



STUDENT'S HANDBOOK

UNIVERSITY OF THE PHILIPPINES MINDANAO

2020 REVISED EDITION

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UNIVERSITY OF THE PHILIPPINES MINDANAO

UP Mindanao is the sixth constituent university of the University of the Philippines System. Established on 20 February 1995 through Republic Act 7889, its mission is to bring to the people of Mindanao the U.P. standard of academic excellence and commitment to academic freedom, social responsibility and nationalism. Subsequently, The U.P. Board of Regents formally created U.P. Mindanao on 23 March 1995.

MISSION

The University of the Philippines Mindanao is committed to lead in providing affordable quality education, scholarly research, and responsive and relevant extension services to diverse, marginalized and deserving sectors in Mindanao and neighboring regions through its program in the sciences and the arts inculcating a passion for excellence, creative thinking, and nationalism in the context of cultural diversity in a global community.

VISION EXCELLENCE

EXCEL in Leadership, Education, Nationalism,
Cultural sensitivity and Environmental nurturance



ACADEMIC INFORMATION

ACADEMIC PROGRAMS

COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

Bachelor of Science in Anthropology
Bachelor of Science in Architecture
Bachelor of Arts in English (Creating Writing)
Bachelor of Arts in Communication and Media Arts

Diploma in Exercise and Sport Science
Diploma in Urban and Regional Planning
Master of Arts in Urban and Regional Planning

COLLEGE OF SCIENCE AND MATHEMATICS

Bachelor of Science in Applied Mathematics
Bachelor of Science in Biology
Bachelor of Science in Computer Science
Bachelor of Science in Food Technology
Master of Science in Food Science

SCHOOL OF MANAGEMENT

Bachelor of Science in Agribusiness Economics
Master in Management
PhD by Research

ACADEMIC YEAR

The Academic Year is divided into two semesters of at least 16 weeks each, exclusive of registration, and final examination periods. A midyear session of 6 weeks follows the second semester. Class work in the midyear session shall be equivalent to class work in one semester.

All academic units of the university operate under the semestral system. The semester usually begins in August, the second semester in January, and the midyear session in June. (*UP Code: Art. 306 p.78; 1961; Revised in 1979*).

COURSE NUMBERING

In general, courses in the lower divisions (i.e., freshman and sophomore years) are numbered 1 to 99; courses in the upper divisions (i.e., junior and senior years) are numbered 100 to 200; and graduate courses are numbered 201 to 400. Courses numbered 201 to 300 are generally master programs, 301 and above are generally professional courses in the doctoral program.

CREDIT UNIT

The unit credit is the semester hour. Most classes taught at the University meet three hours a week; these classes carry 48-50 clock hours of instruction and 3 units of credit. Each unit of credit is at least 16 semester hours of instruction. In the form of lecture, discussion, seminar, tutorial, or recitation or in any combination of these forms within a semester.

REGISTRATION

Students are responsible for fulfilling all their requirements of the curriculum in which they are enrolled. They should consult with their adviser, College Secretary or the University Registrar in planning their course work.

A student must be officially registered in order to receive credit for course work. The official registration form (UP Form 5) which is a record of classes for which the student has enrolled is filed in the Offices of the College Secretary and University Registrar. *(20 March 1978; 682nd EC Meeting, 01 June 1978; 683rd EC Meeting)*

(Revised UP Code: Art 324 as amended at 830th BOR Meeting: 22 February 1973)

ACADEMIC LOAD

No undergraduate student shall be allowed to take more than 18 non-laboratory units or 21 units including laboratory work; provided, however, that a graduating student with an academic record better than average may be permitted to carry a heavier load in the last year of his course; provided, further, that this rule shall not affect or alter any existing course duly approved by the University Council and the Board of Regents in which the normal semestral load is more than 18 units.

In the midyear term, the normal load shall be 6 units, but in justifiable cases, the Dean may allow a student to take 9 units.

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

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 has been held. 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.

CROSS-REGISTRATION

(Revised UP Code: Art. 333-336 pp. 83-84)

Within the University

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

A student who wants to register in another campus in the University must fill out the cross registration form (UP Form 5B). The total number of units of credit for which a student may register in two or more colleges or schools in this University shall not exceed the maximum 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 Dean, Director, or 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 taking of such course was expressly authorized by the Vice-President for Academic Affairs (delegated to the Vice-Chancellor for Academic Affairs) on the recommendation of the Dean concerned. The authorization shall be in writing to be recorded by the University Registrar or by his representative, and shall specifically describe the subjects authorized. (*Revised UP Code: Art. 333-336 pp.83-34*)

ATTENDANCE

Any student who, for unavoidable cause, absents himself from class must obtain an excuse slip from the Dean to be presented to the instructor concerned not later than the second class session following the student's return. In addition, in case the absence is due to illness, a certificate must be secured from the Nurse on Duty in the UP Mindanao campus or from the proper medical offices in units outside UP Mindanao.

Excuses are for the time missed only. All work covered by the class during the absence shall be made up to the satisfaction of the instructor within a reasonable time from the date of absence.

EXCESSIVE ABSENCES

When the number of hours lost by absence of a student reaches 20% of the total class hours, s/he shall be automatically dropped by the instructor from the subject. The following are the number of absences that will incur a 20% absence:

- a) 3 meetings per week = 10 absences
- b) 2 meetings per week = 7 absences
- c) 1 meeting per week = 4 absences

However, a faculty member may prescribe a longer attendance requirement to meet the special needs of a course. In such case, the student must be informed.

If the majority of the absences are excused, the student shall not be given a grade of 5.00. Hence, a grade of DRP shall be given. But if majority of the absences are not excused, s/he shall be given a grade of 5.00.

The rules on attendance herein laid down shall be followed in all colleges and in all other units. **Excuses for absences shall be made in accordance with the rules and regulations of the University. Time lost by late enrollment shall be considered as time lost by absence.**

DROPPING OF COURSES

A student may, with the consent of his instructor and the Dean, drop a subject by filling out the prescribed UP Form 26 before $\frac{3}{4}$ of the hours prescribed for the semester/trimester/quarter term have elapsed, and not later. Any student who drops a course without the approval of the Dean shall have his registration privileges curtailed or entirely withdrawn. If a subject is dropped after the middle of the semester, 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.

LEAVE OF ABSENCE

A leave of absence should be requested in a written petition to the Dean. The petition should state the reason for which the leave is desired and should specify the period of the leave. The leave should not exceed one

year but may be renewed for at most another year. When not availed in two successive years, the aggregate leave of absence should not exceed 2 years.

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

If a student withdraws after $\frac{3}{4}$ of the total number of hours prescribed for the course has already elapsed, his instructors may submit grades of 5.0 if his class standing up to the time of his withdrawal is below 3.0.

Students who withdraw from a college or school without formal leave of absence shall have their registration privileges curtailed or entirely withdrawn.

GRADING SYSTEM

The work of students shall be graded at the end of each semester/trimester/term in accordance with the following system:

1.0	Excellent	3.0	Pass
1.5	Very Good	4.0	Conditional
2.0	Good	5.0	Fail
2.5	Satisfactory	INC.	Incomplete

Grades of 1.25, 1.75, 2.25, and 2.75 may also be given but in no case shall they be more detailed than in multiples of 0.25.

A grade of 4.0 means conditional failure. It may be made up for by successful repetition of the course, or by passing a re-examination. If the student passes the re-examination, s/he is given a grade of 3.0, but if s/he fails, a 5.0. Only one re-examination is allowed which must be taken in one academic year from the semester when the grade of 4.0 was incurred. If a student does not remove the grade of 4.0 within the prescribed time, s/he may earn credit for the course only by repeating and passing it. A grade of 4.0 given for the first semester work of a two-semester course shall be converted

to a grade of 3.0 if the student passes the second semester part of the same course in the same academic year; if s/he fails, the grade of 4.0 which s/he received for the first semester work shall be converted to a grade of 5.0.

The grade of INC. is given if a student, whose class standing throughout the semester is Passing, 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 5.0 is given. Removal of the deficiency 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.

REMOVAL OF GRADES OF INCs and 4.0s

Examination for the removal of grades of INC or 4.0 may be taken without fee:

- a) during the regular examination periods, if the subject in which a student failed to take his final examination is included in the schedule of examination for the period during which said removal examination is to be taken; otherwise, said student is to be charged the fee of PHP20.00.
- b) during the removal examination, as stipulated in the Academic Calendar, which is 10 days preceding the registration period of each semester; provided, that the examination for the particular subject is taken at the time that is scheduled.

Removal examination may be taken at other times but within the succeeding academic year, subject to the provisions of the next succeeding Article, on the recommendation of the Dean or Director and upon payment of PHP20 per subject. Students not in residence shall pay the registration fee besides the examination fee in order to be entitled to take the removal examination.

There shall be a regular period for removing grades of 4.0 and INC. before the start of each semester. Such a grade may no longer be improved after the end of the third regular removal period immediately following the semester/term in which the grade was incurred. A grade of 4.0 received after removing the grade of INC., however, must be removed within the remaining portion of the prescribed period for the removal of the original grade of INC.

POLICIES ON THE GRADE OF 4.0

- 1) A grade of 4.0 can be removed ONLY by a removal examination taken within the prescribed time of one (1) academic year. If a student passes the re-examination, a grade of 3.0 is given, otherwise, a 5.0. Only one (1) re-examination is allowed.
- 2) A grade of 4.0 shall appear in the Official Transcript of Records. For the computation of weighted average, the grade of 4.0 is counted until it is removed, which means that it shall be excluded from the computation once removed. Therefore, once removed, only the final grade of 3.0 or 5.0 is counted but the grade of 4.0 remains in the Transcript.
- 3) A grade of 4.0 shall be converted to grade of 5.0 if the student does not remove the 4.0 within the prescribed one-year period through re-examination or if the student does not re-enroll within that year. The faculty member concerned, upon being informed by the University Registrar that the prescribed period has lapsed will submit the Report of Grade indicating the grade of 5.0. If the faculty member is unable to make the report, the Department Chair will do so in his/her behalf. To compute weighted average, the 4.0 is included until the one-year prescription period is over. After the period has lapsed, the grade of 5.0 of the grade when the subject is re-enrolled is included.

- 4) If a student does not remove the grade of 4.0 within the prescribed time (which means that the 4.0 becomes a 5.0), credit may still be earned by repeating and passing the subject.
- 5) If a student re-enrolls in the course within one (1) year after s/he obtained a grade of 4.0, the grade of 4.0 shall remain a 4.0 (i.e., grade of 4.0 shall not be removed; shall be included in the computation of grade averages). It shall not be converted to a 5.0 even after the prescribed one (1) year period.

To compute weighted average, the grade of 4.0 and the grade when the subject is re-enrolled shall be included.

REMOVAL OF 4.0 IN A LANGUAGE SEQUENCE COURSE

A student who obtains a grade of 4.0 in a basic sequence course in languages (i.e. English, Filipino, Nihongo) may enroll in the next higher course subject to the following conditions:

- 1) If s/he passes the higher course, s/he automatically removes the 4.0 in the lower course. His teacher in the lower course submits a removal grade of 3.0 for him.
- 2) If s/he fails in the higher course, s/he may still remove the 4.0 in the lower course.
- 3) If s/he gets a 4.0 in the higher course; s/he should take first a removal examination in that course before taking a removal examination in the lower course. If s/he fails the removal examination in the higher course, s/he may take the removal examination in the lower course.

HONORIFIC SCHOLARSHIPS FROM THE UNIVERSITY

UNIVERSITY SCHOLAR

Any undergraduate or graduate student, who obtains at the end of the semester a weighted average of 1.45 or better, or 1.25 or better, respectively, is given these honorific scholarships. University scholars are listed in the Chancellor's List of Scholars.

COLLEGE SCHOLAR

Any undergraduate or graduate student who, not being classed as University scholar, obtains at the end of the semester a weighted average of, 1.75 or better; respectively, is given this honorific scholarship. College scholars are listed in the Dean's List of Scholars.

In addition to the general weighted average prescribed, a student must have taken during the previous semester at least 15 units of academic credit or the normal load prescribed (in the case of graduate students, not less than 8 units); and must have no grade below 3.0 in any academic or non-academic subject.

SCHOLASTIC DELIQUENCY

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

WARNING. Any student who obtains final grades at the end of the semester below 3.0 in 25% to 49% of the total number of academic units in which s/he is registered shall be warned by the Dean or Director to improve his work.

PROBATION. Any student who, at the end of the semester obtains final grades below 3.0 in 50% to 75% of the total number of academic units in which s/he has final grades shall be placed on probation for the succeeding semester and his load shall be limited to the extent to be determined by the Dean.

Probation may be removed by passing with grades of 3.0 or better in more than 50% of the units in which s/he has final grades in the succeeding semester.

DISMISSAL. Any student who, at the end of the semester, obtains final grades below 3.0 in more than 75% but less than 100% of the total number of academic units in which s/he receives final grades shall be dropped from the rolls of his college or school.

A grade of INC (Incomplete) is not to be included in the computation. When it is placed by a final grade, the latter is to be included in the grades during the semester when the removal is made.

PERMANENT DISQUALIFICATION. Students who, at the end of the semester, obtain final grades below 3.0 in 100% of the academic units in which they are given final grades shall be permanently barred from readmission to any college of the University. (*Revised UP Code: Art. 392*)

Permanent disqualification does not apply to cases in which, on the recommendation of the faculty members concerned, the faculty certifies that the grades of 5.00 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 5.00 shall be counted against him/her for the purpose of this scholarship rule. The Dean shall deal with these cases on their individual merits in light of the recommendations of the Vice Chancellor for Student Affairs; provided, that in no case of readmission to the same or another college shall the action be lighter than probation. (*Revised UP Code: Art. 393*)

For the purposes of scholastic standing, a grade of INC. is not 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 (*based on Revised UP Code: Art. 394*). The grade of 4.00 is counted until it is removed. Once removed, only the final grade of 3.00 or 5.00 is counted. (*69th UC Meeting: 21 June 2000; President's Approval: 14 March 2001*)

Required courses in which a student has failed shall take precedence over other courses in his/her succeeding enrollment. (*Revised UP Code: Art 395*)

In colleges or schools in which the weights of the courses are not expressed in terms of units, the computation shall be based on their respective equivalents. (*Revised UP Code: Art 396*)

No readmission of dismissed or disqualified students shall be considered by the Deans and Directors without the favorable recommendation of the University Guidance Counselor. Cases in which the action of the Deans or Directors conflicts with the recommendation of the University Guidance Counselor may be elevated to the Vice Chancellor for Academic Affairs, whose decision shall be final. (*Revised UP Code: Art. 397*)

MAXIMUM RESIDENCY RULE

A student must finish the requirements of a course of any college within a period of actual residence equivalent to 1 ½ times the normal length prescribed for the course, otherwise s/he shall not be allowed to register further in that college.

Students on Leave of Absence (LOA) are considered not in residence; hence, LOAs are not counted in determining maximum residence. Absence Without Leave (AWOL), however, shall be counted towards a student's MRR. Waiver of MRR is delegated to the Chancellor.

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.

HONORABLE DISMISSAL

A student in good standing who desires to sever his connection with the University shall present a written petition to this effect to the University Registrar, signed by his 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.

Generally, honorable dismissal is voluntary withdrawal from the University with the consent of the University Registrar or his representative.

All indebtedness to the University must be settled before a statement of honorable dismissal will be 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 that effect may be added to the honorable dismissal.

A student who leaves the University by reason of expulsion due to disciplinary action shall be allowed to obtain his academic transcript of record without reference to Dishonorable Dismissal, provided:

- 1) the student writes an application;
- 2) not less than one (1) school year, beginning the school year immediately following the effectivity of the expulsion decision, has elapsed;
- 3) the party concerned, during the period of expulsion, has not been involved in any untoward incident affecting the University, or been charged in court after the fiscal's investigation; and
- 4) all such applications are subject to Board of Regents action.

RETENTION POLICY

BA English (Creative Writing)

1. A student must maintain an average of 2.50 in Comparative Literature, Creative Writing and English Courses in the First Academic Year.

BS Architecture

1. Existing University Policy and the following additional provision:
2. A BS Architecture student who fails thrice in any foundation course or twice in any major course during the first two Academic Years will be advised to shift or transfer to another program or school.

BS Agribusiness Economics

1. Existing University Policy and the following program-specific permanent disqualification:
 - a) Failure to pass (after 2 takes) any of the following subjects will automatically disqualify a student from continuing the program: MATH 17, MATH 26, ECON 11, ECON 101, ECON 102, and ABE 102.

BS Applied Mathematics

1. Existing University Policy and the following additional provision:
2. A student is required to shift to another course or transfer to another institution if any of the following is incurred:
 - a) failed twice in any of the following: MATH 17, MATH 36, MATH 37, MATH 38;
 - b) failed once in all of the following: MATH 17, MATH 36, MATH 37;
 - c) failed once in any of the following: MATH 17, MATH 36, MATH 38;
 - d) failed once in any of the following: MATH 17, MATH 37, MATH 38;
 - e) failed once in any of the following: MATH 36, MATH 37, MATH 38.

