in February or not later than the first week of March.

Section 2. Election Period

The election period shall start on the Monday of the week immediately preceding the first day for the one week period set for filing of Certificates of Candidacy and should last no more than five weeks, unless, extended by the CSEB.

Section 3. First Week Schedule

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

Section 4. Second Week Schedule

The schedule of activities for the second week of the election shall include the following:

- a. Filing of Certificates of Candidacy; if there will be no candidates on the first week of filing of candidacy, then an extension of another week may be allowed or until there will be a candidate who will file his/her candidacy or until two week would have been exhausted for the said process,
- b. Submission of bio-data and pictures of candidates for common leaflets; and
- c. Submission of copies of party platforms or individual platforms in the case of independent candidates

Section 5. Third Week Schedule

The schedule of activities for the second week of the election period shall include the following:

- a. Release of the official list of candidates; and
- b. Filing of protest against any candidate with the Electoral Board, provided that such protest filed after the second week shall not be considered nor entertained.

Section 6. Fourth through Fifth Week Schedule

The schedule of activities for the third and fourth weeks of the election period shall include the following:

- a. Start of the official campaign period;
- b. Release of the common leaflets and putting up of the common billboards;
- c. Holding a college convocation for the purpose of presenting all the official UPCM Student Council candidates; and
- d. Holding of elections

Section 7. No Candidacies were Filed

In the event that there will be no candidates by the fourth week of the election period, the CSEB shall call for a special election at the soonest possible time and resolve that the term of office of the incumbent UP-MSB be extended in a caretaker capacity as practicable until their successors shall have been elected and qualified.

Article VII CERTIFICATE OF CANDIDACY

Section 1. Filing of Certificates of Candidacy

A qualified candidate for any UP-MSB elective position shall file his/her Certificate of Candidacy with the CSEB within the second week of the election period.

Section 2. Supporting Documents

Simultaneously with the filing of his/her certificate of candidacy, the candidate shall submit to the CSEB the following:

- a. A certification, duly signed by the Dean of the UP College of Medicine (or his/her duly authorized representative) that the candidate has not been found guilty in any disciplinary case of any act involving moral turpitude as defined in the Revised Penal Code;
- b. A certification, duly signed by the College Secretary (or his/her duly authorized representative) that the candidate is in good standing and is currently carrying the normal load prescribed by the college.

Section 3. Effect of Failure to Meet Requirements

Failure on the part of any candidate for the UPCM Student Council positions to comply with any of the requirements specified in ARTICLES VII Sections 1 and 2 above and/or ARTICLE III shall be sufficient ground for disqualification from running in the elections.

Article VIII CAMPAIGN

Section 1. Campaign Materials

- a. Posters, streamers, leaflets, ribbons, pins, buttons, bookmarks, name tags, are the only campaign materials allowed. Campaign posters shall not be posted on walls, doors, windows, fences, trees, benches and on places other than those designated by the CSEB.
 1. Campaign posters should contain only the following information: name of party, list of candidates, positions aspired for, pictures and credentials, party platform, slogan, name/s or organization/s supporting party candidates.
 2. Campaign posters of independent candidates shall contain: name of candidate, position aspired for, individual platform, slogan and name/s of organization/s supporting the candidate.
 3. Campaign posters must not exceed cartolina size (22 3/4 inch by 28 3/4 inch) and must be posted on bulletin boards only.
 4. For posting of campaign materials, pins or adhesive tapes must be used. Glue shall not be used to post campaign materials.
 5. Sample ballots must not be distributed on election day.
- b. Candidates and part managers are allowed to wear T-shirts bearing party name or slogan.
- c. Leaflets must have a maximum size of 8 1/2 inches by 11 inches and must contain only the name/s and brief bio-data of candidate/s and platform only.
- d. Streamers, measuring at most 3 meters by 1 meter shall be allowed to hang in designate places in the college.
- e. No campaign materials shall be posted outside the UP College of Medicine premises.
- f. Campaign centers of political parties may be installed in available spaces in the colleges upon approval of the Dean of the UP College of Medicine. The campaign centers may have one table for campaign materials.
- g. Parties/candidates are advised to monitor materials posed, written or inscribed on walls and fences by their supporters or detractors. The parties/candidates shall be liable for unauthorized campaign materials posted printed or hanged.
- h. All campaign materials must be removed by the parties/candidates the week after the elections.

Section 2. Convocation

The CSEB shall organize at least one college convocation within the third and fourth week of the election period, provided, that no convocation shall be held later than one day before the elections.

