

THE UP VISION-MISSION

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

The University shall:

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

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

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

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

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

Provide opportunities for training and learning in leadership, responsible citizenship, and the development of democratic values, institutions, and practice through academic and non-

academic programs, including sports and enhancement of nationalism and national identity.

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

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

THE UP MANILA MISSION, VISION AND CORE VALUES

VISION

The national leader in the health sciences

MISSION

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

CORE VALUES

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

POLICIES AND RULES

ACADEMIC LOAD



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

In the graduate level, full-time students are allowed to have a normal load of 12 units or a maximum load of 14 units. During the mid-year term, the normal load is 6 units.

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

CROSS-REGISTRATION

Within the University

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

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

From Another Institution

No student registered in any other institution shall be admitted to the University without a written permit from his/her Dean/Registrar. The permit shall state the total

number of units for which the student is registered and the subjects that s/he is authorized to take in the University.

To Another Institution

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

WAIVER OF PREREQUISITES

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

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

CLASS SIZE

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

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

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

CHANGE OF CLASS SCHEDULE

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

CHANGE OF MATRICULATION

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

SUBSTITUTION OF COURSES

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

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

Every petition for substitution:

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

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

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

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

REFUND OF FEES

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

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

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

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

ATTENDANCE

When the number of hours lost by absence of a student reaches 20% of the hours of recitation, lecture, laboratory or any other scheduled work in one subject, the student shall be dropped from the subject; provided, that a faculty may prescribe a longer attendance requirement to meet the requirements of the course. If the majority of the

absences are not excused, the student shall be given a grade of "5" upon being thus dropped. Time lost by late enrollment shall be considered as time lost by absence.

DROPPING OF COURSES

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

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

LEAVE OF ABSENCE

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

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

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

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

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

shall be the responsibility of the student to present the excuse slip to the faculty members concerned.

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

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

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

GRADING SYSTEM

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

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

Only the above grades shall be officially recognized.

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

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

passing an examination or meeting all the requirements for the course, after which the student shall be given a final grade based on his overall performance.

CHANGE OF GRADES

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

No faculty member shall change any grade after the report of grade has been filed with the Secretary of the College or with the University Registrar. In exceptional cases, as where an error has been committed, the faculty may request authority from the faculty council of the college to make the necessary change. If the request is granted, a copy of the resolution of the faculty authorizing the change shall be forwarded to the Office of the University Registrar for recording and filing.

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

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

SCHOLASTIC DELINQUENCY

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

1. Warning - Any student who obtains final grades at the end of the semester below "3" in 25% to 49% of the total number of academic units in which the student is registered shall be warned by the Dean to improve his/her work;

2. Probation - Any student who, at the end of the semester obtains final grades below "3" in 50% to 75% of the total number of academic units in which the student is registered shall be placed on probation for the succeeding semester and his/her load shall be reduced to the extent to be determined by the Dean.
 - a. Probation may be removed by passing, with grades of "3" or better, more than 50% of the units in which the student is registered during the succeeding semester.

3. Dismissal - Any student who, at the end of the semester, obtains final grades below "3" in more than 75% but less than 100% of the total number of academic units in which the student is registered shall be dropped from the rolls of his/her college or school [Art. 389 as amended at the 232nd UC meeting, May 4, 1967].
 - a. Any student on probation in accordance with the preceding article who again fails in 50% or more of the total number of units in which s/he is registered shall be dropped from the rolls of the college or school [Art. 390].
 - b. Any student dropped from one college shall not be admitted to another unit of the University, unless in the opinion of the Director of Student Affairs, his/her natural aptitude, field of interest, may qualify the student in another field of study in which case s/he may be allowed to enroll in the proper college or department [Art. 391, as amended at the 790th BOR meeting, Dec. 19, 1969].

4. Permanent Disqualification - Any student who, at the end of the semester or term, obtains final grades below "3" in 100 percent of the academic units in which s/he is registered shall be permanently barred from readmission to any college of the University.

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

Permanent disqualification does not apply to cases where, upon certification of the faculty, the grades of "5" were due to the student's unauthorized dropping of the subjects and not to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-semester and the student's class standing is poor, his/her grades of "5" shall be counted against him/her for the purpose of this scholarship rule. The Dean of the college shall deal with these cases on their individual merits in the light of the

recommendations of the Director of Student Affairs; provided that in no case of re-admissions to the same or another college shall the action be lighter than probation [Art. 393, amended at the 790th BOR meeting, Dec. 19, 1969].

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

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

HONORABLE DISMISSAL

A student in good standing who desires to sever his/her connection with the University shall present a written petition to the University Registrar, signed by his/her parent or guardian. If the petition is granted, the student 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 University Registrar or his/her representative. All indebtedness to the University must be settled before a statement of honorable dismissal is issued. The statement indicates that the student withdrew in good standing as far as character and conduct are concerned. If the student has been dropped from the rolls on account of poor scholarship, a statement to the effect may be added to the honorable dismissal.

MAXIMUM RESIDENCE RULE (MRR)

Undergraduate Students

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

Graduate Students:

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

A full time 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) also during the mid-year term.

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

MASTER'S PROGRAM - Time limit for completion

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

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

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

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

DOCTORAL PROGRAM - Time limit for completion

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

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

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

GRADUATION

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

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

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

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

the list of candidates for graduation, but footnotes to that effect should be given. Ten weeks before the end of a semester the University Registrar shall publish a complete list of duly qualified candidates for graduation for that semester.

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

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

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

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

GRADUATION WITH HONORS

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

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

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

1. For students who did not shift programs, consider the required number of electives in chronological order.
2. For students who shifted from one program to another, the electives to be considered shall be selected according to the following order of priority:

- Electives taken in the program where the student is graduating will be selected in chronological order.
- Electives taken in the previous program and acceptable as electives in the second program will be selected in chronological order.
- Prescribed courses taken in the previous program but qualify as electives in the second program will be selected in chronological order.

Additional Rules

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

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

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

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

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

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

COMMENCEMENT EXERCISES

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

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

TRANSCRIPT OF RECORDS

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

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

RETURN SERVICE AGREEMENT (RSA)

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

As part of the commitment of UPM to serve the underserved and assuming its social accountability as the National University of the Philippines and as the Health Sciences Center of the country, the UPM is implementing a Return Service Agreement Program (RSA) among its graduates.

The Return Service Agreement (RSA) Program is an absolute admission requirement for all first year students and lateral entrants (i.e. shiftees and transferees) to the health sciences colleges, namely the College of Allied and Medical Professions (CAMP), College of Dentistry (CD), College of Pharmacy (CP), College of Public Health

(CPH), College of Nursing (CN), College of Medicine (CM) and School of the Health Sciences (SHS), effective AY 2011-2012.

Approved by the Board of Regents during its 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.

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

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

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

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

NON- ACADEMIC PROGRAM



P.E. REQUIREMENTS

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

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

The following are required courses for all students:

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

Proficiency Examination in Physical Education (PEPE)

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

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

The examination can be taken prior to registration each semester. Students may take proficiency 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:

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

RULES & REGULATIONS ONSTUDENT 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 MISCONDUCT - 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 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 his studies and who has a permit from the Dean or Director of his/her college or school;
- c) Drinking alcoholic beverages within academic and administrative building, dormitories and the immediate premises thereof; except in places expressly allowed by the University; or drunken behavior within the University premises;
- 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), such as LSD, marijuana, heroin, shabu or opiates and hallucinogenic drugs in any form within the University premises.
- e) Gambling within the University premises;
- f) Gross and deliberate discourtesy to any University official, faculty member or person in authority;
- g) Creating within the University premises disorder, tumult, breach of peace or serious disturbance;

- h) Making any false statement of any material fact, or practicing or attempting to practice any deception or fraud in connection with his/her admission or registration in, or graduation from the University;
- i) Practicing or attempting to practice any deception or fraud in connection with his/her 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;
- l) Unlawful taking of University property; and
- m) Any other form of misconduct.

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.

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 members to sit with the tribunal. Autonomous 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;

Provided, that regional units of the University shall have original jurisdiction over all cases involving students of such units.

Section 6. COLLEGE INVESTIGATION - Investigation of cases falling under the jurisdiction of a college shall be conducted by a committee of three members appointed by the dean, 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 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, 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 or complainants, his/her witnesses 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, as the case may be, shall determine whether such complaint or report is sufficient to warrant formal investigation. In all cases where the complaint or report is found sufficient, formal charge or charges 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.