BS Biology

1. A student will be dismissed from the program if failed from the following subjects:
 - a) BIO 15 twice or CHEM 21 and/or CHEM 22 twice.
 - b) BIO 20 or BIO 30 twice and CHEM 21 and/or CHEM 22 twice.

BS Computer Science

1. Existing University Policy and the following additional provision:
2. A student is required to shift to another course or transfer to another institution if any of the following is incurred:
 - a) failed once in either CMSC 18 or CMSC 10, then eventually failed CMSC 28 once;
 - b) failed once in either CMSC 18 or CMSC 56, then eventually failed CMSC 57 once;
 - c) failed once in CMSC 122, then eventually failed once in CMSC 127 & CMSC 124;
 - d) failed twice in any of the following: CMSC 3, CMSC 10, CMSC 18, CMSC 56, CMSC 28, CMSC 122, CMSC 130, CMSC 127, CMSC 133, CMSC 124.

BS Food Technology

1. Existing University Policy and the following additional provision:
2. A student is required to shift to another course or transfer to another institution if any of the following is incurred:
 - a) failed twice in CHEM 21
 - b) failed twice in CHEM 22
 - c) failed twice in MATH 17

Diploma in Urban and Regional Planning

To be in good standing in the diploma program, a student must maintain a Cumulative Weighted Average Grade of 2.0 or better at the end of each academic year until the completion of his/her program of study.

Diploma in Exercise and Sport Science

General Weighted Average (GWA) of 2.0 or better at the end of each academic year.

Master in Management

To be in good standing, a student must maintain a minimum cumulative weighted average grade (CWAG) of 2.0. Evaluation of the students' academic standing shall be done at the end of the first year of study when 18 units or 50 percent of all courses shall have been completed.

To qualify for the degree, a student must complete the strategic plan paper and have CWAG of 2.0. In calculating the average, grades of 5.0 are included. In subjects in which a student obtains a grade of 4.0, the final grade given, which may either be 3.0 or a 5.0, will be considered in the calculation. Two grades of 5.0 automatically disqualify a student from the Program. *(As approved in the 46th UPMIn University Council Meeting on 06 March 2017 and by OSU and BOR on 31 August 2017)*

WAIVER OF PREREQUISITES:

PREREQUISITES TO COURSES *(745th BOR Meeting: 21 April 1966)*

Courses approved by the University Council as prerequisites to other courses may not be waived. However, in meritorious cases, a student who has previously enrolled and fully attended a course that is a prerequisite to another may be allowed to enroll and attend the latter course for credit, without having passed or earned credit for the prerequisite course.

Permission shall be granted only 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. The application, furthermore, 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/her.

Each college shall be authorized to grant the permission, and shall act through a Dean's committee which shall determine the merit of the application. The student who is granted permission under these rules is required to enroll in the prerequisite course simultaneously with the course to which the former is a prerequisite, or immediately in the next semester. (745th BOR Meeting: 21 April 1966)

GRADUATION REQUIREMENTS

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:

- 1) 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.
- 2) Those who had completed all but two or three subjects required by a curriculum shall 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 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 the chairmen of divisions or departments concerned, in the case of students majoring in their respective departments or divisions, shall then inquire into the academic record of each candidate with a view to ascertaining whether any candidate in such a list has any deficiency to make up and whether s/he has fulfilled all other requirements which qualify him to be a candidate for graduation. If there should be any question regarding a candidate, his 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 made up and their records cleared not later than five weeks before the end of their last semester, with the exception of those in academic subjects and work in Physical Education and Military Science, in which the student is currently enrolled during that semester. (*Revised UP Code: Art. 406 as amended at 709th BOR Meeting: 19 Dec 1969 and 861st BOR Meeting: 29 May 1975*)

No student shall be graduated 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. (*Revised UP Code: Art. 408 as amended at 1082nd BOR 16 Dec. 1994*)

No student who fails to pay the required graduation fee [*As approved at the 1024th BOR Meeting, Aug. 24 1989*] within the specified period set by the University Registrar shall be conferred any title or degree. Such a student may, however, upon his request and payment of the necessary fees, be given a certified copy of his/her credentials without specifying his/her completion of the requirements toward any title or degree.

Students must file formal application as candidates for graduation with the offices of the Deans of their respective colleges.

Graduation with Honors

(Revised UP Code: Art. 410 as amended at 958th BOR Meeting: 24 Feb 1983)

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

All the 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.

Furthermore, in cases where the electives taken are more than those requires 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:
 - a) Electives taken in the program where the student is graduating will be selected in chronological order.
 - b) Electives taken in the previous program and acceptable as electives in the second program will be selected in chronological order.
- 3) Prescribed courses taken in the previous program but qualify as electives in the second program will be selected in chronological order. *(Revised UP Code: Art. 410 as amended at 958th BOR Meeting: 24 Feb 1983)*

Commencement Exercises

(Revised UP Code: Art. 418, 793rd BOR 07 April 1970)

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 provision of Art. 418 and upon presentation of the receipt of payment of the graduation fee and student's clearance.

SCHEDULE OF FEES			
Academic Year 2018-2019			
	UNDERGRADUATE STUDENTS		GRADUATE
	SEMESTER	MIDYEAR TERM	SEMESTER
TUITION FEE (per unit)	PHP1,000.00	PHP1,000.00	PHP1,000.00
Miscellaneous Fee			PHP2,330.00
a. Registration	PHP1,640.00	PHP1,040.00	PHP80.00
b. Medical	PHP80.00	PHP80.00	PHP100.00
c. Library	PHP100.00	PHP50.00	PHP1,200.00
d. Athletic	PHP800.00	PHP400.00	
e. Cultural	PHP50.00		PHP50.00
f. Internet	PHP50.00		PHP450.00
g. Energy	PHP260.00	PHP260.00	PHP450.00
Laboratory Fee	PHP300.00 - 1,200.00		
Research Fee (PhD)			PHP6,000.00
Entrance Fee	PHP900.00		
NSTP	PHP1,500.00		

Student Fund	PHP50.00		PHP70.50
a. Publication	PHP900.00		PHP50.00
b. Student Council	PHP20.00	PHP20.00	PHP20.00
c. Community Chest	PHP0.50		PHP0.50
Deposit (refundable)			PHP100.00
Educational Development Fee (per semester for foreign students)			
a. Non-resident aliens	USD300.00	USD300.00	USD500.00
Thesis completion	USD60.00	USD60.00	USD100.00
a. Resident aliens	USD150.00	USD150.00	USD250.00
Thesis completion	USD30.00	USD30.00	USD50.00
Identification Card	To be paid directly to the ID card provider		To be paid directly to the ID card provider
Certification	PHP40.00	PHP40.00	PHP40.00
Change of matriculation (per unit)	PHP10.00	PHP10.00	PHP10.00
Dropping of course (per unit)	PHP10.00	PHP10.00	PHP10.00
Leave of Absence	PHP150.00	PHP150.00	PHP150.00
Absence without Leave	PHP225.00	PHP225.00	PHP225.00
Removal	PHP20.00	PHP20.00	PHP20.00
Validation	PHP20.00	PHP20.00	PHP20.00
Graduation Fee	PHP300.00	PHP300.00	PHP300.00
Transcript of Records (per page)	PHP50.00	PHP50.00	PHP50.00
Application for Transfer/Admission			
a. Filipino	PHP100.00	PHP100.00	PHP100.00
b. Foreign			
Resident	PHP150.00	PHP150.00	PHP150.00
Non-resident	USD20.00	USD20.00	USD20.00

Note: All undergraduate tuition and miscellaneous fees of qualified students shall be paid for by the government (RA 10931)



Photo by Rene Estremera



UP MINDANAO LIBRARY

The Library provides quality support to the instructional research, and extension programs of the University. It is composed of the: a) Main Library, and b) the college libraries. The college libraries are the Humanities and Social Sciences, Science and Mathematics, and Management.

Divisions comprising the Main Library are the Technical Services, User Education and Services, and the Administrative Services. The Technical Services Division formulates and adopts standard acquisition policies and procedures. The User Education and Services Division is responsible for circulating books and non-book materials housed in the University Library and provides reference, research and bibliographic services to faculty, students, staff and researchers. It maintains and preserves books, documents, and archival materials. It undertakes user orientation and instruction programs. The Administrative Services Division provides administrative support to the functional divisions/sections.

Under the Technical Services Division or the Acquisitions Section which implements policies concerning the book fund for the University; the Cataloging Section which organizes the University Library collections and maintains the catalog of the University; Gifts and Exchange Section, and, the Bibliography and Indexing Section which indexes Filipiniana and Mindanao Special materials. It also publishes these indexes to enhance their accessibility.

Sections comprising the User Education and Services Division are Filipiniana and Special Collections which develops and maintains the research collection of Filipiniana materials including artworks, and provides services to

facilitate their use; the General Reference and Media Services Section which provides general information and reference services utilizing print and non-print materials, such as audio-visuals, diskettes, optical disks, computer files, CD-ROMs and others; the University Archives and Records Depository which collects, organizes and maintains archival and official records including artworks of the University; the Computer Services Section which plans, designs, and evaluates computer operations and services of the University Library, conducts training programs for Library staff and users of computerized systems, and maintains computerized disks files of programs and data bases.

RESOURCES

*The University Library Organic Act And
University Library Rules and Regulations
(As Approved in the 1039th BOR Meeting on 14 March 1991)*

The resources of the University Library include books, serials, pamphlets, archives, manuscripts, maps, artworks, slides, tapes, transparencies, films, diskettes, graphic and printed materials, electronic resources and databases are obtained by the Main Library in college libraries through purchase, gifts and exchange, and other donations for university purposes. Resources of the University Library are cataloged according to the Anglo-American Cataloging Rules, and classified according to the Library of Congress Classification System.

LIBRARY RULES AND REGULATIONS

I. PURPOSE

To prescribe the guidelines relative to the implementation of the provisions of the University Library Organic Act on the University Library Rules and Regulations regarding library users, resources, and services; privileges of users, and procedures for services and disciplinary action.

II. DEFINITION OF TERMS

For the purpose of these guidelines, the following terms shall be construed to mean as follows:

- a. **Bonafide faculty/employee.** A person who has an appointment either as full-time, part-time, contractual personnel with the University.
- b. **Bonafide student.** A person who is currently enrolled either as a full-time, part-time, special (non-credit) or cross registrant in the University.
- c. **Identification card (ID).** A card issued by the Registrar and countersigned by the Librarian to students and by the Human Resource Development Officer for personnel or a temporary ID issued by the librarian to a user whose UP ID is still being processed by the Registrar.
- d. **UP Form 5.** A UP official registration form which is a record of the classes for which a student has enrolled.
- e. **Constituent University (CU).** Refers to each of the autonomous campuses of the University of the Philippines System.
- f. **Library Rules and Regulations.** Article X of the Library Organic Act approved in the 1039th meeting of the Board of Regents held on 14 March 1991.
- g. **Member of the Order of the Oblation.** Donor to the University who has been given the title "Order of the Oblation" by the BOR.

III. GENERAL GUIDELINES

- A. All bonafide and other non-members of the UP Mindanao may use the university library resources within the library premises subject to the rules and regulations governing their use.
- B. The duly countersigned UP identification card is the permit to enter the Library and use its resources. It is not transferable.
- C. The Librarian may proceed against any person violating any provisions of the University Library Rules and Regulations. (*Library Organic Act provision, Article X, Section 24 page 14*)

IV. SPECIFIC GUIDELINES

A. For the use of the libraries by the members of the University

1. For the U.P. students, the following procedures will be observed:

a.) Identification Card

- 1. The ID of a student is issued by the Registrar.
- 2. The duly authorized staff of the college library countersigned his ID upon presentation of his Form 5 provided he has no outstanding account with the UP Library.
- 3. The ID of a cross-registrant from within or outside of the University and that of a special student and/or non-degree student is countersigned by the duly authorized staff of his college library (e.g. he was advised in that college or his Form 5 is signed by the secretary of his college). If, however, he was advised by the Registrar his ID is countersigned by the Main Library of the Constituent University where he is enrolled, provided, he has paid his library fee and has no outstanding account with the UP Library.

- b) A student who has no ID (e.g., new student or one who has lost his ID) may be issued a temporary ID by his college library or, in the case of a cross-registrant, a special student, or a non-degree student, by his college library upon presentation of his Form 5 and receipt from the Registrar that he has paid for his ID and which should include a "1 x 1" ID size picture, provided that he had paid his library fee and has no outstanding account with the UP library. If, however, he was advised by the Registrar, his temporary ID card is issued by the Main Library.

B. Borrowing Privilege

- 1) A student who has a validated ID may borrow books from the UP Mindanao Library subject to its rules and regulations.
- 2) A student who has a countersigned ID to use library materials provided he is enrolled in the course(s) wherein said material is a required reading. He may take it after the appointment date or hour.
- 3) An undergraduate student may borrow 5 circulation books at a time, for 2 weeks and 2 reserve books at a time for overnight. While a graduate student may have 10 circulation books at a time, for 2 weeks and 2 reserve books at a time, for overnight. If, however, he has an overdue loan(s) he may not be allowed to borrow another item until he returns the book(s) and pays the fine(s).
- 4) A student may not borrow for off-premise reading the following materials: general reference books, theses, periodicals, dissertations, and special materials.

2. For UP personnel, the following procedures will be observed:

a.) Identification Card

The ID of the UP employee (faculty, our REPS, staff) is countersigned by the duly authorized staff of the HRDO upon the completion of his appointment papers.

b.) Borrowing Privileges

- 1) A UP employee may use the University library upon presentation of a countersigned ID subject to the library rules and regulations.
- 2) In cases when the employee is newly appointed or has lost his ID, he may be issued a temporary ID by his College Library for the faculty and the Main Library for the REPS and staff upon presentation of his appointment papers; provided, that he has no outstanding accounts with the library.
- 3) Any faculty/REPS/staff who has a duly countersigned ID may borrow circulation books subject to the library's rules and regulations.
- 4) Administrative staff may borrow 5 circulation books at a time, for 2 weeks; REPS may borrow 10 circulation books at a time for 2 weeks while the faculty may borrow 10 circulation books at a time for a month. If, however, the borrower has an overdue book(s), he may not borrow or renew a loan until the overdue book(s), is returned and the fine is paid.
- 5) General reference books, theses, dissertations, periodicals and special collections are for room use only, except in the following cases:

Faculty members/lectures may authorize their students to borrow reference books for classroom use. These must be returned immediately after class.

B. For non-members, the following procedures will be observed:

1. For alumni, former faculty members, and students honorably discharged from the University the following procedure shall be observed:

- a. **Free use.** Alumni, former faculty members, and students honorably discharged from the University may be allowed to use the library for five (5) days free of charge within a semester, are issued special permits by the duly authorized staff of the college/unit library they would like to use. Beyond five days, they will be asked to pay library fees.
- b. **Fees.** Beyond five days, the following fees are charged.

PHP20.00 per day
PHP450.00 per year

Upon payment of the fees, they are issued special permits by the duly authorized staff of the college/unit library they would like to use.

- c. **Letter of Introduction and ID.** The above users must present identification cards and letters of introduction from University personnel or a UP Alumni Association ID when applying for a permit to use the library.

2. For non-UP students and researchers, the following procedures are observed:

- a. Non-UP students must present their school/university/office ID and a letter from their librarian requesting privilege to use the UP libraries.
- b. Researchers must present their school/university/office ID and a letter of request to use the UP libraries from their offices.
- c. Government agency researchers must present their school/university/office ID and a letter from the head of their agency requesting privilege to use the library.
- d. Fees are assessed as follows:
PHP 20.00 per day
PHP 450.00 per semester
PHP 350.00 per midyear
- e. Library permits. In all cases, the authorized Library staff should issue a special library permit.

3. Use of Microforms and Computer Equipment

- a. **Fees for equipment.** A fee of PHP 20.00 per hour or a fraction thereof will be assessed.
- b. **Fees for printout.** A fee PHP 2.00 per sheet of printout will be assessed.
- c. **Use of computer equipment.** Computer equipment may only be used in conjunction with materials on electronic medium that are held by the Library.

C. Fines and other penalties observed for violations of library rules and regulations by members of the University.

1. Circulation book

- a. **Failure to return.** A fine of PHP 2.00 per day is charged after its due date or recall exclusive of Sundays and holidays.

- b. **Loss.** Any person who loses or fails to return a book within seven (7) days after due date or recall shall either replace it with the current edition of the same title, or, replace it within thirty (30) days by another title to be selected by the librarian. In all cases, the person shall pay a fine equivalent to 50% of the current market cost of the book, plus a processing fee of thirty pesos (PHP 30.00) and handling fee of twenty pesos (PHP 20.00).
- c. **Recall.** Any book on loan may be recalled if there is an urgent need for it by an official of the University; a request for it to be placed on reserve has been received by the library; the book is overdue; or the library will conduct its mandated annual inventory.

