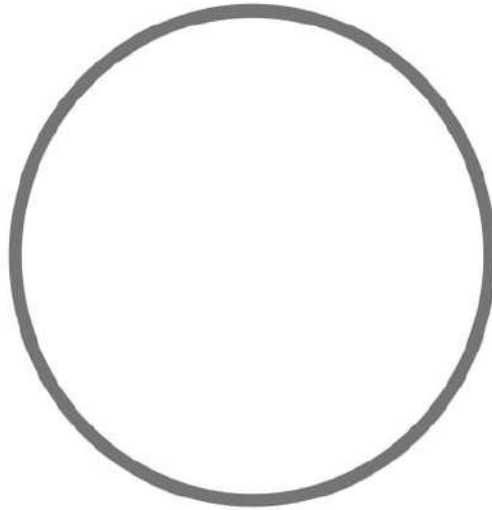




# STUDENT HANDBOOK

● 2019 ●



**NAME**

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**ID NUMBER**

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**DEGREE**

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**ADDRESS**

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**CONTACT INFORMATION**

# Benguet State University

## Student Handbook 2019



Institute of Human Kinetics /  
University Gymnasium



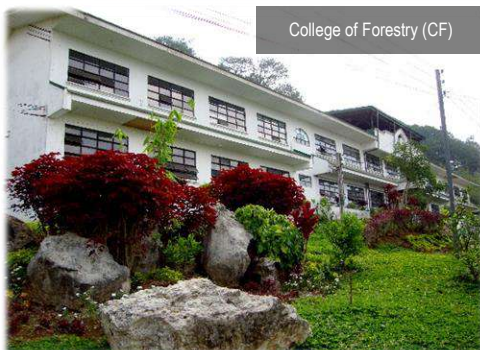
College of Agriculture (CA)



College of Arts & Sciences (CAS)



College of Engineering  
& Applied Technology (CEAT)



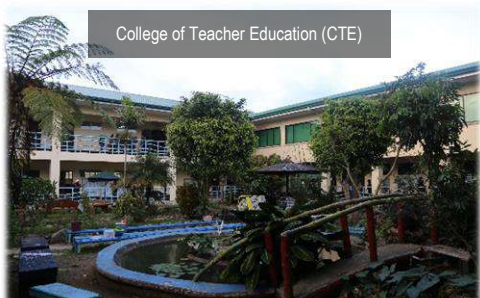
College of Forestry (CF)



College of Home Economics  
& Technology (CHET)



College of Nursing (CN)



College of Teacher Education (CTE)



College of Veterinary Medicine (CVM)



Institute of Public Administration (IPA)

## PREFACE

Aware of the need to provide the students of Benguet State University (BSU) with all the necessary information to warrant promising stay and more profound existence in the University, the Student Handbook for the Tertiary Level was formulated. The policies, rules and regulations herein contained cover all college, graduate and post graduate students and govern remarkable pursuits relevant to the effective management of the Office of Student Services (OSS) as the regulating arm of the University. With these parameters, OSS advocates the principle of student freedom tempered by an acceptance of full accountability and responsibility for individual actions and the consequences that come with such demeanors. Subordinate to the duties and responsibilities parallel to each right as well as the restrictions stipulated in this handbook and provided the exercise of a right does not intrude on the rights of others, the OSS recognizes the rights of students embodied in the Education Act of 1982.

In the light of the aforementioned, it is imperative that every student of the University is at all times duty-bound to take on obligation for his/her actions, to esteem established authority, to be truthful, and to respect the rights of others. In their exercise of their academic freedom and activities, students are expected to maintain high standards of honesty and integrity and willingly and dutifully abide by the institutionalized rules and regulations. Hence, they are expected to be familiar with the provisions of the Student Handbook. Ignorance excuses no student from the observance of these regulations or from sanctions arising from non-compliance.

This 2019 BSU Student Handbook is a codification of existing University policies, rules and procedures, facilities, services and other information that are relevant to a student's life. Meant to be the guidepost for BSU students, this handbook comes in handy as ready reference for whatever doubts or queries relative to their stay in the University. Hence, BSU students are admonished to read its contents carefully and thoughtfully. This done, their stay in the university will be more enjoyable, meaningful and fruitful as they abide by its provisions.










## ACKNOWLEDGMENT

The formulation of this Student Handbook became possible owing to the combined industries of below-named herein acknowledged, thus:

The Board of Regents (BOR), and the Administrative and Academic Councils headed by Dr. Feliciano G. Calora, Jr., the incumbent University President;

The Academic sector, headed by Dr. Kenneth A. Laruan, the incumbent Vice President for Academic Affairs;

The Office of Student Services (OSS) Director, Dr. Joel V. Lubrica, the Division Heads and Unit Heads under the OSS as follows:

Student Development Services (SDS)	- Ms. Karryl Mae C. Ngina, SDS Division Head
 Student Discipline Unit (SDU)	Ms. Editha A. Grande, SDU Head
 Student Organizations & Activities Unit (SOAU)	Mr. Ramon C. Fiangaan, Jr., SOAU Head
 Student Scholarships & Grants Unit (SSGU)	Mr. Ramon C. Fiangaan, Jr., SSGU Head
Student Wellness Services (SWS)	- Ms. Erlyn Honeylette C. Marquez, SWS Division Head
 Guidance & Counseling Unit (GCU)	Ms. Maricris P. Lad-ey, Guidance Coordinator
 Student Housing Unit (SHU)	Ms. Edna B. Delmas, Ladies' Dorm Manager
	Mr. Nelson A. Politchay, Men's Dorm Manager
 Testing and Materials Development Unit (TMDU)	Ms. Irene T. Alcantara, TMDU Head
 Vocation and Placement Unit (VPU)	Mr. Ramon C. Fiangaan, Jr., VPU Head
University Health Services (UHS)	- Dr. Florence V. Poltic, UHS Division Head
 Medical Clinic	Dr. Khecy Manuel, Medical Officer II
 Dental Clinic	Dr. Freddie T. Sayucop, Dentist III
University Library & Info Services (ULIS)	- Mr. Lauren P. Kipaam, ULIS Division Head

Above all, resounding praises and profound thanks, are most of all sincerely offered to our Enabler, without whom this colossal attempt would have not been possible in the first place, to **the God Almighty!** All glory belongs to **HIM** only!

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## CHAPTER I INTRODUCTION

### A. BRIEF HISTORY OF THE UNIVERSITY

Benguet State University (BSU) started as a farm school in 1916 for grade V students of Baguio Industrial School in Baguio. A year after, a distinct intermediate school, known as Trinidad Agricultural School (TAS), was organized along farming courses.

In 1920, a secondary curriculum was added to the school with focus on farm management. It was as a secondary school that TAS became popular in the region during the pre-war period, becoming a nucleus for the education of young Igorots.

The school's name changed several times, consistent with the reorganizations emanating from the national school office as well as the changing nature of the school. In 1946, TAS was renamed Trinidad Agricultural High School (TAHS), emphasizing its secondary nature, and was effectively placed under the Division of Mountain Province. Four years after, in 1950, the school was made a national agricultural school, having proven itself as a leader in agricultural education in the region. As a national school, a separate superintendent headed the school and was renamed Trinidad National Agricultural School (TNAS). Such name was reconsidered in 1951 and was renamed Mountain National Agricultural School (MNAS) to reflect the regional (Mountain Province) coverage of the school.

The first tertiary program of school started in 1954 with an experiment of a 2-year Teachers Curriculum in Agricultural Education. This was immediately replaced in 1955 by a 4-year teachers' education leading to a degree in Bachelor of Science in Agricultural Education (BSAE). The school tentatively used two names after, MNAS for the secondary level and a new one, Mountain National Agricultural College (MNAC) for the tertiary level, but these gave way to a single designation as Mountain Agricultural College (MAC), largely as a result of the new college program. In 1969, the school assumed a state college status and once again adopted another name as Mountain State Agricultural College (MSAC).

The school's development and the commendable performances in most of its programs during the MSAC years found a fitting reward in 1986 when it was converted into a university, thus becoming the Benguet State University (BSU). In 2001 and 2002, BSU integrated Buguias Loo Polytechnic College in Buguias, and Benguet School of Arts and Trades in Bokod, respectively.

Continuing a tradition of merit, BSU is now home to various Center of Excellence (COE) and Center of Development (COD), and is awarded SUC level IV, the highest category in the SUC levelling classification of State Universities and Colleges by the Commission of Higher Education. (Stanley F. Anongos / March 2019)

### B. UNIVERSITY PROFILE

As an institution of higher learning, Benguet State University has been created by law to carry out programs along instruction, research, extension and agribusiness through dynamic and responsible governance.

The University is now century old. From its humble beginnings, BSU now averages an enrollment of 10,000 students every semester.

At present, the University maintains a Graduate School, the Open University, 8 colleges and 3 institutes offering seven (7) doctorate degrees, thirty-two (32) masters programs, nineteen (19) undergraduate degrees, and a number of diploma/certificate special short courses. The research and extension programs are pursued to enhance the impact of these curricular offerings as well as to improve the livelihood and health of the communities and its services. The production sector serves as a lifeline that provides additional resources to carry out various operations of the University and a sound avenue as well to showcase that the technologies generated are economically feasible, socially acceptable and environment-friendly.

Its status as a CHED-SUC-LEVEL IV University has been mainly attributed to the majority of its programs, projects and activities having attained Level III based on the standard of the Accrediting Agency of Chartered Colleges and Universities of the Philippines, Inc. (AACUP).

The University consists of three campuses at present. The La Trinidad campus is sprawled on a 605.78 hectare-land at the heart of La Trinidad, the capital town of Benguet Province, about 255 kilometers north of Manila and 5 kilometers away from Baguio City. The Buguias Campus is 81 kilometers away from La Trinidad Campus while Bokod Campus is 51 kilometers away.

Benguet State University is governed by a Board of Regents, whose composition as the policy-making body is made up of CHED Chairperson/Representative as Chair, the University President as Vice Chair, and the following as members: legislators both from upper and lower Houses, Regional Directors of Government-Lined Agencies, prominent private citizens, federated faculty representative, federated supreme student government representative, and federated alumni representative.

## **C. UNIVERSITY VISION, MISSION, GOALS AND OBJECTIVES AND CORE VALUES**

### **VISION**

A PREMIER UNIVERSITY delivering world-class education that promotes sustainable development amidst climate change.

### **MISSION**

To provide quality education to enhance food security, sustainable communities, industry innovation, climate resilience, gender equality, institutional development and partnership.

### **GOALS AND OBJECTIVES**

*Goal I:* To develop proactive programs to ensure relevant quality education

*Objectives:*

1. To benchmark curricular and co-curricular programs with national and international standards
2. To develop alternative learning experiences to enhance skills that match industry needs
3. To develop innovative and relevant curricular and co-curricular programs
4. To enhance proactive student welfare and development programs

*Goal II:* To develop proactive programs for quality service

*Objectives:*

1. To enhance relevant human resource development programs
2. To develop effective and efficient innovative platforms for cascading information
3. To enhance and develop employee welfare programs

*Goal III:* To enhance responsive systems and procedures for transparent institutional development

*Objectives:*

1. To enhance and develop innovative financial management system
2. To ensure transparency in all transactions in the university
3. To ensure inclusive and consultative decision making

*Goal IV:* To develop relevant and gender sensitive research and extension programs for institutional development, sustainable communities, climate resilience, industry, innovation, and partnership

*Objectives:*

1. To develop relevant multimedia tools in disseminating technology, knowledge and information generated from RDE program

2. To develop relevant RDE activities that will address current problems and support cultural advocacy
3. To partner with strategic local, regional, national and international entities

*Goal V:* To strengthen and expand public-private partnerships

*Objectives:*

1. Sustain and pursue functional University-relation with the alumni and other organizations both in the government and non-government entities
2. To strengthen the linkage among academe, industries, LGUs and community

## CORE VALUES

Student-centered

Leadership

Integrity

Diversity

Efficiency

Service

## D. UNIVERSITY SEAL AND COLORS



The seal of the University shall be a circle with four (4) sub-circles representing the four-fold functions of the institution with rice terraces at the foreground (identity for the Cordillera) and the sun for the background as the ultimate energy source for all life forms.

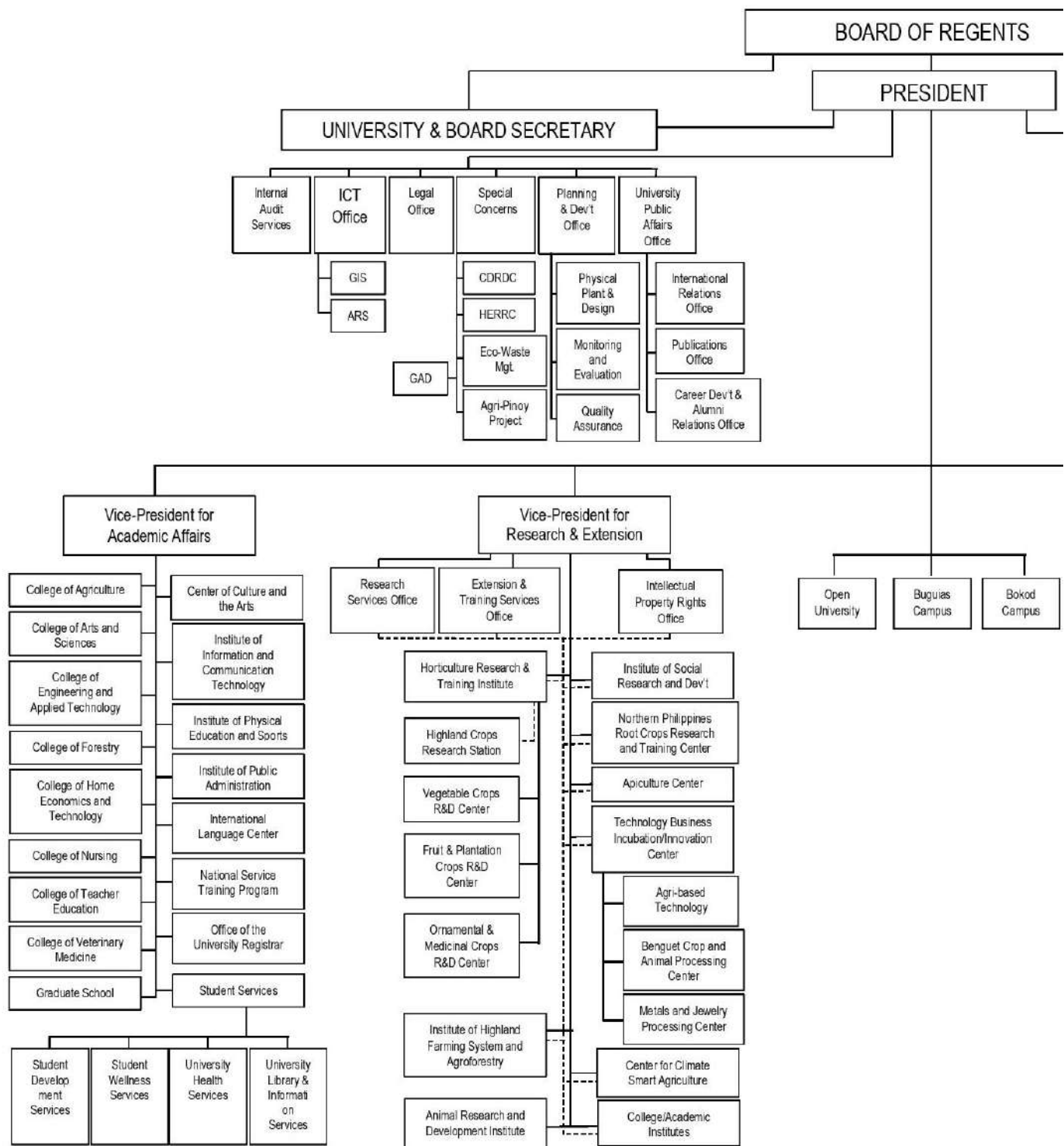
The space forming the outside circle shall bear the inscription "BENGUET STATE UNIVERSITY" and "1916" at the bottom, separated by two dots (top view of "addongan" beads).

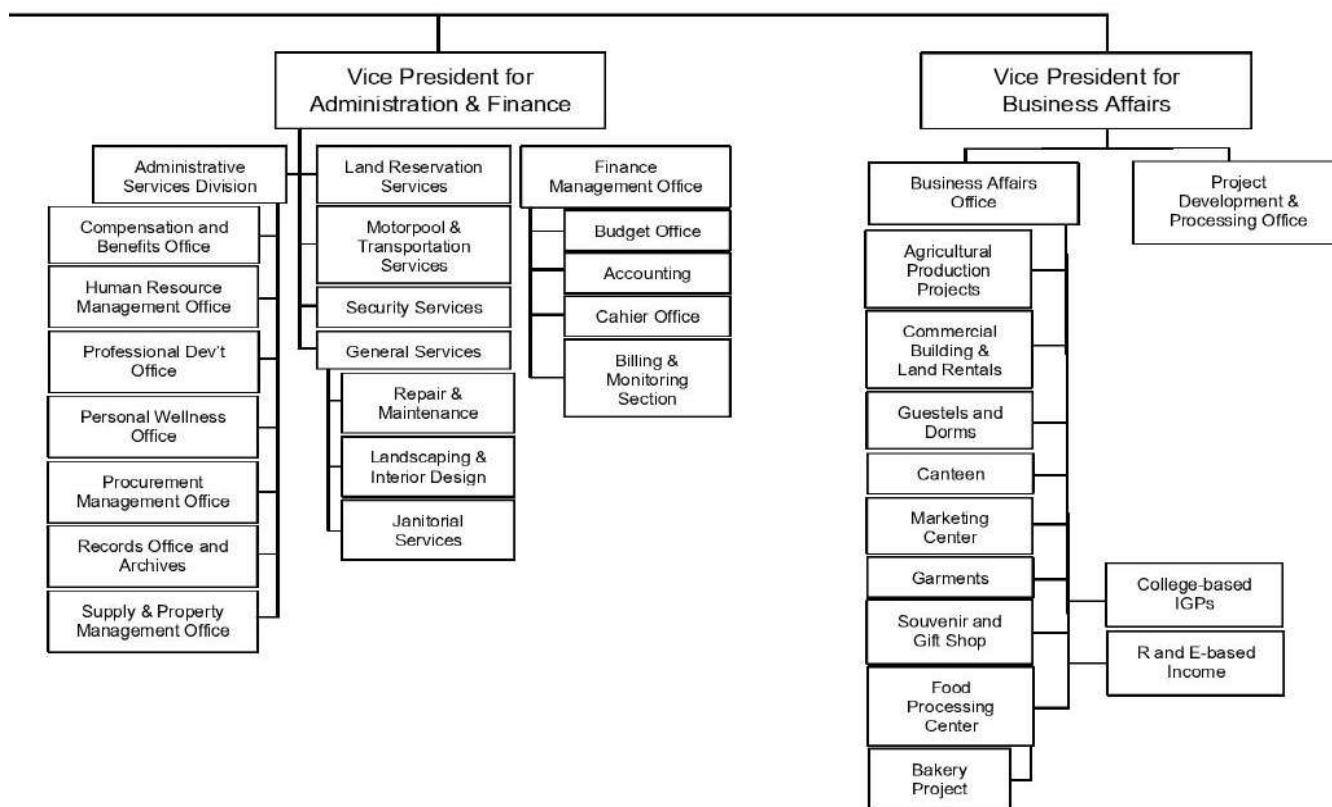
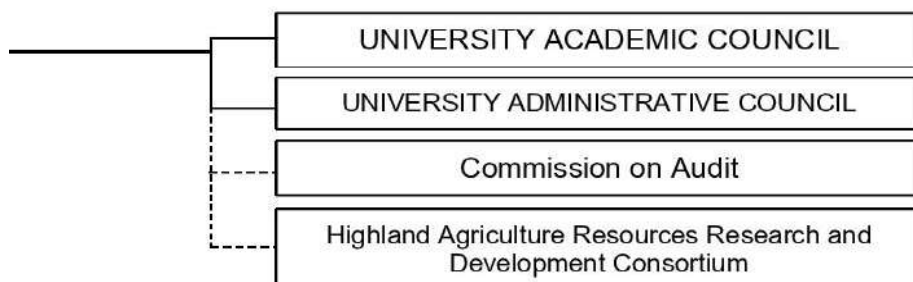
The four sub-circles shall have the following representations and meanings:

- a. Instruction occupies the top most portion of the seal represented by a lamp with flames and a book for the pursuit of truth, bordered by leaves to symbolize growth;
- b. Research is represented by a sub-circle at the left portion of the seal with a silhouette of a microscope against a background of computer screen and keyboard representing the two major discoveries of man that enable him to probe deeper into the realm of scientific knowledge;
- c. Extension is represented at the right portion with two distinct groupings of people - that form the University and the heterogeneous community with Cordillera architecture forming the background;
- d. The symbol for production is found at the base of the seal with rice terraces for its background. At the foreground is a stylized agricultural land leading into an arch culminating its perspective towards a symbolic pine. Meaning, that highland agricultural production is inextricably linked with the forest ecosystem.

The University colors shall be green and gold.

## E. UNIVERSITY ORGANIZATIONAL STRUCTURE



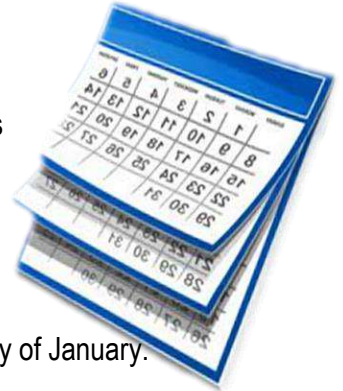


BSU Organizational Chart was approved by the University Board of Regents on its 161<sup>st</sup> regular Board Meeting on March 2013 at Banaue Hotel, Ifugao with Board Resolution No. 2158, s. 2013.

## CHAPTER II GENERAL ACADEMIC REGULATIONS AND PROCEDURES

### A. ACADEMIC CALENDAR (BSU Code, 1990)

- The annual school calendar shall be prepared in accordance with the rules and regulations as may be prescribed by the Board of Regents. The framework of the school calendar including major activities of the University shall be approved by the Administrative Council, and the details thereof prepared by the Admission Office in coordination with the Vice-President for Academic Affairs and other offices concerned.
- Each school calendar shall consist of not less than forty (40) weeks and the semestral term for collegiate courses shall not be less than eighteen (18) weeks, with two (2) weeks of semestral vacation, and two (2) weeks of Christmas break.
- Class work in the midyear sessions shall be equivalent to class work during the regular semester.
- During each academic year, the University shall observe its University Day every 12th day of January.