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

Section 10. HEARING - Hearings shall begin not later than one week 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.

Section 12. NOTICE OF HEARING - All parties concerned shall be notified of the date set for hearing at least two days before such hearing. Notice to counsel of record or duly authorized representative of a party 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 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 shall within ten days from receipt of the Committee report, transmit the report, together with his/her decision or recommendation, to the President of the University or the Chancellor of an autonomous unit, as the case may be.

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, 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 the tribunal, the respondent may file an appeal with the President or the Chancellor within ten days from receipt of the appeal.

Section 20. ACTION BY THE PRESIDENT OR CHANCELLOR - Action of the President or Chancellor on recommendation coming from the Dean on appeal from the decision of a dean or the tribunal shall be rendered within ten 10 days exclusive of Sundays and official holidays after receipt of the appeal.

The Executive Committee 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 understood to include the power to affirm, reverse, decrease or increase the penalties imposed in the case under review.

The decision of the Executive Committee shall be final and executory after 15 days from receipt of the decision by the respondent unless, in the meantime, an appeal is made to, and given due course by the Board of Regents.

Section 21. ACTION BY THE BOARD OF REGENTS - The Board may review, on appeal, decisions of the President or Chancellor when the penalty imposed is expulsion, suspension for more than one academic year, or any other penalty of equivalent severity.

Section 22. RIGHTS OF RESPONDENTS - Each respondent shall enjoy the following rights:

- (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 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 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 constituency.

Section 23. 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 24. 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 25. 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.
 - A. Any student found guilty of the misconduct defined in Section 2(h) shall be penalized as follows:
 - 1. For the first offense, suspension for a period of not less than one semester, but not more than one year;
 - 2. For the second offense, the penalty shall be expulsion.
 - B. Any student found guilty of the misconduct defined in Section 2(i) shall be penalized as follows:
 - 1. For the first offense, suspension for a period of not less than one semester, but not more than one year;
 - 2. For the second offense, the penalty shall be expulsion.
 - 3. Any student found guilty of willfully withholding or misrepresenting information in his/her application to the Socialized Tuition System (STS) shall be subject to the following guidelines on penalties for STS violations;
 - i. If information withheld involves common appliances e.g. owned by the majority of the population, the recommended penalty is one semester suspension, reimbursement of STS benefits received, plus permanent disqualification from STS and other scholarships.
 - ii. If the information withheld involves appliances which may be used to indicate capacity to pay, the recommended penalty is one year suspension, reimbursement of STS benefits received and permanent disqualification from STS and other scholarships.

- iii. If the information withheld is substantial such as car, income, employment, real properties, the recommended penalty is expulsion plus reimbursement of all STS benefits.
 - iv. If the student is found guilty to have submitted falsified documents, the recommended penalty is expulsion plus reimbursement of all STS benefits.
 - v. If the student pleads guilty, s/he should be made to reimburse all STS benefits received either before the decision is made or reimbursement be made a precondition for enrollment.
 - vi. Furthermore, if the information withheld is grave such as in Nos. 3c and 3d above, the recommended penalty is two years disqualification from the STS and other scholarships.
- h) Any student found guilty of the misconduct defined in Section 2(j) shall be penalized with suspension for not less than 15 calendar days, but not more than 45 calendar days; Provided, that should the student be found guilty for the third time, the penalty shall be expulsion. In addition, the student may also be required to pay for the repair or replacement of the damage property.
- i) Any student found guilty of the misconduct defined in Section 2(k) shall be penalized with suspension for not less than seven calendar days, but not more than 30 calendar days; Provided, that should the student be found guilty for the third time, the penalty shall be expulsion.
- k) 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.
- l) 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.
- m) 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.

- n) Any disciplinary action taken against a student shall be reported to his/her parents or guardians.
- o) 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 26. SUMMARY ACTIONS - Notwithstanding the provision of the foregoing Sections, a Dean may proceed summarily against a student of a college in the following cases:

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

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

- c) The Director of Student Affairs may likewise proceed summarily against students in cases of:
 - 1. Misconduct committed as provided in paragraph (b) of this Section, when committed within the University premises not falling within the jurisdiction of any college, school or unit or in the course of an official function sponsored by the University or a Unit other than a college, school or academic unit.
 - 2. Misconduct as defined in Section 2(g) above whether or not the acts are committed within the premises of, and by persons belonging to, one or several colleges, schools or units.

Section 27. DEFINITIONS - The following terms shall have the meaning set forth below for purposes of these regulations:

- a) "Constituent units" refer to such universities or units of the University of the Philippines System which have been declared autonomous by law or by the Board of Regents;

- b) "Regional units" refer to units outside of Diliman and Manila which are not autonomous;
- c) "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].
- d) "Laws of the land" shall refer to general enactment in force in the Philippines;
- e) "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 28. These rules shall supersede all previous rules on student discipline and shall take effect upon approval. Amendments to these rules shall be circularized within ten days after approval and shall take effect 15 days after circularization, unless a specific date has been set, which date shall in no case be within five days after its approval.

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

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

(Approved at the 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 ON ACCREDITATION OF STUDENT ORGANIZATIONS

ACCREDITATION PROCEDURE:

1. Submit application form (Form A) together with:

For old organizations

- ✓ Organization Profile (Form C)
- ✓ Consent of adviser (Form B)
- ✓ List of officers and members with pictures (1 x 1) and with complete addresses, student numbers, college/units (Forms D & E)
- ✓ Report of activities of the previous year signed by the secretary and duly noted by the head of the organization and adviser (Form F)
- ✓ Treasurer's report of finances (Form G)
- ✓ Tentative plans for the next school year
- ✓ Amended Constitution and by-laws

For new organizations

- ✓ Organization Profile (Form B)
- ✓ Consent of adviser (Form C)
- ✓ List of officers and members with pictures (1 x 1) and with addresses, student numbers, college/unit (Forms D & E)
- ✓ Tentative plans for the next school year
- ✓ Constitution and By-laws

2. Interview by University (university-based) and College (college-based) Accreditation Committees.

3. Approval of the application for accreditation will be based on the criteria set by the Accreditation Committee.

I.	GROWTH IN MEMBERSHIP:	[10%]
II.	MAINTENANCE OF TAMBAYANS:	[10%]
	i. Clean	[5%]
	ii. Orderly	[5%]
III.	ATTENDANCE IN MEETINGS CALLED BY OSR/OSS/OSA:	[10%]
	i. Attended 100% meetings	[10%]
	ii. Attended 90% meetings	[9%]
	iii. Attended 80% meetings	[8%]
	iv. Attended 70% meetings	[7%]
	v. Attended 60% meetings & below	[6%]

IV. ACCOMPLISHED ACTIVITIES

[70%]

A. Completed Activity		[15 pts]
1. Nature of Activity	[5 pts]	
2. Proposal	[5 pts]	
3. Documentation	[5 pts]	
B. Significant Contribution of Activities		[20 pts]
1. Student Welfare		
University		
College		
2. Nat'l/Local or any group outside university		[50 pts]
100% target group	[50 pts]	
80% target group	[40 pts]	
75% target group	[35 pts]	
70% target group	[30 pts]	
60% or less	[25 pts]	
C. Participation of Members		[15 pts]
100% participation	[15 pts]	
80 %	[14 pts]	
75%	[13 pts]	
70%	[12 pts]	
65%	[11 pts]	
60 or less	[10 pts]	

4. The accreditation committee shall be composed of:

For University-based – OSA Director

- ✓ SAP Coordinator
- ✓ 2 USC representatives
- ✓ 2 LCC representatives

For College-based- OSS

- ✓ OSS/OSR/Admin Officer
- ✓ 1 College Rep for USC

5. Accreditation shall be based on the following computation:

- 61 - 100pts. – Full accreditation for a year.
- 51- 60 pts. – Probation status - Organization shall be advised to perform better.
- 41 - 50 pts. – Non-accreditation of organization

GUIDELINES ON TAMBAYANS

These general guidelines apply to all tambayans in UP Manila.

1. Definitions

- 1.1. A *tambayan* is a space within the University which members of a student organization regularly occupy in order to conduct organization activities.
- 1.2. A *student organization* is a group of at least 15 students who have common goals and interests, embark on joint activities in pursuit of these goals, and meet regularly to form close bonds.
- 1.3. There are two types of student organizations according to membership: college-based and university-based. A college-based organization has a majority of its members (50% + 1) enrolled in one college. A university-based organization has a majority of its members (50% + 1) enrolled in different colleges.
- 1.4. A recognized student organization is one which has been given permission to conduct its activities within the UPM premises, to make use of University facilities, and to have/keep a tambayan.