2. Reserve book

- a. **Failure to return.** A fine of one peso (PHP 1.00) is charged for failure to return a reserve book on the first hour or a fraction thereof after the hour appointed for return, five pesos (PHP 5.00) each hour after the first, and fifty pesos (PHP 50.00) for a full day, including Sundays and holidays. On a second offense the person's privilege to use the reserve collection will be suspended for the rest of the semester/midyear.
- b. **Loss.** In case of loss, the reserve book is treated as a circulation book.
- c. **Withdrawal without reservation permits.** A fine of (PHP 50.00) will be charged to any person who draws out a reserve book for overnight use without an approved reservation. On a second offense, this person's privilege to borrow from the reserve collection will be suspended for two weeks.
- d. **Leave the validated ID in every transaction at the counter section.**

3. Failure to return a general reference book and other restricted materials borrowed for photocopying purposes.

- a. Failure to return.** A fine of (PHP 50.00) will be charged to any person who fails to return on the appointed hour a general reference book or other restricted materials borrowed for photocopying purposes. On a second offense, the person's privilege to use the library will be suspended for a second week.
- b. Loss.** In case of loss, the borrowed material shall be treated as a circulation book (see IV.C.1.b). If, however, the borrowed material for photocopying purposes belongs to a multi-volume set, the borrower shall replace it with exactly the same title and edition and pay the corresponding penalties accrued thereto as provided for in IV.C.1.b. If the borrower opts to replace the whole set, it shall be the current edition of the lost multi-volume title. The corresponding penalties will then be waived entirely.

4. Mutilating or stealing library properties

Any person who is caught defacing, mutilating, appropriating for himself or attempting to steal any library material or property shall after due process replace the material or pay its current replacement value. In addition, he shall pay a fine of not less than three hundred pesos (PHP 300.00) but not more than 50% of the cost of the book whichever is higher. In appropriate cases, an additional penalty of suspension or expulsion may be imposed by the Chancellor after due process and upon the recommendation of the Librarian through the Dean.

5. Falsification and use of someone else's identification card.

Any person who falsifies or uses an identification card other than his own shall after due process have his library privilege suspended for not more than a semester.

6. Disorderly and disruptive behavior

Any person engaged in disorderly conduct or in disruptive behavior or in improper behavior shall be excluded by the librarian from the library premises and be subject to suspension of library privileges for not more than two weeks. (See Procedures for Disciplinary Action)

- a) Disorderly conduct includes drunken behavior, creating disorder, tumult, breach of peace or serious disturbance, gross and deliberate discourtesy, and possession of prohibited drugs.
- b) Disruptive behavior includes excessive noise, laughing, loud discussions, scandalous acts (such as exhibitionist acts, necking, etc.)
- c) Improper behavior includes smoking, eating and playing cards within the library premises.

7. Refusal or failure to settle library accounts.

Any person who after due notice shall refuse or fail without just cause to settle library accounts or obligations:

- a) shall not be allowed to register
- b) shall not be permitted to use the University Libraries
- c) shall not be issued a library clearance

SAVING CLAUSE. Cases not covered by the above shall be referred to the University Librarian for appropriate resolution.

D. Library Service Hours

1. Generally, the library is open on the following schedule, except those as specified:

Monday to Saturday – 8:00 AM - 5:00 PM; No Noon break

- a. Undergraduate libraries of all colleges
- b. Graduate Library (School of Management)
Monday-Saturday – 8:00 AM - 5:00 PM

2. Service Counters

- a. Library service counters are open on the following schedule:
Monday to Saturday – 8:00 AM - 12:00 NN 1:00 PM - 5:00 PM

E. Control Section

Vital to the attainment of the educational goals and objectives of the UP Mindanao is the safekeeping of all library materials which are the repository of knowledge to be shared to succeeding generations. The Control Section of the Library is created to safeguard the property of the University bought out of the taxes paid for by the Filipino people. It is, therefore, incumbent upon all library users to obey all rules and regulations implemented by the Library organization. The Security personnel manning the entrance and exit points of the library should be treated with utmost respect and dignity in the performance of their duties and responsibilities. Ignoring their presence at the Control Section would subject violators to appropriate library rules and regulations as determined by the College Librarian and the other officers of the University.

Following are the applicable rules and regulations at the Control Section:

1. **Entrance.** Upon entering the library, all users are required to present their proper identification cards to the Control Officer manning the section. Refusal to present one's identification papers means non-admittance to the library.
2. **Exit.** All materials brought out of the Library must be presented to the Control Officer for processing. The Control Officer reserves the right to confiscate materials not properly charged out without prejudice to the filing of criminal and administrative charges as determined by the proper University authorities.
3. **Electronic devices** such as (notebooks, cell phones, MP3 player, etc.) should be turned into silent mode so not to disrupt other library users.

PROCEDURE FOR DISCIPLINARY ACTION BY THE LIBRARIAN

Summary Procedure for Disciplinary Action

The College Librarian may proceed summarily against any person in cases where the misconduct is committed in his or her presence within the library premises.

The respondent shall be summoned to appear before the Librarian, informed of the charges against him, and afforded the opportunity to be heard.

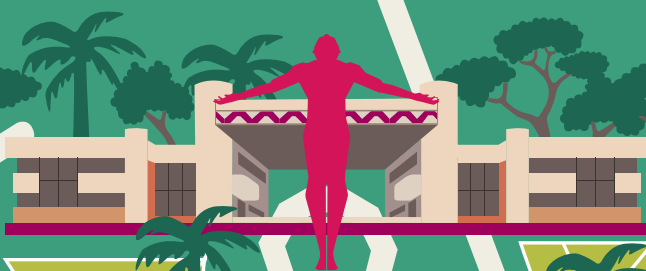
The decision made under this procedure shall be in writing stating the grounds for which disciplinary penalty is imposed. Such decision shall be final and executory upon the issuance of the order. The penalty imposed shall not exceed suspension of library privileges for one week.

Regular Procedure for Disciplinary Action by the Librarian

- 1) A report shall be filed by a staff member or a complaint shall be made by an aggrieved person with the Librarian;
- 2) The Librarian shall investigate the report of the complaint and if found sufficient, formal written charges are drawn up and served on respondent.
- 3) The respondent shall be required to answer in writing three (3) days from the receipt of the charge;
- 4) No hearing shall be necessary when the respondent pleads guilty to the charge. Otherwise, a committee shall be created by the Librarian concerned conduct formal investigation;
- 5) In the formal investigation the report or complaint shall be under oath and together with supporting affidavits or other evidence shall constitute the evidence in chief for the complainant, subject to cross-examination by the respondent. The answer of the respondent shall be under oath and together with supporting affidavits and other evidence shall constitute his evidence in chief subject to cross-examination.
- 6) Committee shall transmit to the Librarian within fifteen (15) days from the termination of the hearing to complete a record of the case with its report and recommendation stating the facts and specific regulation on which it is based.
- 7) The Librarian within ten (10) days of the report shall render a decision which shall be final.

Formal Complaints for Breaches of Discipline

In addition to the disciplinary action provided above, the Librarian may file formal complaints for breaches of discipline with appropriate authorities.



DEVELOPMENT



ASSISTANCE

MENTORING

OFFICE OF STUDENT AFFAIRS (OSA)

The Office of Student Affairs (OSA) is a service unit that complements the instructional program of the University.

VISION

A Center for character and leadership development that complements the instructional program of the University for the holistic development of students.

MISSION

The Office of Student Affairs (OSA) is profoundly committed to the implementation of its three main concerns: Development, Assistance and Mentoring.

DEVELOPMENT consists of specific services which help students develop a well-balanced personality through extracurricular activities and community extension. It also helps students develop their abilities, skills and potentials which may not be directly experienced in the classroom. As such, students are encouraged to participate in civic, political, athletic, social and cultural activities within and outside the campus.

ASSISTANCE consists of specific services provided to help students adjust to the challenges of the University life through counseling, psychosocial activities, testing, student housing, health service, financial assistance and scholarships.

MENTORING is to support and encourage students to manage their own learning in order that they may maximize their potentials, develop their skills, improve their performances and become the person they want to be. Likewise, it is an affective way of helping them to progress in their careers. It is a partnership between two people (mentor and mentee) normally working in a similar field or sharing similar experiences. It is a helpful relationship based upon mutual trust and respect.

The OSA is a channel of communication which communicates and interprets the needs of the students to the university officials. It is also expected to communicate and interpret the plans of the University to the students. The OSA has five (5) sections namely: Counseling and Testing Section (CTS), Scholarship and Financial Assistance Section (SFAS), Health Services Section (HSS), Student Housing Services Section (SHSS), and Student Organization and Activity Section (SOAS).

COUNSELING AND TESTING SECTION (CTS)

The Counseling and Testing Section is anchored on the philosophy that each individual is unique, important and capable of making decisions. The student is assisted in cultivating and developing his/her potentials that will redound to personal growth and development and contribute to the welfare of his/her society.

Counseling is considered as the heart and core of the Guidance Program.

The specific objectives are as follows: (a) to help students clarify issues, gain insight into his/her feelings and thoughts and deal effectively with problems. (b) to provide students with scientific and objective assessment of their abilities, potentials, weaknesses and personality traits relevant to personality development and better adjustment in life. (c) to assist students acquire decision-making skills and become self-directed individuals. (d) to

improve personal effectiveness, which is closely related to the preservation of good mental health and securing desirable behavioral change(s) and (e) to give needed professional assistance to assist students adjust to University life.

The Counseling and Testing Section (CTS) offers services and activities that would facilitate the students' maximum growth and positive development by helping them to acquire competencies geared towards their academic development, personal-social development, and career development. These may be done through the following activities or programs:

A. Counseling

This is the type of talking therapy that allows a person to talk about his/her problems and feelings in a confidential and dependable environment. It is conducted to a person or group of students whether self-referred or referred by others, and they are accommodated either as scheduled or as they walk in.

B. Psychological Testing

This is to administer, score, and interpret psychological test results of individual and, or group of students and personnel for the purpose of assessing their personality, career and mental characteristics. This will also serve as a springboard for counseling.

1. *Student Needs/Personality Test.* All students are required to take a student needs inventory/problem checklist and, or personality test, which identify the needs, concerns and personality traits of the student. It is one of the instruments to assist the student in knowing his/her concerns while in the campus as well as his/her personality characteristics.

2. *Students Applying to Shift to Another Degree Program, Readmission, or AWOL.* Students who are shifting to another degree program or, are applying for readmission due to academic delinquency or AWOL are required to take the mental ability test, aptitude test, interest test, and personality test. The results will be used as springboard for counseling and planning.

C. Career Development Program

1. **Jobs' Fair Program** – an activity for the graduating students of the University to equip them with skills in landing or finding a good job through the Pre-Employment Seminar/Workshop. Moreover, it also introduces the students to prospective employers through campus recruitment or company orientation activities. It includes actual interviews and receiving of resumes from participating companies hiring potential employees.
2. **Placement activities** – Incoordination with various companies, manpower pooling or direct hiring is conducted by potential employers. Recruitment paraphernalia such as flyers, posters, brochures, etc. are coursed through the CTS for posting and distribution.

D. Psychosocial Development Program

First your students are invited to attend and register for small group session which is scheduled by a facilitator in the first semester. This is to facilitate the interpersonal relationships among students, how to adjust to school works, teaching methodology of their teachers and the culture itself of the University. It also developed a small support groups where the students themselves, may be able to facilitate, monitor, and provide emotional and social support to each other.

E. Information Service

This will provide information concerning personal, social, educational and occupational or career including job vacancies. First year students are gathered in a venue for orientation program with the assistance of the University and College Student Council Officers.

F. Individual Inventory Service

Where data or accumulated about each student which are kept while the student is still in school. It aims to gather information about the students to understand them better. It includes background information sheet, psychological test results, certificate of good moral character, counseling report, exit interview report, high school data, etc.

G. Individual In-take Interview

First year students are required to report to the Office for individual in-take interview in the 2nd semester of their first year in the University. They will be scheduled accordingly by their respective assigned facilitators. The purpose of which is to make a follow-up, gather in-depth information, interpret their test results and possible counseling, particularly on adjustment difficulties.

H. Readmission Evaluation

Interview conducted to students undergoing the readmission process to facilitate their assessment, understanding, and awareness of the reasons of academic difficulties/deficiencies that led to scholastic delinquency status. The data gathered are collated into a comprehensive report and will be used to initiate appropriate recommendations to the Readmission Committee of the College and, or to the Vice-Chancellor for Academic Affairs (VCAA). A follow-up is then made to monitor the student's study plan.

I. Exit Interview

Conducted to students leaving the university due to dismissal, transfer, or graduation. It is designed to find out their insights regarding their academic and personal life in the University, as well as provide feedback on how they were assisted by the academic and student services offered by the institution. This will provide basis on improvements that may be implemented on the said services.

J. Placement and Follow-up

This process, students wanting to shift to another course, and students leaving the University weather due to graduation, transfer, or dismissal. Data are gathered through exit interview so that an evaluation or assessment could be made and later used as a basis for counseling, recommendations for readmission or shifting, and/or improvements of University services.

K. Referral

A referral as a means to connect to various entities in the City with well-defined and delineated mandates, responsibilities and powers into a network of cooperation, with the overall aim of ensuring the protection and assistance of a person to be referred and to aid as well in his/her full recovery and empowerment.

FAQs ABOUT THE COUNSELING & TESTING SECTION

HOW DO I SIGN UP FOR COUNSELING?

Please register for appointment to: <http://tiny.cc/UPMinMentalHealthHelpline>, or you may email your concern(s) to cts_osa.upmindanao@up.edu.ph.

ARE COUNSELING SERVICES CONFIDENTIAL?

All interactions with the Counseling & Testing Section are held in confidence and remain confidential. This includes content of sessions, records, scheduling of or attendance at appointments, and progress in counseling. There are some exceptions to confidentiality which students should know about before seeing a Guidance Services Specialist. In situations in which a client may present a clear and imminent danger to themselves and/or others, CTS staff is required to report this information to proper authorities for the protection of the student and the community. All CTS records are kept separate from other University records. Written permission by a client is required to release counseling information.

IS THERE A COST FOR STUDENTS WHO WANT TO UTILIZE COUNSELING SERVICES?

No. Counseling is free to all students who are enrolled as full-time students.

WHAT IF I DON'T FEEL COMFORTABLE WITH THE MALE COUNSELOR WHO IS ASSIGNED TO WORK WITH ME?

There are times that for various reasons clients don't feel comfortable with their counselors. The Counseling & Testing Section works to provide the best possible counseling services and recognizes that at times clients may want to request a different counselor. Clients may be referred to female professional helper outside the campus.

IS COUNSELING ONLY FOR PEOPLE WHO HAVE SERIOUS EMOTIONAL PROBLEMS?

University life or academic work can be stressful at times. Many students encounter problems that are not easily resolved, or their usual ways of handling problems are not working well for some reason. Counseling can be a helpful means of support to address concerns that may be interfering with a student's ability to function academically and/or socially.

WHAT IF I DON'T WANT TO SEE A COUNSELOR AND JUST WANT SOME INFORMATION ABOUT MENTAL HEALTH ISSUES OR CONCERNS STUDENTS FACE?

All students are welcome to visit the CTS FB Page, or you may email your concerns to cts_osa.upmindanao@up.edu.ph to pick up information focused on a variety of health and mental health topics. Also, the CTS website provides links to online resources including self-help sites.

WHAT ARE YOUR HOURS?

While the national health crisis is not yet lifted by the Government, the CTS-OSA is physically open every Thursday and Friday every 9:00 AM to 4:00 PM. From Monday to Wednesday, the in-charge is available from 9:00 AM to 5:00 PM through online communications. We are unavailable on weekends and during holidays unless the need arises.

IS THERE A LIMIT ON HOW MANY SESSIONS I CAN HAVE?

An in-charge of the CTS and student will work together to determine how many sessions are needed to address the student's concerns. Our goals are to help each student address his or her concerns thoroughly and to ensure that all students can be seen as quickly as possible when they come to us for help.

SCHOLARSHIPS AND FINANCIAL ASSISTANCE SECTION (SFAS)

The Scholarships and Financial Assistance Section provides opportunities for students to meet the costs of education through scholarships and other form of financial assistance. Pursuant to the policies and guidelines approved by the UP Board of Regents, the section administers programs like student loan, student assistantship, private scholarships and the UP Socialized Tuition System or STS.

GRANT OF FREE TUITION & OTHER SCHOOL FEES (RA 10931)

AN ACT PROMOTING UNIVERSAL ACCESS TO QUALITY TERTIARY EDUCATION BY PROVIDING FOR FREE TUITION AND OTHER SCHOOL FEES IN STATE UNIVERSITIES AND COLLEGES

All Filipino students who are either currently enrolled at the time of the effectivity of the Act, or shall enroll at any time thereafter, and courses leading to a bachelor's degree in any SUC and LUC shall be exempt from paying tuition and other school fees for units enrolled in.

Students will be eligible to receive these benefits provided they qualify under the admission and retention requirements of the SUC.