### B. STUDENT ADMISSION

- No student shall be denied admission to the University by reason of age, sex, race and religion. (BSU Code, 1990)

#### 1. General Registration Requirements

##### a. Graduate Program

- Notice of Acceptance (NOA) - given to qualified applicant after being evaluated by the Evaluation Committee
- Photocopy of Official Transcript of Records
- Medical Slip from the University Clinic
- Transfer credentials (from other schools)
- Accomplished Pre-Registration Form
- Two latest colored photo ID (2" x 2") with name tag
- Photocopy of PSA/NSO Birth Certificate
- Photocopy of PSA/NSO Marriage certificate (if applicable)

##### b. Undergraduate Program

- Notice of Admission (NOA) - Given to incoming college students who qualified in the BSU – Admission Test
- Form 138/ALS Certificate/Learner Permanent Record (SF10) (freshmen)
- Transfer Credentials (transferees)
- Certification of Good Moral Character from previous school
- Accomplished Application Form (available in website)
- PSA/NSO Birth Certificate
- Two latest colored photo ID (2" x 2") with name tag

##### c. Foreign Students (additional requirements)

- Certification of Financial Statement/Support or Endorsement letter from Benefactor, authenticated by the Embassy/Consulate of Country of Origin addressed to the University President through the University Vice-President of Academic Affairs;



- Personal Letter of intendment addressed to the University President through the University Vice-President of Academic Affairs;
- Original copy of Red Ribbon (for transferees, submit a photocopy); Official Transcript of Records (translated in English), with Grading System or equivalent of grades; Diploma, Certificate of Good Moral Character;
- Valid Visa (photocopy of Passport bearing the bio-page, latest arrival with valid authorized stay with at least 1 month);
- Photocopy of valid Alien Certificate of Registration (ACR I) Card (if applicable);
- Bureau of Quarantine, upon admission (if applicable);
- National Bureau of Investigation (NBI) Clearance, if the date of first arrival in the Philippines is six (6) months or more;
- Result of TOEFL/IELTS where English is not the medium of instruction (if applicable); Two (2) pcs. of latest colored photo ID (2" x 2");
- Permit to transfer from CHED (for transferees).

## 2. Registration Rules

- Students shall register within the scheduled registration period as provided for in the approved annual academic calendar. A fine shall be imposed on all late registration three (3) days after the opening of classes. Late registration with fine shall be allowed only within the next seven (7) calendar days. (BSU Code, 1990)
- The enrollment or registration is for the entire term, i.e., semester, trimester. (CMO No. 40, s. 2008)
- After enrollment, the transfer of a student to another institution is discouraged, especially when the student is expected to graduate during the academic year. (CMO No. 40, s. 2008)
- However, a student may transfer to another institution during the school term provided the consent of both institutions concerned is obtained. (CMO No. 40, s. 2008)
- No student shall be accepted for enrollment unless s/he presents the proper school credentials on or before the end of the enrollment period for the school term. (CMO No. 40, s. 2008)
- A student is deemed officially enrolled after s/he has submitted his appropriate admission or transfer credentials; made an initial payment of his/her tuition and other fees to the institution and was allowed to attend classes by the institution. (CMO No. 40, s. 2008)
- For purposes of enrollment, the name and other personal data or circumstances of each student as indicated in his/her birth certificate or alien certificate of registration, where applicable, shall prevail. (CMO No. 40, s. 2008)

## 3. Cross Registration/Enrollment

- To cross enroll means to enroll in another school while still enrolled in BSU or vice versa to take other courses for reasons indicated herein.
- a. **Outside BSU** (CMO No. 40, s. 2008)
  - Cross enrollment is generally discouraged. However, for valid reasons as determined by concerned department/college, and with the written consent of the OUR, a student may be permitted to cross enroll in another institution in course loads not normally offered during that particular term.
  - A request for cross enrollment maybe allowed under the circumstances as follows:
    - a. When the desired course/s are not offered by the institution the student is enrolled in, during the term of the requesting student's enrollment;

- b. When the subjects are offered, but their schedules conflict with the requesting student's other class schedules; and
  - c. When the student intends to spend the school term in his/her home province or region and enrolls in course/s offered by an institution located therein, provided that, such request is in accordance with the accepting institution's policy on cross-enrollment.
- The University shall credit only the course taken by its students in any other University, College or School with expressed authority in writing by the Registrar's Office or the Dean or the Department Chairman.
- b. Inside BSU (BSU Code, 1990)**
- Students registered in other institutions may be admitted as cross-enrollees to the University provided s/he presents a written permit from the Director of the Office of University Registrar (OUR) of his/her University setting forth the course and the total number of units in which the student will be registered, and certificate of good moral character.

## **2. Rules on Transfer Students (BSU Code, 1990)**

- Students applying for transfer to BSU must present a certified copy of their academic records issued by duly authorized authority of the University or College attended.
- The admission of a transfer student shall be on probation basis until such time as the official transcript of records from the last school attended is received by the University.
- Transfer students from other institution of higher learning shall take a validation examination if they get a grade below 2.0 and they should obtain a passing grade or better in the validation examination given for degrees offered in the University. However, transferees in good scholastic standing from member-institution of Association of Colleges of Agriculture in the Philippines (ACAP) and Philippine Association of State Universities and Colleges (PASUC) need not meet this condition. The courses to be credited shall be determined by the Department concerned and the OUR.
- Transfer students shall complete in the University no less than 50% of the required units of his/her degree.
- All transferees must submit a certificate of honorable dismissal and/or good moral character from the last college or university attended.
- All students must pass the screening and interview that is given by the Guidance Office.
- Transfer students from any public secondary and elementary schools to this University may be admitted upon submission of Form 138-A and certificate of good moral character; provided, however, that transferees are made at the start of the school year.
- Transferees from private institutions shall be admitted to this University only upon proper justification.

## **C. WITHDRAWAL FROM ENROLLMENT, DROPPING, CHANGING AND ADDING COURSES (BSU Code, 1990)**

- Any student may be permitted to withdraw courses already enrolled in provided this is done properly in prescribed forms, and withdrawal is with the knowledge and approval of the instructor, the Department Chair, the Dean concerned, and the OUR within the period allowed. Provided that, if the withdrawal is done until the midterm tests, a "WP" (Withdrawn with permit) shall be given and if after the midterm tests, "D" (Dropped) mark shall be given the student concerned. Unofficially dropped courses will be given a grade of 5.0.

## **D. STUDENT'S ACADEMIC LOAD**

### **1. Mid-year Term Load**

- In the mid-year term, the normal load shall be six (6) units of technical or laboratory courses, or nine (9) units of non-laboratory courses; Provided, that in justifiable cases, the OUR may allow a student to take nine (9) units of laboratory courses, or twelve (12) units of non-laboratory courses, subject to approval by the Dean and the Director of the OUR. (BSU Code, 1990)

### **2. Working Student Load**

- The academic load of working student shall be maximum of fifteen (15) units in a semester. (VPU Policy)

### **3. Graduate Students Load**

- The academic load of graduate students shall be governed by the policies of the Graduate School Council. (BSU Code, 1990)

### **4. Regular Term Load**

- An undergraduate student shall be allowed to carry a normal load as specified in the curriculum exclusive of Social Orientation, CMT, P.E.

### **5. Course/Subject Load**

- The course/subject load shall be in accordance with the approved curriculum for each degree program. Reasonable expectations may be permitted taking into account the best interest of the student and the objectives of the educational system. (CMO No. 40, s. 2008)

### **6. Substitution of Courses/Subjects** (BSU Code, 1990, University Memo No. 15, s. 2019)

- Addition and/or substitution of courses/subjects must be done with the knowledge and approval of the Instructor, the Department Chairperson, and the Dean concerned. An application for addition or substitution of courses/subjects must be filed within the period allowed.
- No substitution shall be allowed for any course/subject prescribed in the curriculum in which the student had failed, except upon approval of the Vice President for Academic Affairs as recommended by the Dean and Chairman concerned, the proposed substitution covers substantially the same course/subject contents as the required courses/subjects.
- Substitution of a course/subject must be processed within the period of Adding, Changing, Dropping and Withdraw of a course(s)/subject(s) following the schedule set forth in the academic calendar in the particular semester/term. The approval of the substitution of a course/subject must be done before enrolling a substitute course/subject. A course/subject enrolled which is not part of the curriculum of the student and without an approved substitution of a course/subject form will not be credited as part of the curriculum of a student.
- Substitution form is available at the Office of the University Registrar.

**7. Advanced Courses/Subjects and Back Courses/Subjects (CMO No. 40, s. 2008)**

- As a general rule, a student shall not be permitted to take any advanced course until s/he has satisfactorily passed the prerequisite course/s. However, a student may be allowed to simultaneously enroll in pre-requisite and advanced classes under the conditions as follows:
  - a. When the pre-requisite is a repeated course;
  - b. When the student has superior scholastic standing;
  - c. When the student is graduating at the end of the school term; and
  - d. When it is approved by the Dean or any authorized academic official.
- Gifted or honor students may be permitted to take such additional advance course/s or overload, including the mid-year term as the appropriate school official may determine, based upon the previous academic performance of the student and other evidence of educational measurement.

**8. Excess or Over Load (CMO No. 40, s. 2008)**

- Upon the discretion of the higher education institution, a graduating student may be allowed additional course - loads of not more than six (6) academic units in excess of the load prescribed by the institution for the last school term.

**The limits for the completion of Degree Programs (BSU Code, 1990)**

- A degree program in the undergraduate shall be finished by a student within a maximum of six (6) years for a four-year degree, seven (7) years for a five-year degree and eight (8) years for a six-year degree.
- A Master's degree program in the Graduate School shall be finished within a maximum period of five (5) years and a period of seven (7) years for a Doctoral program.
- Any student can avail of a leave of absence from school for justifiable cause without prejudice to the time limit.
- A student who fails to finish his/her graduate or undergraduate thesis for a justifiable cause shall be determined by the thesis adviser.
- Any graduate or undergraduate student who failed to finish his/her degree within the specified time shall be advised to take refresher course.
- A Master's student shall take nine (9) units of refresher course/s on the first semester or term they enroll after their five years of stay. For Doctorate students, they shall take twelve (12) units of refresher courses. Courses taken earlier as refresher courses during the extension years shall satisfy fully or in part this refresher requirement. Only a one year extension is allowed for both Master's and Doctorate students. Course/s that have not been taken and are part of the curriculum shall be taken only after the refresher course/s requirement has been satisfied. All course/s previously taken shall be credited. (MC No. 01, s. 2011)

**E. OFF-CAMPUS ACTIVITY (CMO No. 63, s. 2017 and OSS Circular)**

- The University is following the CHED Memorandum Order No. 63, s. 2017 as its policies and guidelines on local off-campus activities. For more information, please see Appendix VIII.

## Application Process

Timeline	Preparation Undertakings
Beginning of the semester	The Instructor prepares the syllabus for the subject course where an off-campus activity is necessary.
Two (2) months before the off-campus activity	The students, parents, and faculty concerned must be consulted. A general consensus to pursue the off-campus must be achieved in this consultation.
One (1) month before the off-campus activity	The itinerary, mode of transportation, and schedule of fees must be finalized.
Twenty (20) days before the off-campus activity	All pertinent documents must be submitted to the VPAA for endorsement/recommending approval. The Office of the President may approve or disapprove the conduct of the off-campus activity. If is approved, a
Fifteen (15) days before the off-campus activity	The Certificate of Compliance issued by the University President must be submitted to the CHEDRO-CAR.

## F. DISMISSAL AND POSTPONEMENT OF CLASSES (BSU Code, 1990)



### 1. Dismissal of Classes

- Classes may be dismissed ten (10) minutes before scheduled time to give ample time for students to transfer from one room/building to another.
- A class may be dismissed if after the first fifteen (15) minutes the instructor has not entered the classroom. Should this happen, the students must be advised to go to the library or other learning centers for research work and/or readings.

### 2. Transfer/Suspension of Classes

- No instructor shall postpone his/her class to any other hour, transfer or move his classes to any other day, room or place except when expressly permitted in writing to do so by the Department Chair or Chairperson.
- Classes in all levels shall automatically be suspended when public/weather Signal No. 3 is raised by the Weather Bureau; for the elementary and high school levels only when Storm Signal No. 2 is raised.



## G. CLASS ATTENDANCE (BSU Code, 1990)

- Whenever a student is absent from class for three (3) consecutive class days, the instructor concerned shall report the matter to the chief of the Guidance Office for proper action and formal notification to the parents or guardians.
- When the absences of a student are equivalent to 20% of the total number of hours of recitation or lecture of (or) laboratory, or any other scheduled work in one semester, s/he shall be automatically dropped from the course;

provided, that such absences had been incurred before the midterm test. If such absences had been incurred after the midterm test, a grade of "5" is given. If the absences are incurred due to valid reasons as determined shall be marked "Dropped" without a grade.

- Excuse slips for absences shall be obtained from the Chief of the Guidance Office. They shall be presented to the Instructor concerned upon the student's return. Excuse slips are issued for the class time missed only. All work covered by the class during the period of absence shall be made up within the term by the student concerned in accordance with prescribed requirements.

#### H. EXAMINATIONS AND GRADING SYSTEM (BSU Code, 1990)

## 1. Examinations

- There are two major examinations scheduled during the semester: midterm and final examinations. These are accordingly announced in the academic calendar. No student shall be exempted from these examinations.
- The OUR in consultation with the Vice President for Academic Affairs and the Director of Student Affairs and with the approval of the University President may schedule an Integration Period of two (2) days before the final examination to enable the students to review; Provided that all the Professors/Instructors shall keep regular office hours and make themselves available for consultation. (BSU Code, 1990)

## 2. Grading System (OUR)

- The performance of students every semester shall be determined and the corresponding numerical grades and supplementary marks shall be given. The equivalents are for purposes of interpretation relative to the grading system of other Colleges and Universities, and other countries. The passing grade in the Graduate School and undergraduate level is 3.0. However, a student in the Graduate School shall have an average of 2.0 per term to pursue studies in the Graduate Program.

Existing Numerical	Adjectival Equivalent	% Equivalent	Letter Equivalent
1.0 – 1.25	Excellent	97-100	A
		94-96	A-
1.50 – 1.75	Very Good	91-93	B+
		88-90	B
2.0 – 2.25	Good	85-87	B-
		82-84	C+
2.5 – 2.75	Satisfactory	79-81	C
		76-78	C-
3.0	Passed	75	D
4.0	Conditional		
5.0	Failure	Below 75	F

- Supplementary Marks

<i>INC</i>	Incomplete	<ul style="list-style-type: none"> <li>• Incomplete "INC" mark is given when a student whose class standing throughout the semester is passing, but fails to take the final examination or submit other requirements of the course due to illness or other valid reasons.</li> <li>• Completion of incomplete marks and conversion of Conditional Grade of 4 shall be done within one (1) school year. Failure of students to do shall be enough cause for conversion of the "INC" or the Conditional grade of "4" to a grade of "5" by the</li> </ul>
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		<p>OUR. The date of receipt of the conversion/completion form by the OUR shall be the basis of determining the compliance to one (1) year period.</p> <ul style="list-style-type: none"> <li>The faculty member who handled the course shall be responsible in giving of completion grade/s. In the event that the faculty member is on leave, or separated from the service, the Department Chairperson shall assign the Faculty member who shall ascertain or determine the completion of the grade of the student.</li> </ul>
WP	Withdrawn with Permit	<ul style="list-style-type: none"> <li>"WP" mark is given for courses that are officially dropped until the mid-term examination period.</li> </ul>
D	Dropped	<ul style="list-style-type: none"> <li>"D" mark is given for courses that are unofficially dropped until the mid-term examination period and for courses that are officially dropped after the mid-term examination period.</li> <li>A grade of "5" shall be given for courses that are unofficially dropped after the mid-term examination period.</li> </ul>
S	Satisfactory	<ul style="list-style-type: none"> <li>"S" or "U" mark shall be given to students in seminar and in Audit Course/s.</li> <li>For Thesis and Dissertation, a mark of "PR" shall be given for actual work undertaken and "U" if the student failed to undertake the work relative to the completion of the thesis/ dissertation at the time of submission of grades for the term/semester.</li> </ul>
U	Unsatisfactory	
PR	In Progress	

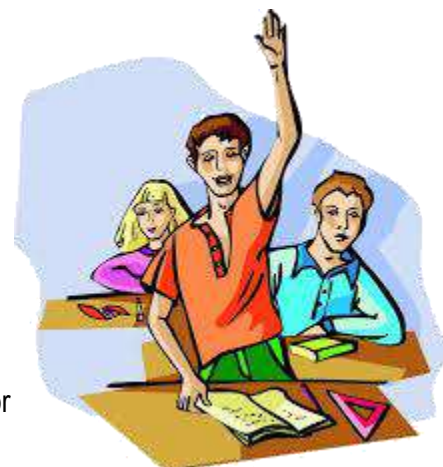
## I. CLASSIFICATION OF STUDENTS (BSU Code, 1990)

### 1. Regular, Irregular, and Special Students

- A **regular student** is one who is registered for formal academic credits and who carries the full load required for in a given semester or term by the curriculum for which s/he is registered; Provided, that if a student has already finished some of the required course/s, the earned credits shall be added to the units s/he is actually taking in the computation of his/her load for the purpose of determining his status.
- An **irregular student** is one who is registered with formal credits but who carries less than the full load required for a given semester or term in the curricular for which s/he is registered.
- A **special student** is one who is registered but not earning formal academic credits for his/her work.

### 2. Classification According to Curricular Year

- A **freshman** is a student who is taking up the first year of his curriculum or 25% of the total number of units required in his/her entire degree.
- A **sophomore** is a student who has satisfactorily completed the prescribed course/s of the first year of his/her curriculum or has finished not less than 25% nor more than 50% of the total number of units required in his entire degree.
- A **junior** is a student who has completed the prescribed course/s of the first two years of his/her curriculum, or has finished not less than 50% nor more than 75% of the total number of units required in his/her entire degree.



- d. A **senior** student who has completed the prescribed course/s of the first, second, third, year of the curriculum, or has finished not less than 75% of the total number of units required in his entire degree.
- e. In a five or six year degree program, the last is considered the senior year.

## J. **ACADEMIC RETENTION** (BSU Code, 1990)



- The following minimum standards shall be observed in dealing with this matter:
  - a. Any student who at the end of the semester obtains final grades below “3” in 25% to 49% of the total number of academic units in which s/he is enrolled shall be warned by the guidance counselor through the Department Chair or Chairperson and the Advisers to improve his work;
  - b. Any student who at the end of the semester obtains final grades below “3” in 50% to 75% of the total number of academic units in which s/he is enrolled shall be placed on provisional status for the succeeding semester. Provisional status shall be removed by passing with grades of “3” or better in more than 50% of the units in which s/he has his final grades in the succeeding semester;
  - c. Any student who at the end of the semester obtains final grades below “3” in 75% of the total number of academic units shall be required to enroll not more than 12 units on advice of the College Dean;
  - d. Any student who at the end of the semester obtains an incomplete grade in 50% or more of his normal load shall be on provisional status for the succeeding semester;
  - e. For the purpose of this Code, provisional status means a student cannot carry a regular load during the succeeding term otherwise, s/he shall be dropped from the University.
- Required courses in which a student has failed shall take precedence over other courses in his succeeding enrollment.
- Each College/Degree program has its approved retention policies which are being imposed. Please refer to your respective College Deans or Institute Director for more information.

## K. **GRADUATION**

### 1. **Graduation Pre-Requisites** (BSU Code, 1990)



- a. A student shall be recommended for graduation only after s/he has satisfied all academic requirements prescribed by the curriculum for graduation.
- b. For undergraduate programs, graduating students shall apply for evaluation at the OUR within one month after enrollment for his/her last semester at the University.
- c. For Masters and Doctorate degree programs, graduating student shall apply for graduation within one month after enrollment for his last semester at the University.
- d. All candidates for graduation shall have their deficiencies made up and their records cleared not later than one month before the end of their last semester at the University, with the exception of course/s currently enrolled.
- e. All candidates for graduation shall have satisfactorily completed all the academic requirements for graduation one week before the University Academic Council (UAC) Meeting to endorse candidates for graduation to the Board of Regents (BOR).
- f. No transfer student shall be graduated unless s/he has completed in the University at least 54 academic units for undergraduate studies and 21 academic units for the masteral program and 27 units for the doctoral program.

## 2. Graduation with Honors (BSU Code, 1990)

### Bases for Conferring Honors



- Undergraduate students who have completed their courses with the following averages, computed on the basis of credits, shall be graduated with honor to be inscribed in their diplomas and transcript of records, no pending failures, and no dropped subjects in their academic record.
 

Summa Cum Laude .....	1.0 – 1.24
Magna Cum Laude .....	1.25 – 1.49
Cum Laude .....	1.50 – 1.75
- Candidates for graduation with honors must have completed in the University at least 75% of the total number of academic credits for graduation and must have been in residence therein for at least three (3) years immediately preceding graduation.
- Candidates for graduation with honors must have taken during each semester the normal load prescribed in the curriculum, unless the taking of the lighter load was with prior approval.
- Transferees who have completed at least 75% of the courses required and have acquired residence shall be conferred with honors; Provided, that s/he has no failing grades in the College or University he/she has previously attended.

## L. RELEASE OF SCHOOL CREDENTIALS (BSU Citizen's Charter Booklet)

### 1. Transfer Credentials

All students who desire to leave the University shall be granted transfer credentials by the University Registrar upon submission of the University clearance.

### 2. Student Academic Records

All student records are confidential. They should be released only upon request by the student, their parents or guardians, faculty or personnel in connection with the student's academic financial aid or for other legal purposes. Only the Office of the University Registrar (OUR) is authorized to release official student academic records.

### 3. Official Transcript of Records

Application for Official Transcript of Records (OTR) shall be filed at the OUR upon submission of the accomplished University Student Clearance and request form.

## M. TUITION AND OTHER FEES

### Classification of School Fees (BSU Code, 1990)

- Regular school fees** include tuition, matriculation, medical-dental, athletic, diploma, library and identification card.
- Student fees** include fees for student publication, student body government, student handbook, FFP/FAHP/FFPCC, and graduation fees for seniors.
- Administrative fees** includes fines for late enrollment, for changing, adding or dropping of course/s within the first ten (10) days from the start of classes, special service fees for validation/removal examinations, official transcript of records, and testing service fees.