2. Assignment of Tambayans

- 2.1. The University, through the Director of Student Affairs, shall designate areas within the University as tambayan areas based on these general guidelines and on University rules and regulations.
- 2.2. In addition, the University, through the College Deans, shall designate areas, rooms, or structures within college premises as tambayans based on these general guidelines and on University and college rules and regulations.
- 2.3. Should the University reclaim an area previously designated as tambayan for academic use, such as classrooms, it shall provide an alternative area for the relocation of the tambayan.
- 2.4. The identified tambayans inside the College of Arts and Sciences (CAS) quadrangle shall be assigned to university-based organizations while the periphery of CAS shall be designated to college-based.

- 2.5. A recognized student organization is entitled to only one tambayan within the campus.

3. Application for Tambayans

- 3.1. University-based and College-based student organizations which have been recognized for at least one year may apply for a tambayan.
- 3.2. The application shall be processed by a committee composed of:
 - a) A representative from the University Student Council
 - b) A representative of the League College Council; and
 - c) Student Activities Coordinator.
- 3.3. A Tambayan shall be awarded to an organization based on the following criteria:
 - a. Number of years since its official recognition as an organization;
 - b. Growth: i.e., performance and number of members, compared to that of the previous year;
 - c. Contribution to the University;
 - d. Awards received;
 - e. Service to the community and the nation; and
 - f. Merit points.
- 3.4. Points shall be given for each criterion, to be determined by the committee.
- 3.5. Student organizations shall be ranked according to number of points, and the high ranking organization shall be given priority in the awarding of tambayans.
- 3.6. Similar procedures for awarding tambayans shall be adopted by colleges for college-based and University-based organizations which have tambayans within the college premises.
- 3.7. Organizations which applied but were not given tambayans because there are no vacant slots shall be given first priority during the next application period or when a vacancy occurs.
- 3.8. A student organization may be allowed to fund the construction of its own tambayan provided that the tambayan is placed in the designated area and conforms to the University-approved design. The organization will be allowed to stay in the tambayan for four years after its construction, after which the organization would relinquish the tambayan and applies for a tambayan just like the other organizations.

4. Duration of Stay in Tambayans

- 4.1. Organization shall be allowed to occupy the tambayans for two years.
- 4.2. If a student organization is not recognized, the tambayan is automatically returned to the University a day after the deadline for recognition. The tambayan may then be given to another student organization.
- 4.3. If occupancy of a tambayan is not renewed, the student organization shall vacate the tambayan not later than 30 days from the deadline for recognition.
- 4.4. If a student organization is suspended by university officials for a period of one semester or more, it automatically loses its tambayan during the suspension period. The organization may again apply for a tambayan after serving the suspension period.
- 4.5. The Director of Student Affairs or the College Dean has the prerogative of transferring a student organization from one tambayan to another upon consultation with the organization concerned, if such a move shall result in better and/or more peaceful relationships among organizations.

5. Regulations within Tambayans

- 5.1. Respect the peace and quiet of nearby tambayans.
- 5.2. Keep the tambayans always clean.
- 5.3. Tambayans shall not be transferred to any other place nor position, nor should any part be moved or removed.
- 5.4. Tambayans shall not be shared by two or more organizations except with a written directive/approval of the Director of Student Affairs and/or the College Dean.
- 5.5. The permission of the Director of Student Affairs/College Dean is needed before undertaking any improvement in the tambayan, such as painting, putting a cabinet, etc.
- 5.6. Regular inspection of tambayans shall be conducted by university and/or college officials or their designated representatives.
- 5.7. Radios and other sound equipment may be turned on in tambayans, provided that they are kept at a normal volume. Electrical appliances such as radio, disc player, TV and computer are not allowed, except with the approval of the

university/college officials, and upon payment of corresponding current charges.

6. Penalty

- 6.1. Any student organization which violates any of these regulations on the use of tambayans for the first time shall be issued a warning which may be in written or verbal form.
- 6.2. For the second offense, the length of occupancy of the tambayan shall be reduced by one semester.
- 6.3. For the third offense, all privileges for a tambayan shall be withdrawn for a period covering a year effective the date of commission of the offense.
- 6.4. Sections 2 and 3 of the "Rules on Student Conduct and Discipline" of the University of the Philippines as approved by the Board of Regents upon recommendation of the U.P. Manila University Student Council, shall likewise be enforced.

7. Implementation

- 7.1. These general guidelines apply to all tambayans except the offices of the Manila Collegian and the University Student Council.
- 7.2. These general guidelines shall be imposed by the Director of Student Affairs through the Student Activities Program (SAP) Coordinator and the College Deans through the Offices for Student Affairs.

8. Effectivity

- 8.1. These general guidelines shall take effect upon approval of the UP Manila Chancellor based on the recommendation of a majority of recognized university-based and college-based organizations.

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.

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.

UP MANILA RATIFIED ELECTION CODE

This code was deliberated by the General Assembly of the UP Manila student councils last June 2000, and consequently ratified by the University Student Council General Assembly on July 13, 2000 at the Conference Room, Student Center, UP Manila. The synchronization of all college student councils and University Student Council elections was decided upon by a referendum held during the USC election for the AY 2000-2001, where the student body decided to move all elections to February of the second semester of the academic year.

ARTICLE I GENERAL PROVISIONS

- Section 1** This code shall be known as the “UNIVERSITY OF THE PHILIPPINES MANILA ELECTION CODE”.
- Section 2** This code shall govern the University Student Council, College Student Councils, and First Year Assembly elections in UP Manila (including SHS Palo, Leyte, Baler, Quezon, and Koronadal, South Cotabato).
- Section 3** The objectives of the code are:
- a. to ensure that orderly and properly coordinated elections are conducted;
 - b. to ensure that matters pertaining to the elections are clarified;
 - c. to prescribe the conduct of elections from the moment the certificates of candidacy are filed to the induction of the newly elected officers;
 - d. to define the qualifications of electors and candidates for the elective positions;
 - e. to define the creation, composition, and functions of the UP Manila Electoral Boards.
- Section 4** For the purpose of this code, unless the context indicates otherwise:
- a. “Code” refers to the UP Manila Election Code.
 - b. “University of the Philippines Manila” refers to all colleges, degree-granting units under the autonomous unit of UP Manila.
 - c. “University Student Council (USC)” means the duly constituted body over all colleges and distinguished from the college student councils.

- d. "College Student Council (CSC)" means the duly constituted central student organization of a unit that offers at least a bachelor's degree program. It includes:
 College of Allied Medical Professions
 College of Arts and Sciences
 College of Dentistry
 College of Medicine
 College of Nursing
 College of Pharmacy
 College of Public Health
 School of Health Sciences in Palo, Leyte, Baler, Quezon and
 Koronadal, South Cotabato
- e. "First Year Assembly (FA)" means the duly constituted central students' assembly of all first year students of the University of the Philippines Manila.
- f. "University Electoral Board (UEB)" means the electoral board that shall oversee and implement the UPM Election Code for the USC election.
- g. "College Electoral Board (CEB)" means the electoral board that shall oversee and implement the UPM Election Code for the CSC election.
- h. "First Year Electoral Board (FEB)" means the electoral board that shall oversee and implement the UPM Election Code for the FA election.
- i. "Council members" mean any officer of the USC, CSCs, and FA.
- j. "First Year" means a first-time student of UPM enrolled in any of its undergraduate program including the Pre-dentistry and Intarmed programs, without any previous college degree.
- k. "UPM Electoral Boards" refer to the UEB, CEB and FEB.
- l. "Election calendar" refers to the period of time from the dissemination of information to the induction of newly elected officers.