Section 3. Room to Room Campaigns

Room to room campaigns shall not be undertaken without the consent of the instructor/s concerned. The CSEB does not have any responsibility for any untoward incident that happens towards the candidates while they are campaigning from room to room.

It should be stressed that the candidates should conduct themselves properly and should not forcibly campaign if they were not given permission to do so. Candidates should respect the decision of the instructor/s if they are not given the permission to campaign. Failure to conduct oneself properly and to force campaign without prior permission by the instructor/s concerned will be used as grounds for disqualification.

Section 4. End of Campaign Period

The campaign period should end at 8:00pm of the day immediately preceding the day of election. Campaigning after the end of the campaign period is prohibited and shall be sufficient ground for disqualification of the candidate/s even if the elections are in progress or even if the candidate in question will win in the said elections.

Article IX ELECTION

Section 1. Election Day

The date of the election shall be on the day of the common classes of all the learning units (LU I-VII). In case there is no day when there will be common classes for all the year levels, then, the learning units with common time will vote at a set date for only one day. The learning unit/s that were not able to cast their votes on the aforementioned set date will be given a chance to vote on another date set by the CSEB, preferably the following day.

Students from the other year levels that have finished voting but were not able to vote during their set schedule of elections that are not allowed to cast their votes together with the year level/s scheduled to vote on the separate day.

All the ballots will be opened only after the last classes shall have voted.

Section 2. Election Time

The polls shall be open from 8:00am to 6:00pm with no lunch break. All those within the premises of the polling place who have not voted yet as of closing time will be allowed to do so. There will be no extension of the time set for elections within the day of the elections, nor will there be an extension of the elections for one or more days.

Section 3. Election Precincts

There shall be as many election precincts as necessary at the discretion of the CSEB. The precincts have to be visible and accessible to the students, thus voting precincts may be within the College of Medicine premises, Philippine General Hospital or within the UP Manila campus. Other precincts outside the UP Manila campus (precincts set up on the sidewalks and in the malls) will not be allowed.

Ballot boxes are not supposed to be moved from their position in the polling area/precinct and are not to rove and solicit votes from the students.

Section 4. Election Assistants

Each precinct shall be presided over by two assistants, one of whom must be a student of the College of Medicine. These assistants shall be designated by and under the supervision of the CSEB.

Section 5. Poll Watchers

In addition, political parties and independent candidates are entitled to one poll watcher and shall present to the CSEB a written appointment as watcher from the candidates or party whose interest he represents.

Section 6. Voting Procedure

The voting procedure shall be as follows:

- a. The elector shall present his/her duly-countersigned student ID to the election assistant, or in default thereof, his/her valid registration form 5;
- b. S/He signs his/her name in the Official Voters list prepared by the CSEB and receives the official ballots;
- c. S/He votes in an election booth careful to mark his/her choice (either by a check or an "x", using any writing/marketing material) and holds and drops the ballot and the voter's tab in the ballot box.

Section 7. Ballots

Each candidate in the ballot must be identified as to what political party he or she belongs to, or if he or she is running as an independent candidate.

Article X CANVASSING OF VOTES

Section 1. Counting of Ballots

Counting of ballots will be done immediately after the end of the voting period. Before the counting of ballots, the members of the CSEB shall note down the actual numbers of votes as show in the Official Voters list (by counting the signatures). The CSEB shall open the ballot boxes and count the ballots and voters' tabs, taking note of any discrepancy between the number of students who voted and the number of ballots.

If the number of ballots is greater than the number of actual voters, a member of the CSEB shall remove at random the corresponding number of ballots in excess of those who actually voted to make the number of ballots and number of students who voted tally. Another option would be to use the voters' tabs as a guide to know who was not able to sign by mistake in the Official Voters list to try to even out the number of those who voted with that of the ballots. The process of picking out a ballot at random must be done without the CSEB member unfolding or looking at the contents of the ballot//s removed. If the number of ballots is less than the number of actual voters, the same shall be noted but there shall be no deduction from or addition to the ballots in the ballot box.

Section 2. Canvassing of Votes

As soon as the counting of ballots is completed, the CSEB shall proceed with the canvassing of votes. Each member of the CSEB shall proceed with the canvassing of votes, careful to examine the ballot before the votes are recorded.

Section 3. Settlement of Questions

Any questions regarding the vote or ballot from any one of the members of the CSEB or from any of the duly-authorized poll watchers shall be immediately decided by majority vote of the CSEB.