- d. **The Out-of-State fees** are levied on foreign students who are qualified to enroll in the University.  
*\*Any student who get forms and then transferred or who will not continue enrollment shall be charged with a minimal fee.*

**NOTE: Pursuant to RA No. 10931, known as the “Universal Access to Quality Tertiary Education Act” qualified students of BSU shall be exempted from paying *tuition fees* and miscellaneous fees. (Please refer below, Student’s Guide to RA 10931: “*Free Higher Education*” or see Appendix VI)**

## **N. STUDENT’S GUIDE TO RA 10931 – “FREE HIGHER EDUCATION” (UPAO Brochure)**

- Republic Act 10931 or also known as the “Universal Access to Quality Tertiary Education Act of 2017” basically means that all Filipino students currently enrolled or shall enroll in any bachelor degrees in any State University and Colleges (SUCs) and Local Universities and Colleges (LUCs) shall be exempt from paying tuition fees. This means FREE EDUCATION.
- This was started to be implemented on the First (1<sup>st</sup>) Semester of School Year 2018-2019.

### **1. Benefits**

- Free tuition for all courses/classes enrolled in during a particular semester/term, as part of the curriculum and are essential to obtaining a degree;
- Free miscellaneous fees, which include:
 

✓ library fees	✓ developmental fees
✓ computer fees	✓ guidance fees
✓ laboratory fees	✓ handbook fees
✓ school ID fees	✓ medical and dental fees
✓ athletic fees	✓ entrance fees
✓ admission fees	✓ cultural fees
✓ registration fees	

### **2. Requirements**

- Students are only eligible to receive free tuition and other school fees if they qualify with the admission and retention requirements of the SUCs and LUCs.
- Students who will benefit from the free higher education provision are obligated to undergo the SUC or LUC Return Service System.

### **3. Who are ineligible to avail?**

- Those who already finished a bachelor’s or undergraduate degree;
  - Those who failed to comply with the admission policy of the SUC/LUC;
  - Those who failed to complete bachelor’s degree within the year as prescribed in the program.
- However:
- In case of shiftees, any semester wherein the students has availed the benefits of free higher education will be subtracted from the expected duration of the current program in which the student is enrolled;
  - In case of transferees, any semester wherein the student has availed any form of government funded assistance programs (StuFAPs) shall be subtracted from the current program in which the student is enrolled;
  - In case of returning students, and other students who filed leave of absences, no subtraction shall be issued; and
  - In special cases, the SUCs and LUCs shall decide on the extension of the student’s availment of free higher education;

- d. Those who are enrolled in a non-credit-semester tutorial or review classes, or review and enhancement classes offered by the Higher Education Information Systems; and
- e. Those who have voluntarily opt out of the free higher education provision.

#### 4. The Opt Out and Voluntary Contribution Mechanism

- SUCs and LUCs are mandated to create their own mechanisms in case a student decides not to avail the free higher education provision or to voluntarily contribute a financial amount to the SUC or LUC.
- The student who would opt out/ voluntarily contribute shall decide during the enrollment period. His/her decision is final and irrevocable. He/she however, will still be allowed to change his/her decision in subsequent semester/terms.
- The student who would opt out will of course pay the assessed tuition and other school fees and are exempted from civic obligation brought about by the SUC or LUC's Return Services System.
- A waiver containing the following information must be signed by the student who would opt out/ voluntarily contribute.

##### OPT – OUT

- a. a statement certifying that the student is aware of the provisions of free higher education, providing the reason for opting out, and certifying that the student made the choice voluntarily and not by force or under duress;
- b. the academic period (semester/term and academic year) in which the student opted out;
- c. signature of the student, if minor, signature of his/her legal guardian or parent; and
- d. certification/acceptance by the registrar and/or guidance counselor.

##### VOLUNTARY CONTRIBUTION

- a. a statement certifying that the student is aware of the provisions of free higher education and certifying that the student made the choice voluntarily and not by force or under duress;
- b. the amount of financial contribution;
- c. the academic period (semester/term and academic year) in which the student voluntarily contributed;
- d. signature of the student, if minor, signature of his/her legal guardian or parent; and
- e. certification/acceptance by the registrar and/or guidance counselor.

*\*For more information on RA 10931, please see Appendix VI.*

#### O. LIST OF ACADEMIC PROGRAMS

LA TRINIDAD CAMPUS		
GRADUATE PROGRAMS		
Doctor of Philosophy		
Agronomy	Educational Management	
Horticulture	Language	
Rural Development	Majors in:	English Language
Science Education		Filipino Language
Major in: Biology		
Master of Science		
Agricultural Economics	Environmental Science	Physical Education
Agronomy	Extension Education	Plant Pathology
Animal Science	Horticulture	Resource Management System
Biology	Forestry	Rural Development
Entomology	Majors in:	Soil Science
Mountain Engineering (BSU-SLU-UC Consortium)	Silviculture	
	Watershed Management	

<b>Master of Arts in Education</b> Educational Administration and Supervision Elementary Education Early Childhood Education		
<b>Master of Arts</b> <div> <div>Applied Statistics</div> <div>Chemistry</div> <div>English as-a-Second Language</div> <div>Home Economics</div> </div> <div> <div>Filipino</div> <div>General Science</div> <div>Guidance</div> <div>Technology and Home Economics</div> </div> <div> <div>Mathematics</div> <div>Physics</div> <div>Social Studies</div> </div> <div> Master in Library and Information Science  Master in Public Administration </div>		
<b>OPEN UNIVERSITY</b>		
<b>Master's Degree</b> MCD Master in Community Development MCHD Master in Community Health Development MCM Master in Cooperative Management MDC Master in Development Communication MHRM Master in Human Resource Management MNFE Master in Non-Formal Education (Alternative Learning System) MUM Master in Urban Management		
<div> <b>Diploma Course</b>  DUM Diploma in Urban Management  DTM Diploma in Training Management </div> <div> <b>Certificate Course</b>  COA Certificate in Organic Agriculture  CCHD Certificate in Community Health Development </div>		
<b>UNDERGRADUATE PROGRAMS</b>		
<b>College of Agriculture (CA)</b> <u>Degree Programs</u> BSA Bachelor of Science in Agriculture Majors in: <div> <div>Agricultural Economics</div> <div>Agroforestry</div> <div>Agronomy</div> <div>Animal Science</div> </div> <div> <div>Beekeeping</div> <div>Entomology</div> <div>Extension Education</div> <div>Horticulture</div> </div> <div> <div>Organic Agriculture</div> <div>Plant Breeding</div> <div>Plant Pathology</div> <div>Sericulture</div> <div>Soil Science</div> </div> BSAB Bachelor of Science in Agribusiness Majors in: Finance Management Local Agribusiness Management Marketing Management BSDC Bachelor of Science in Development Communication Majors in: Community Broadcasting Development Journalism Educational Communication Science Communication		
<u>Non-Degree Programs</u> Certificate in Practical Organic Agriculture Certificate in Agricultural Science Diploma in Agroforestry		

**College of Arts and Sciences (CAS)**Degree Programs

AB Fil	Bachelor of Arts in Filipino Language
AB EL	Bachelor of Arts in English Language Studies
AB Comm	Bachelor of Arts in Communication
BSES	Bachelor of Science in Environmental Science
BSIT	Bachelor of Science in Information Technology
BSS	Bachelor of Science in Statistics

**College of Engineering and Applied Technology (CEAT)**Degree Programs

BSABE	Bachelor of Science in Agricultural and Biosystems Engineering
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*Majors in:*

Agricultural Power and Machinery	Farm Structures
Soil and Water	Agricultural Processing

Non-Degree Programs

5 Months Basic Automotive Mechanics
5 Months Advance Automotive Mechanics

**College of Home Economics and Technology (CHET)**Degree Programs

BS Entrep	Bachelor of Science in Entrepreneurship
	<i>Majors in:</i> Clothing & Craft Enterprise
	Food Enterprise
BSHM	Bachelor of Science in Hospitality Management
BSND	Bachelor of Science in Nutrition and Dietetics

**College of Forestry (CF)**Degree Program

BSF	Bachelor of Science in Forestry
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**College of Nursing (CN)**Degree Program

BSN	Bachelor of Science in Nursing
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**College of Teacher Education (CTE)**Degree Programs

BEE	Bachelor of Elementary Education
BECE	Bachelor of Early Childhood Education
BLIS	Bachelor of Library and Information Science
BPE	Bachelor of Physical Education
BSE	Bachelor of Secondary Education
	<i>Majors in:</i>
	English                      Physical Science                      Values Education
	Filipino                      Social Studies                      PEHMA
	Mathematics                      Technology and Livelihood Education
BTLE	Bachelor of Technology and Livelihood Education
	<i>Majors in:</i> Home Economics
	Agri-fishery Arts

**College of Veterinary Medicine (CVM)**Degree Program

DVM      Doctor of Veterinary Medicine

**Institute of Human Kinetics (IHK)**Degree Program

BSESS      Bachelor of Science in Exercise and Sports Sciences

*Majors in:*

Fitness and Sports Management      Fitness and Sports Coaching

Non-Degree Programs

Diploma in Physical Education

Basic Physical Education Courses

Major Courses in Physical Education

**Institute of Public Administration (IPA)**Degree Programs

BPA      Bachelor of Public Administration

Non-Degree Programs

Certificate in Public Administration

Diploma in Public Administration

Certificate of Proficiency in Public Administration

**BUGUIAS CAMPUS**Degree Programs

BEEd      Bachelor of Elementary Education

BSEd      Bachelor of Secondary Education

*Majors in:*

Filipino

Mathematics

Social Studies

PEHMA

BPED      Bachelor of Physical Education

BTLEd      Bachelor of Technical and Livelihood Education

*Majors in:* Home Economics

Agri-fishery Arts

Industrial Arts Dissemination

**BOKOD CAMPUS**Degree Programs

BEE      Bachelor of Elementary Education

BTLEd      Bachelor Technology and Livelihood Education

BSInT      Bachelor of Science in Industrial Technology

*Majors in:* Home Economics

Industrial Arts

BTVTE      Bachelor of Technical Vocational Teacher Education

## CHAPTER III STUDENT PROGRAMS AND SERVICES

### OFFICE OF STUDENT SERVICES (OSS)

The Office of Student Services (OSS) was re-organized on June 10, 2013 and is directly under the jurisdiction of the Office of the Vice President for Academic Affairs. The OSS aims to develop, implement, and monitor programs that come in the form of academic support experiences. These programs eventually lead to the holistic development of each BSU student.

#### OSS Principle

A service-oriented partner for the development of competitive students

#### OSS Mandate

Advocate quality and relevant student development services and programs that are responsive to the emerging needs of time

#### OSS Goal

Equip students with essential life skills that serve as catalyst in order to become productive citizens of the local and international society

#### OSS Objectives

1. Manage student-centered programs and services that promote holistic development in support of academic instruction, nation-building, and global competitiveness;
2. Plan, organize, coordinate and implement student programs and activities in relation to student development, student wellness, health, library services and international students' program;
3. Oversee that accredited student organizations operate within the charter and rules of the University;
4. Conduct investigation on disciplinary concerns involving students and student organizations and recommend appropriate actions to the President through the VPAA;
5. To help build and promote capabilities and competence of university students, faculty and staff members, researchers and scholars through well-stocked relevant quality library collections, and
6. Develop a better quality of life through health promotion, disease prevention and medical intervention.

### FOUR (4) OSS SERVICE UNITS

#### A. STUDENT DEVELOPMENT SERVICES (SDS) DIVISION

The SDS Division banners growth, improvement, training and promotion of sustainable endeavors of all bonafide BSU students and alumni. Under the SDS Division include the following:

##### 1. Student Discipline Unit (SDU)

The goal of the SDU is to ensure judicious implementation of institutional rules and regulations governing student behavior and conduct in and outside the campus while carrying-out school-related activities.

##### SDU Objectives

- a. to abide by the University Student Code of Conduct and Discipline (USCCD) taking into account gender and disability sensitive rules and regulations;
- b. to work closely with the discipline committee to ensure due process in dealing with student misconduct;
- c. to observe timely mechanisms in addressing student grievances, and



- d. to provide other services which are innate off-shoot of the SDU's functions.

## SDU Functions

- a. prompt attendance to complaints or grievances referred to the SDU by the OSS-SDS;
- b. monitoring of the implementation of disciplinary sanctions;
- c. preparation of Certificates of Good Moral Character (CGMCs) to requesting party/ies;
- d. handling of clearances being sought by students and other requesting parties, and
- e. preparation and provision of reports required for institutional accreditation in support to requesting Institutes and / or College.

## SDU Services Procedures

### a. Processing of Disciplinary Cases

Steps	Procedures
1	Upon receipt of the Incident Report from referring party using the Appointment Slip, SDU Head conducts preliminary inquiry guided by the Student Code of Conduct and Discipline.
2	To ease access and afford close monitoring of cases, SDU Head creates respective file-folder of students endorsed for disciplinary intervention/s.
3	As indicated in the accomplished Appointed Slip, referred student reports to the SDU Office to submit himself / herself to due process.
4	SDU Head prepares respective Monitoring Checklist Form of referred students where progress of case processing and other pertinent information are reflected.
5	At the initial intervention stage, SDU Head prepares formal charge/s and serves to respondent as s/he reports for accountability.
6	Student respondent prepares written explanation detailing his/her side of the incident. S/he then submits written account within 72 hours from receipt of the formal charge/s.
7	Depending on the severity of offense, SDU Head schedules hearings, refers to concerned offices for appropriate intervention measures, and/or elevates case to the SAB.
8	As the case is decided, student respondent serves meted sanction/s based on the University Student Code of Conduct and Discipline (USCCD).
9	SDU Head records updates and completion of meted disciplinary sanction/s and informs all concerned anent status of case (whether closed or on appeal).
10	SDU Head files confidential documents / records under lock and key for safekeeping and for future reference as the need arises.

### b. Certificate of Good Moral Character Preparation

Steps	Procedures
1	Requesting party writes entries on the OSS-SDS-SDU Transaction Logbook.
2	SDU Head checks disciplinary records on file to establish good repute of the requesting party.
3	Requesting party presents the document's Official Receipt (OR) of payment.
4	SDU Head prepares the Certificate of Good Moral Character (CGMC) on pre-signed template.
5	The CGMC is imprinted / marked with the University dry seal for authentication.
6	The SDU Head checks the accuracy / veracity of logbook entries to document the transaction.
7	The CGMC document is handed to the requesting party along with the marked "Used for CGMC" OR.

### c. Clearance Signing

Steps	Procedures
1	SDU Head checks if the Clearance Form is endorsed by the SSGU and/or VPU (for graduating students).
2	If without endorsements, the requesting party is referred by to said units for loan and other accountabilities.
3	If in order, the requesting party writes pertinent entries on OSS-SDS-SDU Transaction Logbook.
4	The SDU Head checks disciplinary records to establish good repute of requesting party.
5	If cleared, SDU Head imprints OSS Director's facsimile on Clearance Form before affixing initials on same.
6	For special cases, the requesting party is referred to the Student Development Services Division Chief for disposition.
7	Once cleared of accountabilities on the special concern/s, steps 3 and 5 are carried out.

### d. Frontline Assistance to Walk-In Clients

Steps	Procedures
1	Walk-in client communicates purpose of transaction (clearance signing, refund claims, etc.) to the SDS staff.
2	S/he is then directed to sign-in and write entries on the appropriate SDS Transaction Logbook.
3	The staff checks relevant records (SIAS and CHED Loans) if seeking clearance and/or answers query/ies or attends to demand/need of client for other SSGU-related concerns.
4	If in order the staff signs Clearance Form and endorses client to the VPU (if graduating) or to the SDU; issues relevant forms and referrals (as necessary) for concerns other than clearance signing.

## 2. Student Organizations and Activities Units (SOAU)

The SOAU accredits, supervises and evaluates recognized student organizations and their activities. The unit also provides avenues for the enhancement of leadership and citizenship skills.

### SOAU Functions

- processes and screens application of student organizations;
- monitors the activities of Recognized Student Organizations (RSOs);
- evaluates the RSOs' performance for the school year;
- recognizes the outstanding contributions of student leaders and RSOs; and
- facilitates invitational training programs, seminars / workshops, and competitions for BSU students.



### Other Programs under SOAU

- International Students Program (ISP)

This service provided by the SOAU assists foreign students for a smooth adaptation in the University and the community like helping them process their documents with concerned government agencies; assists them find a safe and comfortable place to stay and provides for intercultural assimilation.

- Economic Enterprise Development Program (EEDP)

This program is the University's mechanism to promote and develop student economic enterprises. It caters to the other economic needs of students such as student cooperatives, entrepreneurial, income generating projects, savings, and the like.

## SOAU Services Procedures

### a. Processing of Activity Permits

Steps	Procedures
1	The student leader records required entries on the SOAU services' logbook.
2	S/he presents properly filled-out Activity Permit Forms (APFs) complete with signatures of all concerned and required attachments.
3	The SOAU Head evaluates submitted documents taking into account compliance to OSS requirements on processing lead time among others.
4	If in order, endorses activity/ies to next higher authorities (SDS Division Chief, OSS Director, and VP for Academic Affairs and/or the University President) for approval.
5	Once approved, SOAU Head gets the unit's copy, encodes details of activities on database for monitoring and report generation purposes and gives other copies to student leader.

### b. Submission of Accomplishment Reports

Steps	Procedures
1	The student leader records required entries on the SOAU services' logbook.
2	S/he presents properly filled-out Accomplishment Report Forms (ARFs) complete with signatures of all concerned and required attachments.
3	The SOAU Head evaluates submitted documents taking into account completeness and compliance to OSS requirements.
4	The SOAU Head documents transaction and hands other copies to student leader after receiving SOUA's copy.
5	Student leader receives SOAU-acknowledged ARFs and distributes copies as follows: concerned Recognized Student Organization (RSO) and College Secretary and/or College Student Body (for college-based RSOs)

## 3. Student Scholarships and Grants Unit (SSGU)

The SSGU is mandated to establish an efficient and effective management of scholarship and grant endowments to qualified students in the university.

### SSGU Objectives

- to regulate systems and procedures in the awarding of scholarships and grants in the university;
- to establish, sustain and enhance networking with scholarship and grant sponsors;
- to monitor the academic performance of scholars and grantees; and
- to coordinate with the other units under the OSS in the implementation of student development and welfare programs for scholars and grantees.

### SSGU Functions

- networking with scholarship and grant sponsors;
- selection of scholars and grantees;
- processing of scholarships and grants during enrollment;
- preparation of billings and accounts;

- e. monitoring of scholars and grantees;
- f. preparation of reports and submission to sponsors;
- g. frontline assistance to walk-in clients, and
- h. preparation and furnishing of accreditation requirements.

## SSGU Services Procedures

### a. Processing of Scholarship/Grant during Enrolment

Steps	Procedures
1	The scholar or grantee enrolls in course/s to be taken for the current semester.
2	The SSGU staff checks student's name in the List of Scholars and Grantees submitted by Sponsors and recommending BSU Personnel.
3	The student secures and fills out SSGU Forms; submits the same with the appropriate supporting documents.
4	The SSGU Staff evaluates S/G's scholarship/grant status and verifies presented documents.
5	The student pays certification fee/s (for the Certificate of Good Moral Character, Statement of Account, Certificate of Final Grade Report and/or Certificate of Enrolment).
6	The SDU personnel prepares and issues the Certificate of Good Moral Character (CGMC).
7	The student submits accomplished forms, CGMC and Official Receipts of paid certificates.
8	SSGU staff double checks submitted documents and applies appropriate discount in SIAS.
9	SSGU staff releases Enrolment Form to concerned student.
10	Student pays the Supreme Student Government, The Mt. Collegian, and the Society of Scholars and Grantees membership dues / fees before proceeding to the Accounting Office, Cashiering Office and the Office of the University Registrar housed in the Administration Building to complete enrolment process.

### b. Screening of Scholarship/Grant Beneficiaries

Steps	Procedures
1	BSU and sponsoring organization sign MOA and Program's Implementing Rules and Standards.
2	SSGU announces / publishes Call for Applications.
3	Interested students secure Application Form from the SSGU and submit the filled out form with the required supporting documents on or before deadline.
4	SSGU prescreens submitted documents; schedules and conducts interview with applicants.
5	SSGU short-lists qualified applicants and endorses the same to the sponsoring organization / BSU recommending personnel for perusal and approval.
6	Sponsoring organization / BSU recommending personnel submits to SSGU list of student applicants accepted for the scholarship or grant.
7	SSGU issues Notices of Award to concerned students upon receipt of the approved endorsement.
8	SSGU and/or sponsoring organization orient/s scholars / grantees on the rules and standards of the scholarship/grant.
9	SSGU processes the scholarship / grant discounts during enrolment.
10	Sponsoring organization / BSU recommending personnel takes action on the disbursement of scholarship / grant benefits.

### c. Monitoring of Scholars and Grantees

Steps	Procedures
1	SSGU notes through the SIAS names of scholars / grantees with academic deficiencies (incomplete and dropped marks and/or failing grades).
2	Scholars / grantees with deficiencies are referred to the Guidance and Counseling Unit (GCU) for appropriate intervention measures.
3	SSGU submits status report and Certificates of Final Grade Report of scholars / grantees to their respective sponsors.
4	SSGU issues notice of suspension, continuance or discontinuance of assistance based on sponsor's guidelines.
5	SSGU assists scholars / grantees with deficiencies who request for reconsideration.

## B. STUDENT WELLNESS SERVICES (SWS) DIVISION

The SWS Division is concerned with activities that facilitate the academic, vocational, social and personal growth and development of each BSU student. Under the SWS Division include the following:

### 1. Guidance and Counseling Unit (GCU)

The main function of **(GCU)** is to help students attain personal growth and development. The unit assists students in examining and resolving problems and situations that impede their academic, personal, moral, spiritual, social, and psychological as well as career development.

#### GCU Functions

- plans comprehensive programs for student welfare with the assistance of parents, guardians, teachers, administrators, and other concerned personalities and agencies;
- provides individual and group counseling to students with varied developmental concerns;
- conducts seminars / workshops based on the assessed needs of the students and develops, prepares, and disseminates informational materials related to these.
- keeps a systematic record of student information;
- establishes linkages with different agencies in order to partner with experts who are able to respond to the students' special needs; and
- conducts researches to enhance the unit's student welfare services.



#### Other Services

- Students with Special Needs and Person with Disabilities Services Unit  
This unit is specialized for structuring programs and activities designed to provide equal opportunities to Persons With Disabilities (PWDs), indigenous peoples, solo parents, etc. (academic accommodation for learners with special needs).
- Information and Orientation Services Unit  
This unit is in-charge for the organization of information dissemination and orientation services of the OSS.