ARTICLE II ELECTIVE POSTIONS

- Section 1** The USC, CSC, and FA positions shall be composed as stipulated in their respective constitutions.
- Section 2** The elected members of the councils shall be filled in accordance to the rules of the UEB, CEB and FEB respectively and provisions of the UP Manila Election Code.
- Section 3** The members of the USC, CSCs and FA shall be elected every academic year in accordance with the rules promulgated by the UEB, CEB and FEB respectively and provisions of the UPM Election Code.
- Section 4** Vacancy
- 4.1 University Student Council
- a. Vacancy in the office of the Chairperson shall be filled by the Vice-chairperson. Permanent vacancy in the office of the Vice-chairperson shall be filled through an election among the University Councilors.
 - b. Should both the Chairperson and the Vice-chairperson of the council be incapacitated, the remaining members of the council shall elect among the University Councilors an acting Chairperson and acting Vice-chairperson, both of whom shall relinquish their positions upon the return of the permanent officers. A special election shall be conducted if the permanent vacancy in both offices occurs during the first three (3) months of the term, otherwise the acting Chairperson and acting Vice-chairperson shall serve the rest of the unexpired term. In no case shall the council be dissolved or rendered inoperative.
 - c. If the permanent vacancy occurs in the office of a University Councilor, the candidate who obtained the next highest number of votes in the last general election of the student council shall take his/her place. In case more than one person obtained the next highest number of votes, a concurrence shall be made by the remaining officers of the USC.
 - d. If a permanent vacancy occurs in the office of the College Representative, the CSC shall expeditiously select a replacement.

4.2 College Student Council

A vacancy in the office of the CSCs shall be filled in accordance to their respective constitution.

4.3 First Year Assembly

A vacancy in the office of the First Year Assembly shall be filled in accordance to its constitution.

4.4 Temporary vacancy shall not exceed (30) thirty working days.

ARTICLE III QUALIFICATION OF CANDIDATES

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

- a. be a Filipino citizen;
- b. have at least one (1) semester residence in UP Manila;
- c. be a bona fide student of UP Manila;
- d. not have been found guilty in any disciplinary case nor any act involving moral turpitude in the University;
- e. accomplished Affidavit of Undertaking (for graduating students)*

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

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

Section 3 Every council member shall hold office for one (1) academic year or until his/her successor has been duly elected, certified and assumed office, provided that the Councilors who fill in vacant seats shall hold office for the remainder of the unexpired term.

Section 4 The induction of council members shall take place one (1) week after their proclamation by the UEB, CEB and FEB, with the oath to be administered by the UP Manila Chancellor or his/her duly authorized representative.

Section 5

No council member shall hold office as editor-in-chief of a university publication or head any student organization (fraternities and sororities included) in the university without forfeiting his/her seat in the council.

**ARTICLE IV
ELECTORAL BODY**

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

**ARTICLE V
UP MANILA ELECTORAL BOARDS**

Section 1: University Electoral Board

- a. The UEB shall be composed of the Director of Student Affairs (OSA Director) as chairperson, one (1) faculty as ex-officio member, seven (7) student representatives.
- b. One (1) student representative shall be appointed by the incumbent USC from each college in consultation with the incumbent CSC to compose the student representatives.
- c. The officers of the USC shall appoint one (1) faculty as ex-officio member.
- d. The Director of Student Affairs (OSA Director) shall serve as the UEB's chairperson without voting power.

Section 2: College Electoral Board

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

Section 3: First Year Electoral Board

- a. The FEB shall be composed of the Director of Student Affairs (OSA Director) as chairperson, one (1) faculty as ex-officio

member, one (1) First Year representative each from the seven (7) colleges.

- b. The faculty member is also the same faculty member of the UEB.

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

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

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

- a. to formulate rules and regulations consistent with the provisions of the UP Manila Election Code and the USC Constitution;
- b. to implement and enforce the provisions of the said code, and the rules and regulations it may adopt, pursuant to the above provisions;
- c. to supervise the conduct of elections for the USC, CSCs, and FA;
- d. to disseminate information on the provisions of the UP Manila Election Code, and the rules and regulations that the Board may adopt.
- e. to post/distribute the UP Manila Election Code and the Election Calendar;
- f. to hear and decide cases regarding violations of the UP Manila Election Code and the rules and regulations it has adopted.
- g. to entertain and settle questions that may arise regarding the Code and the rules and regulations it has adopted.
- h. to accept and act on protests that may be brought to its attention during and after the election period.
- i. to enforce the penal clause of this Code.

ARTICLE VI ELECTION CALENDAR

Section 1: a. The UEB and CEB's shall determine the date of elections, provided that the day of election shall be held in February or not later than the first (1st) week of March of the second semester of each academic year. The elections and campaign period shall last for not more than five (5) weeks unless extended by the UP Manila Electoral Board.

- b. The FEB shall determine the day of election provided that the day of election shall not be held earlier than the second (2nd) week of July and not later than the first (1st) week of August. The elections calendar shall last for not more than three (3) weeks, unless extended by the FEB.

Section 2: Schedule of the activities for the first week of the election calendar shall include the dissemination of election information and guidelines.

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

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

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

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

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

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

ARTICLE VII CANDIDACY

- Section 1:** A qualified candidate for the USC, CSCs and FA positions shall file his/her certificate of candidacy to the UP Manila Electoral Board concerned within the second (2nd) week of the election period.
- Section 2:** Together with the certificates of candidacy, the candidates shall submit to the electoral board the following:
- a. bio-data;
 - b. certificate of enrolment and good moral character;
 - c. individual platform, as well as the platform of the political party unless the candidate is running independently, and
 - d. accomplished Affidavit of Undertaking (for graduating students)*
- Section 3:** Protests against the candidates for the USC, CSCs and FA shall be filed before the electoral board concerned and must be resolved before the start of the official campaign period.
- Section 4:** Failure on the part of any candidate to the USC, CSCs and FA positions to comply with any of the requirements specified in this Article shall be sufficient grounds for disqualification from running.

ARTICLE VIII CAMPAIGN

- Section 1:** Campaigns shall be allowed during the prescribed period set by the UEB, CEBs and FEB and done in such a manner that on-going classes, conferences and other University and College functions will not be drastically affected, disturbed, hampered or disrupted.
- Section 2:** The UEB and CEB shall organize at least one (1) University and College convocation respectively (in the UEB's case, at least one convocation in each college or unit within the 4th and 5th weeks of the election period).
- Section 3:** Room to room campaign shall be undertaken only with the consent of the instructor concerned and limited to a maximum of ten (10) minutes.
- Section 4:** Threats to bodily harm, intimidation, coercion and acts of the like are prohibited and considered as administrative cases under the jurisdiction of the Student Disciplinary Tribunal.

ARTICLE IX AUTOMATED ELECTIONS

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

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

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

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

- a. The voter shall present his/her duly countersigned I.D./temporary I.D. or Form 5 to the election assistant/poll clerk or in the default thereof, a certificate of enrolment from the College Secretary that s/he is a bona fide student of the College.
- b. S/He signs his/her name in the official voter's list prepared by the CEB/FEB and receives his/her password.
- c. S/He goes to an unoccupied voting station/computer, logs-in on the log-in page displayed on the computer using his/her Student Number and the password given by the poll clerk. (The password is **case sensitive**.)
- d. After logging-in, the Official Computer Ballot will appear on the computer screen. The voter can start voting by checking the boxes opposite the names of the candidates of choice.

The voter may modify the ballot as much as s/he wants to at this stage since his/her votes are not yet recorded.

- e. The voter presses "Confirm ballot" and a *captcha* will appear.
- f. After successfully typing the *captcha*, the votes will be confirmed and the voter is logged-out.
- g. The voter can log-in again by typing his/her Student Number and password to check his/her ballot. However, changes can no longer be made once the ballot is confirmed.
- h. The voter proceeds to the exit door of the precinct.

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

Section 5: Campaigning within ten (10) meters of the polling place shall be strictly prohibited.

ARTICLE X CANVASSING OF MANUAL VOTES CAST

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

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

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

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

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

Section 4: The final results, i.e. total of the automated and manual votes, of the USC, CSCs and FA elections shall be embodied in the report certified by all the members of the UEB, CEBs and FEB.

ARTICLE XI PROCLAMATION OF THE WINNING CANDIDATES

Section 1: The University of the Philippines Manila Electoral Boards shall proclaim the winning candidates for the University Student Council, College Student Councils and First Year Assembly upon complete tabulation of the election results. A copy of the list of duly elected USC, CSCs and FA officers shall be forwarded to the UP Manila

Chancellor. Copies of the same shall be posted in conspicuous places in all colleges, schools and institutes.

Section 2: The CEB/FEB shall proclaim the winning candidates for the College Council election/First Year Assembly elections.

ARTICLE XII ELECTION PROTESTS

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

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

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

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

ARTICLE XIII PENAL CLAUSES

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

ARTICLE XIV AMENDMENTS

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

COPY OF AFFIDAVIT FOR GRADUATING CANDIDATES FOR USC/CSC ELECTIONS

**University Electoral Board
University of the Philippines Manila**

REPUBLIC OF THE PHILIPPINES)
MANILA) S.S.