EXEMPTION TO FREE HIGHER EDUCATION

The following are not eligible to avail free higher education:

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

SOCIALIZED TUITION SYSTEM (STS)

Undergraduate students of the University of the Philippines (UP) receive financial support through the University's Socialized Tuition System (STS). The STS grants tuition and other school fee (TOSF) subsidy and, in some cases, monthly stipends to students in need of financial support.

The ST System was approved for implementation in 13 December 2013.

The ST System is administered by the UP Office of Student Financial Assistance (OSFA), in partnership with the Student Affairs units in the different UP Constituent Universities (CUs). It is an essential tool to determine the form and amount of financial support to be granted to applicants. Student Affairs units also use the ST System to evaluate the support system of the student in order to determine other forms of student services that can help grantees in completing their degree requirements in UP.

Under the STS, the type of support is based on two-stage assessment of paying capacity of the household to which applicants belong. The first stage considers household income as well as the socio-economic characteristics of the household of the student. Should the applicant feel that he/she needs more support, the student can submit an appeal in the second stage. In this stage, the student is encouraged to submit additional information about the present circumstances that would warrant additional financial assistance from UP.

With the implementation of Republic Act No. 10931, all eligible undergraduate students are granted full TOSF subsidy while enrolled in UP. Although the Act addresses the issue on the affordability to enroll in the University, some students still face concerns on how to cover the daily cost of living while completing their degree program requirements. Student affairs personnel also recognize the value of a system to efficiently determine other forms of student services, which is provided by the ST System.

Applicants who are not eligible for the TOSF subsidy under RA 10931 and have requested for financial assistance

For students who were not eligible for TOSF subsidy under RA 10931 and have requested for financial assistance from the University, the ST System cluster assignments shall be followed. These are as follows:

CLUSTERS NAME	HOUSEHOLD INCOME CLUSTERS	FINANCIAL ASSISTANCE
ND	More than PHP1.3 Million annually	No Tuition Discount
PD 33/40	PHP650,001 to PHP1.3 Million annually	33% Tuition Discount (UPD, UPLB, UPMLa) 40% Tuition Discount (other CUs including UPD EPP)
PD 60	PHP325,001 to PHP650,000 annually	60% Tuition Discount
PD 80	PHP135,001 to PHP325,000 annually	80% Tuition Discount
FD	PHP80,001 to PHP135,001 annually	100% Tuition Discount + Free Other School Fees (except Student Fund)
FDS	PHP80,000 annually and below	100% Tuition Discount + Free Other School Fees (except Student Fund) + P3,500 Monthly Stipend

STUDENT LOAN PROGRAMS

Students who did not qualify for the Free Tuition Subsidy (RA 10931) may avail of the Student Loan Program. This Short-term Cash Loan Program is designed to help students who have encountered financial difficulty in sustaining their educational needs. The said program involves cash outlay to give the students the economic freedom in using the financial aid granted. They will be granted up to eighty percent (80%) of the total assessed fee with an interest of 3% per semester.

Guarantors of students applying for loan are the parents and/ or guardian who are financially able to pay. The loan shall be paid within the semester in four equal monthly installments every first week of the month. Punctuality in payment places the debtor in good standing. (*UP Revised Code: art. 429c - Art. 431 as amended at 1281st BOR Meeting: 26 July 2012; 1287th BOR Meeting: 12 April 2013; 1288th BOR Meeting: 20 June 2013*)

STUDENT ASSISTANTSHIPS

Students may supplement their monthly allowance by working as student assistants. The wage rate is PHP60 per hour with a maximum of 60 working hours per month. Student assistantship (e.g. clerical and messengerial jobs) is open to all non-freshmen undergraduate students but priority is given to those with STS PD60, PD80, FD and FDS classification.

Research projects and similar academic activities may also hire student assistants. However, priority is given to those with required academic background and qualifications (e.g. BA Communication students for research projects in communication).

SCHOLARSHIPS

Students may apply for private or government scholarships which are announced regularly. Screening and selection is conducted by the UP Mindanao Committee on Scholarships and Financial Assistance (UPMiCSFA) and in some cases by the University Committee on Scholarships on Student Affairs (UCSFA).

A student is allowed to enjoy a maximum of two grants (government, private or STS), provided that:

- That the combined living allowance of the two grants does not exceed PHP7,000. 00 per month.
- For UP Government Scholarships, the student must be financially deserving. A student is financially deserving if his financial situation qualifies him/her for STS PD60 or lower.



STUDENT HOUSING SERVICES

POLICY STATEMENT

1. The dormitory is more than mere provision for board and lodging of students. It is a unit which fulfills not only the functions of providing shelter to the students but also provides experience in liberal education through social interaction and group living.
2. The residents are expected to develop certain social values in community living, emphasizing both their rights and their responsibilities as members of society.
3. Apart from the social development of the residents, the dormitory program should contribute to the intellectual development of the students by providing educational opportunities to complement the academic curricula and in the process foster an atmosphere conducive to serious study, tolerance of opinions, open debate and inquiry.
4. **Accommodation of residents in the dormitory is a PRIVILEGE and NOT A RIGHT!**

A. Curfew Hour

For security reasons, the main door will be opened starting 5:00AM to 10:00PM only. Residents who wish to stay out beyond 10:00PM, (curfew

hour) should secure an overnight permit. It can be secured from the dormitory personnel on or before 8:00PM on the specified date this allows the residents to be out until 5:00AM on the following day.

It must be noted that the residents must be present in their respective rooms from 10:00PM for the bed check. Staying in the stairs and hallway are strictly prohibited. The use of the lobby beyond 10:00PM is subject to the prior approval of the Dormitory Manager.

B. Logging In and Out

Residents who live the dormitory premises whether or not attending classes or other activities for a prolonged period are required to log out properly in the guard's logbook. They are also required to log in upon arrival. Residents should indicate in the logbook their destination, time of departure and companion/s, if any.

C. Visits

To maintain order in the dormitory, as well as to secure the resident's general well-being, visits will be regulated as follows:

1. Visitors shall be entertained starting 9:00AM to 8:00PM. Visitors who wish to stay beyond the period indicated must secure the approval of the dormitory personnel.
2. Visits outside of schedule are subject to the approval of the dormitory personnel. Visitors shall be entertained only at the lobby.
3. Male residents are prohibited to enter the female residents' rooms and vice versa.
4. Residents are responsible for any violation of the house rules and regulations committed by their guest(s) during the latter's stay in the dormitory.

5. Visitors and non-dormitory residents are not allowed to enter any residents' room. Only parent or relative of the same sex of the student resident will be allowed to enter the room of his/her son/daughter.

D. Grooming

Residents are expected to appear with proper attire at the lobby, office and hallway. Curlers, clothes that are too skimpy, transparent and vulgar attires are prohibited in these areas.

E. Room and Corridor Up Keep

Residents are responsible for maintaining the cleanliness and tidiness of their rooms and corridor. No soiled footwear should be brought inside these facilities. The Dormitory Manager shall check all rooms periodically. Any improvement involving permanent or extensive alteration or modification of the physical design and/or configuration of the room or corridor, including any furniture or property of the hall must be subject to the prior approval of the Dormitory Manager.

F. Use and Care of Facilities

Residents are expected to take good care of the facilities, pieces of furniture and properties of the dormitory. Should a resident, either intentionally or otherwise, destroy or deface any of the latter, s/he shall bear the full cost of repair without prejudice to any other sanction or set of sanctions that the management or the University may deem appropriate to impose.

If the damaged/defaced property is a part of or has been issued to a particular room, wing, or any of the common areas, and no violator comes forward to own responsibility for the damage, the full cost of either repair or replacement shall be COLLECTIVELY borne by all occupants of the room, wing, or all of the residents through the House Council, respectively. No piece

of furniture or property (chairs, mattresses, seat cushions, television, airpot shall be moved from one place to another without the permission from the dormitory personnel. Facilities are to be used only in the dormitory. Chairs and tables in the resident's rooms are numbered accordingly.

G. Use of Television

Students may be allowed to view the T.V. from 10:00AM to 2:00PM and 4:00PM to 10:00PM preceding school days and from 8:00AM to 2:00PM and 4:00PM to 2:00AM preceding non-school days/holidays. A written request for other time must be submitted to the dormitory personnel.

During the moratorium period, viewing of television is prohibited. During the examination week, the use of television will only be from 4:00PM until 7:00PM provided that the volume should be controlled or regulated.

H. Bathrooms, Washroom and Sinks

Cleanliness, proper hygiene and due consideration for other users should be strictly observed in the use of facilities.

I. Reminders

- a. Toilets should be flushed after use and their seats left clean and dry.
- b. Sanitary napkins, plastics and other such objects that can cause clogging should never be flushed down into the toilets.
- c. Only light washing of intimate clothing is allowed. Such items should not be left soaking in washrooms. Washing of clothes inside the bathroom is prohibited.
- d. Eating utensils should be washed only in the washrooms where they are not to be kept or left unattended.

- e. Stored water in the drums should not be utilized for washing of clothes.
- f. Wrappers, sachets, bath soaps, cellophane, tissue sheets and the like should be thrown only in the trash bins provided and not on the floors.

J. Gates

For security reasons, only the center gate will be left open for the benefit of those who would come in from 7:00PM to 10:00PM.

The back door where the water source (drinking area) is located is open from 5:00AM to 12:00AM only. Residents must get there drinking water ahead of time.

K. Appliances

All appliances brought in by the residence should be registered with the management upon checking-in. Unregistered appliances shall be confiscated. Confiscated items could be claimed upon permanent check-out. A monthly electric service charge shall be collected from the resident for every appliance s/he brings in the dormitory. Banned from the rooms are high wattage and fire hazard appliances such as electric stoves, rice cooker, electric iron, refrigerator, microwave oven, electric kettle and television sets. Transferring or borrowing of dormitory items/appliances for personal purposes is strictly prohibited.

L. Transfer of Room Assignment

The Dormitory Manager/authorized dorm personnel is the one who assigned the rooms of the residents. However, if a resident wishes to transfer to another room, s/he must file a letter of request to the Dormitory Manager indicating his/her valid reason for the transfer. Not all request will be approved.

M. Transient Boarders

The UP Mindanao Dormitory is accepting transient occupants provided that they are relatives or parents of the residents, guest of UP Mindanao personnel, delegates or representatives for seminars, workshops, meetings or activities sponsored by and/or held in the University. There is an accommodation fee of PHP 300.00 per night at ILC Room and PHP 200.00 per night at Room A1 and A2 excluding the bedding for every occupant and it should be paid to the Cash Office upon checking-in. Check-in time for transient occupants starts at 12:00NN and should be checked-out on or before 12:00NN of the following day, otherwise additional charge will be collected. The transient occupant is also required to log in and out on the visitor's logbook. The guests/visitors should fill out the information sheet found at the information counter of the dormitory. Rates may be subject to change in time.

N. Rental Agreement

The dormitory rental fee per month is PHP 500.00 plus additional charges for the (authorized) appliances. Upon admission, the resident shall pay two (2) months in advance for dorm rental and two (2) months advance for appliances. The succeeding months will be paid on a monthly basis or the residents has the option to pay the whole remaining balance. The dorm rental must be paid on or before the 10th day of every month. There is a monthly surcharge of PHP25.00 on late payments. Moreover, failure to pay two (2) months dorm rental is already considered one (1) minor offense.

Residents are expected to be prompt in paying their dormitory fee. A Notice of Account shall be issued to a student and must be acted upon within 15 days when he/she fails to settle dormitory accounts/rentals for two (2) months. If the resident does not settle his/her account within this period, a second notice shall be issued warning him/her immediate discontinuation of dormitory if the outstanding account is still unsettled after 15 days.

If the resident decides to leave before the end of the semester, s/he shall pay 50% of the remaining period except for reasons which the authorities concerned shall deem meritorious. Residents who fail to check-in after the first week of classes forfeit the reservation. No refund shall be given after payment.

The rental period constitutes the time the resident officially checks-in regardless of whatever s/he actually started to stay therein up to the time s/he actually leaves and checks-out. However remaining days after the specified check-out date shall be charged on a daily basis with the monthly rental as reference. This will be designated as "extended stay."

Students who will continue to stay after the end of the semester or midyear term shall be charged the corresponding student rate equivalent to the number of days at the dormitory.

When a resident has signed the Dormitory Agreement, s/he is expected to remain in the dormitory for the entire period indicated in the agreement.

Cancellation of the agreement is allowed if the resident can prove or show any of the following just causes:

- Sick leave, with a University-affiliated health unit certificate
- Honorable dismissal from the University
- Permit from the Director of Student Affairs in the exercise of his/her sound discretion.

O. Silence in the Dormitory

To create an atmosphere conducive to study throughout the day, residents and guests should tone down the volume of their radios, guitars, and other gadgets to avoid noise and disturbance. Boisterous laughter and loud computer games are prohibited. This rule must be observed all the time inside the rooms, corridors of the dormitory, lobby and comfort rooms.

P. Checking-Out

All residents checking-out shall be classified into the following categories:

a. Permanent Check-out

This is given to residents who have no intentions to return to the dormitory and whose connection with the University is terminated for any reason. A resident shall return all dormitory properties issued to him/her, remove all personal belongings from his/her rooms and settle all his/her legitimate obligations with the dormitory authorities. Check-out clearance should be secured prior to leaving the dormitory.

b. Temporary Check-out

Residents who go on semestral and midyear leave with the intention to return, shall observe the same procedure in checking-out with those under permanent check-out category.

Q. Issuance of Permits

a. Overnight Permit

This is issued when resident decides to spend overnight with his family, relatives or friends. The resident shall be allowed to check-in the dormitory starting 5:00AM of the following day.

However, if the resident secures an overnight permit but returns to the dormitory before 5:00AM, s/he shall be permitted to enter the dormitory but is considered to have violated the rules and regulations.

b. Weekend Permit

This is issued to a resident when he goes home at the end of the week. The maximum number of days for a weekend permit is only 3 days.

Approval of requests for such permits is on the basis of PARENT CONSENT as reflected in the Instructional and Information Sheet signed by their parents. The overnight permits can only be secured on or before 8:00PM. A resident who leaves the dormitory premises after 9:00PM must be fetched by his/her parent/guardians. Otherwise, s/he will be subjected to disciplinary sanctions with or without a permit.

The copy of permit signed by the parents/guardians should be returned before approving the next request for permit.

I. WAIVER

A waiver is required during any bloc activities outside the dormitory. It must be signed by the Faculty-in-charge of the activity. It is also required that a waiver from the parents or guardian is submitted to the Dormitory Manager. If the resident cannot secure a waiver from his parent or guardian, the resident is still allowed to go with the group provided that the Faculty-in-charge of the group will take full responsibility of the resident and should submit a letter to signify that s/he is accountable to the parents of the students.

II. NORMS OF CONDUCT, DISCIPLINE AND RESPONSIBILITY OF RESIDENTS

1. Residents are expected to behave decently and in socially acceptable and appropriate manner. They must also be cooperative, considerate and respectful at all times.
2. The resident should respect the peace and privacy of his co-residents and observe proper decorum.
3. The resident must cooperate with the dormitory management including training the cleanliness and orderliness of the hall. Cooking and/or heating up food and water is not allowed inside the room or any part of the dormitory.
4. The resident should use toilets and bathrooms properly.
5. The residence shall be held liable for any damage done to the facilities or furnishings issued to him.
6. The resident should cooperate in the adoption of measures to prevent fire, accidents and theft.
7. The volume of radios, musical instruments, laptops/computers, bluetooth speaker, MP3/MP4/iPod layers and similar appliances must be regulated in order not to disturb the other residents.
8. Study and visiting hours shall be observed strictly at all times. Residents should receive their visitors in the receiving area.
9. The resident is not allowed to transfer from one room to another room without prior permission from the Dormitory Manager. Letter should be submitted if s/he wants to transfer, stating valid reasons to do so.
10. Keeping of pets in the dormitory is strictly prohibited.
11. Any residents who wishes to use registered electrical appliances inside the room shall be charged with appliance fee.
12. The resident shall inform the Dormitory Manager whenever s/he is sick. The former, and third, will refer the matter to the Nurse on duty at the infirmary/clinic for appropriate action.

R. Miscellaneous

a. Minor Offenses

1. Breach of silence;
2. No Permit - Leaving the dormitory premises without any permit slip and comes back on the next day;
3. Check-in beyond curfew hour - A residence with or without overnight permit slip and returns to the dormitory after 10:00PM and before 5:00AM of the next day;
4. Room hopping - staying/entering into other residents room;
5. Not inside his/her bedroom during bed check;
6. Failure to unplug appliances, lock rooms and switch off lights. Eight (8) time violation during room inspection will be considered as offense for the group living inside the room;
7. Failure to pay monthly rentals for at least two (2) months;
8. Failure to secure a check out form every end of the semester/mid year;
9. Fill your to return the locator slip (second page of the permit);
10. Bringing any electrical appliances without permission from the dormitory personnel and,
11. Borrowing of master key from the dormitory personnel.

b. Major Offenses

The following shall be the grounds for immediate eviction/cancellation of dormitory privileges and expulsion from the dormitory.