## GCU Programs

TuTuK <sup>2</sup> (Tumulong Ken Tumarabay Kenyam, Kabsat) Programs	
TuTuK <sup>2</sup> : “Kalinga”	Provision of care to students via counseling and life-coaching to aid students come up with necessary coping and decision-making skills they can use when faced with difficult circumstances. -Support Group for PWDs -Support Group for Student Mothers
TuTuK <sup>2</sup> : “Dap-ay”	The Counselor conducts conference/s with student, parent/s, and other school personnel to work together for the wellbeing of the student.
<b>Information Services</b> -conduct of lectures, seminars, and workshops, and distribution of IEC materials on different academic performance and personality enhancement topics, as follows:	
<u>Info. Services</u>	<u>Sample Topics</u>
TuTuK <sup>2</sup> : “Lasat”	Effective Study Habits; Goal Setting; Test Taking Strategies; Effective Financial Management; Time Management
TuTuK <sup>2</sup> : “Boom! Papanam?”	Self-awareness through Personality, Interest, & Ability Tests; Labor Market Information (DOLE)
TuTuK <sup>2</sup> : “Boom! Nakasaganakan?”	Workshop on Resume Writing; Acing the Job Interview; Ethics in the Workplace; Test Taking Strategies
TuTuK <sup>2</sup> : “I-Push mo yan!”	Effective Communication Skills; Assertiveness Skills Conflict Resolution; Interpersonal Skills, Decision Making
TuTuK <sup>2</sup> : “911”	Bullying: Prevention and Intervention; Understanding LGBTs; Teenage Pregnancy and Early Parenthood
TuTuK <sup>2</sup> : “Kudos”	Psycho-social processing to graduating students
TuTuK <sup>2</sup> : “Pasalubong”	Program for children of Overseas Filipino Workers (OFW)

## GCU Services Procedures

### a. Guidance, Counseling and/or Life Coaching (Individual or Group)

Steps	Procedures
1	Student/s report/s to the OSS-SWS-GCU. If referred, the student/s present/s his/her/their referral slip/s to the attending Guidance Counselor (GC) or Student Assistant (SA).
2	The student/s log/s in the Clients' Logbook and is/are ushered to the concerned college Counselor-in-Charge.
3	The GC provides necessary and appropriate intervention/s (individual or group counseling) and issues Class Admission Slip/s.
4	The GC issues an Appointment Slip to the student/s for follow-up.
5	The GC conducts Follow-up Counseling Sessions (the number of follow-up sessions depends on the nature of concern of the student/s).



Steps	Procedures
6	Student/s is/are referred to other experts, like a Clinical Psychologist, if the student/s' concern/s need/s special intervention/s beyond the Counselor's expertise.
7	The GC terminates counseling process / relationship (if student/s has/have developed constructive coping and/or sound decision-making skills).

**b. Guidance and/or Life Coaching of Students Applying for Leave of Absence (LOA)**

Steps	Procedures
1	The student presents the accomplished Leave of Absence (LOA) Application Form procured from the Office of the University Registrar (OUR).
2	Concerned student fills out the GCU Leave of Absence Form handed him/her after having registered on the GCU Transaction Logbook.
3	The GC provides guidance and/or life coaching to the student. The GC acts on (endorses or not) the LOA application of the student.
4	The student proceeds to the next office that will have to sign his/her Application for LOA Form.

**c. Guidance and/or Life Coaching of Students Applying for Readmission**

Steps	Procedures
1	The student presents the accomplished Application for Re-admission Form (ARF) procured from the OUR.
2	Concerned student fills out the GCU Re-admission Form handed him/her after having registered on the GCU Transaction Logbook.
3	The GC provides guidance and/or life coaching to the student. The GC may issue an Appointment Slip for follow-up sessions.
4	The GC acts on (endorses or not) the Application for Re-admission of the student.
5	The student proceeds to the next office that will have to sign his/her Application for LOA Form.

**d. Academic Guidance and/or Counseling of Students with Academic Deficiencies**

Steps	Procedures
1	The college or the teacher is either provided a Master List of Deficiencies Form or downloads the form from the BSU website; fills it out and submits to the OSS-SWS-GCU.
2	The GC receives, classifies and collates the data given by teachers per college.
3	Guided by the individual and/or group counseling process, the GC calls in concerned students for guidance and counseling.
4	GCU provides updates to referring colleges and/or teachers for feedback purposes.

**e. Guidance and/or Life Coaching of Students Seeking Permission to Shift, Withdraw or Drop Subjects**

Steps	Procedures
1	The student presents the accomplished Application for Shifting/Withdrawing/Dropping Form procured from the OUR.
2	Concerned student fills out the GCU Application for Shifting/Withdrawing/Dropping Form handed him/her after having registered on the GCU Transaction Logbook.
3	The GC provides guidance and/or life coaching to the student.

	The GC acts on (endorses or not) the Application for Shifting/Withdrawing/Dropping Form of the student.
4	The student proceeds to the next office that will have to sign his/her Application for LOA Form.

**f. Academic Guidance and/or Counseling of Students Referred due to Absences and/or Tardiness**

Steps	Procedures
1	The Instructor issues a Referral Slip. In the case of walk-in or self-referred client/s, s/he or they is / are issued the form and instructed to properly accomplish the same either by the GCU staff or the SA on duty.
2	The student prepares and submits the required supporting documents (together with the accomplished Referral Slip) to the attending GC.
3	The GC interviews, provides necessary intervention/s and issues Class Admission Slip/s. The GC issues an Appointment Slip for follow-up, if deemed necessary.
4	The student goes back to class and presents GCU-issued Class Admission Slip to concerned Instructor/s.

**g. Request for Student Records or Information**

Steps	Procedures
1	The client presents a valid identification card and fills out the GCU Request for Student/s' Records or Information Form.
2	S/he is interviewed briefly by the GC to verify the urgency and validity of the request.
3	If the request is valid and urgent (e.g., a parent or a guardian wants to check on the schedule or attendance of his/her child or ward), the GC provides the requested information or document. If the request needs further verification and/or informed consent of the student concerned (e.g., a client, who is not in any way related to the student, is requesting for the contact number or address of the student), the client is instructed to follow-up with the office after the GC has talked to the student concerned.
4	The GC invites the student concerned to report to the GCU for an interview.
5	The data requested is either given to or withheld from the requesting party, depending on the outcome of the interview with the student. The requesting client is then informed accordingly.

**2. Student Housing Unit (SHU)**

The SHU primarily provides shelter to the students. It also provides a healthy atmosphere conducive for study, social interaction and group living. The Ladies' and Men's Dormitories are "homes away from home" to their residents.

**SHU Functions**

- provides accommodation to selected single freshman college students coming from far places who are not financially capable of paying rentals offered by outside lodging houses;
- provides accommodation to Graduate School students (Men's Dorm);
- contributes to the intellectual development of the residents by providing an atmosphere conducive for study, social interaction and group living;
- helps enhance the physical and social well-being of the residents, and
- provides opportunities for social advancement by emphasizing to proper conduct and responsibilities of each resident.



### Initial Requirements

- Duly filled out application and acceptance forms;
- Photocopy of Enrolment Form (Student's Copy);
- Photocopy of the Certificate of Good Moral Character (CGMC) from last school attended (for incoming freshman students) or from OSS-SDS-SDU for continuing students (sophomore / junior students).
- Photocopy of the dorm fee receipt of the semester's or term's half or full payment (i.e., One Thousand Pesos (PhP 1,000.00) - 50% down payment or Two Thousand Pesos (PhP 2,000.00) - 100% payment);
- One (1) piece long, colored envelope with tie;
- Two (2) pieces 5" x 8" index card, and
- Two (2) pieces 2" x 2" colored ID picture w/ white background and name tag



### Dormitory Rates

Particulars	Rate
a) Undergraduate Students *New Ladies Dorm	PhP 400.00/head/month PhP 2,000 – PhP 3,000.00/head/month
b) Graduate Students	PhP 1,500
c) Transients	PhP 250.00 – PhP 450.00/night/head

*Note: Rates are subject to change.*

### Application at the Ladies' and Men's Dormitories

Steps	Procedures
1	Proceed to respective Residence Hall (Ladies' Dorm for females, Men's Dorm for males) and APPLY for accommodation.
2	The applicants are interviewed / screened by the concerned Dormitory-in-Charge.
3	If in order, applicants accomplish the Dormitory Application Forms provided them by the Dorm-in-Charge.
	Applicants proceed to the Cashiering Office and to PAY the dormitory fee for one (1) semester / term.
	To comply with the required supporting documents, the applicants photocopy the Official Receipt of payment and ready initial requirements* for submission along with the Application Form before proceeding back to the Ladies' or Men's Dormitory.
4	Applicants submit the accomplished Dorm Application Forms complete with required attachments to the Dorm-in-Charge.
	Dorm-in-Charge checks the completeness of submitted documents including compliance with initial requirements*.
5	If compliant, applicants are given their respective room assignments upon checking-in, that is, three (3) days before the start of classes.

### 3. Testing and Materials Development Unit (TMDU)

The TMDU is concerned primarily with the delivery of testing services through the preparation, administration, scoring, and interpretation of psychological tests for specific purposes. It also develops materials such as survey forms and questionnaires to be used in researches in relation to testing and other services, programs, and activities of the OSS.

## TMDU Functions

- administers psychological tests to objectively evaluate incoming primary pupils, high school students and college freshmen to the curricular programs of the University;
- administers psychological tests to elementary, high school, undergraduate and graduate students for specific purposes;
- administers psychological tests to referred students as part of guidance and counseling, remedial training and special education, and
- administers psychological tests to external clients as part of extension services.

## BSU Admission Test (BSU-AT) Application previously referred to as College Qualifying Examination (CQE)

Steps	Procedures										
1	<p>The applicant either procures BSU-AT Application Form from:</p> <ul style="list-style-type: none"> <li>BSU Office of Student Services-Student Wellness Services-Testing and Materials Development Unit (OSS-SWS-TMDU) - La Trinidad Campus</li> <li>Guidance and Counseling Office-Buguias Campus</li> <li>Registrar's Office-Bokod Campus</li> <li>Can be downloaded from <a href="http://www.bsu.edu.ph/downloads">www.bsu.edu.ph/downloads</a></li> </ul>										
2	<p>He/she legibly fills out BSU-AT Application Form and completes application <u>REQUIREMENTS</u> as follows:</p> <table> <tr> <th><i>Who may take the BSU-AT?</i></th><th><i>Required Documents</i></th></tr> <tr> <td>Currently enrolled Grade 12 student expected to graduate</td><td> <ul style="list-style-type: none"> <li>Certificate of enrolment from the School Registrar/Principal</li> <li>Two certified photocopies of Grade 11 report card with General Weighted Average duly signed by the Principal</li> </ul> </td></tr> <tr> <td>Senior High School Graduate</td><td> <ul style="list-style-type: none"> <li>Original and Two (2) photocopies of Grade 12 Report Card</li> </ul> </td></tr> <tr> <td><b>Transferee</b> (A student who enrolled in any tertiary level school but wish to transfer in BSU)</td><td> <ul style="list-style-type: none"> <li>Endorsement slip duly signed by the Dean/Director of the College/Institute where applicant intend to enrol at BSU</li> <li>Two (2) photocopies of Certified Copy of Grades</li> </ul> </td></tr> <tr> <td><b>All Applicants</b> (other requirements to be submitted)</td><td> <ul style="list-style-type: none"> <li>Accomplished BSU-AT Application Form</li> <li>Two (2) recent 2x2 ID picture (formal studio) with white background and name tag (signature over printed name)</li> </ul> </td></tr> </table> <p style="text-align: center;"><b>***NO Testing Fee to be Collected</b></p>	<i>Who may take the BSU-AT?</i>	<i>Required Documents</i>	Currently enrolled Grade 12 student expected to graduate	<ul style="list-style-type: none"> <li>Certificate of enrolment from the School Registrar/Principal</li> <li>Two certified photocopies of Grade 11 report card with General Weighted Average duly signed by the Principal</li> </ul>	Senior High School Graduate	<ul style="list-style-type: none"> <li>Original and Two (2) photocopies of Grade 12 Report Card</li> </ul>	<b>Transferee</b> (A student who enrolled in any tertiary level school but wish to transfer in BSU)	<ul style="list-style-type: none"> <li>Endorsement slip duly signed by the Dean/Director of the College/Institute where applicant intend to enrol at BSU</li> <li>Two (2) photocopies of Certified Copy of Grades</li> </ul>	<b>All Applicants</b> (other requirements to be submitted)	<ul style="list-style-type: none"> <li>Accomplished BSU-AT Application Form</li> <li>Two (2) recent 2x2 ID picture (formal studio) with white background and name tag (signature over printed name)</li> </ul>
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3	<p>The applicant submits the duly accomplished BSU-AT Application Form including requirements to the TMDU Office – La Trinidad Campus or to the Guidance and Counseling Office - Buguias Campus within the set application period.</p> <p>TMDU/GCO staff checks completeness of documents submitted.</p>										
4	<p>If in order, the applicant is scheduled for BSU-AT. Examination permit is issued indicating the schedule of examination (date and time), the venue and other important instructions.</p>										
5	<p>Applicant takes the BSU-AT as scheduled where the administration of the BSU-AT is undertaken at the identified venue. The information about the date of release of test results is announced after the test.</p>										
<p>Test results will be informed to the incoming students who took the BSU – AT through the <b>Notice of Admission (NOA)</b> to be issued/claimed at the TMDU Office – La Trinidad Campus.</p>											

#### 4. **Vocational and Placement Unit (VPU)**

The VPU assists students find employment while in school and facilitates the transition of students into the world of work. The office also disseminates employment opportunities to BSU alumni.

##### **VPU Functions**

- a. monitors programs for student employment such as the Student Assistantship Program and the Special Program for the Employment of Students (SPES);
- b. gathers information from graduating students which are useful in tracer studies and employment opportunities;
- c. conducts career counseling and career coaching to BSU students and other requesting schools, and
- d. facilitates the approval and dissemination of employment postings.

##### **VPU Programs and Qualifications**

- a. Student Assistantship (SA) Program
  - ✓ Applicable for 1st and 2nd semester ONLY
  - ✓ Application Period: every 1st month of each semester

###### Qualifications

- At least 16 years of age;
- Maximum enrolled units: 15 units inclusive of PE and NSTP;
- No failure, INC and dropped marks in the preceding Semester for previous student assistants; and
- With at least 3 hours but preferably 4 hours continuous vacant period a day.

- b. Special Program for Employment of Students (SPES)
  - ✓ Applicable during midyear term only
  - ✓ Application Period: January to February

###### Qualifications

- At least 15 years of age but not more than 25 years old;
- Combined net income tax of parents does not exceed the latest annual regional poverty threshold level as determined by NEDA; and
- At least got an average passing grade during the last school/term attended.

##### **VPU Services Procedures**

###### **a. Request for Posting Approval of Employment Advertisement**

Steps	Procedures
1	The staff-in-charge receives, evaluates and verifies the company documents and employment poster and/or notice of vacancy.
	The staff-in-charge issues an Employment Posting Request Form (EPRF) to the company representative.
	The requesting company representative fills out the form and submits the same to the VPU Head or the staff-in-charge.
2	The VPU Head or the staff-in-charge receives filled out EPRF; checks the same for completeness of entries.

Steps	Procedures
	The VPU Head or staff-in-charge imprints "Approved for Posting" mark, writes duration of posting, and affixes his / her signature on the employment poster/s and/or notice/s of vacancy/ies.
3	The VPU Head or staff-in-charge returns marked and signed employment posters and issues written reminders regarding employment posting before the posters/notices are mounted.

### b. Student Assistantship (SA) Program Application

Steps	Procedures
1	<u>Application Period</u> Interested students who meet the minimum requirements of the SAP submit the complete set of application requirements as follows: <ul style="list-style-type: none"> <li>✓ BSU-issued Identification (ID) Card</li> <li>✓ Enrolment Form for the current semester</li> <li>✓ Letter of consent from parent or guardian</li> <li>✓ Letter of endorsement from thesis adviser</li> </ul>
2	<u>Interview</u> Before the interview, the applicants fill out the SAP Application Form and submit the same to the staff-in-charge. This done, they prepare and submit themselves for assessment interview by the VPU Head.
3	<u>Acceptance</u> Qualified applicants will be informed accordingly.
4	<u>Orientation</u> As a mandatory requirement before deployment, all qualifiers are obliged to attend the orientation on work ethics and other required calling of the program.
5	<u>Placement</u> Taking into consideration the qualifications of the student assistants and the criteria provided by end-users, the VPU Head assigns and deploys them correspondingly.

### c. Request for Employment Certification

Steps	Procedures
1	Student fills out logbook for employment certification requisition.
2	VPU Head checks records and prepares the Certificate of Employment.
3	Requesting student receives the Certificate of Employment and affixes his / her signature where appropriated on the transaction logbook.

## C. UNIVERSITY HEALTH SERVICES (UHS) DIVISION

The UHS Division is committed to provide quality health care to students, employees and their immediate dependents (spouse and their children 18 years old and below).



## UHS Division Functions

### 1. Medical Clinic

- a. assesses health status of the University population to include students, faculty and staff members through pre-enrolment and pre-employment physical examination;
- b. conducts consultations and treatment for students, employees and their respective qualified dependents;
- c. refers cases that need further evaluation and management;
- d. issues medical certificates for the following:
  - scholarship application
  - field practice practicum/field works,
  - on-the-job training,
  - athletics participation,
  - scouting involvement
  - red cross training,
  - journalism competition and/or participation,
  - travel/field trips; and
  - absence from class
- e. promotes health and education campaigns/drives and practices, and conducts regular extension services in support to sports activities and outreach undertakings to BSU's external campuses.



### 2. Dental Clinic

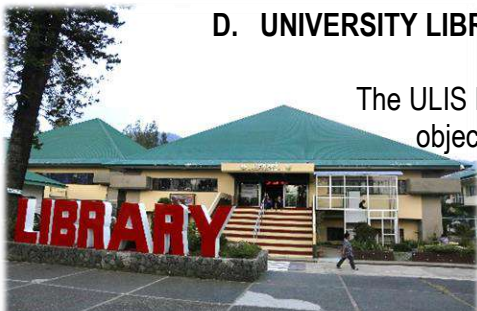
- a. assesses oral health status of incoming freshmen through pre-enrolment dental examination;
- b. treats dental diseases and conditions;
- c. advocates preventive, curative and promotional services in the area of dental health;
- d. refers cases needing further evaluation and management, and
- e. conducts regular extension services in support to sports activities and outreach undertakings to BSU's external campuses.

## Medical and Dental Consultation Procedures

Steps	Procedures
1	The patient reports to the Medical or Dental Clinic for consultation and/or management.
2	The Nurse or the Dental Aide on duty conducts preliminaries such as checking of records, taking vital signs, etc. and refers the patient to the attending Physician or the Dentist for management.
3	The patient is referred back to the Nurse or the Dental Aide on duty for final instructions.

**Note:** \*Only initial doses of prescribed medicines are given to sick students.

## D. UNIVERSITY LIBRARY AND INFORMATION SERVICES (ULIS) DIVISION



The ULIS Division is committed to the achievement of BSU's vision, mission, goals, and objectives through higher quality services, resources and functional ICT through its technology-based services and technical services.

## The Library Sections

1. Reference and Information Services Section
  - This section has general references like atlases, bibliographical indexes, bibliographies, dictionaries, directories, encyclopedias, guidebooks, manuals, maps, OPAC, book listings, government issuances and other related reference sources. This section also serve as frontline services for clients and visitors to cater queries. All materials are for room use only.
2. Serials Section
  - This section contains all local and foreign journals, magazines and newspapers, vertical files and other continuing resources. All materials are for room use only.
3. Filipiniana Section
  - Books and other materials on various course/s or topics written by Filipino authors, or about the Philippines, or published in the Philippines are found in this section. Also included are the collections of CARiana (Cordillera local resources), theses and dissertations. The CARiana, Master Theses and Dissertations are for room use only.
4. General Circulation Section
  - This is an open shelf section where subject references on humanities, social sciences, history, language, pure sciences, applied sciences, and literatures are found. Users can directly search and browse the books on the shelves.
5. Virtual Library and Interactive Resources Section
  - This section provides internet access, printing and other interactive references like the TEEAL database, access to subscriptions either in online or LAN and CDROM/DVD based databases. A student is allowed to use the internet upon the presentation of Official Receipt or Validated ID.
6. Institutional Archives and Special Collections Section
  - The collections in this section include the following: official University records, University publications, Presidents memorabilia, employee personal papers, and print preservation services.
7. Function Hall Services
  - This is a function hall with multimedia equipment such as TV set, LCD projector, sound system, etc. Use of this room is upon reservation by concerned faculty member or group leader. A group of at least ten (10) students can also request provided that the students will be responsible for all the resources/ equipment inside. A request form is required at least two hours before the usage.
8. Student Center
  - Located at the basement of the main library, this serves as student lounge, collaboration area, makers space and working area of users who are doing indirect academic activities like clipping, drawing, or small group workshop.
9. College of Nursing Library
  - This unit library is treated as a special library. Its collections are mostly nursing in nature.
10. College of Veterinary Medicine Library
  - This unit library is treated as a special library. Its collections are related to animal and veterinary medicine.

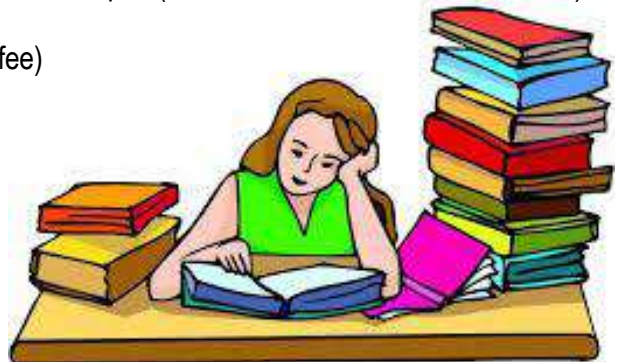
## Other Library Services

1. Online Public Access Catalog (OPAC)

- OPAC is an index to the library's own collection. It is an online version of the traditional card catalog.
- 2. Current Awareness Service (CAS)
  - This service gives awareness of the latest acquisitions and developments with regard to the library. CAS services are relayed in print and social media sites created by the library.
- 3. Literacy and Library Orientation
  - This service is given to all freshmen and transferees every first semester of the school year to familiarize them with the use of the library and its resources capped with library tour. A lecture on library matters can be conducted by request.
- 4. Reprographic or Photocopying Services
  - This is available inside the main library. However, cover-to-cover photocopying of theses and dissertations is not allowed.
- 5. Online Services.
  - Electronic Theses and Dissertations (ETD's) are available at <http://digilib.bsu.edu.ph>
- 6. Library Catalog.
  - The search box for the Library Catalog on the site [catalog.bsu.edu.ph](http://catalog.bsu.edu.ph). The Catalog lists all books that can be borrowed as well as resources can be accessed online.
- 7. Open Access Resources
  - These are digital scholarly or academic communications or knowledge products that are free to read, reuse, and download but it must be ethically cited.
- 8. Free Online Reference/Citation Sites
  - Through Referencing Styles *PLAGIARISM* can be avoided by correctly sourcing out references used.