AFFIDAVIT OF UNDERTAKING

I, _____, of legal age and a resident of _____, do
(Complete home address)

hereby state under oath that:

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

AFFIANT

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

UNIVERSITY STUDENT COUNCIL CONSTITUTION

Article I General Provisions

Section 1. This Constitution shall be known and hereby referred to as the “Constitution of the University Student Council Manila”.

Section 2. The Constitution shall govern the University Student Council and the various college student councils of UP Manila.

Section 3. For purposes of this Constitution unless the context indicates otherwise:

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

Article II Declaration of Principles and Objectives

Section 1. The University Student Council believes

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

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

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

Article III

Bill of Rights of Students

Section 1. Every student shall have the right to

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

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

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

Article IV

Composition of the University Student Council

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

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

Section 3. Vacancy

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

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

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

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

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

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

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

Article VI

Structure of the University Student Council

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

Section 2. The General Assembly

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

Section 3. The Executive Committee

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

Section 4. The Officers

- a) The Chairperson and Vice-Chair shall be the officers of the University Student Council elected at large by the studentry.

- b) The Secretary, treasurer, business manager and public information officer shall be the officers elected from among the University Councilors.

Article VII Quorum

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

Article VIII Powers and Duties of the Officers

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

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

Section 2. The Vice-Chairperson shall

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

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

- a. Keep a journal of the proceedings of the meetings of the council,

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

Section 4. The Treasurer shall

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

Section 5. The Business Manger shall

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

Section 6. The Public Information Officer shall

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

**Article IX
Impeachment**

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

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

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

Section 3. Member or members for which charges for impeachment have been directed shall be furnished a copy of the allegations not later than ten days before the given opportunity to present his/her defense in writing before the meeting shall be allowed to address the general assembly during the meeting.

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

Article X Suspension

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

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

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

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

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

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

Article XI Funds of the Council

Section 1. The General Fund of the Council shall consist of the Student Welfare Fund collected from every student by the duly authorized representative of the

University Student Council every registration including summer period and shall be deposited in a bank with the Chairperson or the Vice-Chairperson and/or treasurer as signatories

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

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

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

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

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

Article XII Amendments

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

Section 2. The proposed amendment must be presented in writing at the previous meeting of the council or not later than ten days before holding of the meeting to decide upon it.

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

THE MANILA COLLEGIAN CONSTITUTION

PREAMBLE

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

DECLARATION OF PRINCIPLES

The students and the people have the right to know.

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

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

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

This is the commitment of the MANILA COLLEGIAN.

Article I

NAME, SCOPE, MOTTO, SEAL AND DOMICILE

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

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

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

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

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

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

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

Article II OBJECTIVES

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

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

Article III THE SELECTION BOARD

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

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

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

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

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

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

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

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

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

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

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

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

Questions on the eligibility of the applicant shall be filed with the Selection Board a week before the date of the editorial examination. The applicant concerned shall be given the opportunity to express his/her side on the matter. The Selection Board shall resolve the

case within the week before the scheduled date of the editorial examination and its decision, pursuant to these Rules, shall be final.

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

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

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

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

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

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

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

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

appoints the editor chosen to serve as Editor-in-Chief for the unexpired portion of the term.

Article V
THE EDITORIAL BOARD

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

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

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

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

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

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

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

Article VI
THE STAFF

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

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

Article VII
RIGHTS AND PRIVILEGES OF THE EDITORS AND STAFF

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

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

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

Article VIII
DUTIES AND RESPONSIBILITIES OF THE EDITORS AND STAFF

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

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

Article IX
DISCIPLINARY ACTIONS

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

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

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

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

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

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

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

Article X
IMPEACHMENT

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

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

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

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

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

Article XI

MANAGEMENT OF THE MANILA COLLEGIAN

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

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

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

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

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

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

Article XII
COLLEGE PUBLICATIONS

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

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

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

Article XIII
TENURE

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

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

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

Article XIV
TRANSITORY

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

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

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

Article XV
AMENDMENTS AND EFFECTIVITY CLAUSE

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

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

SOCIALIZED TUITION SYSTEM (STS)

What is STS?

In the University of the Philippines (UP), all students receive financial support from the National Government since the full tuition is much lower than the cost of education in the University. Given that students in UP come from all walks of life, there are those who may not be able to afford paying the full tuition. So UP created the Socialized Tuition (ST) System which provides tuition discount at rates that are based on the assessment of the paying capacity of the household to which a student belongs. This assessment looks at the income as well as the socio-economic characteristics of the household.

The current ST System was approved by the UP Board of Regents on 13 December 2013.

Tuition Discounts

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

Tuition Discount Level	Tuition Discount	Tuition in ₱	Other financial Assistance
Partial Discount 33%	33%	₱1,000/unit	
Partial Discount 60 %	60%	₱600/unit	
Partial Discount 80 %	80%	₱300/unit	
Full Discount	100%	Free tuition	Free miscellaneous fees free laboratory fees
Full Discount + Stipend	100%	Free tuition	Free miscellaneous fees free laboratory fees w/ monthly stipend

Tuition discounts and other financial assistance from STS shall be for one academic year, renewable annually.

Incoming First year students (student number beginning 2014 and incoming MD and JD students) who will be granted *Full Discount + Stipend* will receive ₱3,500 monthly allowance for two semesters. The said monthly allowance may be in the form of cash, dormitory privilege, and/or meal coupon.

Upperclassmen (students admitted to the university before 2014) at the same level shall receive ₱2,400 monthly allowance for two semesters.

Tuition Brackets: Annual Gross Income Cut- Offs	
Tuition Brackets	Annual Gross Income Cut- Off
ND	Over ₱1,300,000
PD 33%	₱650,000 - ₱1,300,000
60%	₱325,001 - ₱ 650,000
80%	₱135,001 - ₱325,000
FD	₱80,001 - ₱135,000
FDS	₱80,000 and below

Tuition and Miscellaneous Fee

The tuition per unit for the constituent university or campus will remain as follows:

Tuition Bracket	Constituent University/ Campus	
	UP Diliman, UP Los Banos, UP Manila (per unit)	UP Baguio, UP Mindanao, UP San Fernando, UP Visayas (per unit)
ND	₱1500	₱1000
PD 33%	₱1000	₱600
60%	₱600	₱400
80%	₱300	₱200
FD & FDS	0	0

Constituent University/ Campus	Miscellaneous Fees
UP Diliman, UP Los Banos	2,000
UP Manila	1,950
UP Baguio, UP San Fernando, UP Visayas	1,405
UP Mindanao	1,640

REVISION OF ARTICLES 330, 430, AND 431 OF THE REVISED UNIVERSITY CODE

As Approved by the Board of Regents at its Meeting Held on
13 December 2013 (PAFP's Version 2)

Note: The underscored portions of the approved revisions were the amendments introduced and accepted during the Board discussions on 13 December 2013.

Revision of Article 330

All students must be duly registered before they are allowed to attend classes. In view of the Board-approved policy that no qualified students shall be denied access to UP education due to financial incapacity, a student who is unable to pay the required tuition and other fees due to financial incapacity may apply for and shall be granted, a loan from the Student Loan Board to complete the registration.*

A student who is granted a loan for a given semester and whose tuition bracket is subsequently adjusted downward for the semester, shall be entitled to a corresponding adjustment of the principal amount of, and interest on his/ her loan. The loan for a given semester to a student who has been re- bracketed for that semester to FD or FDS from PD80% or higher, shall be fully written off.

*Under Executive Order No PAEP 13-14 dated 31 May 2013, loans under the Student Loan Board may with the approval of the Chancellor, be granted in amounts beyond the cap currently observed in the concerned campus and up to 100% of total assessed fees.

Revision of Article 430

Students who are unable to settle their loan accounts* with the Student Loan Board by the final due date shall be notified, together with their parents and/or guardians, of their past due obligations.

Revision of Article 431

In no instance shall a student who has unpaid loan obligation due to financial incapacity as attested to by his/ her parent, guardian, or professor in an appeal endorsed by the concerned Dean and approved by the Chancellor, be barred from registering for, and attending, his/her required classes, or be prevented from fulfilling his/her class requirements, nor his/ her grades withheld due to non- payment of loan. * However, the said student shall have to settle his/ her loan account in full as a condition for the release of his/ her diploma, transcript of records, clearance and other academic credentials In exceptional cases, this condition may be waived by the Chancellor, provided the student and his/her parent or guardian sign an appropriate promissory note.