1. Destruction of any part of the dormitory property includes:
 - a. Removal of equipment and/or furnishing without permission from the Dormitory Manager.

- b. Tampering with electrical outlets or use of illegal electrical connections such as "octopus connection."
 - c. Willful breaking or vandalizing of any part of the dormitory.
2. Forgery of dormitory documents (accommodation forms; letters; permits);
 3. Deliberate disrespect, discourtesy and insubordination of the persons in authority.
 4. Keeping of flammable materials inside the building.
 5. Allowing of non-residents to enter and/or sleep in the room of the residents without permission from the Dormitory Manager. Male residents are prohibited to enter the female residents' room and vice-versa.
 6. Cooking inside a room.
 7. Stealing/theft
 8. Carrying of firearms and other deadly weapons in the premises of the dormitory.
 9. Drunken behavior and enter in the dormitory premises under the influence of intoxicating liquor and/or drugs.
 10. Gambling within the dormitory premises.
 11. Possession of prohibited drugs and substances or chemicals, firecrackers and other pyrotechnics.
 12. Misbehavior such as fighting among residents, insubordination and gross discourtesy.
 13. Bringing or drinking of any alcohol/intoxicating liquors inside/within the dormitory
 14. Other serious forms of misconduct/lewd behavior, sexual molestation and threats (verbal, non-verbal, text messages, email and etc.)
 15. Possession of pornographic materials
 16. Smoking
 17. Display of sexual intimacy

The resident who commits more than six (6) minor offenses and/or one (1) major offense is not qualified for the next semester.

c. The administration reserves the right when necessary to:

1. Change the room assignment of a student resident.
2. Inspect residents' room for the purpose of checking safety provisions.

d. All of the above rules shall bind the applicant upon the approval of his/her application and his/her admission to the dormitory by the Dormitory Manager or his/her duly authorized representative.

S. Fees

Monthly fee (Elias B. Lopez Dormitory) PHP 500.00 per bed space
(Dormitory Annex) PHP 2000.00 per room

Transient fee PHP 300.00 per day without beddings at ILC room
PHP 200.00 per day without beddings at room A1 and A2

Others: Rates for use of the following electrical appliance.

• Personal computer/laptop	PHP 70.00 per month
• Nebulizer	PHP 50.00 per month
• MP3/MP4/iPod/PSPP	PHP 35.00 per month
• Rechargeable batteries	PHP 35.00 per month
• Cellular phone with charger	PHP 20.00 per month
• Electric fan	PHP 35.00 per month
• Study lamp	PHP 25.00 per month
• Printer/scanner	PHP 20.00 per month

For other appliances not mentioned herein, the management will decide on a case-to-case basis including the corresponding monthly electric bill to be paid thereon. Fees may change in time.

T. Reminders to Dorm Residents

1. Secure your things inside the locker and keep keys with you.
2. Follow the Solid Waste Management System (proper segregation of waste).
3. Sweep trash from your room and dispose them into the wastebasket.
4. Transient stay for non-residents is not allowed. It may be allowed for parents or guardians of residents upon presentation of valid reasons and after a transient permit has been secured from the dormitory personnel.
5. When in doubt about the dormitory procedures, please inquire from the dormitory personnel or the Office of Student Affairs.
6. Readmission to the dormitory will be based on the observance of the house rules and regulations provided herewith.

FAQs FOR DORMITORY

WITH THIS COVID PANDEMIC, DOES UP DORM ACCEPT ACCOMMODATION?

UP Mindanao will implement remote learning classes for AY 2020-2021. Dormitory accommodations for long-term stay is temporarily suspended. For further queries please contact any of the personnel:

Ms. Alma Marcelino
Dormitory Manager
Mobile Number :
0910-141-7945

Ms. Sheila A. Camilotes
Residence Life Coordinator
Mobile Number
0930-035-4751

HOW MUCH IS THE DORM FEE?

PHP 500 per pax/month plus monthly rate for appliances (please refer to p.65)

HOW MANY OCCUPANTS PER ROOM?

Prior to pandemic, there are 4 occupants per room.



HEALTH SERVICES SECTION

The Office of Student Affairs coordinates with the Health Services Section to provide the health needs of the students. It is recognized that the maintenance of good health among students, faculty and staff is of primary importance. Thus, the following were formulated as the health guidelines.

The Health Services are available from 8:00AM to 7:00PM from Monday to Sunday. Two full-time registered nurses attend to the daily health problems of the student, faculty and staff on specified schedules. Medical referrals will be made to the nearest hospital if necessary.

Health Services Guidelines

1. New students (undergraduate and postgraduate) are required to undergo physical and dental examination conducted by the Health Services Section during enrollment. (*Revised UP Code: Art. 328 p. 82*). They also required to submit the following laboratory results during the physical examination:
 - a. Chest X-ray
 - b. Complete blood count
 - c. Urinalysis
 - d. Stool examination
2. The University Registrar together with the acceptance notice will send of schedule of the physical and dental examination. Students are advised to have their laboratory work-up a week before their physical examination schedule.
3. The University shoulders the physical examination of the new undergraduate students.

4. In the event that a student is diagnosed to have a communicable disease any time during the school year, the following procedures should be followed to protect his/her co-students:
 - a. Physical examination by a physician.
 - b. Laboratory work-out as ordered by the attending physician.
 - c. Submit medical findings to the school nurse for follow-up.
 - d. If the student is a resident of one of the University's dormitories, he or she may be quarantined during the communicable stage to prevent spread of the disease.
 - e. If the student is a non-resident, he or she may be asked to be excused from his/her classes during the period of communicability to protect his/her classmates and other students from contacting the disease.
5. Students for medical referrals:
 - a. The nurse on duty may accompany the sick student and refer him/her directly to the retainer hospital or if this is not possible, the nurse may issue an official referral note to the student. The student will present then this to the retainer hospital for easy and fast accommodation and rendering of services.
 - b. The expenses incurred during the hospitalization of the student must be borne by the student.
 - c. Confidentiality of the Patient's record – all patients' records will be treated as confidential. No information will be divulged regarding a student's condition or treatment without the concerned student's consent.
6. The nurse on-duty will attend daily (from Monday to Sunday) to the minor health problems of the students, faculty and staff.

- a. The nurse on-duty will dispense medicines that do not require physician's prescription.
 - b. The nurse on-duty will provide the initial dose of the over-the-counter-medicine. Succeeding doses will be provided by the patient.
7. The sick student will personally go to the clinic and inform the nurse that s/he is ill or sick so that initial assessment and vital signs can be taken immediately. The nurse on-duty will not be liable for any student who will not report personally to the nurse about his/her condition. The medicines will be given personally to the sick student.

Procedure in Securing an Excuse Slip

1. The Health Services Section issues medical certificate with the following conditions:
 - a. If the reason for being absent from his/her classes is due to sickness or any medical condition;
 - b. The student was able to visit the clinic during the appearance of early symptoms or during the period of his/her ailment;
 - c. If the student is non-resident of the dormitory, s/he will have to secure a medical certificate from his attending physician. If he/she did not consult a doctor, a letter from his/her guardian or parent explaining that s/he had been sick, will do. Two copies of this letter must be made, one will be attached to his/her excuse slip and the other will be submitted to the clinic as student's file;
 - d. The student will present the medical certificate or the excuse letter with the nurse-on-duty's signature to the respective College Secretary to secure the official excuse slip of their department;
 - e. The medical certificate and the official excuse slip from the College Secretary will be presented to his/her instructors.

Guidelines on Incidents of Vehicular Accidents

1. Assessment of the extent of injuries:

A. Less serious cases

Bring the accident victim to the nearest hospital for medical assessment.

B. Injuries with profuse bleeding

If the bleeding is profuse, it has to be stopped by applying direct pressure on the wound while transporting the victim to the nearest hospital. Call for the School Nurses (or anybody who knows how) to apply pressure on the wound in order to minimize bleeding. Loss of big amount of blood may cause death.

C. Head, spine, neck, limb and clavicle injuries

- a) Do not move the victim.
- b) Call 911+ UP Mindanao (accidents in the school campus).
Call 911+ electrical post number nearest to the accident site (accident outside the school campus).
- c) Call our School Nurse to attend to the victim's needs while waiting for the arrival of the 911 Medical Team.

2. Take note of the plate number of the vehicle.

3. Know the name, address and contact number of the driver.

4. Call immediately the following persons:

- a) Parents/family members (to give immediate emotional support and comfort to the victim).
- b) Police officer to report to the accident site and to apprehend the driver. (Mintal Police Precinct Telephone Number 293-1177 or call 911 + electrical post number nearest to the accident site).
- c) Security guard (Tel. Number 293-0016)

If the accident happens in the vicinity of UP Mindanao, the guard on duty is required to submit an incident report to the Office of the Chancellor, Office of the Vice-Chancellor for Administration and Office of Student Affairs. The incident report is one of the documents required in processing the insurance claim of students.

5. Require the driver of the vehicle to settle the hospital bill of the victim.
6. After medical assessment, if the victim is physically able, assist him/her to appear personally at the police station to have the incident recorded in the police record book/blotter within 24 hours. If the victim is confined at the hospital, calling for the police officer to come to the hospital to record the accident.
7. If the accident happens outside the UP Mindanao campus, the victim has to submit to the Office of Student Affairs a written report for record and monitoring purposes. The written report is needed to claim the victim's insurance benefits.
8. If the victim wants to file a case against the driver, s/he may ask the assistance of the Legal Officer of UP Mindanao.



STUDENT ORGANIZATIONS AND ACTIVITIES SECTION (SOAS)

The SOAS is charged with the coordination of activities, projects, and programs of Student Organizations. It processes official recognition papers of all UP Mindanao student organizations and conducts a yearly assessment of their activities.

The SOAS extends assistance in the conduct of the annual election of officers of the University Student Council in coordination with other units in the University.

It is responsible for the planning, or coordination, and/or implementation, as well as assistance to programs and activities of and for the students such as the University Convocation for Freshmen; Freshmen Night/Torch Night, Recognition Ceremony for Student Organizations, Campus Leadership Training, relevant workshops and trainings (e.g. Constitution and By-laws Formulation; Parliamentary Procedures, Financial Management); participation in city-wide activities (such as Kadayawan and Araw ng Dabaw activities), other University activities (e.g. Kasadya Celebrations: Lantern Parade and Competition, Annual Organizations Fair).

This section is also tasked with facilitating the establishment and maintenance of friendly relations, peaceful coexistence, and cooperation by encouraging the formation of alliances among the different Student Organizations such as but not limited to Alliance of Academic Organizations, Alliance of Athletic Organizations, Alliance of Civic Organizations, Cultural Alliance, Alliance of Varsity Organizations, Inter-faith Conference Body and Inter-Fraternity Council, Inter-Sorority Council and others.

Composition of the Recognition Committee:

- a. Director for the Office of Student Affairs (Chair)
- b. SOAS Coordinator (Vice-Chair)
- c. University Student Council Representative
- d. Secretary
- e. other members deemed necessary

Duties of the Recognition Committee:

1. Processing the recognition papers of Student Organization applicants;
2. Processing renewal papers of recognized organizations;
3. Evaluating the merits, achievements and/or awards of recognized organizations for the previous academic year;
4. Monitoring student organizations and their activities;
5. The encouragement and promotion of activities reflective of positive values, Filipino Culture, and Nationalism and Patriotism;
6. Conducting consultation sessions with student organizations.

RULES AND PROCEDURES ON STUDENT ORGANIZATIONS AND ACTIVITIES

- A. Any student group, which would want to organize themselves as a recognized constituent in the University and use the facilities of the University of the Philippines Mindanao must apply for or renew their recognition every academic year with the OFFICE OF STUDENT AFFAIRS (OSA). No student organization shall be allowed to function/operate, or use the facilities of the University without such recognition.
- B. Application for renewal or recognition shall be done annually. The period for application shall be the first ten (10) days from the start of classes every academic year.
- C. The application for renewal or recognition must be made in the form of a letter addressed to the Director for Student Affairs. That said letter must be duly signed by the head of the organization and recommended for approval by the faculty adviser.
- D. The following documents must be attached to the application:
 - 1. Duly accomplished and notarized Forms **A, B, C** (for fraternities and sororities) and **D**. (1 original per form)
 - 2. Student organizations must submit an updated roster for all officers and members for the current academic year. The roster should include all of the following information: (2 copies) *Full names with corresponding position, student number, course and your level, present and permanent address, their contact details, i.e., mobile numbers and email addresses.*
Important note: An applying organization must have a minimum of ten (10) members excluding the officers otherwise they are disqualified to apply.
 - 3. Recent ID pictures of all officers pasted in a bond paper with their corresponding organization positions. (1 copy)

4. Photocopies of UP Form 5 of all members. They must bear the "registered" status of the student for the semester enrolled. (1 copy)
 5. Narrative reports of projects or activities (chronologically arranged) undertaken during the immediate academic year, including awards or recognition received. This report should be accompanied by proofs (documents, pictures, certification by the adviser, etc.). (2 copies of narrative report)
 6. Copy of the Constitution and By-laws, approval of which is to be tested by the current President and Secretary and noted by the faculty adviser. (1 copy)
 7. Duly approved amendments to their Constitution and By-laws. (For those applying for renewal; 1 copy)
 8. Plan of Activities for the year, with tentative schedules. (2 copies)
 9. Copy of grades of officers in the previous semester with computed GWA and duly certified by the SRE of the college concerned. Officers should have a GWA of at least 3.0. (1 copy each)
 10. Specimen signature of all officers. (1 original copy)
- E. Any change in the above information must be reported within one (1) week to the SOAS-OSA. Failure to comply with the requirements, or the submission of false information, shall make the officers of the fraternity, sorority or student organization liable under Rule 1, Section 1 (Letter F) of the Amended Rules and Regulations Governing Fraternity and other Student Organization-Related Incidents.

- F. Organizations granted recognition on a probationary basis during the previous school year must to show proof of growth in terms of activities, expansion in membership and organizational stability. Otherwise, their application for renewal will be denied.
- G. After submitting the required documents to the OSA, the head of the organization and/or representatives shall be scheduled for interview by the Recognition Committee.
- H. Organizations whose application for recognition is approved shall be given Certificate of Recognition for one academic year.
- I. Organizations which are not officially recognized shall not be allowed the use of any college/university facilities (classrooms, AVR, atrium, equipment, bulletin boards) and shall not be favorably endorsed by OSA to rent or utilize "tambayans" and/or office space, whenever available.
- J. **Any material for posting (posters, streamers, tarpaulins, etc.)** should bear the approval of OSA otherwise it will be removed without notice. Permission from persons in-charge (e.g. building administrators or the Vice-Chancellor of Administration) should also be sought if organizations need to place decorations in pathwalks, room/s, building, or atrium. Materials for posting should be the responsibility of the organization (e.g. adhesive tape, tie-box, thumbtacks, pushpins, etc.). The use of double adhesive, "rugby", paint, stick glue, or any adhesive material that will leave a permanent mark or might deface the wall/board is prohibited.
- K. **Organizations are responsible for the removal of posters, streamers, decorations** right after the activity. Failure to do so will result in reminders/admonition, or written notice.
- L. Members of organizations which are suspended may be asked to do community services, tutorials, and other activities under the supervision of OSA, in order to improve their status.

M. Application and Renewal

1. Application forms are available at the Student Affairs Office at the start of the regular registration.
2. The **deadline** for submission of requirements will be fifteen (15) days from the first day of classes without extension. Only those (organizations) with complete requirements will be accepted and scheduled for interview.
3. Submission of complete documents, interview, and attendance of the organization heads or representatives to the orientation and recognition rites will constitute the requirements for the recognition of the student organization.
4. Release of the results will be during the recognition rites. A printed notice of results will be posted on bulletin boards within three (3) days after the recognition rites.
5. Organizations recognized during the preceding year would need only to apply for renewal of their recognition. If they fail to apply for renewal during the first semester of the school year, they may apply on the second semester.
6. Newly formed organizations seeking recognition for the first time should be accepted only during the first semester of the school year. **It must have a minimum of fifteen (15) members excluding officers, and must submit a copy of their Constitution and By-laws** together with the other requirements as stated in #4 of these guidelines.
7. At the start of the second semester, all recognized organizations will have to update their records and submit necessary reports (i.e. narrative report of major activities for the whole semester and financial report) **to be considered an active organization**. Otherwise, non-compliance of the said requirements will prevent them for using the University facilities or they will be considered an inactive organization. Deadline for submission will be two weeks after the last day of registration.