### Library House Rules and Regulations

1. Library Hours
  - The University Library is open from 7:30 AM to 6:00 PM on Mondays to Fridays and during Saturdays from 8:00 AM to 5:00 PM.
  - It is closed during Sundays and holidays, Semestral/Christmas breaks, and does not provide user's services on mid-year term breaks.
2. Categories of Library Users
  - a. All bonafide students of BSU La Trinidad campus
  - b. All bonafide students of the BSU-Buguias and BSU-Bokod Campus (for room use and with referral letter)
  - c. BSU Faculty members(regular/contractual)
  - d. BSU alumni with valid ID(upon payment of the Alumni fee)
  - e. Researchers from other Universities/Agencies
  - f. Open University and Prof Ed Students
  - g. High School Students (for room use only)
  - h. All members of the BSU Board of Regents
  - i. Visiting Professors (By Sponsorship)
  - j. Peace Corps Volunteer (By Sponsorship)



### 3. Identification

- a. A Bar-coded or RFID University ID is:
  - required for the entire library transaction
  - valid only for the semester enrolled.
  - required upon entering the library premises
  - forfeited if its holder makes any alteration, addition, or erasure on it
  - is non-transferable
- b. Lost ID should be reported immediately to the Office of the University Registrar for replacement.

### 4. Uses of the Library Collections

- a. Use of the Library by the Members
  - The library is open to all bonafide students, faculty members, administrative staff, and other members of the academic community.
- b. Use of the Library by Non-Students
  - The library is open to all visiting users who wish to make use of the library facilities provided that the user/s presents a referral letter from the librarian or agency where they come from. A fee of Php 50.00 is charged for the use/access of library facilities
- c. Use of Reference Collection
  - All reference materials are strictly for room use only. A user may request to borrow reference materials for photocopy or for classroom use only.
- d. Use of Periodicals Collection
  - Like any reference materials, the use of periodicals are limited inside the library only. A user may borrow periodical material for photocopy or for classroom use only.
- e. Use of Theses and Dissertation
  - Theses, dissertation and research projects are limited to room use only. Only abstract of theses and dissertation is allowed for photocopying.
- f. Use of Filipiniana Collections
  - Filipiniana circulation collection may be borrowed for overnight only and may be renewed for another day if not needed by another user. Faculty members can borrow these materials for one month and can be renewed for another month if not needed by other library users
- g. Use of the General Circulation Collection
  - Books from the general circulation may be borrowed by students for three days and can be renewed for another transaction if not needed by other user. Faculty members can borrow these materials for one month and can be renewed for another month if not needed by other library users.
- h. Use of Archives and Special Collection
  - Special materials like university publications, archival materials and other special collection are limited to room use only.

### Violations

#### 1. Lost ID

- Lost ID should be reported at once to the Office of the University Registrar for replacement. Students are advised to get temporary slip from the Registrar's Office to continue with their library privileges (ID on process).

## 2. Lost Books

- Lost book should be reported to any of the library information desks. Users who lost any library materials are requested to get and fill out a Lost Book Form (LBF) from the library clerk. They are given a grace period of one (1) month to look for the lost materials. The LBF will be turned over to the Technical Section to determine price, supplier and the number of library copies. This must be paid for according to the current value with additional processing fee as determined by the library or be replaced with the same title or related reference if the book is no longer available in the market.

## 3. Lost Periodicals by the User

- Lost periodicals/magazines should be reported at once to the library. This must be paid according to the current value as determined by the library or be replaced with the same title and issue.

## 4. Failure to Return Books

- A borrower who fails to return books on time is charged P15.00/day/ book excluding Sundays and Holidays.

## 5. Mutilation or Damage of University Property

- Mutilation or damage to University property is a major offense covered by both the Student Code and the Staff Manual. Records or note of incidence must be indicated in the "NOTES" section of the Patron account in the ILS.

## 6. Materials Taken without Permission

- Taking library materials without permission is considered stealing, or a major offense covered by the Student Code.

## 7. Use of another ID Card

- A bar-coded or RFID University Identification Card is used in all library transaction. ID cards are non-transferable. Anyone found using ID card not on his own shall be subject to disciplinary action as prescribed in the Student Code.

## 8. Disorderly and Disruptive Behavior

- Unnecessary noise, loud conversation, sleeping, drinking, smoking, and eating within the library are strictly prohibited. Courtesy must be practiced in the library especially when borrowing and/or returning library materials.

## 9. Refusal to Pay Overdue Fine

- A borrower who refuses to settle library obligations for overdue books will not be allowed to register/borrow books unless said obligations are settled. Likewise, a name and ID number will be submitted to the Registrar's Office to make sure that accountability is settled.

## 10. Accessing Pornographic or Illegal Sites

- Students and non-students caught accessing pornographic sites, games and chatting will be subject to disciplinary action.

## **Procedure for Disciplinary Action**

### 1. Procedure

- Violation of library rules and regulations shall be sufficient grounds for reprimand or suspension of the library privileges that will be based on the Student Code, employee manual or may be decided by the Director of the library.

## 2. Sanctions

### a. For minor offenses

1 <sup>st</sup> offense	Reprimand and warning to be given by the Library authorities.
2 <sup>nd</sup> offense	Suspension of library privileges for one (1) week. A written report shall be given to the Dean of the students, and copy furnished the Guidance Office, Director of Office of Student Services and the President of the Student Council.
3 <sup>rd</sup> offense	Suspension of library privileges for one (1) month. A written report shall be given to the Dean of the students, and copy furnished the Guidance Office, Director of Office of Student Services and the President of the Student Council.
4 <sup>th</sup> offense	Suspension for one (1) semester. A written report shall be given to the Dean of the students, and copy furnished the Guidance Office, Director of Office of Student Services and the President of the Student Council.

### b. For major offenses

1 <sup>st</sup> offense	A written report shall be submitted to the Director of Office of Student Services for proper action.
2 <sup>nd</sup> offense	Suspension of library for one (1) semester. A written report shall be given to the Director of Office of Student Services for proper action.
3 <sup>rd</sup> offense	Permanent cancellation of library privileges. A written report shall be given to the Director of Office of Student Services for proper action.

## 3. Fines and Penalties

### a. Fines

- Books on loan (borrowed) when not returned on time (due date) will cause the borrower to pay a fine of Php15.00/day/book excluding Sundays and holidays. The library software automatically computes the library fine of every borrower.

### b. Penalties

- Library privileges of students and faculty members with unsettled accounts shall be temporarily suspended until such time that the accountability is settled. The report on the delinquent borrowers is permanent in the library software and will be cleaned until such time the borrower will settle during examinations or signing of clearance.

## Loaning Procedure for Library Resources

Steps	Procedures
1	Students search the call number, title and author of the book from the OPAC or online catalog.
2	They proceed to the section where the book or material is located; sign the book card and leave it to the personnel-in-charge.
3	Then they proceed to the circulation desk for proper checking out of the book/s. <i>Note:</i> Loaning time is from 2:00 pm to 5:45 pm for undergraduate students and anytime within office hours for graduate students.
4	On or before the expiry date of the loaning period, the students return the borrowed books and/or materials to the personnel-in-charge at the Control Desk for proper checking in. Before leaving, concerned students are advised to always confirm if the personnel-in-charge properly accounted their borrowed books and/or material/s.

*Loan Desks are located in every section wherein users can borrow books.*

## Borrowing Privileges

### 1. Undergraduate students

- A student is allowed to borrow one book at a time for overnight loan only from the Filipiniana and two books also from the General Circulation for two days.



### 2. Faculty and Administrator

- Faculty members and top university officials may borrow five (5) books at a time for a period of one (1) month. However, books that have high demand are subject to recall for student use.

### 3. Graduate Students

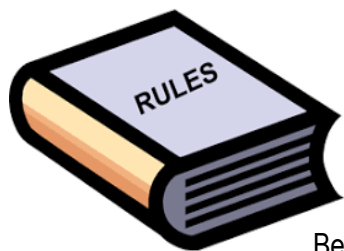
- Graduate students from all colleges/institutes may borrow five (5) books at a time for a period of one week.

### 4. BSU Alumni/Visiting Users

- Alumni and visiting users, provided with alumni ID and referral letter from the librarian and/or their company may be allowed to use the library resources. However, this is limited for room use only. A library research fee of P30.00 for undergraduate and P50.00 for graduate students is being charged by the university library.

## Allowable number of books to be borrowed from the library

GENERAL CIRCULATION SECTION	
Graduate School	Maximum of two (2) books for seven (7) days
Undergraduate Students	Maximum of three (3) books for two (2) days
Faculty Member	Maximum of two (2) books for Thirty (30) days
Staff/employee	Maximum of two (2) books for fifteen (15) days
FICTION BOOKS	
Graduate School	One (1) book for seven (7) days
Undergraduate Students	One (1) book for seven (7) days
Faculty Member	One (1) book for two (2) days
Staff/employee	One (1) book for two (2) days
FILIPINIANA SECTION	
Graduate School	Maximum of two (2) books for seven (7) days
Undergraduate Students	One (1) book for one (1) day
Faculty Member	Maximum of two (2) books for thirty (30) days
Staff/employee	Maximum of two (2) books for fifteen (15) days



## CHAPTER IV UNIVERSITY STUDENT CODE OF CONDUCT AND DISCIPLINE

### Introduction Basis of Conduct and Discipline

Benguet State University is a government institution. While every citizen is free to seek admission in the different degrees, those who satisfy the entrance requirements are eligible for enrollment. The University enrolls students subject to its admission requirements. In order that learning is optimized, rules and regulations are set to be observed.

Upon enrolment, a student imposes upon himself/herself all the responsibilities appropriate to his/her status; to learn and become morally upright, well-disciplined, civic-minded and vocationally efficient. The student acknowledges his/her responsibilities towards the administration, faculty members, fellow students and the community. In return, the University assures the student all the respect and protection of his/her rights and privileges.

These rules are promulgated to cultivate values and encourage virtues that make the Filipino proud. These values aim to strengthen character and nurture a community of scholars by upholding honor and inspiring excellence, which mark and distinguish BSU quality education.

While character cannot be created by legislation, the good virtues within each individual may be strengthened to achieve a degree of concern for others, the pursuit of learning and wisdom, a sense of justice and fairness, the courage to stand for moral principles, and the encouragement of an environment where persons can flourish.

The University respects and upholds the students' right to organization. The University supports legitimate student organizations and activities as initiatives of students to show their capacity for autonomous governance and leadership. It recognizes and promotes this training as preparation for their role in the governance of our nation with accountability, humility and love of country.

The University recognizes and espouses RA No. 722 (An Act Providing for the Rehabilitation, Self-Development and Self-Reliance of Differently-abled Persons and their Integration) and RA 10754 (An Act Expanding the Benefits and Privileges of Persons with Disability (PWDs)).

The University acknowledges and advocates Gender Equity to ensure that men, women, and persons with diverse sexual orientation, receive fair treatment in satisfying their respective needs as well as Gender Equality to warrant sexes, regardless of sexual orientation and gender identity, legally enjoy the same rights, resources, opportunities, and protections.

This Code is neither intended to restrict nor unnecessarily limit student activities but rather to provide the institutional parameters within which student activities can flourish. Certain primary institutional or social benefits are generated by the due observation of these parameters, among which are hospitality and security, the promotion of valuable initiatives, social cooperation and collective welfare.

The University has exclusive jurisdiction over matters of its student misconduct. The University has the right to define standards and norms of proper conduct of students, and therefore considers departures from these standards as acts of misconduct and as violations of this Code.

The University prescribes the procedure for cases of student discipline, duly recognizing their right to due process of law. The disciplinary proceedings are administrative in nature, not open to the public, and the technical Rules of Court may only apply on a suppletory character.

The University has the right to define standards of intellectual honesty on students, and exact norms of academic scholarship. The University considers acts of intellectual dishonesty as violations of academic integrity.

## Conduct Outside the School

**Section 1.** While outside the campus, a student should observe generally accepted rules of conduct and norms of behavior:

1. A student identifies himself/herself with BSU and must reflect good image of the University. He/She has the responsibility to uphold that image under all circumstances.
2. The student has the responsibility to exercise decency and self-discipline. He/She has to respect the rights of his/her fellow students, the faculty members and the administrators.

When acting as an official representative of the University, he/she has the responsibility to abide by all the instructions of the competent authorities, written and oral.

He/she has the responsibility to conduct himself/herself with dignity and deportment.

1. A student shows civic consciousness by participating in community projects, parades, meetings, civic programs and the like. The University encourages students' activities so long as the activities will not be contrary to the aims and purposes of the University and the community;
2. The student is expected to perform his/her civic duties by cooperating with local government officials in the implementation of ordinances, rules and regulations;
3. The student is enjoined to keep away from indecent places, such as night clubs, drinking bars, gambling joints and other places of ill repute and to shun the company of men and women of questionable moral character and mean conduct;
4. Any student caught violating any written or unwritten moral laws will be subjected to disciplinary action by duly constituted authorities of the University; and
5. Student organizations are created mainly to uphold and promote student welfare, any act contrary to such an objective violates not only the rights of its members but the right of the University as well.



**Section 2. Applicability** - This Code shall apply to all campuses of Benguet State University and in all its programs, until such time as the individual campuses shall have formulated their own student code of conduct.

**Section 3. Nature of Proceedings** - The investigation and hearing before the student administrative disciplinary authorities shall be summary in nature and shall not directly adhere to the technical rules of procedure and evidence applicable in judicial proceedings. The provisions of the Revised Rules of Court may only be applicable in a suppletory character.

**Section 4. Confidentiality of Proceedings; Confidentiality Rule** - The proceedings for disciplinary and non-disciplinary cases shall be treated with utmost confidentiality. The members of the investigating body/ office and all involved during the proceedings shall be barred from communicating the status of the case to any other person save the parties and only when the request for an update is made in writing. A violation of this rule shall be treated as an administrative violation and shall be dealt with correspondingly.

**Section 5. Referral of Case or Matter to the Proper Office** - In the event that a student administrative case or matter is filed before any of the bodies described herein, but jurisdiction over such case or matter properly belongs to another body, the same shall be forwarded to the appropriate office.

## Definitions

### Section 6. For purposes of this Code, the following terms shall be defined thus:

- 1.Academic Activity** - any activity that involves academics such as, but not limited to, classes, tutorials, seminars, conferences, lectures, examinations, fulfillment of academic requirements and others of the same nature.
- 2.Academic Year** - as determined by the University.
- 3.Actual Damages** - as defined by law.
- 4.Reprimand** - a written formal reproof.
- 5.Alternative Dispute Resolution (ADR)** - any process to amicably settle a dispute involving less serious misconduct of purely personal in nature by which the dispute is resolved by the parties themselves with the assistance of a neutral third party. The term includes mediation and conciliation.
- 6.Apology** - a signed and accepted written expression of repentance or remorse for a wrong done.
- 7.Clearance** - a written certification from the University that the student is cleared of all accountabilities.
- 8.College** - all academic units such as but not limited to College, School, Institute, Center or Program.
- 9.Community Service** - any rehabilitative activity as provided by the disciplinary authority designed to provide for the public good in keeping with the overall goals of the community, and agreed upon by the disciplinary authority and the respondent/s, provided that it should not displace regular employees, supplant employment opportunities ordinarily available, or impair contracts for services. In the imposition of community service, the disciplining authority shall direct that the erring student, as far as possible, serve his/her penalty outside of the college where he/she belongs.

#### Formula to convert suspension to community service:

Using fifteen (15) units as the minimum full load, fifteen (15) hours per week of community service will be deemed equivalent to a suspension of one (1) week. For example, a two-week suspension may be converted into thirty (30) hours of community service. Community service may be rendered within a period that is not more than two (2) times the length of the suspension.

Suspension	Equivalent in Community Service	Maximum Period of Implementation
One (1) week	Fifteen (15) hours	Two (2) weeks
One (1) month	Sixty (60) hours	Two (2) months
One (1) semester	Fifteen (15) hours/ week throughout the semester	Two (2) continuous semesters

Only penalties of one-semester suspension or less may be converted to community service.

- 10. Day, Week, Month, Year** - "It shall be understood that years are of three hundred sixty-five (365) days each; months, of thirty (30) days; days, of twenty-four (24) hours; and nights, from sunset to sunrise. If months are designated by their name, they shall be computed by the number of days which they respectively have. In computing a period, the first day shall be excluded, and the last day included."
- 11. Exclusion** - permanent disqualification from attendance in the Benguet State University (BSU).

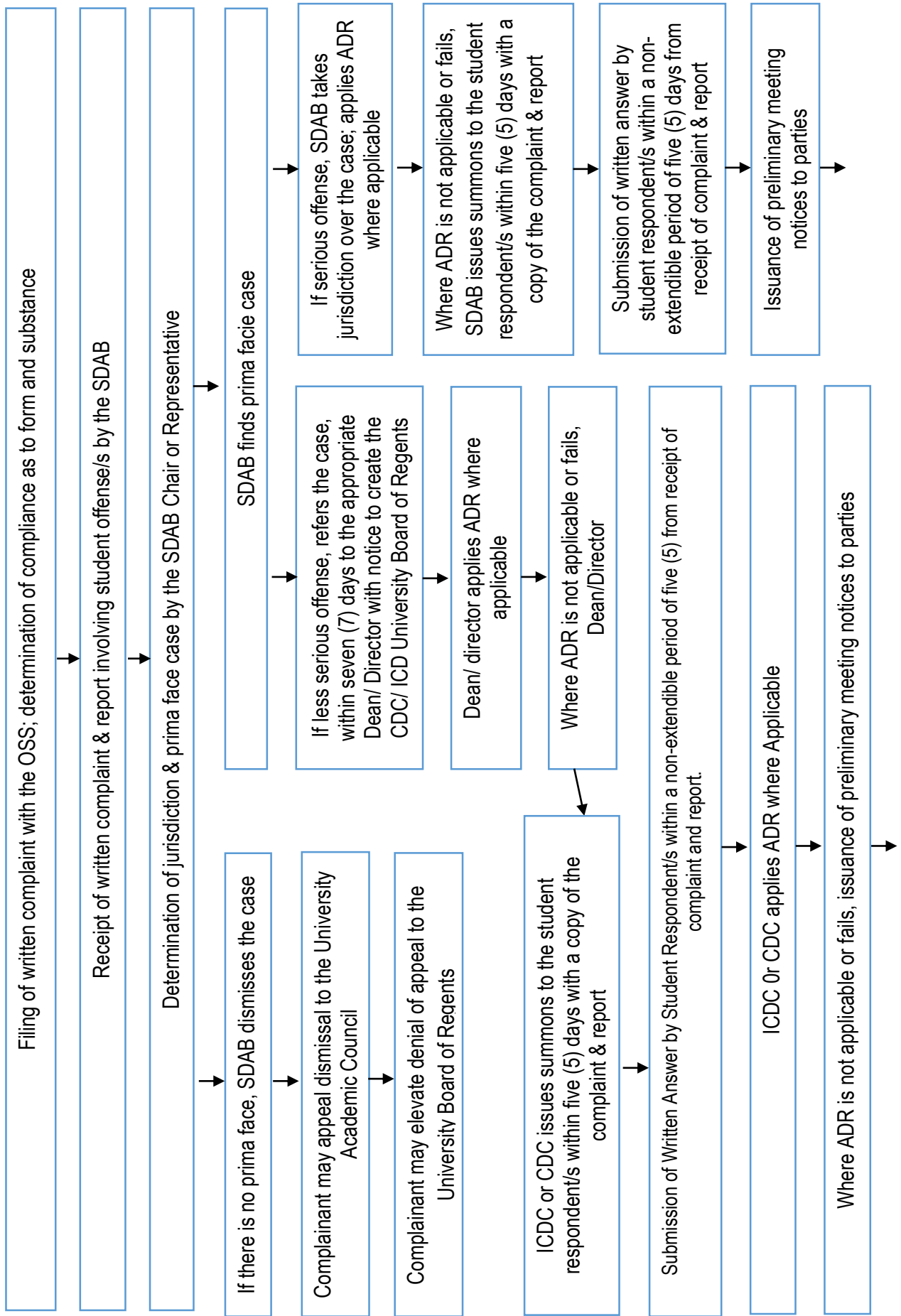
- 12. Fraud** - deliberately making a false statement and practicing any deception.
- 13. Forum Shopping** refers to the filing of several administrative actions or complaint either simultaneously or successively before another agency of any tribunal having jurisdiction over the case against the same party involving the same essential facts, circumstances, acts, causes of action or relief, and all raising substantially the same issues either pending in, or already resolved adversely by, some other tribunal or agency.
- 14. Gambling** - any activity that involves wagering of money or something of material value on an event with an uncertain outcome with the primary intent of winning additional money and/or material goods, without prejudice to fundraising activities by student organizations expressly allowed by the University, such as bingo and raffle.
- 15. Student Hearing** - an opportunity for the parties to be heard.
- 16. Intellectual Dishonesty** - any fraudulent act performed by a student to achieve academic advantage or gain for oneself or others, including but not limited to:
- Plagiarism, defined as “the appropriation of another person’s ideas, processes, results or words without giving appropriate credit”;
  - Fabrication, defined as “making up data or results ”; falsification, or “manipulating research materials, equipment, or processes or changing or omitting data or results such that the research is not accurately represented in the research record ”; distortion and/or destruction of data;
  - Copying or providing the means or accessing means to copy exam answers, homework, projects, laboratory experiments, term papers, etc.; possession and/or use of cheat devices during an examination; allowing another person to take an examination in one’s name, and/or impersonating another student or allowing someone to impersonate oneself in an academic activity; and manipulating a corrected exam paper;
  - Submission of the same work in two (2) or more courses without the instructors’ consent; and
  - Other acts analogous to a, b, c, and/or d.
- 17. Intellectual Property** - as defined by existing University Intellectual Property Rights Policy/ies.
- 18. Official Report** - includes any report duly submitted in writing to any proper authority in the University by a faculty member, member of the University security force, any officer of a college or unit, or any officer of the University administration.
- 19. Reparation** - appropriate compensation to the aggrieved party for damage and/or loss.
- 20. Recognized Student Organization (RSO)** - a group of students officially registered by the University or College.
- 21. Restitution** - return of property to reverse unjust enrichment.
- 22. Retention**- continuing status as student of the University by satisfying retention requirements such as good academic standing or retention grades.
- 23. Rules of Court** - the rules promulgated by the Supreme Court which apply to judicial proceedings.
- 24. Semester** - academic period as determined by the University pursuant to its existing policies.
- 25. Student**- any individual admitted to and enrolled in a degree or non-degree program, or cross-enrolled in any course of the University on a regular or part-time basis, including one who is officially on leave of absence; and who has not yet been separated from the University formally through either transfer, graduation, honorable or dishonorable dismissal, exclusion or expiration of the period allowed for maximum residence, at the time of the commission of the