Implementation of the revised Article 431 will be guided further by the following rules:

1. If a qualified student, who has an unpaid loan by the end of a given semester, wishes to register for the following semester, he/ she shall submit an appeal letter, duly attested to by his/ her parent, guardian, or professor, addressed to the concerned Dean, explaining the nature of his/her financial incapacity. If the appeal is found meritorious, the dean shall endorse it to the Chancellor for decision before the end of the registration period. A favorable decision shall enable the student to register and apply for another loan.
2. The foregoing cycle may be repeated for one more semester. If the loans for three consecutive semesters remain unpaid, the student shall submit an appeal letter duly attested to by his/ her parent, guardian, or professor, addressed to the concerned dean, explaining why he/ she is not able to repay the loans and, if needed, requesting for assistance in finding a long- term solution to the student's financial predicament. If the appeal is found meritorious, the Dean shall endorse it to the Chancellor for decision before the end of the registration period. So that the student does not anymore incur further loans from the Student Loan Board, the concerned constituent university shall assist the student find the appropriate solution, for example, through scholarship, grant-in-aid, student assistantship, study- now-pay-later plan (if available) and/or re-bracketing under the Socialized Tuition System 2013.

*As an incentive for prompt payment of loans, interest shall be waived on loans which are paid within four months from the dates on which they are made. To formalize this new rule, Article 429 (c) is hereby amended to read: " All loans shall bear interest at the rate of six per centum (6%) per annum from the dates on which they are made interest shall be waived on loans which are paid within four (4) month." (The revision is underscored.)

STUDENT ASSISTANT AND GRADUATE ASSISTANT (SAGA) PROGRAM

The SAGA Program are available to students who are willing to work for a maximum of 120 hours a month. SAGA gets P60.00 per hour compensation.

1. Eligibility for SAs:
 - a. Must be a continuing student, eligible to enroll during the term when appointed as SA.
 - b. For first year students, must have finished at least one (1) semester in the CU.
 - c. For students below 18 year old, must have secured prior written consent from a parents or guardian to serve as an SA for a term.

- d. Must not be enrolled in more than twenty one (21)units during the semester of appointment.

2. Eligibility for GAs:

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

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

- SAGAs appointment shall be for a period of six (6) months, subject to renewal (August – January and February – July) is on a semestral basis (first semester, second semester and summer)
- In hiring SAGAs, the financial need, scholastic standing, reason/s for applying as SA or GA of the applicants shall be given priority. However, in research and other academic projects, the office/unit may require additional qualifications.
- SAGAs should not be used in personal/private projects of faculty and staff.
- The Daily Time Records (DTRs) of SAGAs shall be attested to by both the department/division chairs and the head of office/unit.
- The Office of Student Affairs shall be in-charge of the program. Its responsibilities include but are not limited to:
 - ✓ processing of appointment papers
 - ✓ preparation of payroll (based on daily time records)
 - ✓ monitoring and control of deployment/assignment of SAGAs
 - ✓ coordination with colleges/units on the services of SAGAs
- Resignation of a SAGAs may be done through the submission of a letter addressed to the head of the office/unit where the student is assigned; copy furnished the Office of Student Affairs. SAGAs who have not reported for duty ten (10) consecutive assigned days, without prior notice to the unit or office, or

without any valid and verified excuse, shall be deemed resigned and ineligible as SAGAs in the future

STUDENT LOAN BOARD (SLB)

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

Guidelines for SLB Application:

1. Any UP Manila bonafide student of good academic and moral standing may apply for the loan even without outstanding balance but need to secure the approval of the Chancellor through the Vice Chancellor for Academic Affairs.
2. SLB Form #1 should be properly and completely accomplished. All required documents (student 1x1 photo and Invoice) should be presented when application is submitted.
3. The guarantor (parents/guardians, or permanent faculty/employee of the UP Manila).
4. The witness of the co-debtor should be the College Secretary or the Dean of the Unit if the co-debtor is a faculty/employee.
5. When his/her application is approved, s/he must present the approved form (duly signed by the Director of Student Affairs or his/her authorized representative) to the cashier's office when s/he pays his/her tuition.

COMPREHENSIVE ASSISTANCE AND RESOURCE PROGRAM (CARE)

The Comprehensive Assistance and Resource Program (CARE) aims to promote immediate financial assistance to UP Manila students available to FDS grantees and SAs. It will come in the form of cash advances, with 1.64% interest per day with a maximum loanable amount of P1,000 payable within the semester.

Guidelines for CARE Application:

1. The financial assistance is open to FDS grantees and to all Student Assistants.

2. The financial assistance comes in the form of cash advance from STS stipends that grantees received during the semester.
3. The maximum amount that a grantee may advance is one thousand pesos (P1,000.00). The amount may be payable in lump sum or in monthly staggered payments within the semester.
4. The previous cash advance must be paid first before a recipient can apply for another cash advance.

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

UP MANILA FOUNDATION STUDENT ENROLLMENT PROGRAM

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

Guidelines for UPM Student Enrollment Program:

1. The applicant must be a regular student of U. P. Manila, with at least second-year standing with a GWA of 3.00 and no INC. mark in the semester prior to loan application
2. S/he must have a total annual family income of not more than Php360,000 in the preceding year
3. S/he must be in need of funds to be able to continue studies or at least maintain past scholastic performance.
4. The applicant must not be a grantee of other student loan programs in UPM except the Student Loan Board, and she/he must be of good moral behavior
5. The total loanable amount should not be more than Php25,000.00 per semester to be paid directly to U.P. Manila. The amount must be used only to pay the costs of, first, tuition fees, and, next, other matriculation fees as officially assessed by and due ultimately to U.P. Manila.
6. The assistance shall be through a loan that is non-interest bearing but subject to an upfront 5% p.a. deduction.
7. The loan should be fully paid before the end of the semester the loan was given. Non-payment of the loan will bar the student from registering the succeeding semester with the non-issuance of the registration forms.

Application Procedures:

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

STUDENTS' EMERGENCY LOAN FUND (SELF)

The Students' Emergency Loan Fund (SELF) is a UPM loan program managed by the OSA. It is open to all bonafide UPM students, especially those who are ST grantees. It is intended to assist students pay for their tuition and other fees, as well as, their book needs.

The SELF is a CASH LOAN. The maximum amount of the loan is P10,000 per student per semester, with a 6% interest per annum deducted immediately from the total amount loaned, and payable in full or several installments before the end of the semester. However, the maximum amount for **Book Loans** is P5,000 per student per semester.

Guidelines for SELF Application:

1. A bonafide student of UPM, preferably ST grantees belonging to PD60% (P600 per academic unit) and PD80% (P300 per academic unit).
2. Must NOT BE a grantee of the UPM Development Foundation Enrollment Program or a grantee of more than two (2) existing loan programs in the UPM, whether at the university or college level, and regardless of funding source (private or public).
3. With no unpaid loan in UPM.

Application Procedures:

1. Secure and submit application form at the OSA with the following:

- a. Notarized promissory note signed by a parent or guardian and endorsed by any one of the following: Faculty Adviser/ Program Adviser/Department Chairperson, occupying a regular item at UPM.
 - b. Certification from the College of the applicant's loan status, i.e. whether the applicant is a recipient or not of any loan program in the College
 - c. Assessment
 - d. 1 x 1 photo
 - e. **(For Book Loans only)** Submission of registered FORM 5/eOR.
2. Present the approved application form to the Accounting Office for verification.
- **(FOR TUITION LOANS)** Return approved application form to OSA for the release of the SELF FORM NO. 1-A and submit this form to the Cash Division for recording and corresponding action on the student's FORM 5/eOR.
 - **(FOR BOOK LOANS)** Return approved application form to OSA for the completion of accounting requirements. The student will be notified once the check for the approved loan is ready for release at the Cash Division.
 - **(FOR COMBINATION OF TUITION AND BOOK LOANS)** Return approved application form to OSA for the release of the SELF FORM NO. 1-A for the Tuition Loan and submit this form to the Cash Division for recording and corresponding action on the student's FORM 5/eOR.

For the Book Loan, the student will be notified once the check is ready for release at the Cash Division.

3. The Cash Division will provide OSA with a list of all vouchers paid to students under the SELF, including total amount granted and date of release of loan to determine the corresponding interest to be collected from the student.
4. All payments for the SELF will be coursed through the responsible OSA staff who will prepare the statement of account of each SELF grantee.
5. The loan should be fully paid before the end of the semester the loan was given. Non-payment of the loan will bar the student from registering the succeeding semester with the non-issuance of the registration forms.