Section 4. Invalid Ballot

An invalid ballot should be one that is an unofficial ballot or one that is tampered with or defaced as determined by the CSEB.

Section 5. Report

After the votes have been counted, the results of the UPCM Student Council Elections shall be put in a report certified by all the members of the CSEB and must contain the following:

- a. the names of the candidates;
- b. the number of votes received by each;
- c. any question/s raised together with the final decision regarding the said question/s reached by the CSEB; and
- d. a summary or statistical report on the voter turnout per class and for the whole college, including statistics regarding invalid ballots.

Section 6. Tabulation of Electoral Returns

The official returns shall be submitted to the CSEB which shall tabulate the final election results.

Section 7. Breaking a Tie

When two or more candidates have received an equal and highest number of votes, which would entitle them to a position, the CSEB, after recording this fact in its minutes, shall by resolution, upon five days notice to all tied candidates, hold a special public meeting at which the CSEB shall proceed to the drawing of lots of the candidates who have tied and shall proclaim as elected the candidate who may be favored by luck, and the candidate so proclaimed shall have the right to assume office in the same manner as if he had been elected by plurality of vote.

The CSEB shall forthwith make a certificate stating the name of the candidate who has been favored by luck and his proclamation the basis thereof.

Section 8. Overall Report

The final results of the UPCM Student Council Elections shall be embodied in a report certified to by all members of the CSEB containing the same points enumerated in ARTICLE X, Section 7 above.

Article XI

PROCLAMATION OF THE WINNING CANDIDATES

Section 1. Criteria

If there are two or more candidates vying for a position, the candidate with the highest number of votes shall be declared the winner. If there is only a single candidate running for any elective position in the UP-MSU, s/he should fulfill a vote of confidence. A vote of confidence is a majority vote, which is 50% + 1 or more of the total number of students who have voted.

Section 2. Proclamation Procedure

The CSEB shall first announce the winning candidates for all UPCM Student Council positions upon completion of the tabulation of the election results. Proclamation of the winners will only take place after the protest period for post-election protests has lapsed, or if all post-election protests have been resolved.

Article XII

ELECTION PROTESTS

Section 1. Filing of Protests

A pre-election protest against any candidate for any UP-MSC elective position should be filed with the CSEB not later than Friday of the third week of the election period. All other cases and protest shall be filed with the Tribunal on any working day during the election period, but in no case later than three days after election day.

Section 2.

The CSEB shall hear and decide protests and cases of violations brought before it and shall apply/impose penalties/sanctions as provided for in this Code, subject to the following rules:

- a. The CSEB shall decide protest/case of violations of the provisions of this Code and implementing rules, regulations, procedures and other guidelines adopted by the CSEB as provided for herein above, subject to the following conditions:
 1. A decision shall be made within seven days after the case has been submitted to the Tribunal for decision; and
 2. The CSEB shall hear and decide protests and cases of violations in accordance with the provisions of this Code, the implementing of rules, regulations, procedures, and other guidelines adopted by the aforementioned electoral boards, as well as such other necessary rules and procedures as the Tribunal may adopt consistently with the provisions of this Code to enable it to discharge its functions effectively.
- b. The decision of the CSEB, in all cases, shall be final.
- c. The CSEB shall hear and decide protests and cases of violations in accordance with the provisions of this Code, the implementing of rules, regulations, procedures, and other guidelines adopted by the aforementioned electoral boards, as well as such other necessary rules and procedures as the Tribunal may adopt consistently with the provisions of this Code to enable it to discharge its functions effectively.

Article XIII PROHIBITED ACTS

Section 1. The following acts shall be considered election offenses:

- a. Vote buying and vote selling
- b. Conspiracy to bribe voters
- c. Threats, intimidations, terrorism, use of fraudulent device or other forms of coercion.
- d. Coercion of CSEB members
- e. Removal, destruction, or defacement of permitted election propaganda.

Section 2. The violation of the provisions, or pertinent portions of this Code and other rules, regulations and procedures as promulgated by the CSEB non inconsistent with this Code shall be considered election offenses.

Article XIV

PENALTIES

Section 1. Penalties for Case Violations Decided Before the Day of Election.

- a. Penalty for violations committed by a candidate for any UP-MSc elective position that are decided before the day of the elections shall be:
 - 1. reprimand;
 - 2. disqualification as such candidates; or
 - 3. disqualification as such candidate and as elector in the forthcoming UPCM Student Council Elections, depending on the gravity of the offense.