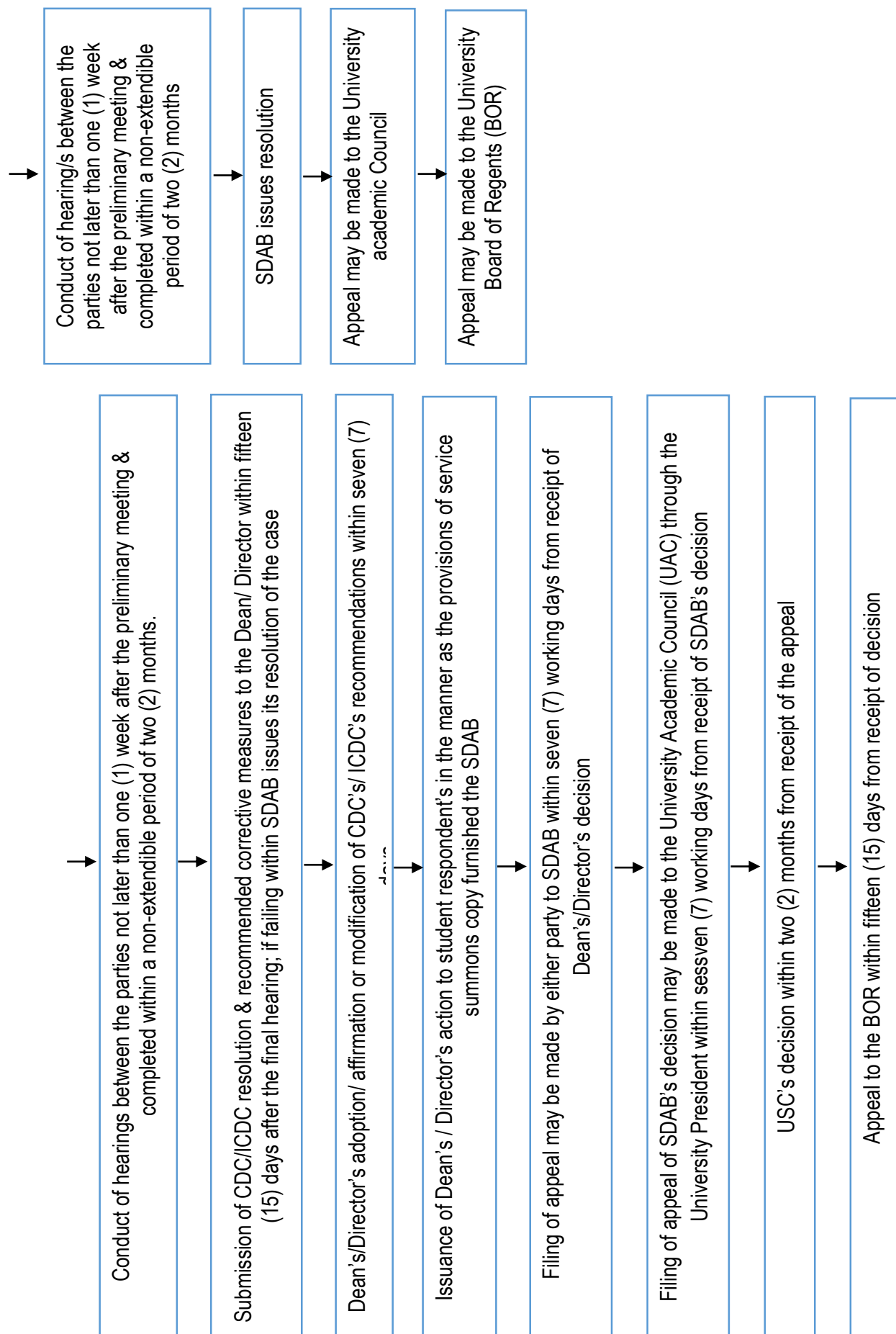
misconduct, regardless of whether or not he/she is enrolled in any unit of the University at the time of the filing of the charge or during the pendency of the disciplinary proceedings against her/him.

- 26. Suspension** - an involuntary, temporary leave from the University wherein a student shall not:
- a. Attend classes or academic activities;
  - b. Use campus facilities, including but not limited to athletic facilities, libraries and computer laboratories, except dormitories for dormitory residents under suspension for less than one (1) semester;
  - c. Enter academic buildings and their premises;
  - d. Participate in student activities within University premises;
  - e. Hold jobs in the University;
  - f. Take academic examinations and other graded academic activities such as quizzes, assignments, and the like; and,
  - g. Avail of any other privilege attendant to being a BSU student.
- 27. Aspulan** - a space or spaces designated within the University which the members of a Recognized Student Organization officially occupy for a specified period in order to conduct organization activities. The term is derived from the Ibaloi language which basically refers to a "Meeting place";
- 28. University Official** - for purposes of this Code, includes all University employees, such as teaching and non-teaching staff, regular and contractual, and independent contractors (those under Contracts of service or job order status).
- 29. University Premises** - as defined by the University's certificates of title or landholdings documents and all areas owned by the University irrespective of the use to which the land is devoted.

All terms, unless specifically defined, should be understood in their ordinary and plain meaning, provided they are not inconsistent with other existing University rules and regulations.

## FLOWCHART IN DISPENSING CASES (CDC/ICDC/SDAB)





*\*Note: If no appeal is made by any party within the reglementary period, the Dean/ Director to which the student respondent/s belong/s executes the resolution*

## Section 7. Guidelines for Students and Recognized Student Organizations


The University encourages students to engage in activities that help them flourish as individuals and as groups. Students and recognized student organizations may not be subjected to any disciplinary proceeding except as provided in this Code.

Section 8. Acts of Misconduct and Corrective Measures for Students	
Acts of Misconduct	Corrective Measures
(See Appendix A.)	(See Appendix B.)
<b>Intellectual Dishonesty</b>	
<b>Committing any form of intellectual dishonesty such as, but not limited to:</b>	
a. Plagiarism;	<ol style="list-style-type: none"> <li>1. For the first violation, suspension for a minimum of two (2) months to one (1) semester.</li> <li>2. For the second violation, suspension for a minimum of one (1) semester and one (1) day to one (1) year.</li> <li>3. For the third violation, exclusion.</li> </ol>
b. Fabrication, falsification, distortion and/or destruction of data;	<ol style="list-style-type: none"> <li>1. For the first violation, suspension for a minimum of two (2) months to one (1) semester.</li> <li>2. For the second violation, suspension for a minimum of six (6) months and one (1) day to one (1) year.</li> <li>3. For the third violation, exclusion.</li> </ol>
c. Copying or providing the means or accessing means to copy exam answers, homework, projects, laboratory experiments, term papers, etc.; possession and/ or use of cheat devices during an examination; allowing another person to take an examination in one's name, and/or impersonating another student or allowing someone to impersonate oneself in an academic activity; and manipulating a corrected exam paper;	<ol style="list-style-type: none"> <li>1. For the first violation, suspension for a minimum of two (2) months to one (1) semester.</li> <li>2. For the second violation, suspension for a minimum of six (6) months and one (1) day to one (1) year.</li> <li>3. For the third violation, exclusion.</li> </ol>
d. Submission of the same work in two (2) or more courses without the instructors' consent;	<ol style="list-style-type: none"> <li>1. For the first violation, suspension for a minimum of two (2) months to one (1) semester.</li> <li>2. For the second violation, suspension for a minimum of six (6) months and one (1) day to one (1) year.</li> <li>3. For the third violation, exclusion.</li> </ol>
e. Other acts analogous to a, b, c, and/ or d.	<ol style="list-style-type: none"> <li>1. For the first violation, suspension for a minimum of two (2) months to one (1) semester.</li> <li>2. For the second violation, suspension for a minimum of six (6) months and one (1) day to one (1) year.</li> <li>3. For the third violation, exclusion.</li> </ol>
f. Additional corrective measures for all acts of Intellectual Dishonesty:	
<ol style="list-style-type: none"> <li>1. Revocation of degree</li> <li>2. Withdrawal of honors</li> <li>3. Disqualification from graduation with honors</li> <li>4. Cancellation of enrollment</li> <li>5. Withdrawal of Information Technology (IT) privileges as defined by the current policies on IT uses and resources of the University.</li> </ol>	
<b>Section 9. Fraud</b> - Employment of fraud in the following shall be dealt with administratively:	
a. Making a false statement and practicing any and deception or fraud in connection with and for purposes of admission to the University;	The admission to the University of any student found to have committed the misconduct shall be declared by the University Registrar to be null and void; he/she shall be permanently barred from admission.



b. In connection with enrollment in the University;	<ol style="list-style-type: none"> <li>1. For the first violation, suspension for a minimum of two (2) months to one (1) semester.</li> <li>2. For the second violation, suspension for a minimum of six (6) months and one (1) day to one (1) year.</li> <li>3. For the third violation, exclusion. Possible additional corrective measures: <ol style="list-style-type: none"> <li>a. Cancellation of enrollment in the course/s for which the fraudulent act was committed</li> <li>b. No refund of tuition and other fees</li> <li>c. Disqualification from graduation with honors</li> <li>d. Revocation of degree</li> </ol> </li> </ol>
c. In connection with retention in the University;	<ol style="list-style-type: none"> <li>1. For the first violation, suspension for a minimum of two (2) months to one (1) semester.</li> <li>2. For the second violation, suspension for a minimum of six (6) months and one (1) day to one (1) year.</li> <li>3. For the third violation, exclusion. Possible additional corrective measures: <ol style="list-style-type: none"> <li>a. Cancellation of enrolment for the course/s for which the fraudulent act was committed</li> <li>b. No refund of tuition and other fees</li> <li>c. Disqualification from graduation with honors</li> <li>d. Withdrawal of degree upon recommendation of disciplinary body.</li> </ol> </li> </ol>
d. In connection with graduation from the University;	<p>Exclusion. The degree granted to any student found to have committed the misconduct shall be recommended to the Board of Regents (BOR) for revocation. Disqualification from graduation with honors.</p>
e. In connection with application to and/or receiving any scholarship or grant funded or managed by the University and its affiliated institutions for the purpose of receiving the grant;	<ol style="list-style-type: none"> <li>1. For the first violation <ul style="list-style-type: none"> <li>- Suspension for a minimum of one (1) semester to one (1) year; or reimbursement of the full cost of the grant, its processing, plus interest; and</li> <li>- Possible additional corrective measure: Permanent disqualification from all scholarships or grants funded or managed by the University and its affiliated institutions.</li> </ul> </li> <li>2. For the second violation, exclusion and/or reimbursement of the full cost of the grant, its processing plus interest.</li> </ol>
f. In connection with stealing/malversation/ misuse of organization funds collected in connection with student activities and/or student organizations, recognized or not;	<ol style="list-style-type: none"> <li>1. For the first violation: <ol style="list-style-type: none"> <li>a. Suspension for a minimum of one (1) week to one (1) month;</li> <li>b. Restitution, or the return of the funds to the rightful owner, and</li> <li>c. Reparation, or compensation to the aggrieved party for damage or loss.</li> </ol> </li> </ol>

	<ol style="list-style-type: none"> <li>2. For the second violation               <ol style="list-style-type: none"> <li>a. Suspension for a minimum of one (1) month and one (1) day to six (6) months;</li> <li>b. Restitution, or the return of the funds to the rightful owner, and</li> <li>c. Reparation, or compensation to the aggrieved party for damage or loss.</li> </ol> </li> <li>3. For the third violation               <ol style="list-style-type: none"> <li>a. Suspension for a minimum of six (6) months and one (1) day to one (1) year;</li> <li>b. Restitution, or the return of the funds to the rightful owner, and</li> <li>c. Reparation, or compensation to the aggrieved party for damage or loss.</li> </ol> </li> </ol>
g. In connection with recognition of student organizations;	<ol style="list-style-type: none"> <li>1. For the first violation, suspension of student/s responsible for a minimum of one (1) week to one (1) month.</li> <li>2. For the second violation, one (1) and one (1) day to six (6) months suspension.</li> <li>3. For the third violation, six (6) months and one (1) day to one (1) year suspension.</li> </ol>
h. In connection with the use of University facilities by, or in the name of student organizations, recognized or not;	<ol style="list-style-type: none"> <li>1. For the first violation, suspension of officers and students who applied for the use of the University facilities under the name of the organization for a minimum of one (1) week to one (1) month; they shall be solidarily liable for the payment of the actual cost of use of the facility.</li> <li>2. For the second violation, suspension of one (1) month and one (1) day to two (2) months.</li> <li>3. For the third violation, two (2) months and one (1) day to six (6) months suspension.</li> </ol>
i. In connection with the use of intellectual property of the University, which results in gain, material or otherwise.	<ol style="list-style-type: none"> <li>1. For the first violation, suspension for a minimum of one (1) month to six (6) months.</li> <li>2. For the second violation, suspension of six (6) months and one (1) day to exclusion.</li> </ol>
<b>Harm</b>	
<b>Section 10. Harm to Persons</b>	
a. Creating and/or engaging in disorder, tumult, breach of peace, or serious disturbance such as, but not limited to, rumbles, within the University premises, resulting in harm to persons;	<ol style="list-style-type: none"> <li>1. For the first violation, suspension for a period ranging from one (1) week to fifteen (15) days.</li> <li>2. For the second violation, suspension for sixteen (16) days to one (1) month.</li> <li>3. For the third violation, suspension for one (1) month and one (1) day to exclusion.</li> </ol> <p>Provided, that if the misconduct is committed by two (2) or more persons acting in concert, the corrective measure shall be as follows:</p> <ol style="list-style-type: none"> <li>1. For the first violation, suspension of the students involved in the disorder for fifteen (15) days to one (1) semester;</li> <li>2. For the second violation, suspension of six (6) months and one (1) day to exclusion.</li> </ol>

	<p>Provided further, that if the misconduct involves the use of deadly weapons, measure shall be:</p> <ol style="list-style-type: none"> <li>1. For the first violation, suspension of the students involved in the disorder for one (1) month to one (1) semester.</li> <li>2. For the second violation, suspension of six (6) months and one (1) day to exclusion.</li> </ol>
<p>b. Attacking a person resulting in physical and/or psychological injury;</p> 	<ol style="list-style-type: none"> <li>1. For the first violation, the sanction shall be: <ol style="list-style-type: none"> <li>a. If the victim is medically certified to have sustained injury but is not incapacitated, e.g., able to attend classes or work, suspension for one (1) week to thirty (30) days;</li> <li>b. If the victim is not hospitalized or is hospitalized for less than seven (7) days and is medically certified to be incapacitated, e.g., unable to attend classes or work, suspension for one (1) month and one (1) day to two (2) months;</li> <li>c. If the victim is hospitalized at least seven (7) days as a consequence of the act, suspension for two (2) months and one (1) day to six (6) months, and</li> <li>d. If the victim dies as a result of the act, exclusion.</li> </ol> <p>Provided further, that if the physical attack is committed by two (2) or more persons acting in concert, the corrective measure shall be suspension for one (1) month and one (1) day to six (6) months.</p> </li> <li>2. For the second violation, six (6) months and one (1) day suspension to exclusion.</li> </ol> <p>Provided further that if the victim is an employee of the BSU and the act was committed in relation to the performance of the functions of employee, the measure shall be suspension of one (1) semester to exclusion.</p> <ol style="list-style-type: none"> <li>3. For the third offense, exclusion.</li> </ol>
<p>c. Engaging in any of the acts described in RA 8049, otherwise known as the Anti-Hazing Law;</p>	<ol style="list-style-type: none"> <li>1. Exclusion of the officers of the organization actually and directly involved and members involved in the act.</li> <li>2. The neophyte who allows himself / herself to be subjected to such rites and rituals shall be suspended for one (1) week to one (1) semester and shall be required to undergo counseling.</li> </ol>
<p>d. Disrespect towards any person, which includes, but not limited to, insulting, discriminatory and/or threatening behavior;</p>	<p>For the first violation, suspension for one (1) week to fifteen (15) days and a verified written apology acceptable to the offended party.</p> <p>Provided, that if the misconduct is committed against a University official, faculty member or person in authority, suspension for a minimum of one (1) month and one (1) day to one (1) academic year and a verified written apology acceptable to the offended party.</p> <p>Provided further, that if the misconduct is committed by two (2) or more persons acting in concert, suspension for a minimum of one (1) month and a verified written apology acceptable to the offended party.</p>

e. All acts described in the Anti-Sexual Harassment Act of 1995 (R.A. 7877) and its Implementing Rules and Regulations (IRR).

For the first violation, a minimum suspension for one (1) week to fifteen (15) days and a verified written apology acceptable to the offended party.

Provided, that if the misconduct is committed against a University official, faculty member or person in authority, suspension for a minimum of one (1) month to one (1) academic year and a verified written apology acceptable to the offended party.

Provided further, that if the misconduct is committed by two (2) or more persons acting in concert, suspension for a minimum of one (1) month and a verified written apology acceptable to the offended party.

## Section 11. Damage to Property

a. Damaging or defacing property within University premises, including but not limited to, littering and vandalism;

1. For the first violation, suspension from one (1) week to two (2) weeks, or community service.

2. For the second violation, suspension from fifteen (15) days to two (2) months.

3. For the third violation, suspension for a period of two (2) months and one (1) day to one (1) semester.

Provided, that if the misconduct is committed by two (2) or more persons acting in concert and/or committed on the occasion of violent confrontations or any similar disturbance, the corrective measure shall be as follows:

1. For the first violation, suspension for fifteen (15) days to one (1) month.

2. For the second violation, suspension from one (1) month and one (1) day to one (1) semester. This penalty shall also apply to succeeding violations.

In all cases, the students shall be required to repair the damage done at their expense or to pay the costs incurred in repairing such damage. Suspension shall remain until such damage is fully compensated by the students. In no case shall the reparation of the damages be converted to suspension or community service.

If the victim is the University or any of its employees, the measure shall include a verified written apology.

b. Stealing.



1. For the first violation, suspension for one (1) week to two (2) weeks or community service;

2. For the second violation, suspension for fifteen (15) days to one (1) month;


3. For the third violation, suspension for a period of one (1) month to one (1) semester;

Any succeeding violation shall be punished with exclusion.


Provided, that if the misconduct is committed by two (2) or more persons acting in concert and/or committed on the occasion of violent confrontations or any similar disturbance, the corrective measure shall be as follows:

	<p>4. For the first violation, suspension for one (1) month to two (2) months.</p> <p>5. For the second violation, suspension for two (2) months and one (1) day to six (6) months.</p> <p>In all cases, the students shall be required to make restitution and/or reparation, and repair the damage done at their expense or to pay the costs incurred in repairing such damage, suspension shall remain until the stolen property is returned or replaced and any damage is fully compensated by the students.</p> <p>In no case shall the reparation of the damages be converted to suspension or community service.</p> <p>If the victim is the University or any of its employees, the measure shall include a verified written apology.</p>
<b>Section 12. Other Inappropriate Behavior</b>	
a. Drinking of alcoholic beverages, except where and when expressly allowed, and/or drunken behavior within University premises;	Admonition with suspension for three (3) to fifteen (15) days or community service.
b. Smoking in violation of the provisions of R.A. 9211;	Admonition with suspension for three (3) to fifteen (15) days or community service.
c. Possession and/or use within the University premises of any dangerous or deadly or potentially deadly object or material such as, but not limited to, firearm; any bladed or pointed object; stick, pipe, or any similar object; and chemicals unless required in his/her course or official activity;	<p>1. For the first violation, suspension for one (1) week to one (1) month. Provided, that should the deadly weapon be a firearm, explosive, or any similar device, the corrective measure shall be suspension of at least two (2) months.</p> <p>2. For the second violation, suspension for two (2) months and one (1) day to one (1) year. Provided, that if the misconduct is committed by two (2) or more persons acting in concert, the corrective measure shall be exclusion.</p> <p>3. For the third violation, exclusion.</p>
d. Unauthorized possession, manufacture, storage and/or use of regulated or prohibited drugs or substances as defined in the prevailing Comprehensive	<p>1. For the first violation, suspension for one (1) month to three (3) months.</p> <p>2. For the second violation, suspension from three (3) months and one (1) day to one (1) semester;</p>
Dangerous Drugs Law, within the University premises;	<p>3. For the third violation, suspension from one (1) semester and one (1) day to one (1) academic year.</p> <p>4. For succeeding violations, exclusion.</p> <p>For the first to third violations, the student shall be required to undergo counselling. Rehabilitation may be required at the student's expense. The parent/s or guardian/s of the student shall be notified and shall be involved in the crafting of rehabilitation programs.</p>
e. Gambling within the University premises;	Admonition with suspension for three (3) days to two (2) months or community service.



f. Undermining or obstructing any investigation or proceeding, and/or willfully disobeying any written lawful order or directive by the Chancellor, Vice-Chancellors, Deans, Directors of academic units, College Secretaries, OSS Director and members of disciplinary bodies, including but not limited to, summons for purposes of investigation and other proceedings;	<ol style="list-style-type: none"> <li>1. For the first violation, suspension for three (3) days to seven (7) days or community service;</li> <li>2. For the second violation, suspension for eight (8) days to thirty (30) days or community service;</li> <li>3. For the third violation, suspension thirty-one (31) days to one (1) semester.</li> <li>4. Any succeeding violation shall be punished with suspension of one (1) semester and one (1) day to exclusion.</li> </ol>
g. Non-wearing of valid school identification card (ID);	<ul style="list-style-type: none"> <li>- 1st Offense – Reprimand</li> <li>- 2nd Offense – Admonition and suspension of one (1) day to five (5) days</li> <li>- 3rd Offense – Suspension for five (5) days to two (2) weeks</li> </ul>
h. Unauthorized use of borrowed school identification card (ID) or unauthorized lending of school ID to be used for official transaction;	 <ul style="list-style-type: none"> <li>- 1st Offense – Reprimand</li> <li>- 2nd Offense – Admonition and suspension of one (1) day to five (5) days</li> <li>- 3rd Offense – Suspension for five (5) days to two (2) weeks</li> </ul>
i. Unauthorized use of stolen school or any kind of IDs;	<ul style="list-style-type: none"> <li>- 1st Offense – Summon parents; sign promissory note; suspension for three (3) days to seven (7) days</li> <li>- 2nd Offense – Suspension for eight (8) days to two (2) weeks</li> <li>- 3rd Offense – Suspension for fifteen (15) days to one (1) semester</li> </ul>
j. Loitering during the prescribed curfew in the evening;	<ul style="list-style-type: none"> <li>- 1st Offense – Reprimand</li> <li>- 2nd Offense – Admonition and sign undertaking</li> <li>- 3rd Offense – Summon parents; suspension for three (3) days to two (2) weeks</li> </ul>
k. Failure to obtain from the concerned University office permit for the use of any University facility, subject to conditions imposed therefor;	<ul style="list-style-type: none"> <li>- 1st Offense – Reprimand , sign undertaking</li> <li>- 2nd Offense – Suspension of the persons involved for three (3) days to one (1) month</li> <li>- 3rd Offense – Suspension of the persons involved for one (1) month and one (1) day to two (2) months</li> </ul>
l. Using without prior authority, the name of Benguet State University (BSU) in any announcement, ticket, invitation, program, or similar printed materials;	<ul style="list-style-type: none"> <li>- 1st Offense – Reprimand; summon parents; sign undertaking</li> <li>- 2nd Offense – Suspension of all involved for three (3) days to one (1) month</li> <li>- 3rd Offense – Suspension of all involved for one (1) month and one (1) day to one (1) semester</li> </ul> <p>Provided that if the income in the activity has resulted in the personal gain of the student involved, he/she shall be required to remit it to the organization which name was used in the activity.</p>
m. Posting, distributing or disseminating notices, posters, leaflets or bills without approval;	<ul style="list-style-type: none"> <li>- 1st Offense – Reprimand; summon parents</li> <li>- 2nd Offense – Suspension for two (2) weeks to one (1) month</li> <li>- 3rd Offense – Suspension for one (1) month and one (1) day to one (1) semester</li> </ul> <p>Provided that if the notices, posters, leaflets and bills are of such nature that tend to destroy the reputation of any person including the University or any of its employees, or inviting an uprising, walkout, protest, strike against the University or any of</p>