GUIDANCE AND COUNSELING PROGRAM



The Guidance and Counseling Program of the Office of Student Affairs 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 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:

- **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.
- **“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.
- **First Year Enhancement Program.** This package of activities designed for First Year Student facilitates academic and psycho-social adjustment to University life.
- **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.
- **Psychological Testing and Assessment.** This refers to the yearly assessment of students based on tests of mental ability, aptitude, personality and interests.
- **Training/Seminar/Workshop.** Mini-workshops on various topics are held regularly or as requested. These include but 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.
- **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.

- **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.
- **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.
- **Research.** Studies are carried on topics such as student needs, student problems, academic achievement, academic delinquency, student stress and other relevant issues.
- **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.
- **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,
- 4) to be a key resource in generating evidences that will impact on policies on psychosocial wellness and
- 5) 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, and 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.

U.P. – P.G.H. HEALTH SERVICE



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

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

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

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

SPECIALTY CLINICS

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

THE PRIMARY HEALTH CARE SERVICES

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

OTHER AVAILABLE SERVICES

- Admission to the in-patient unit as the case merits.
- Minor surgical procedures like incision and drainage, cleaning and dressing of minor burns and wounds.
- Referrals of patients to specialty clinics for opinion, further work-up or each student classification.

HEALTH SERVICE GUIDELINES

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

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

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

Immunization screening procedure is likewise included in the physical examination.

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

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

Returning students/transferees and graduate students undergo:

- Physical & Medical examination
- Chest x-ray

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

STUDENT MEDICAL EXAM FLOW CHART

For Old Students

Student secures request slip for medical exam at the Office of Student Relations (OSR) of their respective colleges.



Presents request slip to the Health Service Nurse.



Nurse issues x-ray slips (x-ray must be done 2 weeks before the physical exam). Student gives x-ray results to the Health Service when done outside PGH. If x-ray is done at PGH, results will be forwarded to UP Manila Health Service.

For First Year Students

First Year student reports to the College of Dentistry for dental examination.



Student proceeds to the Health Service on his/her schedule for medical and physical exam.



Student presents medical certificate, together with all the registration documents to OUR.

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

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

PROCEDURE IN CASE OF EMERGENCY

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

UP MANILA LEARNING RESOURCE CENTER



Services Offered:

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

LIBRARY SERVICES

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

Registration for Library Privileges:

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

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

Borrower's Privileges:

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

* May be vary depending on the unit library

Electronic Resources:

Individual Journals and Databases

- | | |
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| <ul style="list-style-type: none"> ▪ Access Pharmacy (eBooks) ▪ American Journal of Speech-Language Pathology ▪ Cambridge Books Online (eBooks) ▪ ClinicalKey ▪ EBSCOHost Database <ul style="list-style-type: none"> - CINAHL Plus with full text - Dentistry & Oral Sciences Source ▪ Gales Science in Context ▪ Gale Virtual Reference Library (eBooks) ▪ General OneFile ▪ IG Library (eBooks) | <ul style="list-style-type: none"> ▪ Journal of Orthopaedic & Sports Physical Therapy ▪ Journal of Speech Language and Hearing Research ▪ Journals@Ovid ▪ Micromedex ▪ Project MUSE ▪ Proquest Central ▪ ProQuest Dissertations & Theses Global ▪ ScienceDirect (with eBooks) ▪ Scopus ▪ Turnitin |
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APPENDICES

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

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



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

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

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

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

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

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

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

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

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

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

- (b) Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainors and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of alleged cases constituting sexual harassment.

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

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

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

Section 5. Liability of the Employer, Head of Office, Educational or Training Institution - The employer or head of office, education or training institution shall be solidarily liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken thereon.

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

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

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

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

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

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

IMPLEMENTING RULES AND REGULATIONS OF THE ANTI-SEXUAL HARASSMENT ACT OF 1995

(as ratified by BOR on 30 July 1998)



Pursuant to its powers vested by law, the Board of Regents of the University of the Philippines System hereby promulgates the following rules and regulations to effectively carry out Republic Act No. 7877, otherwise known as the Anti-Sexual Harassment Act of 1995, within the premises and jurisdiction of the said University.

Section 1. **Affirmation of Policy** - In affirmation of the Declaration of Policy set forth in Section 2 of Republic Act No. 7877, the University of the Philippines System shall establish and maintain an intellectual and moral environment in which the dignity and worth of all members of the academic community are guaranteed full respect.

The University affirms its commitment to provide a secure and conducive learning and working environment for students, faculty members and employees free from sexual harassment and all forms of sexual intimidation and exploitation.

Section 2. **Definitions** - As used in these Rules and Regulation:

- (a) **“Student”** means a person duly enrolled for a degree course or in a short-term training or review program in any academic unit or training center of the University;
- (b) **“Employee”** means any person who holds an official appointment or designation in any academic unit or office of the University and includes casual or contractual employees as well as graduate or student assistant; and
- (c) **“Faculty member”** means any member of the teaching staff of the University, regardless of academic rank or category and includes librarian, researcher or research associate, coach, trainer or training specialist, and extension worker as well as graduate student with teaching responsibilities.

Section 3. ***Sexual Harassment Defined.***

- (a) Sexual harassment is committed by any officer, faculty member, employee, coach, trainer, or any person who having authority, influence or moral ascendancy over another in any aspect of academic or administrative work in any campus, unit, office or classroom of the University demands, requests or otherwise requires any sexual favor from the other, without regard as to whether such demand, request or requirement is accepted by the latter.
- (b) In a work-related environment, either academic or administrative, sexual harassment is deemed to exist when:
1. The sexual favor is made as a condition in the hiring or employment or re-employment of the individual who is the object of sexual harassment, or in granting such individual favorable compensation or promotion or any other terms, conditions or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying a faculty member or employee which would discriminate, deprive him/her or diminish employment opportunities or otherwise adversely affect such faculty member or employee;
 2. The above acts would impair the rights or privileges of the faculty member or employee under the Civil Service Law, rules or regulations; and
 - 2
 3. The above acts would result in an intimidating, hostile or offensive employment for faculty member or employee.
- (c) In the academic, teaching or study environment, sexual harassment is committed:
1. Against a student, trainee or one who is under the care, custody, supervision or advisorship of the offender;
 2. Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
 3. When 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; or
 4. When sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Section 4. ***Inducement or Cooperation to Commit Sexual Harassment.*** - Any person connected with the University as an officer, faculty member, employee or a student, who directs or induces to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without, which it would not have been committed, shall be held accountable under these Rules and Regulations.

Section 5. ***Policy Standards and Guidelines Concerning Sexual Harassment.*** - In furtherance of the Declaration of Policy affirmed in Section 1 hereof, the following standards and guidelines shall be observed within the University of the Philippines System:

- (a) These Rules and Regulations cover all officials, faculty members, employees and students within the jurisdiction of the University of the Philippines System. Included in this coverage are applicants for academic or administrative positions and for admission as students in any unit or campus of the University of the Philippines System, after the application has been received by such unit or campus.
- (b) Sexual harassment under these Rules and Regulations is not limited to cases involving abuse of authority or power but includes as well those in peer relationships, such as in faculty-faculty, employee-employee or student-student relations, or those involving harassment of faculty members or employees by students. It contemplates cases of harassment involving persons of the same or opposite sex.
- (c) Sexual harassment is a reprehensible conduct which subverts the mission of the University and undermines the careers of students and faculty members as well as those of the research and administrative personnel. The University shall take measures to prevent sexual harassment and eliminate conditions which give rise to sexual intimidation and exploitation within the purview of these Rules and Regulations.
- (d) Accordingly, sexual harassment is hereby declared a ground for administrative disciplinary action and may constitute grave misconduct, simple misconduct, disgraceful or immoral conduct, or conduct, prejudicial to the best interest of the service, as each case may warrant.
- (e) All reported incidents or cases of sexual harassment shall be investigated and appropriate disciplinary, criminal or any other legal action will be taken by the University authorities, with the consent of the victim and taking into account the integrity and other preponderant interests of the University.

- (f) University officials, faculty members, employees and students entrusted with duties or functions connected with the implementation or enforcement of these Rules and Regulations are required to observe confidentiality and respect individual privacy to the greatest extent possible in dealing with reports and complaints of sexual harassment.
- (g) The University will provide all possible support services to students, faculty members or employees who are victims of sexual harassment.
- (h) Retaliation against parties directly or indirectly involved in any incident case or report concerning sexual harassment will not be tolerated. Any act of retaliation in itself shall be a ground for disciplinary action.