If his disqualification as a candidate stems only from his failure to submit any of the requirements prescribed in ARTICLE VII Section 1 and 2 and/or ARTICLE III above, such disqualifications shall not necessarily include disqualification as elector.

However, if the act committed falls under the category of misrepresentation of fact, or tampering with/falsifying official records, or the like, the penalty may be disqualification both as a candidate and as elector in the forthcoming elections.

Section 2. Penalties for Cases of Violations Decided After Day of Election.

- a. The penalty for violations as committed by a candidate who has been proclaimed a winner that is decided after the day of elections shall be:
 - 1. reprimand; or
 - 2. forfeiture of position; or
 - 3. forfeiture of position and disqualification as a possible candidate in the UPCM Student Council Elections to be held the following academic year; or
 - 4. forfeiture of position and total disqualification from participating in the aforesaid future elections, depending on the gravity of the offense.
- b. The penalty for violations committed by a candidate who lost that is decided after the day of the elections shall be:
 - 1. reprimand; or
 - 2. disqualification as possible candidate in the UP-MSc election to be held the following academic year; or
 - 3. total disqualification from participation in all future UP-MSc elections, depending on the gravity of the offense.
- c. The penalty for violations committed by a qualified elector or a student who is not a qualified elector, that is decided after the day of the elections shall be:
 - 1. reprimand; or
 - 2. disqualification as possible candidate in the UP-MSc election to be held the following academic year; or
 - 3. total disqualification from participation in all future UP-MSc elections, depending on the gravity of the offense.

Section 3. The Student Disciplinary Tribunal or the competent University or College authorities shall have jurisdiction over violations of this Code whenever applicable. The imposition of penalties by the

CSEB shall in no way be prejudicial to other penalties the Student Disciplinary Tribunal or the competent University or College authorities may impose.

Article XV FAILURE OF ELECTIONS

Section 1. Definition

Failure of elections shall be declared by the CSEB under the following conditions:

- a. The voting population did not exceed 50% + 1 of the whole student population; and
- b. Gross irregularities took place during election proceedings as shall be declared by the Election Tribunal.

Section 2. Proceedings

The electoral board shall declare a new election period within a week after declaring failure of elections, or if not possible, at the soonest possible time. The incumbent Council shall continue to exercise its duties within the interim period.

Article XVI AMENDMENTS

Section 1. Any amendment to, or revision of, this code may be proposed by any member of the UP-MSC, which shall be deliberated on by the UP-MSC Executive Committee as provided for in UP-MSC Constitution and By-Laws.

Section 2. Any proposed amendments to, or revision of this Code shall be valid upon an affirmative vote of a simple majority of the UP-MSC Executive Committee.

Article XVII EFFECTIVITY OF THE CODE

Section 1. This Code shall be effective upon approval of two-thirds of the Up-MSC Executive Committee.

This Code was approved by unanimous vote of the UP-MSC Executive Committee during its meeting held last March 26, 2007 at the UP-MSC Office, 2/F dela Paz Hall, UP College of Medicine.

APPENDIX 7

LIST OF GENERAL ELECTIVE (GE) COURSES

CORE GE PRESCRIBED BY UP MANILA:

COMM 10	Critical Perspectives in Communication
ETHICS 1	Ethics and Moral Reasoning in Everyday Life
KAS 1	Kasaysayan ng Pilipinas
MATH 10	Mathematics, Culture & Society
STS 1	Science, Technology, and Society
WIKA 1	Wika, Kultura, at Lipunan

GE PRESCRIBED BY UPCM:

ARTS 1	Critical Perspectives in the Arts
SAS 1	Self and Society

ELECTIVE GE (may choose from other GE elective offerings of UP Manila):

PHILARTS 1	Philippines Arts and Culture
SCIENCE 10	Probing the Physical World
SCIENCE 11	Living Systems: Concepts and Dynamics
KAS 2	Ang Asya at ang Daigdig
KAS 3	Mga Relihiyon sa Asya
KAS 4	Ang Kababaihan sa Kasaysayan ng Pilipinas
KAS 5	Kasaysayang Pangkalusugan ng Pilipinas
SOC SCI 1	Foundation of Social Sciences
SOC SCI 2	Social, Economic, and Political Thought
PSYCH 10	Journey into the Self
ARCHAEO 2	Archaeological Heritage: The Past is not a Foreign Land
HPED 20	Learning for Teaching