	<p>its employees, the students involved shall suffer the following penalties:</p> <ul style="list-style-type: none"> <li>- 1st Offense - Suspension for two (2) weeks to one (1) month</li> <li>- 2nd Offense - Suspension for one (1) month and one (1) day to one (1) semester</li> <li>- 3rd Offense - Suspension for one (1) semester to one (1) academic year</li> </ul> <p>Succeeding violations shall be penalized with exclusion.</p>
n. Possessing and/or distributing immoral or indecent pictures, posters, slides or similar materials; writing, possessing, or distributing immoral and/or subversive literature;	<ul style="list-style-type: none"> <li>- 1st Offense – Reprimand; summon parents</li> <li>- 2nd Offense – Suspension for two (2) weeks to one (1) month</li> <li>- 3rd Offense – Suspension for one (1) month and one (1) day to one (1) semester</li> </ul> <p>Provided that if the subversive literature are of such nature that tend to destroy the reputation of any person including the University or any of its employees, or inviting an uprising, walkout, protest, strike against the university or any of its employees, the students involved shall suffer the following penalties:</p> <ul style="list-style-type: none"> <li>- 1st Offense - Suspension for two (2) weeks to one (1) month</li> <li>- 2nd Offense - Suspension for one (1) month and one (1) day to one (1) semester</li> <li>- 3rd Offense - Suspension for one (1) semester to one (1) academic year.</li> </ul> <p>Succeeding violations shall be penalized with exclusion.</p>
o. Littering in University premises;	<ul style="list-style-type: none"> <li>- 1st Offense – Reprimand; sign undertaking</li> <li>- 2nd Offense – Community service for fifteen (15) hours to twenty-nine (29) hours</li> <li>- 3rd Offense – Community service for thirty (30) hours to forty-four (44) hours</li> <li>- 4th and succeeding offenses – Community service for forty-five (45) hours to sixty (60) hours</li> </ul>
p. Spitting in University premises;	<ul style="list-style-type: none"> <li>- 1st Offense – Reprimand; sign undertaking;</li> <li>- 2nd Offense – Community service for fifteen (15) hours to twenty-nine (29) hours</li> <li>- 3rd Offense – Community service for thirty (30) hours to forty-four (44) hours</li> <li>- 4th and succeeding offenses – Community service for forty-five (45) hours to sixty (60) hours</li> </ul>
q. Violating legally posted instructions or signages such as “No Trespassing,” “Keep off the Grass,” “Off Limits,” etc.;	<ul style="list-style-type: none"> <li>- 1st Offense – Community service for one (1) day to three (3) days</li> <li>- 2nd Offense – Community service for four (4) days to seven (7) days</li> <li>- 3rd Offense – Community service for eight (8) days to fifteen (15) days</li> </ul> <p>In all cases, the violator shall be required to restore the condition of the area violated.</p>

r. Preparing, or disseminating libelous, defamatory or subversive manifestos, streamers or any form of graphic materials that undermine faith or foment distrust of duly constituted authorities within or outside the University;	<ul style="list-style-type: none"> <li>- 1st Offense – Suspension for three (3) days to fourteen (14) days; sign undertaking</li> <li>- 2nd Offense – Suspension for two (2) weeks to one (1) month</li> <li>- 3rd Offense – Suspension for one (1) month and one (1) day to one (1) semester</li> </ul>
	<p>Provided that if the materials are of such nature that tend to destroy the reputation of any person including the University or any of its employees, or inviting an uprising, walkout, protest, strike against the university or any of its employees, the students involved shall suffer the following penalties:</p> <ul style="list-style-type: none"> <li>- 1st Offense – Suspension for two (2) weeks to one (1) month</li> <li>- 2nd Offense – Suspension for one (1) month and one (1) day to one (1) semester</li> <li>- 3rd Offense – Suspension for one (1) semester to one (1) academic year.</li> </ul> <p>Succeeding violations shall be penalized with exclusion.</p>
s. Instigating, participating or leading a boycott, strike, or any other act causing disruption of classes; impeding, obstructing, and preventing the right and obligation of a teacher or professor to teach his/her subject or the right or any student to attend classes;	<ul style="list-style-type: none"> <li>- 1st Offense – Summon parents; sign undertaking; suspension for one (1) week</li> <li>- 2nd Offense – Suspension for one (1) week to one (1) semester</li> <li>- 3rd Offense – Exclusion</li> </ul>
t. Committing sexual acts within University premises such as but not limited to, necking, petting and other sexual acts.	<ul style="list-style-type: none"> <li>- 1st Offense - Reprimand; sign undertaking; summon parents</li> <li>- 2nd Offense - Summon parents; suspension for one (1) week to one (1) semester</li> <li>- 3rd Offense - Exclusion</li> </ul> <p>In the case of sexual intercourse, the students directly involved shall be suspended for one (1) week to one (1) semester. Succeeding violations shall be penalized with exclusion.</p>

### Section 13. Violation of Policies on the Use of IT Resources


a. Violation of the University policies on the use of IT resources.	Suspension of privileges to use IT resources subject to the discretion of the disciplinary authority.
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### Acts of Misconduct and Corrective Measures for Recognized Student Organizations (RSO)

A recognized student organization shall be subject to disciplinary action for any of the following acts without prejudice to the filing of a case against a member as a student:

<b>Acts of Misconduct</b> (See Appendix A.)	<b>Corrective Measures</b> (See Appendix B.)
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### Section 14. Fraud

<p>a. Making a false statement , practicing or attempting to practice any deception or fraud in connection with application for recognition on behalf of the organization;</p> <p>b. Making a false statement , practicing or attempting to practice any deception or fraud in connection with the use of University facilities on behalf of the organization;</p>	 <ol style="list-style-type: none"> <li>1. For the first violation, suspension of recognition for six (6) months to one (1) year.</li> <li>2. For the second violation, suspension of recognition for one (1) year and one (1) day to two (2) years;</li> <li>3. For the third violation, suspension of recognition for two (2) to five (5) years;</li> <li>4. For the fourth violation, disqualification from recognition for at least five (5) years, until conditions imposed by the disciplinary body is met.</li> </ol> <p>Provided, that in addition to the corrective measures above, the following shall be imposed:</p>
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<p>c. Making a false statement, practicing or attempting to practice any deception or fraud in connection with application in any University-funded or managed grant or prize on behalf of the organization;</p> <p>d. Making a false statement, practicing or attempting to practice any deception or fraud in connection with application for aspalan on behalf of the organization;</p> <p>e. Making a false statement and/or withholding information in relation to the changes in the organization's membership and officers within the duration of recognition on behalf of the organization.</p>	<ul style="list-style-type: none"> <li>- For a: Community service, the length of which to be determined by the Office of Student Services (OSS) or the College, shall be imposed;</li> <li>- For b, d and e: Community service, the length of which to be determined by the OSS or the College, shall be imposed;</li> <li>- For c: Restitution and/or fine equivalent to the amount of the grant;</li> <li>- For b, c, d and e: Suspension of all officers for one (1) semester to exclusion; second violation, exclusion.</li> </ul> <p>Provided further, that restoration of recognition is contingent upon fulfilment of obligations.</p>
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## Harm

### Section 15. Harm to Persons

<p>a. Creating and/or engaging in disorder, tumult, breach of peace, or serious disturbance such as, but not limited to, rumbles, tumults, within the University premises, resulting in harm to persons;</p> <p>b. Any violation of RA 8049 otherwise known as the Anti-Hazing Law.</p>	 <ol style="list-style-type: none"> <li>1. For the first violation, suspension of recognition for one (1) semester to one (1) year. The organization shall be required to pay actual damages.</li> <li>2. For the second violation, suspension of recognition for one (1) year to five (5) years. The organization shall be required to pay actual damages.</li> <li>3. For the third violation, disqualification from recognition for at least five (5) years, until conditions imposed by the disciplinary body is met. The organization shall be required to pay actual damages.</li> </ol> <p>With disqualification from recognition for at least five (5) years, until conditions imposed by the disciplinary body is met. The officers of the organization shall be charged accordingly.</p>
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### Section 16. Damage to Property

<p>a. Damaging or defacing property within University premises, including but not limited to, littering, vandalism, and with use of hazardous chemicals, use of explosives or incendiary materials;</p>	<p>For every violation, suspension of recognition for one (1) month to five (5) years, to be served successively. The officers and members shall be required to make restitution and/or reparation.</p> <p>The students who participated shall be charged under the provisions of this Code.</p>
<p>b. Appropriating for the student organization property of another;</p>	<p>For every violation, suspension of recognition for six (6) months to five (5) years. The officers and members shall be required to make restitution and/or reparation and a fine equivalent to the value of the property appropriated.</p> <p>Additional corrective measure: Community service, the length of which to be determined by the appropriate body.</p>

### Section 17. Any Other Form of Misconduct

<p>a. Wilfully disobeying any lawful written order or directive by the President/ Chancellor, Vice-Chancellors, Deans, Directors of academic units, College Secretaries, OSS Director and members of disciplinary bodies, including but not limited to, summons for purposes of investigation and other proceedings.</p>	<p>Suspension of recognition for one (1) month to disqualification from recognition for at least five (5) years, until conditions imposed by the disciplinary body is met.</p>
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b. Engaging in any other form of misconduct, whether within or outside University premises, significantly affecting the good order and welfare and/or good name of the University, and/or which violates the provisions of this Code regarding student organizations.	
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**Section 18. Mitigating, Aggravating and Alternative Circumstances.** In the determination of the penalties to be imposed, mitigating, alternative and/or aggravating circumstances attendant to the commission of the offense shall be considered.

**The following circumstances shall be appreciated:**

- a. Physical illness;
- b. Good faith;
- c. Malice;
- d. Time and place of offense;
- e. Taking undue advantage of position;
- f. Taking undue advantage of subordinate;
- g. Undue disclosure of confidential information,
- h. Use of government property in the commission of the offense;
- i. Habituality;
- j. Offense is committed during office hours or within the premises of the office or building;
- k. Employment of fraudulent means to commit or conceal the offense;
- l. Education;
- m. Other analogous circumstances:
  - Age (whether minor or of age)
  - Respondents with Special Needs
  - Differently-abled Respondents
  - Persons with Diverse Sexual Orientation & Gender Identity
  - Etc.

In the appreciation thereof, the disciplining authority, in the interest of substantial justice, may take consider these circumstances motu proprio.

**Section 19. Manner of Imposition-** When applicable, the imposition of the penalty may be made in accordance with the manner provided herein below:

- a. The minimum of the penalty shall be imposed where only mitigating and no aggravating circumstances are present.
- b. The medium of the penalty shall be imposed where no mitigating and aggravating circumstances are present.
- c. The maximum of the penalty shall be imposed where only aggravating and no mitigating circumstances are present.

Where aggravating and mitigating circumstances are present, paragraph (a) shall be applied where there are more mitigating circumstances present; paragraph (b) shall be applied when the circumstances equally offset each other; and paragraph (c) shall be applied when there are more aggravating circumstances.

**Section 20. Penalty for the Most Serious Offense** - If the respondent is found liable of two (2) or more charges or counts, the penalty to be imposed should be that corresponding to the most serious charge and the rest shall be considered as aggravating circumstances.

**Section 21. Procedure.** This Code provides a set of procedure cases for misconduct involving a student and student organizations.

In cases of sexual harassment, the complaint shall be treated as serious or less serious misconduct depending on the gravity of the actions.

**Section 22. Disciplinary Bodies.** There are five (5) disciplinary offices/bodies in the University:

- a. The University Academic Council;
- b. The Student Disciplinary and Arbitration Board (SDAB),
- c. The College Dean, Graduate School Dean, Institute Director;
- d. The College Disciplinary Committee (CDC), and
- e. The Inter-College Disciplinary Committee (ICDC).



The members of all disciplinary committees/boards have the duty to disclose their relationships of any nature and to any extent with the parties involved, to the University President/Chancellor. Upon their acceptance of the designation, members of the committees, ad hoc or regular, shall undergo orientation on the Code of Student Conduct.

**Section 23. The University Academic Council (UAC);** Functions and Jurisdiction. The University Academic Council Board shall have appellate jurisdiction over student disciplinary cases where the penalty imposed is exclusion. All decisions of the Student Disciplinary and Arbitration Board (SDAB) imposing the penalty of less than exclusion or non-readmission shall be final and executory and not appealable to the University Academic Council.

### **The Student Disciplinary and Arbitration Board (SDAB)**

**Section 24. Composition of the Student Disciplinary and Arbitration Board (SDAB).**

The Student Disciplinary and Arbitration Board (SDAB) is a body formed by the President / Chancellor/Executive Dean under the administrative supervision of the Vice President for Academic Affairs (VPAA)/Executive Dean, for the purpose of implementing the pertinent provisions of this Code. The University President / Chancellor shall appoint five (5) tenured members of the SDAB, one (1) of whom shall be appointed the Chair. Majority of the designees must be regular faculty members who are not on leave, sabbatical, secondment or special detail. At least one (1) of the faculty designees shall come from the Office of the VPAA. At least one (1) of the members shall be a lawyer of the University occupying a position under the University Legal Office/Services and another member coming from the Supreme Student Government (SSG), in consultation with the latter.

The OSS shall serve as the Secretariat of the SDAB and all other disciplinary bodies as defined herein, and shall function as the administrative support staff of the SDAB. All complaints shall be initially filed before it and all records shall be under its care and custody.

At its initial constitution, three (3) of the members of the SDAB, including its Chair and the member from the legal unit, shall serve a term of two (2) years. The other member shall serve a term of one (1) year while the student representative shall serve until his/her term as SSG officer expires. Thereafter, upon the expiry of the two- and one-year terms, all members, including the chairman, shall serve for two (2) years. A vacancy in the SDAB due to leave, sabbatical, secondment, special detail or other reasons shall be filled by the President/Chancellor/Executive Dean. The replacement shall serve the remaining period of the term.

The SDAB may have an office space and appropriate staff. The staff may be designated from the OSS.

**Section 25. Jurisdiction and Functions of the Student Disciplinary and Arbitration Board (SDAB).** The SDAB shall have original jurisdiction over all student administrative cases classified as serious and an appellate jurisdiction over all cases decided by the college deans and institute directors over student disciplinary cases.

The SDAB, through the OSS, shall receive copies of all complaints and case reports involving offenses of students. It shall monitor the progress and resolution of all cases, including enforcement of corrective measures, and submit status reports to the President/Chancellor.

In the exercise of its functions, the SDAB may designate any of its members as conciliator, mediator or arbiter.

The SDAB may conduct orientations on the Code of Student Conduct to all ad hoc disciplinary committees.

### **The College Disciplinary Committee (CDC)**

**Section 26. Composition of the College Disciplinary Committee (CDC).** The CDC is an ad hoc committee formed by the Dean or Institute Director for the purpose of implementing the pertinent provisions of this Code. The Dean/Director shall not sit as a member of the CDC but may observe the proceedings. The hearing committee shall be composed of three (3) members, one (1) of whom shall be tenured, regular faculty member who is not on leave, sabbatical, secondment or special detail, the second member shall be a Department Chairperson while the third member shall be an elected member of the College Student Government or a recognized organization in the College/Institute.

#### **Student members must have the following qualifications:**

a. Good moral character, defined as not having been found guilty of any offense in a court of law or liable in a student disciplinary body, and is not the subject of any pending case;

b. Good academic standing, defined herein as having passed at least 75% of units enrolled in the previous semester; carrying a full or regular academic load in the current and previous semesters, except in the case of graduate student members who need not carry or have carried a full load; and not having exceeded the Maximum Residence Rule; and

c. Residency in the University for at least one (1) year.

Graduating students may not be appointed to hearing committees. In cases where there is no College Student Government or when no member of the College Student Government is qualified, the Dean/ Director shall appoint a student within the same college/ institute who meets the aforementioned qualifications.

A faculty adviser of a student organization may not serve in a committee hearing a complaint against the student organization or any member of the student organization he/she advises. An official or member of a student organization may not serve in a committee hearing a complaint against his/her student organization or any member of his/her student organization.

Continuing qualifications are required to remain in the hearing committee until the conclusion of its work.

The student member of the committee hearing a complaint against an undergraduate student(s) shall be an undergraduate, while the student member of the committee hearing a complaint against a graduate student(s) shall be a graduate student.

Under special circumstances, the Dean may request the SDAB to assign one of its members to become an external member of the CDC.

### **Section 27. Jurisdiction and Functions of the College Disciplinary Committee (CDC)**

The CDC shall hear and resolve cases of less serious character, where the student/s involved belong to the same College and the incident occurred within the College premises. The Dean/Director shall have the discretion to refer all cases where the parties have opted for arbitration to the SDAB.

### **The Inter-College Disciplinary Committee (ICDC)**

#### **Section 28. Composition of the Inter-College Disciplinary Committee (ICDC)**

The ICDC is an ad hoc committee formed by the Deans/Directors of two (2) or more Colleges/Institutes, for the purpose of implementing the pertinent provisions of this Code, when a student or students of a College/s is alleged to have committed a violation classified as less serious offense in another College. The Dean of the College where the offense was committed shall initiate the constitution of the ICDC. The ICDC shall be composed of an odd number of members, one (1) faculty member each from the colleges concerned, and one (1) faculty member from a disinterested college. Each faculty member of the ICDC shall be tenured, regular faculty not on leave, sabbatical, secondment or special detail. At least two (2) of the other members shall come from a Recognized Student Organization of the College where the complainant belongs while the fifth member shall come from the OSS. The ICDC members shall select a chair from among themselves.

Should the Deans/Directors involved be unable to form the ICDC within fourteen (14) working days from the receipt of the complaint, owing to a fundamental difference in position or some other substantive constraint, the SDAB shall appoint the members of the ICDC. The Deans/Directors concerned may observe the proceedings.

Under special circumstances, the Dean/Director may request the SDAB to assign one (1) of its members to become an external member of the ICDC.

### **Section 29. Jurisdiction and Functions of the Inter-College Disciplinary Committee (ICDC)**

The ICDC shall hear and resolve all cases classified as less serious involving students from more than one (1) college/institute or when the offense charged was committed by a student from one (1) college/institute in another college/institute.

**Section 30. Jurisdiction of the College Dean/Director.** In all cases where the act subject of the complaint is less serious and is committed within a particular college/institute and involves only students belonging to said college/institute, the concerned Dean/Director shall take jurisdiction of the case.

Where it involves an intercollege offense, the Dean/Director where the respondent belongs shall take jurisdiction of the case. In the case of multiple respondents belonging to different colleges/institute, the deans/ directors of the colleges/institutes shall automatically constitute an ad hoc committee the members of which shall depend on the number of respondents who shall all sign the decision for the case.

**Section 31. Compensatory Overtime Credit and Overtime.** Subject to existing laws, rules and regulations and whenever warranted, the Office of the President/Chancellor/Executive Dean may grant overtime pay/ Compensatory Overtime Credit to the Dean/Director and members of the, CDC, ICDC and the SDAB, subject to existing laws rules and regulations as may be applicable. The disciplining bodies are encouraged to prioritize their functions as prescribed in this Code.

## **COMPLAINTS**

**Section 32. Who May Initiate** - Student administrative proceedings may be initiated by the disciplining authority motu proprio upon a report of any BSU employee or upon complaint of any other person.

**Section 33. Requisites of a Valid Complaint** - Except when initiated by the disciplining authority or his/her authorized representative, no complaint against a student shall be given due course unless the same meets the following:

The complaint in triplicate copies shall be written in a clear, simple and concise language and in a systematic manner as to apprise the person complained of the nature and cause of the accusation/s against him/her and to enable him/her to intelligently prepare his/her defense or answer/ comment. However, should there be more than one (1) person complained of, the complainant is required to submit additional copies corresponding to the number of persons complained of.

### **The complaint shall contain the following:**

1. full name and address of the complainant;
2. full name and address of the person's complained of as well as his/ her/their position/s and office/s;
3. a narration of the relevant and material facts which shows the acts or omissions allegedly committed;
4. original or certified true copies of documentary evidence and affidavits of his/her witnesses, if any; and
5. certification or statement of non-forum shopping,

In cases initiated by the proper disciplining authority or his/her authorized representative as a result of a report, a show cause order is sufficient.

The services of any of the University legal officers or any person authorized to administer oath may be employed.

The complaint or report shall likewise be accompanied by pieces of supporting evidence, if any. The absence of any of the aforementioned requirements may cause the dismissal of the complaint without prejudice to its re-filing upon compliance with

the above requirements. However, it shall be the obligation of the receiving officer to require completion of the requirements from the complainant or reporting party. A form shall be prepared for such purpose.

**Section 34. How Commenced** - An incident involving a student administrative offense may be reported, orally or in writing and duly signed, by anyone directly to the OSS, or through the Dean or a Faculty Member of the College where the incident occurred or any University employee. In the case of the latter, the report or complaint shall be forwarded to the OSS. Oral reports shall be put in writing and duly signed by the person filing the report. The OSS shall examine all complaints and require compliance with the requirements herein. The OSS shall, within five (5) working days from receipt of report or complaint, determine whether a CDC or an ICDC should be constituted, and write the Report, and forward the same to the SDAB.