Section 6. ***Procedures***

- (a) Each campus of the University, or where appropriate its constituent institution, shall provide facilities for both informal and formal procedures for resolving cases or dealing with incidents of sexual harassment.
- (b) Informal procedures refer to University action through appropriate officials or committees which does not involve formal investigation or filing of formal charges. It may consist of counseling, providing information, or other means of support. However, incidents of sexual harassment dealt with in this manner will be documented to determine whether patterns of sexual harassment are present.
The Chancellor shall establish facilities for informal procedures. Until the Sexual Harassment Office is created as provided in Section 7 hereof, the Center for Women's Studies or the Women's Desk of the Chancellor's Office shall provide informal facilities.
- (c) If the case or situation requires resort to formal charge of sexual harassment, the procedure set out in Annex "A," together with the definition of penalties therein, shall be complied with.

Section 7. ***Responsible Officials***

- (a) Under the general supervision of the President of the University, Chancellors shall be directly responsible for the effective implementation of the policy on sexual harassment as provided in the present Rules and Regulations.

Section 8. ***Sexual Harassment Office***

- (a) A Sexual Harassment Office is hereby created in each autonomous campus of the University under the Office of the Chancellor. It shall be composed as follows:
1. As Chairperson on a rotating basis, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Administration, and the Vice Chancellor for Student Affairs; Provided, however, that the Vice Chancellor for Academic Affairs shall, under the direction of the Chancellor, be the chairperson in charge of organizing the Office and shall preside over its initial business meeting;
 2. One representative each from the faculty, employee, and student sectors, who shall be appointed by the Chancellor upon consultation with the respective sectors, for a term of two years each;
 3. The director of the Women's Studies Center, or chairperson of the Women's Desk of the Chancellor's Office; and
 4. The Coordinator of the Office, who shall be a non-voting member.
- (b) The Office shall:
1. Undertake information and educational activities to the end that the University policy, rules, regulations, and procedures on sexual harassment are disseminated and become part of the academic culture;
 2. Creatively design or formulate informal 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;
 3. Provide security and support measures to aggrieved parties or victims in sexual harassment cases; and
 4. In every appropriate case, constitute a Hearing Committee as required in formal procedure set out in Annex "A" hereof.
- (c) The Coordinator shall be appointed by the Chancellor to serve on full-time basis for a term of three years, which may be renewed. He/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.

- (d) The Office shall every year constitute a pool of such number of students, faculty members and employees as may be necessary, from which shall be drawn the members of a Hearing Committee in every case where formal procedure is preferred or is deemed necessary. The members of the pool shall acquaint themselves with University policy, rules, regulations, and procedures concerning sexual harassment.
- (e) Within sixty days from the effectivity of these Rules and Regulations, the Chancellor shall complete the organization of the Office and shall by appropriate public notice inform the academic community of the date it becomes thereby operational.

Section 9. **Annual Report** - The Chancellor shall submit an annual report to the President of the University, which shall contain an evaluation of the sexual harassment problem vis-à-vis the implementation of the University policy, rules and regulations contained herein, together with his recommendations.

Section 10. **Effectivity** - These Rules and Regulations shall take effect seven days from publication in the Philippine Collegian.

REPUBLIC ACT NO. 7079: AN ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF CAMPUS JOURNALISM AND FOR OTHER PURPOSES

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



SECTION 1. Title - This Act shall be known and referred to as the "Campus Journalism Act of 1991."

SECTION 2. Declaration of Policy - it is the declared policy of the State to uphold and protect the freedom of the press even at the campus level and promote the development and growth of campus journalism as a means of strengthening ethical values,

encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of students concerned and promoting responsible and free journalism.

SECTION 3. Definition of Terms.

- a) **School** - An institution for learning in the elementary, secondary or tertiary level comprised of the studentry, administration, faculty and non-faculty personnel.
- b) **Student Publication** - The issue of any printed material that is independently published by, and which meets the needs and interests of, the studentry;
- c) **Student Journalist** - Any bona fide student enrolled for the current semester or term who has passed or met the qualification and standards of the editorial board. He must likewise maintain a satisfactory academic standing;
- d) **Editorial Board** - In the tertiary level, the editorial board shall be composed of student journalists who have qualified in placement examinations. In the case of elementary and high school levels, the editorial board shall be composed of a duly appointed faculty adviser, the editor who qualified and a representative of the Parents-Teachers' Association, who will determine the editorial policies to be implemented by the editor and staff members of the student publication concerned.

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

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

SECTION 4. Student Publication - A student publication is published by the student body through an editorial board and publication staff composed of students selected by fair and competitive examinations.

Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication's funds.

SECTION 5. Funding of Student Publication - Funding for the student publication may include the savings of the respective school's appropriations, student subscriptions, donations, and other sources of funds.

In no instance shall the Department of Education, Culture and Sports or the school administration concerned withhold the release of funds source from the savings of the appropriations of the respective schools and other sources intended for student publication. Subscription fees collected by the school administration shall be released automatically to the student publication concerned.

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

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

SECTION 8. Press Conference and Training Seminars - The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student editors/writers and teacher-advisers of student publications in the elementary, secondary and tertiary levels shall be held at the institutional, divisional, regional levels, culminating with the holding of the annual elementary, secondary or tertiary School Press Conferences in places of historical and /or cultural interest in the country.

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

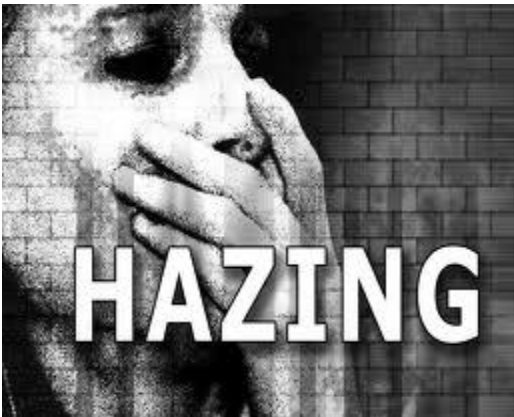
SECTION 10. Tax Exemption - Pursuant to paragraph 4, Section 4, Article XIV of the Constitution, all grants, endowments, donations, or contributions used actually, directly and exclusively for the promotion of campus journalism as provided for in this Act shall be exempt from donor's or gift tax.

SECTION 11. Appropriations - For the initial year of implementation, the sum of Five million pesos (Php 5,000,000) is hereby authorized to be charged against the savings from the current appropriations of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.

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

**REPUBLIC ACT NO. 8049:
THIRD REGULAR SESSION – 25 JULY 1994, METRO MANILA
(AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION
RITES IN FRATERNITIES, SORORITIES, AND ORGANIZATIONS AND
PROVIDING PENALTIES THEREOF)**

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



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

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

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

Section 3. The head of the school or organization or their representatives must assign at least two representatives of the school or organization, as the case may be, to be present during the initiation. It is the duty of such representative to see to it that no physical harm of any kind shall be inflicted upon a recruit or applicant.

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

- (a) The penalty of *reclusion perpetua* if death, rape, sodomy or mutilation results therefrom.
- (b) The penalty *reclusion temporal* in its maximum period if in consequence of hazing the victim shall become insane, imbecile, impotent or blind.
- (c) The penalty of *reclusion temporal* in its maximum period if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.
- (d) The penalty of *reclusion temporal* in its maximum period if in consequence of hazing the victim shall become deformed or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for a period of more than 90 days.
- (e) The penalty of *prision mayor* in its medium period if in consequence of hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for more than 30 days.
- (f) The penalty of *prision mayor* in its medium period if in consequence of hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for ten days or more, or that the injury sustained shall require medical attendance for the same period.
- (g) The penalty of *prision mayor* in its minimum period if in consequence of hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged from one to nine days, or that the injury sustained shall require medical attendance for the same period.

- (h) The penalty of *prision correctional* in its maximum period if in consequence of hazing the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.

The responsible officials of the school or the police, military or citizen's army training organization, may impose the appropriate administrative sanctions on the person or persons charged under this provision even before their conviction.

The maximum penalty herein provided shall be imposed in any of the following instances:

1. when the recruit is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;
2. when the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting;
3. when the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities or to the police authorities, through force, violence, threat or intimidation.
4. The owner of the place where hazing is conducted shall be liable as an accomplice when he has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. If the hazing is held in the home of one member, one of the parents shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring.

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

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

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

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

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

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

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

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