N. Holding of Organization Activities

1. Permission should be sought five (5) days before the activity by writing a letter addressed to the OSA Director or filling a form (Student Organization Activity Request Form-revised) stating the name of the activity, purpose/objective, venue and time, and duly signed by the faculty adviser or co-adviser.
2. If approved, the form should be presented to the person in-charge of venue (OCAd/Dean/Building Administrator, etc.) for permission to allow the organization the use of the room/atrium/LH/AVR/Kalimudan, etc.
3. Requests for venue and equipment/facilities should be done three (3) days before the activity. Immediately after the activity, all borrowed equipment should be returned. Damaged or lost borrowed equipment will be charged against the organization.
4. Meetings – permit for venues must be secured from the respective in-charge of the building/room/area.
5. Recruitment – prospective members must be given freedom to identify and choose the organization congruent to their interest and needs. Hence, there must be no coercion, harassment, stalking, or any use of force in the recruitment process of any organization.
6. In-Campus Activities/Night Activities

The following documents are required:

- a. letter of request/permission form
- b. list of participants
- c. written confirmation of attendance of adviser or co-adviser or any faculty or staff in charge of the activity as designated by the advisor with conforme of the said faculty or staff (form provided by OSA).
- d. approved permit from OSA (Stud Org. Act. Form)
- e. approval of venue and use of facilities
- f. other requirements deemed necessary

These have to be submitted three (3) days before the activity. Daytime activities must be supervised by the adviser/s. However, **the presence of the adviser is required** if it is a **night activity** even though it is inside the campus.

g. off-campus activities/beach parties/excursion/picnics/field trips

The following documents are required:

1. letter of request/permission form
2. list of participants
3. certification of group insurance
4. duly signed parents/guardian(s) consent/waiver
5. approved permit from OSA (Stud Org. Act. Form)
6. written confirmation of attendance of adviser, co-adviser or any faculty or staff in charge of the activity as designated by the adviser with conforme of the said faculty or staff (form provided by OSA).
7. other requirements deemed necessary

These have to be submitted three (3) days before the activity. Daytime activities must be supervised by the adviser/s. Moreover, the presence of the adviser is required if it is a night activity.

O. Projects/Donations

Any organization wishing to undertake any project in school or planning to donate and equipment to UP Mindanao must inform (SOAS-OSA) by furnishing the Office with a copy of intended project and/or donations.

The following are the needed information:

1. Purpose of the fundraising activity.
2. A statement of projected expenses, which includes prizes, amount of tickets and sample ticket, and the proposed use of income.
3. A recommendation letter endorsing the fundraising from the adviser.

P. Faculty Adviser/Co-Adviser

The following qualifications shall serve as basis for the selection of the faculty adviser/co-adviser:

1. The adviser must be a full-time faculty member of the University and have been with the University for at least one (1) year. Advisorship of a part-time faculty members may be allowed on a case-to-case basis.
2. The co-adviser may be a non-teaching staff or new faculty, but virtue of his/her special knowledge and expertise in the field of interest of a student organization.
3. He/she should be an adviser/co-adviser of more than two (2) student organizations at any given time.
4. For academic organizations, he/she must be concerned with the particular academic department the organization belongs to. The Dean of the respective college shall approve the advisorship.

Q. Suspension

1. An organization shall be suspended by the SOAS-OSA if it commits any act which is ground for suspension of any prohibited activity.
2. The suspension will be heavier depending on the degree of violation committed.
3. Any organization found guilty of two very serious offenses shall be denied recognition by the University.

 GROUNDS FOR SUSPENSION	 DEGREE OF OFFENSES/ VIOLATIONS	 PERIOD OF SUSPENSION
1. Drug using and pushing	Very serious	Two years or more
2. Hazing/Inhuman Acts of Initiation	Very serious	Two years or more
3. Initiating and participating in rumbles	Serious	One year or more
4. Involvement in robberies	Serious	One year or more
5. Involvement in vandalism	Serious offense	One year or more
6. Holding of Activities without adviser's presence	Slight offense	Two weeks or one month
7. Non-compliance with SOAS rules on Organization Activities & procedures	Slight offense	Two weeks or one month

R. Reports

Organizations should submit:

Individual report per activity one week after the activity is conducted.
The report should include the following:

- a. nature/descriptions of activity
- b. purpose of the activity
- c. beneficiaries
- d. exact date, venue, and type of involvement
- e. Semestral Report stating the following:
 1. Financial statement for the previous semester
 2. Highlights of major activities undertaken during the semester

S. Criteria for Evaluation of Student Organizations by the SOAS-OSA

INDICATORS/CRITERIA*	Points**
1. Conducting nationwide, region-wide, city-wide or local community activities.	25
2. Conducting University-wide activities, programs, projects and community service.	20
3. Participating in nationwide, region-wide or citywide activities or local community activities.	15
4. Participating in University-wide activities, programs, projects and community service.	15
5. Conducting minor activities of the organization.	15
6. Adherence to University rules, regulations, & guideline and compliance with all SOAS requirements.	10
7. Donations to UP Mindanao (optional)	(5)
Highest number of points that can be garnered:	100

* Please refer to the details of the indicators/criteria found below.

** Points per indicator/criteria is subject to "a range of merited activities."

*INDICATORS/CRITERIA

- 1. Conducting nationwide, region wide, citywide or local community activities.** Includes being the major organizer of nationwide/citywide/region-wide or local community activities, and conducting medium to large-scale community outreach programs. Also included in this category is an organization's conduct of a medium-to-large-scale "income generating projects" (IGPs) which would access a large base of customers.
- 2. Conducting University-wide activities, programs, projects and community service.** Includes being the major organizer of University-wide activities which may mean activities that will involve University-wide the recipients (all colleges), audience, or participants.

Small scale community outreach activities (i.e., selected recipients with a one-shot program and the like) will also be counted in this category, as well as the conduct of small-scale “income-generating projects” (IGPs) which access a small to medium customer base.

3. **Participating in nationwide, region-wide or citywide activities or local community activities.** Includes an organization’s participation in a nationwide/region-wide/citywide or local community large-scale activities as a support group or manpower (e.g Kadayawan, Araw ng Dabaw, TV networks donation campaign or drive, assistance during Mintal/Bago Oshiro Day).
4. **Participating in University-wide activities, programs, projects and community service.** Includes being involved in University-wide activities through participation and sponsorship of University activities (e.g. DULA, Kasadya, UPMIn Foundation) as well as that of USC programs and activities (e.g. Freshmen Night, Tatak UPMIn, Orgs Fair) as support group or manpower.
5. **Conducting minor activities of the organization** such as assemblies, acquaintances, fellowships, Bible studies, teambuilding activities, workshops or trainings which involves only their own members or small-scale audience or recipients such as the college or department they belong to.
6. **Adherence to University rules, regulations, and guidelines, and compliance with all SOAS requirements** including activity reports, permits for each activity conducted, semestral reports, and others.

It will also include adherence/compliance to official consultations/ meetings/conferences called by the University officials (Chancellor, VCs and Deans), OSA Director or other pertinent personnel of the University (e.g. College Business Manager, Information Officer, etc.).

7. **Donations to UP Mindanao (optional).**

- T. Only accredited/merited activities of a student organization shall be included during the evaluation. The merited activity/ies shall be based on the record of fully processed documents with the duly approved Student Organization Activity Form (permit) assessed vis-à-vis the organization report with attached proof of conduct (e.g. photos, registration sheet, certificates, etc.).

EXTRACURRICULAR ACTIVITIES

This portion acquaints the students to the different non-academic endeavors he/she may engage in.

The University provides numerous opportunities for the students to practice their skills/talents. The students can engage in any of the following activities:

a. Athletic Activities

To maintain physical fitness in the population, opportunities to engage in sports and other athletic activities are provided for. Students who have the skill for sports are encouraged to join various sports activities (e.g. the DULA series) or try out for Varsity teams already set-up in the University such as the Ladies' Football Team. Varsity teams for soccer (males), basketball and badminton are considered to be organized.

Likewise, all student organizations including the University Student Council are encouraged to put up their own sports festival.

b. Cultural Activities

Students who have a talent in dance, theater or singing are tapped as performers in various University-sponsored cultural activities. To date, several cultural clubs are taking shape on campus and draw talents from students. Likewise, the UP Mindanao Dance Ensemble has been actively taking part in University functions.

c. Journalism

The University values information and its dissemination. For that matter, all types of student publications are encouraged to be put up.

The HIMATI is the official student publication. Its operations are financed by student contributions and its staffers are chosen from among students based on standard editorial criteria.

College-based student papers are envisioned to be set up as the population grows.

d. Political activities

To encourage democratic representation and the right of students to organize them for self-government, student councils will be sustained in the University. The student can run for a seat in either his/her College Student Council or in the University Student Council.

The college-based student council is responsible for organizing programs and activities as well as expressing the sentiments of the students of the College. The College Student Council coordinates with the University Student Council in order to realize broader goals and objectives.

CAMPUS STUDENT ORGANIZATIONS

Student organizations provide venues for leadership, camaraderie, and responsibility. In the University set-up, activities done within these organizations validate inputs in the classroom and develop within students the independence, innovativeness and initiative which have long been characteristics attached to the UP student.

As such, under the principle of pluralism, the University has always supported and nurtured the setting up and continued existence of campus organizations.

These organizations are categorized into University-based (U-based) or College based (C-based). The former is a category of organizations whose members come from different colleges in the campus and engage in a variety of activities which cater to the needs of the General Studentry while the latter comprise a category of organizations whose students belong to just one college. College-based groups support college-based activities.

Both U-based and C-based organizations are accredited and monitored by the Student Organizations and Activities Section of the Office of Student Affairs.

Undergraduate freshmen students or specifically barred from joining organizations as the initial year is considered to be an "adjustment phase" to be fully devoted to purely academic pursuits.

a. Academic Organizations

Academic organizations pertain to academic departments and subjects or fields of specialization. They extend support to student(s) in the particular field of study for which they are organized, which is usually under the aegis of a particular department or institute. Support includes tutorial services,

informative seminars, and symposia designed to help students in the relevant field of study cope with the rigors of scholarship. These organizations may also engage in activities to raise funds to improve facilities in their department(s)/ institution(s).

b. Civic Organizations

Civic organizations focus their attention on community service and development and engage in activities directed at a more extended orientation. They conduct in-house as well as extension activities which may include medical-dental missions, community organizing, and extension of help to social institutions, environmental protection, and the like.

c. Cultural Organization

These organizations tap and develop the artistic ingenuity of students and faculty alike. They afford a chance for budding journalists, playwrights, theater persons, visual artists and the like to showcase their creations and entice others in the university to do the same.

Every now and then, the present work that seeks not only to entertain but also to convey relevant positions to social, political, economic and cultural concerns.

d. Dormitory Hall Organization

An organization that is based in the residence hall in the campus.

e. Fraternities/Sororities

Fraternities and sororities have well entrenched ideals and traditions and are highly cohesive groups. The scope of their activities covers both College and University – wide projects.

f. Sports Organizations

Organizations supporting engagement in particular sporting activities may be organized. Students who are interested in participating in these specific activities may join such organizations.

g. Religious Organizations

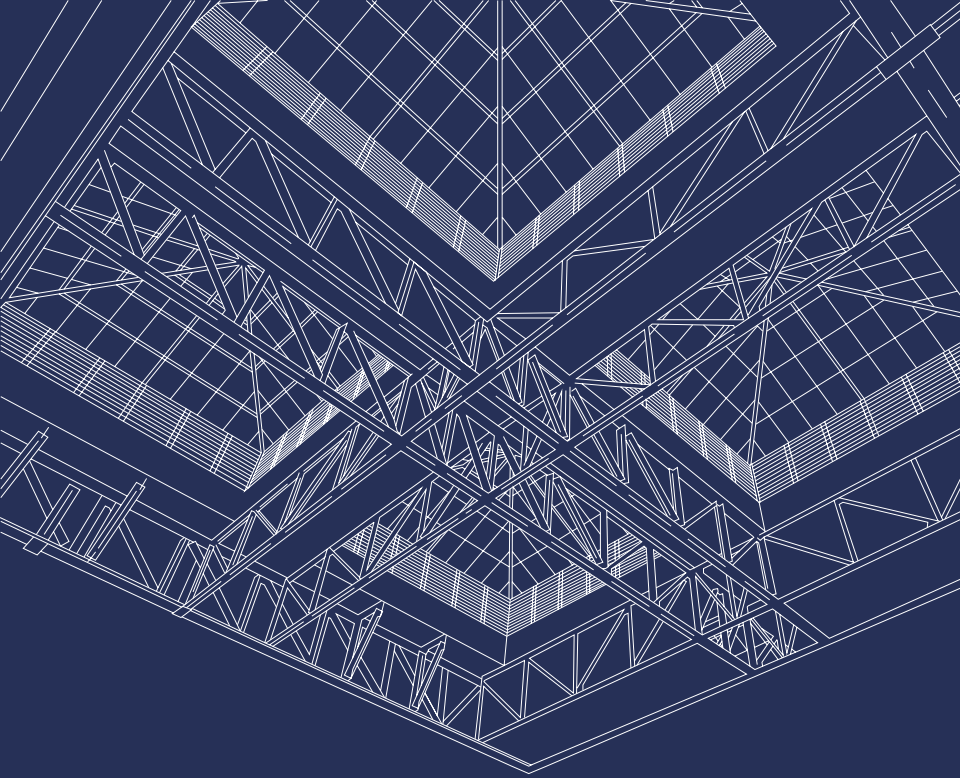
These organizations cater to a more spiritual orientation. Their activities, however, may range from purely religious gatherings to socio-political advocacy.

Although the University is secular by nature, it encourages plurality in spirituality. As such religious organizations from various faiths and denominations are supported and recognized by it.

Students who are in good standing may join these organizations as well as others which, in the course of the school year may be recognized in the University.

h. Varsity Organization

An organization of students from the same region or province.



STUDENT DISCIPLINARY TRIBUNAL (SDT)

The Tribunal has jurisdiction over all cases involving non-adherence to the Rules and Regulations of Student Discipline. Erring students are tried by the Tribunal and penalties are imposed on them. It keeps records of all student offenders. Information about the student offenses is sent to the respective College Secretary, to the Office of the University Registrar and to the parents of the students. The Tribunal aims to correct the misbehavior of the students and instill discipline in them.

STUDENT RIGHTS, RULES AND DISCIPLINE

This section contains the rights and privileges of students as well as rules and regulations governing their conduct.

STUDENT RIGHTS AND DUTIES ARTICLE III – BILL OF RIGHTS OF STUDENTS

Section 1. Every student shall have the right to:

1. enjoy freedom of expression;
2. exercise freedom of religious worship and spiritual practice;
3. have his transcript of records and clearances speedily processed and the confidentiality of his academic records maintained.

Section 2. Students shall individually or collectively, be entitled to:

1. have their grievances heard and speedily addressed; organize and assemble for purposes not contrary to law and regulations; and
2. present their views to appropriate bodies before any policy or decision affecting their rights, interests and welfare is adopted through dialogues, consultations and assemblies or by presentation of submissions.

ARTICLE IV – DUTIES AND OBLIGATIONS OF STUDENTS

Section 1. It is the obligation of every student to:

1. observe at all times the laws of the Philippines and the rules and regulations of the University;
2. assist school authorities in disseminating among the students and educating them on the rules and regulations on student conduct and discipline;

3. help engender an academic atmosphere conducive to harmony among the various constituents of the Universities; and
4. exercise his rights responsibly.

RULES AND REGULATIONS ON STUDENT CONDUCT AND DISCIPLINE

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

Section 1. Basis of Discipline. Students shall at all times observe the laws of the land and the rules and regulations of the University.

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

Section 2. Specific Misconduct. A student shall be subject to disciplinary action for any of the following acts:

- a. Any form of cheating in examinations or any act of dishonesty in relation to his studies;
- b. Carrying within University premises any firearm, knife with a blade longer than 2 1/2 inches, or any 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 college or school;

- c. Drinking of alcoholic beverages within academic and administrative buildings, dormitories, and the immediate premises thereof, except in places is 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 Drugs 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 disturbances;
- h. Making a false statement of any material fact, or practicing or attempting to practice any deception or fraud in connection with his admission or registration in, or graduation from the University;
- i. Practicing or attempting to practice any deception or fraud in connection with his application in any University-funded or sponsored scholarship or grant;
- j. Damaging or defacing University property;
- k. Disgraceful or immoral conduct within University premises;
- l. Unlawfully taking of University property;
- 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 circularization 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 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 students of the college or unit within its classrooms for premises 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 (3) members appointed by the dean, one of whom shall be a student of the college.

Section 7. Filing of Charges. The disciplinary proceeding shall be instituted motu proprio by the appropriate authority or upon the filing of a written charge specifying the acts of omissions constituting the misconduct and subscribed to by the complainant or upon submission of an official report and violation of existing rules and regulations. Upon filing of the said charge or report with the student disciplinary tribunal or the Office of the Dean, as the case may be, and entry shall be made in an official entry book kept for the purpose, specifying the person or persons charged, the complainant or complainants, his witnesses, if any, the date of filing, and the substances 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 complaints or report is sufficient to warrant formal investigation. In all cases where the complaint or report is found sufficient, formal 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.

Section 9. Answer. Each respondent shall be required to answer in writing within three (3) days from receipt of the charges. Formal investigation shall be held on notice as provided below.

Section 10. Hearing. Hearings shall begin not later than one (1) 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 (2) calendar months.

Section 12. Notice of Hearing. All parties concerned shall be notified of the date set for hearing at least two (2) days before such hearing. Notice the 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 prejudice 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 concern within fifteen (15) days after the termination of the hearing the complete record 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 (10) days from receipt of the Committee report, transmit the report, together with his 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 fifteen (15) days from the 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 facts 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 thirty (30) calendar days, shall become final and executory after fifteen (15) days from receipt from the decision by the respondent unless within five (5) days from receipt thereof a motion for reconsideration of the same filed in which case the decision shall be final after fifteen (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 with the Dean or the Tribunal, the respondent may file an appeal with the President or the Chancellor within ten (10) days exclusive of Sundays and official holidays after 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 a 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 (1) year or more, expulsion, and withdrawal of registration privileges is imposed.

The authority given to the Executive Committee shall be final and executory after fifteen (15) days from the receipt of the decision by the respondent unless, in the meantime, and 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 (1) academic year, or any 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 of 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 fifteen (15) days where suspension is necessary to maintain the security of the college or the University.
- e. To defend himself personally, or by counsel, a representative of his own choice. If the respondent should desire but is unable to secure the services of the counsel, he should manifest that fact two (2) days before the date of hearing, and request the Tribunal Order Investigating Committee to designate counsel for him from among the members of the University constituency.

Section 23. Effect of Decision. Decisions shall take effect as provided in these rules. However, final decision of suspension or dismissal within thirty (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 Vice-Chancellor for Student Affairs. Such records are hereby declared confidential and no person shall have access to the same for inspection or copying unless he is involved herein, or unless he has a legal right, which cannot be, protected or vindicated without access to our copying for such records. Any University official or employee shall violate the confidential nature of such record shall be subject to disciplinary action.

Section 25. Sanctions.

- a. Any student found guilty of the misconduct defined in Section 2(a) shall be penalized with suspension for not less than one (1) 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 not less than fifteen (15) calendar days but not more than thirty (30) calendar days;

2. or the second offense, suspension for a period of not less than thirty (30) calendar days but not more than one (1) semester;
 3. or 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 thirty (30) calendar days but not more than one (1) semester. For the second offense, the penalty shall be Expulsion.
- c. Any student found guilty of the misconduct defined in Section 2(c) shall be penalized with suspension for not less than seven (7) calendar days, but not more than thirty (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 fifteen (15) but not more than thirty (30) calendar days; provided, that should a student be found guilty for the fourth time, the penalty shall be Expulsion.
 - f. Any student found guilty of the misconduct defined in Section 2(f) shall be penalized with suspension for not less than thirty (30) calendar days; provided, that the penalty for the second offense shall be Expulsion; and provided further, that should the 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 fifteen (15) calendar days, but not more than forty-five (45) calendar days; provided, that should the student be found guilty for the third time, the penalty shall be Expulsion.

- h. Any student found guilty of the misconduct defined in Section 2(h) shall be penalized as follows:
 - 1. For the first offense, by suspension for a period of not less than one (1) semester, but not more than one (1) year;
 - 2. For the second offense, the penalty shall be Expulsion.
- i. Any student found guilty of the misconduct defined in Section 2 (i) shall be penalized as follows:
 - 1. For the first offense, by suspension for a period of not less than one (1) semester, but not more than one (1) year;
 - 2. For the second offense, the penalty shall be Expulsion.
 - 3. Any student found guilty of willfully withholding or misrepresenting information in his application to the Socialized Tuition and Financial Assistance Program (STS) shall be subject to the following guidelines on penalties for STS violations:
 - i. If the information withheld involves common appliances, e.g. owned by majority of the population, the recommended penalty is one (1) 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 (1) 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 to have submitted falsified documents, the recommended penalty is expulsion plus reimbursement of STS benefits.
 - v. If the student pleads guilty, he should be made to reimburse all STS benefits received either before the decision was made or reimbursement is made a precondition for enrollment.
 - vi. Furthermore, if the information withheld is grave such as in Nos. 3 (c) and 3 (d) above, the recommended penalty is two (2) years suspension and permanent disqualification from STS and other scholarships.
- j. Any student found guilty of the misconduct defined in Section 2(j) shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (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 and/or replacement of the damaged property.
- k. Any student found guilty of the misconduct defined in Section 2 (k) shall be penalized with suspension for not less than seven (7) calendar days, but not more than thirty (30) calendar days; provided, that should the student be found guilty for the third time, the penalty shall be Expulsion.
- l. Any student found guilty of the misconduct defined in Section 2 (i) shall be penalized with suspension for not less than fifteen (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 replaced, the stolen property.

- m. The disciplinary action that may be imposed for violations of the misconduct in Section 2 (m) may take the form of expulsion, suspension from the University, withholding of graduation and other privileges, withdrawal of registration privileges, permanent disqualification from enrollment, exclusion from any class, reprimand, warning, or expression of apology. The gravity of the offense committed and the circumstances attending its commission shall determine the nature of the disciplinary action or penalty to be imposed.
- n. The Dean or Director of the unit may impose the penalty of suspension for a period not exceeding one (1) calendar year. If he deems suspension for a longer period or expulsion warranted, he shall so recommended to the Chancellor, who shall refer the case to the Executive Committee, for final decision.
- o. Any disciplinary action taken against a student shall be reported to his parents or guardians.
- p. Refusal to submit to the jurisdiction of the University by any student not enrolled at the time a charge against him is filed shall prejudice his 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 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, and afforded the opportunity to present his side.

Decisions taken under this section shall be in writing, stating the grounds for which 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 fifteen (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.

Sections 27. Definitions. The following terms shall have the meaning set forth below for the purposes of these regulations:

- a. "Autonomous unit" refers 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 Unit" refers to units outside of Diliman and Manila which are not autonomous;
- c. "Student" shall refer to any person (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) who has 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 he is enrolled in any unit of the University at the time of the filing of the charge or during the pendency of the disciplinary proceedings against him;

- d. "Laws of the land" shall refer to general enactments enforced 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 (10) days after approval and shall take effect fifteen (15) days after circularization, unless a specific date has been set, which date shall in no case be within (5) days after its approval.

ANTI-HAZING ACT OF 2018

REPUBLIC ACT 11053

An Act prohibiting hazing, and regulating other forms of initiation rites of Fraternities, Sororities, and other organizations, and providing penalties for violations thereof, amending for the purpose Republic Act No. 8049, entitled "AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND ORGANIZATIONS AND PROVIDING PENALTIES THEREFOR"

SEC. 1. A new section to be denominated as Section 1 is hereby inserted in Republic Act No. 8049 to read as follows:

"SECTION 1. Short Title. – This Act shall be known as the "**Anti-Hazing Act of 2018**"

SEC. 2. *Definition of Terms.* – As used in this Act:

"(a) **Hazing** refers to any act that results in physical or psychological suffering, harm, or injury inflicted on a recruit, neophyte, applicant, or member as part of an initiation rite or practice made as a prerequisite for admission or a requirement for continuing membership in a fraternity, sorority, or organization including, but not limited to, paddling, whipping, beating, branding, forced calisthenics, expose to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical and psychological health of such recruit, neophyte, applicant, or member. This shall also include any activity, intentionally made or otherwise, by one person alone or acting with others, that tends to humiliate or embarrass, degrade, abuse, or endanger, by requiring a recruit, neophyte, applicant, or member to do menial, silly, or foolish tasks."

“(b) Initiation or Initiation Rites refer to ceremonies, practices, rituals, or other acts, whether formal or informal, that a person must perform or take part in order to be accepted into a fraternity, sorority, or organization as a full-fledged member. It includes ceremonies, practices, rituals, and other acts in all stages of membership in a fraternity, sorority, or organization.”

“(c) Organization refers to an organized body of people which includes, but is not limited to, any club, association, group, fraternity, and sorority. This term shall include the Armed Forces of the Philippines (AFP), the Philippine National Police (PNP), The Philippine Military Academy (PMA), the Philippine National Academy (PNPA), and other similar uniformed service learning institutions.”

“(d) Schools referred to colleges, universities, and all other educational institutions.”

SEC. 3. A new section to be denominated as Section 3 is hereby inserted in the same Act to read as follows:

“SEC. 3. *Prohibition on Hazing.* – All forms of hazing shall be prohibited in fraternities, sororities, and organizations in schools, including citizens’ military training and citizens’ army training. This prohibition shall likewise apply to all other fraternities, sororities, and organizations that are not school-based, such as community-based and other similar fraternities, sororities, and organizations; provided, that the physical, mental, and psychological testing and training procedures and practices to determine and enhance the physical, mental, and psychological fitness of prospective regular members of the AFP and the PNP as approved by the Secretary of National Defense and the National Police Commission, duly recommended by the Chief of Staff of the AFP and the Director General of the PNP, shall not be considered as hazing for purposes of this Act: provided, further, that the exception provided herein shall likewise

apply to similar procedures and practices approved by their respective heads of other uniformed learning institutions as to their prospective members, nor shall this provision applied to any customary athletic events or other similar contest or competitions or any activity or conduct that furthers a legal and legitimate objective, subject to prior submission of a medical clearance or certificate. *In no case shall hazing be made a requirement for employment in any business or corporation.*”

SEC. 4. Section 2 of the same Act is hereby amended to read as follows:

SEC. 4. *Regulation of School-Based Initiation Rites.* – Only initiation rites or practices that do not constitute hazing shall be allowed; provided, that:

“The school, fraternity, sorority, or organization shall provide for their respective bulletin boards for purposes of this section.

(a) A written application at the conduct initiation rites shall be made to the proper authorities of the school not later than seven (7) days prior to the scheduled initiation date;

(b) The written application shall indicate the place and date of the initiation rites and the names of the recruits, neophytes, or applicants to be initiated and the manner by which they will conduct the initiation rites;

(c) Such written application shall further contain an undertaking that no harm of any kind shall be committed by anybody during the initiation rites;

(d) The initiation rites shall not last more than three (3) days;

(e) The application shall contain the names of the incumbent officers of the fraternity, sorority, or organization and any person or persons who will take charge in the conduct of the initiation rites;

(f) The application shall be under oath with a declaration that it has been posted in the official school bulletin board, the bulletin board of the office of the fraternity, sorority, or organization, and two (2) other conspicuous places in the school or in the premises of the organization; and

(g) The application shall be posted from the time of submission of the written notice to the school authorities or head of organization and shall only be removed from its posting three (3) days after the conduct of the initiation rites.

The school, fraternity, sorority, or organization shall provide for their respective bulletin boards for purposes of this section.”

“Guidelines for the approval or denial of the application to conduct initiation rites we registered fraternity, sorority, or organization shall be promulgated by the appropriate school officials not later than sixty (60) days after the approval of this Act. The appropriate school authorities shall have the obligation to disprove the application to conduct initiation rites that do not conform with any of the requirements of the section, and the reasons thereof shall be stated clearly and in unequivocal terms in the formal advice to the fraternity, sorority, or organization concerned, taking into consideration the safety and security of participants in the activity.”

“School officials shall have the authority to impose, after due notice and summary hearing, disciplinary sanctions, in accordance with the school’s guidelines and regulations on the matter, which shall include, but shall not be limited to, reprimand, suspension, exclusion, or expulsion, to the head and all other officers of the fraternity, sorority, or organization which conducts an initiation without first securing the necessary approval of the school as required under this section. All members of the fraternity, sorority, organization, who participated in the unauthorized initiation rites, even if no hazing was conducted, shall also be punished accordingly.”

"In case the written application for the conduct of initiation rites contains false or inaccurate information, appropriate disciplinary sanctions in accordance with the school's guidelines and regulations on the matter ranging from reprimand to expulsion and shall be imposed, after due notice and summary hearing, against the person who prepared the application or supplied the false and inaccurate information and to the head and other officers of the fraternity, sorority, or organization concerned."

SEC. 5. Section 3 of the same Act is hereby amended to read as follows:

"SEC. 5. *Monitoring of Initiation Rites.* – The head of the school or an authorized representative must assign at least two (2) representatives of the school to be present during the initiation. It is the duty of the school representatives to see that no hazing is conducted during the initiation rites, and to document the entire proceedings. Thereafter, said representatives who were present during the initiation shall make a report of the initiation rites to the appropriate officials of the school regarding the conduct of the set initiation: provided, that if hazing is still committed despite their presence, no liability shall attach to them unless it is proven that they failed to perform an overt act to prevent or stop the commission thereof."

SEC. 6. New section to be denominated as Section 6 is hereby inserted in the same Act to read as follows:

"SEC. 6. *Registration of Fraternities, Sororities, and Other Organizations.* – All existing fraternities, sororities, and other organizations otherwise not created or organized by the school but has existing members who are students or plans to recruit students to be its members shall be required to register with the proper school authorities before it conducts activities whether on or off-campus, including recruitment of members."

"A newly established fraternity, sorority, or organization in a school shall immediately register with the proper school authorities during the semester or trimester in which it was established or organized: provided, that the new fraternity, sorority, or organization has complied with the

requirements prescribed by the school in establishing a fraternity, sorority, or organization: provided, further, that schools shall promulgate their guidelines in the registration of fraternities, sororities, and organizations within their jurisdiction not later than sixty (60) days from the approval of this Act.”

“Upon registration, all fraternities, sororities, and organizations shall submit a comprehensive list of members, which shall be updated not later than thirty (30) days from the start of every semester or trimester, depending on the academic calendar of the school.”

“School officials shall have the authority to impose, after due notice and summary hearings, disciplinary penalties in accordance with the school’s guidelines and regulations on the matter including suspension to the head and other officers of the fraternity, sorority, or organization who failed to register or update their roster of members as required under this section.”

“Failure to comply with any of the requirements in this section shall result in the cancellation of the registration of the fraternity, sorority, or organization.”

SEC. 7. New section to be denominated as Section 7 is hereby inserted in the same Act to read as follows:

“SEC. 7. *Faculty Adviser.* – Schools shall require all fraternities, sororities, and organizations, as a condition to the grant of accreditation or registration, to submit the name or names of their respective faculty adviser or advisers who must not be members of the respective fraternity, sorority, or organization. The submission shall also include a written acceptance or consent on the part of the selected faculty adviser or advisers.”

“The faculty adviser or advisers shall be responsible for monitoring the activities of the fraternity, sorority, or organization. Each faculty adviser must be a duly recognized active member, in good standing, of the

faculty at the school in which the fraternity, sorority, or organization is established or registered.”

“In case of violation of any of the provisions of this Act, it is presumed that the faculty adviser has knowledge and consented to the commission of any of the unlawful acts stated therein. ”

SEC. 8. A new section to be denominated as Section 8 is hereby inserted in the same Act to read as follows:

“SEC. 8. *Role of Educational Institutions.* – The responsibility of schools to exercise reasonable supervision in loco parentis over the conduct of its students requires the diligence that prudent parents would employ in the same circumstance when disciplining and protecting their children. To this end, it shall be the duty of schools to take more proactive steps to protect its students from the dangers of participating in activities that involve hazing.”

“Schools shall implement an information dissemination campaign at the start of every semester or trimester to provide adequate information to students and parents or guardians regarding the consequences of conducting and participating in hazing.”

“An orientation program relating to membership in the fraternity, sorority, or organization shall also be conducted by schools at the start of every semester or trimester.”

“Schools shall encourage fraternities, sororities, and organizations to engage in undertakings that foster holistic personal growth and development and activities that contribute to solving relevant and pressing issues of society.”

SEC. 9. A new section to be denominated as Section 9 is hereby inserted in the same Act to read as follows:

“SEC. 9. Registration of Community-based and Other Similar Fraternities, Sororities, or Organizations. – All new and existing community-based fraternities, sororities, organizations, including their respective local chapters, shall register with the barangay, municipality, or city wherein they are primarily based.”

“Upon registration, all community-based fraternities, sororities, or organizations, including their respective local chapters, shall submit a comprehensive list of members and officers which shall be updated yearly from the date of registration.”

SEC. 10. A new section to be denominated as Section 10 is hereby inserted in the same Act to read as follows:

“SEC. 10. Regulation of Initiation Rites for Community-based Fraternities, Sororities, or Organizations. – Only initiation rites or practices that do not constitute hazing shall be allowed; provided, that:

“(a) A written application to conduct the same shall be made to the punong barangay in the barangay or the municipal or city mayor in the municipality or city where the community-based fraternity, sorority, or organization is based, not later than seven (7) days prior to the scheduled initiation date;”

“(b) The written application shall indicate the place and date of the initiation rites and the names of the recruits, neophytes, or applicants to be initiated;”

“(c) Such written application shall further contain an undertaking that no harm of any kind shall be committed by anybody during the initiation rites;”

“(d) A medical certificate of the recruit, neophyte, or applicant must be attached to the application to ensure fitness to undergo initiation when it involves physical activity not falling under the definition of hazing as used in this Act;”

“(e) The initiation rites shall not last more than three (3) days;”

“(f) The application shall contain the names of the incumbent officers of the community-based fraternity, sorority, or organization and any person or persons who will take charge in the conduct of the initiation rites;”

“(g) The application shall be under oath with a declaration that it has been posted on the official bulletin board of the barangay hall or the municipal or city hall where the community-based fraternity, sorority, or organization is based, and on the bulletin board of the office of the community-based fraternity, sorority or organization; and”

“(h) The application shall be posted from the time of submission of the written notice to the punong barangay or municipal or city mayor and shall only be removed from its posting three (3) days after the conduct of the initiation rites.”

SEC. 11. A new section to be denominated as Section 11 is hereby inserted in the same Act to read as follows:

“SEC. 11. *Monitoring of Initiation Rites of Community-based and All Similar Fraternities, Sororities, or Organizations.* – The punong barangay of the barangay or the municipal or city mayor of the municipality or city where the community-based fraternity, sorority, or organization is based must assign at least two (2) barangay or municipal or city officials to be present during the initiation and to document the entire proceedings. Thereafter, said representatives who were present during the initiation shall make a report of the initiation rites to the punong barangay, or the municipal or city mayor regarding the conduct of their initiation; provided, that if hazing is still committed despite their presence, no liability shall attach to them unless it is proven that they failed to perform an overt act to prevent or stop the commission thereof.”

SEC. 12. A new section to be denominated as Section 12 is hereby inserted in the same Act to read as follows:

“SEC. 12. *Nullity of Waiver and Consent.* – Any form of approval, consent, or agreement, whether written or otherwise, or of an expressed waiver of the right to object to the initiation rite or proceeding which consists of hazing, as defined in this Act, made by a recruit, neophyte, or applicant prior to an initiation rite that involves inflicting physical or psychological suffering, harm, or injury, shall be void and without any binding effect on the parties.”

“The defense that the recruit, neophyte, or applicant consented to being subjected to hazing shall not be available to persons prosecuted under this Act.”

SEC. 13. A new section to be denominated as Section 13 is hereby inserted in the same Act to read as follows:

“SEC. 13. *Administrative Sanctions.* – The responsible officials of the school, the uniformed learning institutions, the AFP or the PNP may impose the appropriate administrative sanctions, after due notice and summary hearing, on the person or the persons charged under this Act even before their conviction.”

SEC. 14. Section 4 of the same Act is hereby amended to read as follows:

- (1) All persons who actually planned or participated in the conduct of the hazing;
- (2) All officers of the fraternity, sorority, or organization who are actually present during the hazing;
- (3) The adviser of a fraternity, security, or organization who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if such adviser or advisers can do so without peril to their person or their family;

- (4) All former officers, non-resident members, or alumni of the fraternity, sorority, or organization who are also present during the hazing: provided, that should the former officer, non-resident member, or alumnus be a member of the Philippine Bar, such membership immediately be subjected to disciplinary proceedings by the Supreme Court pursuant to its power to discipline members of the Philippine Bar: provided, further, that should the former officer, non-resident member, or alumnus belong to any other profession subject to regulation by the Professional Regulation Commission (PRC), such professional shall immediately be subjected to disciplinary proceedings by the concerned Professional Regulatory Board, the imposable penalty for which shall include, but is not limited to, suspension for a period of not less than three (3) years on revocation of the professional license. A suspended or revoked professional license pursuant to this section will be reinstated upon submission of Affidavits from at least three (3) disinterested person, good moral certifications from different unaffiliated and credible government, religious, and socio-civic organizations, and such other relevant evidence to show that the concerned professional has become morally fit for readmission into the profession: provided, that said readmission into the profession shall be subject to the approval of the respective Professional Regulatory Board;
- (5) Officers or members of the fraternity, sorority, or organization who knowingly cooperated in carrying out the hazing by inducing the victim to be present thereat; and
- (6) Members of the fraternity, sorority, or organization who are present during the hazing when they are intoxicated or under the influence of alcohol or illegal drugs;

“The school authorities including faculty members as well as barangay, municipal, or city officials shall be liable as an accomplice and likewise be held administratively accountable for hazing conducted by fraternities, sororities, and other organizations, if it can be shown that the school or barangay, municipal, or city officials allowed or consented to the conduct of hazing or where there is actual knowledge of hazing, but such officials failed to take any action to prevent the same from occurring or failed to promptly report to the law enforcement authorities if the same can be done without peril to their person or their family.”

“The presence of any person, even if such person is not a member of the fraternity, sorority, organization, during the hazing is prima facie evidence of participation therein as a principal unless such person or persons prevented the commission of the acts punishable herein or promptly reported the same to the law enforcement authorities if they can do so without peril to their person or their family.”

“The incumbent officers of the fraternity, sorority, or organization concerned shall be jointly liable with those members who actually participated in the hazing.”

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

AMENDED RULES AND REGULATIONS GOVERNING FRATERNITY/SORORITY AND OTHER STUDENT ORGANIZATION-RELATED INCIDENTS

(Approved at the 1091st BOR meeting, 24 October 1995)

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:

1. 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:
2. Participating in any rumble, engaging in fisticuffs with, or physically attacking, a member of other fraternities, sororities or student organizations, or
3. Physically attacking any other students 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 or other student organizations.

- A. 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.
- B. 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 (1) year; provided: however: that in case the provocation results in rumble, fisticuffs or a physical attack, the erring students 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 or exchange in a hostile, challenging, insulting, irritating or annoying manner or conduct between the parties.

- C. 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 (1) year.
- D. Any such member or officer found caring or processing within University premises any fire arm, molotov bomb, pillbox or other explosives, knife with a blade longer than two and a half (2 1/2) inches, metal pipe, or any other dangerous or deadly weapon, and banned substances enumerated under the Dangerous Drugs Act (Republic Act No. 6425, as amended) shall be expelled from the University; provided, however,

that stones, baseball bats, nightsticks, rattan sticks, or similar wooden instruments, paper cutters, teargas, scalpels, icepicks and other similar objects capable of causing physical injuries shall be deemed dangerous and deadly weapons 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.

- E. Any such member or officer who willfully feels to comply with summons 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 sixty (60) calendar days.
- F. Any such member or officer who causes damage to University property, or property of any private person within the University premises, on the occasion of the rumble, hazing, tumultuous affray, or any similar disturbance shall be suspended for at least one (1) 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 damage is fully compensated by the respondent.
- G. Any such member or officer of fraternities or sororities who recruits a college freshman or first year student taking a first undergraduate degree shall be suspended for at least one (1) 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 college freshmen or first year students, in any manner, shall be taken as evidence of the fraternities or sororities' policy of recruitment in violation of the foregoing provisions; in which case, all the officers of the fraternities or sororities concerned shall be suspended for at least one (1) year.

As used in these rules, the term college freshmen 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 thirty (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.

- H. 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 negative affect on the discipline, general welfare, or the good name of the University, shall be suspended for not less than six (6) months but not more than one (1) 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. A. In case any misconduct defined in the preceding 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 conspiracy shall be deemed to exist if concerted action and unity of purpose is established.

1. 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, 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 (1) year; provided, that 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 affect 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 requirements, 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 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.

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.

SECTION 3. Unless otherwise superseded by subsequent issuance from the appropriate University official, existing student disciplinary tribunals, which shall continue to be under the supervision of the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university, shall continue to have jurisdiction over all cases involving fraternities, sororities and other student organization-related incidents as defined in these rules.

RULE III – Formal Charge

SECTION 1. No member or officer of a fraternity, sorority or student organization shall be formally charged before the SDT unless a preliminary inquiry has been conducted by any member of the SDT, which must be finished not later than five (5) working days from the date of filing of the complaint; provided, that where the premises of a college, it shall be the responsibility of the Dean concerned to ensure that and appropriate complaint is expeditiously filed with the SDT within the same period of five (5) 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 called 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 before 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 the parents and/or guardians or 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 lawyers 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 the equivalent official in the Autonomous University shall deputize any lawyer in the

University to act as Counsel. The lawyer so deputized shall report directly to the Chief Legal Officer of the other 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 the SDT, unless the respondents are within the third degree of affinity or consanguinity.

SECTION 4. For each case investigated pursuant to this revised rules, the Student Disciplinary Tribunal shall include one student juror and one parent juror whose names shall be drawn by the Dean of students 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 Chairman 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 thirty (30) days from the start of every academic year; provided that, the list of students shall be valid until the new one is submitted to the Vice-Chancellor for a Student Affairs or equivalent official by the next duly elected Student Council Chairman, 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 fifteen (15) base 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 representative in the Tribunal upon designation. The Vice-Chancellor for Student Affairs or equivalent official in the autonomous university 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 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 five (5) days after all parties have been duly furnished copies of the formal charge, and the hearings shall continue from day today until the case is submitted for resolution, which shall not be later done forty-five (45) days after the commencement of said 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 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 hearing is on the scheduled dates shall not be 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 jurisdiction;
- 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 rulings 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 Student Disciplinary Tribunal (SDT) shall render decisions within fifteen (15) days from the time the case are deemed submitted for resolution.

SECTION 2. Decisions of the SDT imposing the penalty of suspension for a period not exceeding one (1) 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 (10) days from receipt by the respondent or counsel of the SDT decision.

SECTION 3. The Chancellor shall within five (5) days from receipt of the appeal, endorse said appeal which shall include his recommendations, to the President, whose decision shall be final and immediately executory upon receipt of the decision by the respondent, except in cases of expulsion.

SECTION 4. Decisions imposing the penalty of expulsion may be appealed to the Board of Regents within ten (10) 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 by the respondent in danger and for which he/she 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, descendants or brother or sister and against the aggressor immediately after the act or aggressing 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 in 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 to by a competent and qualified psychiatrist.
2. In cases of accident where it is established that (a) respondent was performing a lawful act with due care; (b) injury 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, or the rules prior to the revised rules.
2. When the respondent is found to have employed such means, i.e. goons, firearms, and dangerous devices to aid him in committing the act for which 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:

1. The presence of any exempting circumstance will extinguish the liability of the respondent.
2. The presence of any justifying circumstance will serve to decrease the penalty to that of mere reprimand for a first offense, and to the penalty next higher for succeeding offenses.
3. 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 organization, 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 thirty (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 shall be preventively suspended by the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university for a period not exceeding thirty (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 official 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 twenty-four (24) hours, from the start of the rumble or attack; provided that either or both of the top two (2) 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 thirty (30) calendar days, without prejudice to any other liability under these rules.

SECTION 5. Each fraternity, sorority or other student organization shall, within fifteen (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 of duly approved, subscribed and sworn to by the top three (3) 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 (one) week to said office.

Failure to comply with the foregoing provision despite written notice from the Office of 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 1, Section 1, (I) of these rules.

RULE VI – Sundry Provisions

SECTION 1. All other provisions of the SDT Rules approved by the Board of Regents at its 876th Meeting on 02 September 1976, as amended, which are not inconsistent with these rules shall continue to apply in 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 or the equivalent official in the autonomous university, Deans 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 thirty (30) calendar days in the following circumstances:

1. 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;
2. 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;
3. 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 he/she belongs, the summary powers here in she'll 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 equivalent official in the autonomous university shall exercise such a summary powers.

SECTION 4. The Chancellors of the autonomous universities 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 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.



APPROVED GUIDELINES ON THE USE OF THE UP MINDANAO AD-BOARD

(Approved by the Management Committee on June 4, 2008 at the Gaisano Room, Administration Building, UP Mindanao.)

To cause wholesome or orderly environment, tidiness, and proper placement of posted materials the campus, equitable use of the Ad-Board, and proper maintenance of the UP Mindanao facilities, the following guidelines are to be implemented.

1. OFFICE ASSIGNED TO PROCESS THE APPLICATION FOR USE OF THE AD-BOARD

The Office of Student Affairs (OSA) is assigned to process all applications for the use of Ad-Board.

2. DIMENSION OF STREAMER TO BE POSTED

The streamer's dimension should not exceed 1 meter wide and 2 meters long or 2 meters wide and 2 meters long so that more streamers can be posted at the same time. This does not apply to streamers for the University activities.

3. MATERIAL TO BE USED FOR TYING

The material for tying the four (4) corners of the streamer should be a small plastic rope so that it is durable and will not ravel. The extra end of the rope should not be long and exposed so that the posted streamer looks very tidy.

4. WHO CAN USE THE AD-BOARD?

The following groups have the priority to use the Ad-Board:

The faculty, REPS, Administrative Staff, recognized student organizations of UP Mindanao, and UP Alumni have the privilege to use the Ad-Board on the first-come-first-serve basis. This does not apply to the University-wide activities.

5. DURATION OF POSTING THE STREAMER

The streamer(s) may stay for two (2) weeks – 1 week before and 1 week after the activity. This does not apply to the streamers for the University-wide activities. Other streamers may stay longer depending on the discretion of the Director for the Office of Student Affairs.

6. PROCESS

- A. Two (2) copies of application form have to be accomplished by the applicant. The entries in the application form or the statement on the streamer, date of posting, date of removal of the streamer, name of applicant, and his/her affiliation. (Attached form)
- B. The Director of OSA or her representative approves the application by affixing her signature.
- C. The applicant should bring the streamer to the OSA for proper documentation.
- D. The streamer is stamped “APPROVED FOR POSTING” and “DATE FOR REMOVAL” before it could be posted on the Ad-Board.
- E. If the owner does not remove the streamer on the specified time stated, the OSA would coordinate with the PPO for the removal of the streamer.
- F. The Ad-Board is the only place where the streamers are posted. This does not apply to University-wide activities.



OFFICE OF GENDER AND ANTI-SEXUAL HARASSMENT (OGASH)

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

VISION

The champion in Mainstreaming a Gender-Fair University that is Responsive to the Gender-Based needs of Mindanao

MISSION

To Cultivate Dynamic Intellectual Conditions and its Practical Applications that Affirm and Empower Women and the Entire Gender Spectrum in the University and Mindanao

PROCEDURE IN FILING ANTI-SEXUAL HARASSMENT COMPLAINT

The University provide facilities for both informal and formal procedures in resolving cases or dealing with incidents of sexual harassment.

1. **Informal Procedure** – refers to University action other than the formal procedure. It may include Alternative Dispute Resolution (ADR) mechanisms, corrective measures, and provision of support services, such as counseling, providing information, issuance of an administrative protection order, alternate or temporary shelter, study or work immersion, wellness programs and wholesome rehabilitative measure, and such other appropriate support.

2. **Formal procedure** – refers to administrative disciplinary proceeding initiated upon a sworn written complaint and, after investigation involves the issuance of a Formal Charge, the conduct of summary hearing, the resolution of a case, and imposition of the correct of the measures if any. Incidence of sexual harassment dealt with in this manner will be documented to determine whether patterns of sexual harassment are present, and to come up with measures to prevent and eliminate sexual harassment.

CORRECTIVE MEASURES

The corrective measures for light, less grave, and grave offenses are as follows:

A. FOR TEACHING OR NON-TEACHING

1. For light offenses:

- a. 1st offense – Reprimand or suspension for one (1) month and one (1) day to six (6) months
- b. 2nd offense – Fine or suspension for six (6) months and one (1) day to one (1) year
- c. 3rd offense – Dismissal

2. For less grave offenses:

- a. 1st offense – Suspension for six (6) six months and one (1) day to one (1) year
- b. 2nd offense – Dismissal

3. For grave offense:

- a. 1st offense – Dismissal

B. FOR STUDENTS

1. For light offenses:

- a. 1st offense – Reprimand or community service not exceeding 30 hours
- b. 2nd offense – Suspension not exceeding one (1) semester
- c. 3rd offense – Expulsion

2. For less grave offenses:

- a. 1st offense – Community service of 60 hours
- b. 2nd offense – Suspension for one (1) semester to one (1) year
- c. 3rd offense – Expulsion

3. For grave offense:

- a. 1st offense – Suspension for one (1) academic year to expulsion

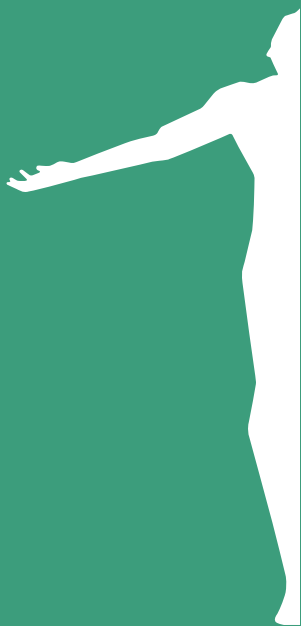
C. FOR UP WORKERS

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

D. FOR UP ORGANIZATIONS

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

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



UP NAMING MAHAL

U.P. naming mahal, pamantasang hirang
Ang tinig namin, sana'y inyong dinggin
Malayong lupain, amin mang marating
Di rin magbabago ang damdamin
Di rin magbabago ang damdamin.

Luntian at pula, sagisag magpakailanman
Ating pagdiwang, bulwagan ng dangal
Humayo't itanghal, giting at tapang
Mabuhay ang pag-asa ng bayan
Mabuhay ang pag-asa ng bayan.