**Section 35. Determination of Jurisdiction and Prima facie case. The SDAB Chair or his/her representative shall determine whether:**

- a. the act subject of the complaint is serious or less serious offense;
- b. the offense occurred in more than one college;
- c. the students involved belong to more than one college; and,
- d. there is prima facie case.

The SDAB shall determine jurisdiction of the case and, when necessary, refer the case within seven (7) working days to the appropriate Dean/s with the notice to create the CDC/ICDC.

**Section 36. Parties** - In all cases of where the acts complained of are not personal in nature, the University is deemed the complainant. The student/s reported to have committed the offense is/are the respondent/s and the complainants as witness/es.

**Section 37. Representation of Parties and Right to Counsel.** The University shall be represented (as a special prosecutor) by a tenured, regular employee of the University who is not on leave, sabbatical, secondment or special detail, who is designated by the SDAB.

The respondent/s shall represent himself/herself/themselves, and shall have the right to counsel. The counsel's role shall be limited to advice. The counsel of choice may be any person who can assist the respondent.

**Section 38. Constitution of the College Disciplinary Committee (CDC) or the Inter-College Disciplinary Committee (ICDC).** The Dean/s constitute/s the CDC or the ICDC within one (1) week from receipt of the complaint as forwarded by the SDAB through the OSS.

**Section 39. Proceedings** -The CDC or ICDC shall not be bound by technical rules of evidence and all proceedings shall be summary in nature. The parties and their witnesses, if any, shall submit affidavits under oath subject to clarificatory questions by the disciplinary committee. The following requests to the disciplinary committee shall be prohibited:

- a. Extension of time to file an answer, except when the grounds are meritorious;
- b. Dismissal of the complaint, except when the grounds are meritorious;
- c. Re-opening of a case;
- d. Demurrer to evidence;
- e. Postponements/cancellation of hearings;
- f. Reply/rejoinder;
- g. Intervention; and
- h. New proceedings on the same case.

The preliminary meeting, hearings, and all other meetings of the CDC or ICDC shall proceed when a majority of the members are present.

**Section 40. Summons** -The CDC or ICDC shall, within five (5) working days, from its constitution, issue summons to the respondent/s with a copy of the complaint and the Report, copy furnished the Dean and the SDC. The summons shall be served within another five (5) working days:



- a. personally to the respondent/s through the Department Chair, Institute Director and/or the Secretary of the College to which he/she belongs or through the Office of the University Registrar (OUR) if the respondent does not belong to any college/institute;
- b. by registered mail to the respondent's residence address indicated in his/her latest Student Information Sheet (SIS) at the OUR, wherein the respondent is presumed to have received the Summons; or
- c. to the minor respondent's parents or guardians.

Proof of receipt of summons served through the Department Chair, Institute Director, the College Secretary or the OUR shall be submitted to the CDC or ICDC within two (2) working days.

These modes of service of summons shall also apply to the service of notices, decisions and other communications.

**Section 41. Answer** -The respondent shall answer in writing within a non-extendible period of five (5) days from receipt of the summons and the OSS's Report. If the respondent fails to answer within the time period, he/she/they is/are deemed to have waived his/her/their right to present his/her/their side.

The respondent/s shall indicate in his/her/their answer whether he/ she/they elect/s a formal investigation or waive/s his/her/their right to counsel.

#### **Section 42. Appearances and Participation during Hearings**

The University shall appear through its duly authorized representative as provided above. If the complainant is a tenured employee of the University, he/she may represent the University.

The respondent shall appear in person and may be accompanied by parents, guardians and/or counsel, unless representation by counsel is waived. The participation of his/her parents, guardians and counsel shall be limited to advice.

**Section 43. Notice of Hearing** -The CDC or ICDC shall serve to the parties a notice of dates of preliminary meeting and hearings in such a manner as shall ensure the receipt of the notice at least three (3) days before the date of the initial hearing.

**Section 44. Preliminary Meeting.** The preliminary conference/meeting shall be mandatory. The CDC or ICDC shall set the preliminary meeting date 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.

Failure of the private complainant or the complainant-representative of the university to appear shall be ground to dismiss the complaint. Failure of the respondent to appear shall have the same effect as failure to answer where the committee may resolve the case based on existing documents. The failure of the appointed University representative to appear shall not prejudice the case in which case the hearing shall be reset to another date to a maximum of one resetting. Failure of the appointed representative to appear without sufficient cause despite resetting and notice shall be treated as an administrative offense pursuant to the Revised Rules and Administrative Cases in the Civil Service (RRACCS) and the case may be dismissed. If based on evidence, there is sufficient ground to establish substantial evidence; the committee may render a decision thereon.

At the commencement of the formal investigation, the disciplinary authority shall conduct a pre-hearing conference for the parties to appear, consider and agree on any of the following:

1. Stipulation of facts;
2. Simplification of issues;
3. Identification and marking of evidence of the parties;
4. Waiver of objections to admissibility of evidence;



5. Limiting the number of witnesses, and their names;
6. Dates of subsequent hearings, and
7. Such other matters as may aid in the prompt and just resolution of the case.

Matters taken and agreed upon during the preliminary meeting shall be reduced in writing and attested to by the members of the CDC or ICDC present, the University representative and/or the private complainant, and the respondent/s. The preliminary meeting report shall be binding on the parties. The parties may also agree to submit the case for resolution during the preliminary meeting. The hearing body, through the chairperson, shall issue a preliminary meeting order containing all that transpired and agreed upon during the meeting. The same shall be the guide of the parties during the proceedings. The parties may opt to agree on the submission of position papers in lieu of a formal type of hearing.

**Section 45. Hearings-**The initial hearing must be set not later than one (1) week after the preliminary meeting. Hearings must be completed within a non-extendible period of two (2) months after the initial hearing, after which the CDC or ICDC shall resolve the case.

**Section 46. CDC or ICDC Report.** The CDC or ICDC shall submit its resolution and recommended corrective measures, if any, to the Dean within fifteen (15) working days after the final hearing. The resolution shall be in writing and signed by a majority of its members. It shall include a brief statement of the findings of fact and the specific regulations on which the resolution and recommended corrective measures are based. It shall note the attendance of CDC or ICDC members of meetings and hearings.

**Section 47. Dean's Action-**The Dean/Director of the College/Institute to which the student belongs may adopt the resolution or affirm or modify the recommended corrective measures within the prescribed range, if any, within seven (7) working days.

**Section 48. Service of the Dean's Action.** The parties shall each be served a copy of the Dean's Action in the same manner as the provisions on service of summons, copy furnished the SDAB. The duly appointed representative of the University shall submit a copy of the resolution to the President / Chancellor / Executive Dean which shall inform the University Academic Council.

**Section 49. Appeal.** The Dean's action may be appealed by either party to the SDAB within seven (7) working days from receipt of the decision. The SDAB shall decide the appeal within fifteen (15) working days from receipt of the appeal.

The Decision of the SDAB may be appealed to the University Academic Council, through the University President, within the same period. The University Academic Council shall decide the appeal within two (2) months from receipt of the appeal.

#### **Section 50. Finality and Enforcement of the Decision**

If no appeal is made by any party within the reglementary period, the decision shall be final and immediately executory upon the expiration of the period for filing an appeal. The final decision shall be executory upon receipt personally by the respondent or his/her parent(s)/guardian(s)/nearest relative and/or by registered mail. The parent/s/guardian/s shall be furnished a copy of the decision. The resolution shall be executed by the Dean/Director of the College/Institute to which the respondent belongs. In the case of exclusion, the resolution shall be executed by the SDAB.

If the decision involves suspension, the College/Institute Secretary and concerned professors shall be notified.

**Section 51. Implementation of Corrective Measures Involving Suspension.** Final decisions of suspensions of thirty (30) to sixty (60) days, which are executory within thirty (30) days prior to the first day of the final examination period, shall take effect on the first day of classes during the subsequent semester, except when the respondent is graduating, in which case the corrective measure shall immediately take effect upon the final decision. The SDAB, the Office of the University Registrar (OUR), the College Secretary and concerned professors shall be informed of the implementation of the corrective measure.

## Section 52. Alternative Dispute Resolution

**Procedure to be followed by the College Dean.** In all cases involving less serious offense and which are purely personal in nature, where Alternative Dispute Resolution (ADR) methods are applicable, the Dean shall, within one (1) week after the determination of jurisdiction, resolve the case by employing such methods. ADR employs any process to amicably settle a dispute involving less serious misconduct by which the dispute is resolved by the parties themselves with the assistance of a neutral third party.

Upon arriving at a resolution, the same shall be made in writing, embodying all the terms agreed upon, copy furnished the SDAB. Such written resolution, when signed by the Dean, shall be final and immediately executory. The Dean, for meritorious reasons may refer the ADR to the SDAB.

In cases where ADR is either inapplicable or where it was employed but no resolution had been arrived at, the Dean shall form a CDC. In the case of an inter-college offense, the Dean of the offending party shall notify the Dean/s of the other parties and propose for the constitution of an ICDC. The constitution of the committees shall be made within one (1) week after the determination of jurisdiction, or after the conclusion of the unsuccessful alternative dispute resolution, as the case may be. The Dean shall forward the complaint to the CDC/ICDC and direct the same to take cognizance of the case. The CDC/ICDC shall hear and resolve the case in accordance with these rules.

**Section 53. ADR; Procedure before the CDC/ICDC.** In all cases where Alternative Dispute Resolution (ADR) methods are applicable, the CDC/ICDC Chair shall resolve the case by employing such methods. Upon arriving at a resolution, the same shall be made in writing embodying all the terms agreed upon. Such written resolution, when signed by the CDC/ICDC Chair, shall be final and immediately executory.

In cases where ADR is either inapplicable or where it was employed but no resolution had been arrived at, the CDC/ICDC shall proceed with the investigation in accordance with this rules.

## Section 54. Rights of Respondents

**Each respondent shall enjoy the following rights:**

- a. To the integrity of the administrative procedure;
- b. To the protection that the burden of proof rests with the complainant, who must present substantial evidence;
- c. To be heard only on evidence introduced at the proceedings of which the respondent has been properly apprised;
- d. To defend himself/herself personally or, in the case of minors, through his/her parent/s/guardian/s;
- e. To be assisted by counsel of his/her choice;
- f. To a speedy and judicious disposition of the case;
- g. To request as corrective measure community service, in cases so allowed, which may only be granted by the disciplinary body concerned;
- h. To appeal a decision in accordance with this rules and the BSU Charter; and
- i. To confidentiality of proceedings, documents, and records.

**Section 55. Preventive Suspension.** Notwithstanding the provisions of the foregoing sections, the President/ Chancellor, through the Dean, may preventively suspend, for a limited period not to exceed twenty (20) days, a student in the following cases:

1. Making a false statement and practicing any deception or fraud in connection with enrollment in the University;
2. Engaging in any of the acts described in RA 8049, otherwise known as the Anti-Hazing Law;
3. Disrespect towards any person, which includes, but not limited to, insulting, discriminatory and/or threatening behavior;
4. All acts described in the Anti-Sexual
5. Harassment Act of 1995 (R.A. 7877) and its Implementing Rules and Regulations (IRR) approved by the Board of Regents (BOR);
6. Damaging or defacing property within University premises, including but not limited to, littering and vandalism;

7. Possession and/or use within the University premises of any dangerous or deadly or potentially deadly object or material such as, but not limited to, firearm; any bladed or pointed object; stick, pipe, or any similar object; and chemicals, unless required in her/his course;
8. Unauthorized possession, manufacture, storage and/or use of regulated or prohibited drugs or substances as defined in the prevailing Comprehensive Dangerous Drugs Law, within the University premises, and
9. Undermining or obstructing any investigation or proceeding, and/or willfully disobeying any written lawful order or directive by the President/Chancellor, Vice-Chancellors, Deans, Directors of academic units, College Secretaries, OSS Director and members of disciplinary bodies, including but not limited to, summons for purposes of investigation and other proceedings.

Preventive suspension aims to assist investigation by preventing a student from destroying, hiding or suppressing evidence and to prevent a student from inflicting damage to persons or property.

**Preventive suspension may carry prohibition on any or all of the following:**

- a. Attending classes and academic activities;
- b. Entering academic buildings and their premises;
- c. Using campus facilities, including but not limited to, athletic facilities, libraries, and computer laboratories; except dormitories for dormitory residents;
- d. Participating in student activities within University premises;
- e. Holding student jobs; and
- f. Enjoying IT privileges as defined by the current policies on IT uses and resources of the University, except online enrolment.

The preventive suspension may include other conditions set by the president/Chancellor or Dean.

The conditions of the preventive suspension should not prevent the student from enrolling and/or complying with academic requirements.

**Section 56. Records.** All proceedings before any disciplinary body shall be set down in writing by a competent official record keeper. Original records pertaining to student discipline shall be under the custody of the SDAB/ICDC/CDC and/or the Dean. Such records are hereby declared confidential and no person shall have access to the same for inspection or copying unless s/he is a party therein, or unless s/he has a legal right which cannot be protected or vindicated without access to or copying of such records, or unless authorized in writing by the President/Chancellor. Any person who violates the confidential nature of such records shall be subject to disciplinary action, without prejudice to the filing of appropriate cases in Court.

## GENERAL PROVISIONS

**Section 57. Effectivity.** This Code shall supersede all previous rules on student discipline (Rules and Regulations on Student Conduct and Discipline). It shall apply suppletorily to all Rules and Regulations governing Fraternities, Sororities and other Student Organizations but shall repeal all provisions inconsistent with it and shall take effect after its endorsement by the University Council and the approval by the Board of Regents (BOR) on the first day of the succeeding semester. The provisions hereof shall not apply to decided cases or to students already serving their penalty unless favorable to them in which case the provisions hereof may be given retroactive effect.

**Section 58. Separability Clause.** If any clause, sentence, paragraph or part of this Code shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of said Code, but shall be confined in its operation to the clause, sentence, paragraph or part thereof directly involved in the controversy.

**Section 59. Amendment Clause.** Any provision of this Code may be amended by a special meeting for the purpose, by the University Council. The amendment, as approved by the Board of Regents (BOR), shall take effect on the first day of the succeeding semester. Students and faculty members may propose amendments to the Code.

**Section 60. Repealing Clause.** Existing bodies, tribunals, offices, committees, and units which are rendered obsolete by this Code are hereby dissolved; and all existing rules and regulations that are in conflict with this Code are hereby repealed.

**Section 61. Transition Clause.** Present bodies shall remain until the new disciplinary committees are created. The Code shall apply to all pending cases, in so far as it will benefit the respondents.

**Section 62. Review.** The President/Chancellor shall call for the review of this Code or parts of it by faculty members and students, if none has been made in ten (10) years.

## **Appendix A**

### **I. Acts of Misconduct of Students**

#### **A. Serious**

1. Intellectual Dishonesty
  - a. Plagiarism;
  - b. Falsification, fabrication, distortion and/or destruction of data;
  - c. Copying or providing the means or accessing means to copy exam answers, homework, projects, laboratory experiments, term papers, etc.; possession and/or use of cheat devices during an examination; allowing another person to take an examination in one's name, and/or impersonating another student or allowing someone to impersonate oneself in an academic activity; and manipulating a corrected exam paper;
  - d. Submission of the same work in two (2) or more courses without the instructors' consent; and
  - e. Other acts analogous to a, b, c, and/or d.
2. Fraud - deliberately making a false statement and practicing any deception or fraud in connection with:
  - a. Admission to the University;
  - b. Enrolment in the University;
  - c. Retention in the University;
  - d. Graduation from the University;
  - e. Application to and/or receiving any scholarship or grant funded or managed by the University and its affiliated institutions;
  - f. Stealing/malversation/misuse of funds collected in connection with student activities;
  - g. Recognition of student organizations;
  - h. Use of University facilities by, or in the name of, student organizations, and
  - i. Use of Intellectual property of the University, which results in gain, material or otherwise.
3. Harm to Persons
  - a. Creating and/or engaging in disorder, tumult, breach of peace, or serious disturbance such as, but not limited to, rumbles, within the University premises, resulting in harm to persons;
  - b. Attacking a person resulting in physical and/or psychological injury;
  - c. Engaging in any of the acts described in R.A. 8049 ;
  - d. Disrespect towards any person, which includes, but not limited to, insulting, discriminatory and/or threatening behavior; and
  - e. All acts described in the Anti-Sexual Harassment Act of 1995 (R.A. 7877) and its Implementing Rules and Regulations (IRR).
4. Unauthorized possession and/or use within the University premises of any dangerous or deadly or potentially deadly object or material such as, but not limited to, firearm; any bladed or pointed object; stick (except pens, pencils, drawing instruments and other things for academic and school use), pipe, or any similar object; and chemicals, unless required in his/her course;
5. Unauthorized possession, manufacture, storage and/or use of regulated or prohibited drugs or substances as defined in the prevailing Dangerous Drugs Law, within the University premises;
6. Undermining or obstructing any investigation or proceeding, and/or willfully disobeying any written lawful order or directive by the President/Chancellor, Vice Presidents/Vice-Chancellors, Deans, Directors of academic units, College Secretaries, OSS Director and members of disciplinary bodies, including but not limited to, summons for purposes of investigation and other proceedings;
7. Violation of Policies on the Use of IT Resources;
8. Stealing within University premises;
9. Any other form of misconduct affecting the good order and welfare and/or good name of the University;
10. Damaging or defacing property within University premises, including but not limited to, littering and vandalism, in the second and third violations;
11. Preparing, or disseminating libelous, defamatory or subversive manifestos, streamers or any form of graphic materials that undermine faith or foments distrust of duly constituted authorities within or outside the University;

12. Committing sexual acts within University premises such as but not limited to: sexual intercourse, necking, fondling and other sexual acts, and
13. Instigating, participating or leading in boycott, or disruption of classes; impeding, obstructing, and preventing the right and obligation of a teacher or professor to teach his/her subject or the right of any student to attend classes.

## **B. Less Serious**

1. Damaging or defacing property within University premises, including but not limited to, littering and vandalism;
2. Drinking of alcoholic beverages, except where and when expressly allowed by the Chancellor, and/or drunken behavior, within University premises;
3. Smoking in violation of the provisions of R.A. 9211 ;
4. Gambling within the University premises;
5. Violation of municipal/provincial ordinance i.e. violation of the municipal ordinance in relation to chewing of momma, etc.
6. Non-wearing of valid school I.D.
7. Unauthorized use of borrowed school I.D. or lending school I.D. to be used for official transaction;
8. Unauthorized use of stolen school or any kind of IDs;
9. Loitering during the prescribed curfew hours;
10. Failure to obtain permit for the use of any University facility, subject to conditions imposed therefor;
11. Using without prior authority, the name of Benguet State University in any announcement, ticket, invitation, program, or similar printed materials;
12. Posting, distributing or disseminating notices, posters, leaflets and bills without the approval of the Office of Student Services/ Administration
13. Possessing and/or distributing immoral or indecent pictures, posters, slides or similar materials; writing, possessing, or distributing immoral and/or subversive literature;
14. Littering;
15. Spitting, and
16. Violating legally posted instructions or signage such as "No Trespassing," "Keep off the Grass," "Off Limits," etc.

## **II. Acts of Misconduct of Recognized Student Organizations**

### **A. Serious**

1. Fraud
  - a. Making a false statement, practicing or attempting to practice any deception or fraud in connection with application for recognition on behalf of the organization;
  - b. Making a false statement, practicing or attempting to practice any deception or fraud in connection with use of University facilities on behalf of the organization;
  - c. Making a false statement, practicing or attempting to practice any deception or fraud in connection with application in any University-funded or managed grant or prize on behalf of the organization;
  - d. Making a false statement, practicing or attempting to practice any deception or fraud in connection with application for asuplan on behalf of the organization, and
  - e. Making a false statement and/or withholding information in relation to the changes in the organization's membership and officers within the duration of recognition on behalf of the organization.
2. Harm to Persons
  - a. Creating and/or engaging in disorder, tumult, breach of peace, or serious disturbance such as, but not limited to, rumbles, within the University premises, resulting in harm to persons, and
  - b. Any violation as described in R.A. 8049, otherwise known as the Anti-Hazing Law.
3. Willfully disobeying any lawful written order or directive by the President/Chancellor, Vice-Presidents/Vice-Chancellors, Deans, Directors of academic units, College Secretaries, OSS Director and members of disciplinary bodies, including but not limited to, summons for purposes of investigation and other proceedings;
4. Engaging in any other form of misconduct, whether within or outside University premises, significantly affecting the good order and welfare and/or good name of the University, and/ or which violates the provisions of this Code regarding

student organizations including but not limited to attempt to organize or organizing a strike, riot, walk out against the University or any of its employees or officials;

5. Damaging or defacing property within University premises, with the use of hazardous chemicals, use of explosives or incendiary materials;
6. Preparing, or disseminating libelous, defamatory or subversive manifestos, streamers or any form of graphic materials that undermine faith or foments distrust of duly constituted authorities within or outside the University, and
7. Instigating, participating or leading in boycott, or disruption of classes; impeding, obstructing, and preventing the right and obligation of a teacher or professor to teach his/her subject or the right or any student to attend classes

## **B. Less Serious**

1. Damaging or defacing property within University premises, including but not limited to, littering and vandalism. However, if allegedly committed with the use of hazardous chemicals, use of explosives or incendiary materials, it is considered serious;
2. Appropriating for the student organization in the University the property of another;
3. Failure to obtain permit for the use of any University facility, subject to conditions imposed thereto;
4. Using without prior authority, the name of Benguet State University in any announcement, ticket, invitation, program, or similar printed materials;
5. Posting, distributing or disseminating notices, posters, leaflets and bills without the approval of the Office of Student Services / Administration, and
6. Possessing and/or distributing immoral or indecent pictures, posters, slides or similar materials; writing, possessing, or distributing immoral and/or subversive literature.

## **Appendix B**

### **Corrective Measures:**

1. Admonition
2. Reprimand
3. Apology
4. Cancellation of Enrolment
5. Suspension
6. Exclusion
7. Withdrawal of Degree

### **Additional Corrective Measures, which may be concurrently imposed with above corrective measures:**

1. Fine
2. Disqualification from graduation with honors
3. Reparation
4. Restitution
5. Suspension or withdrawal of IT privileges as defined by the current policies on IT uses and resources of the University.

### **Corrective measures that are sui generis or in a class of their own:**

#### **For Students:**

1. Cancellation of Admission to the University
2. Community Service

#### **For Student Organizations:**

1. Cancellation of Recognition
2. Suspension of Recognition

## APPENDIX C

### The Student Discipline Framework

**1. Office of Student Services** - Student Development Services. The Student Discipline Unit's (OSS-SDS-SDU's) goal is to ensure JUDICIOUS IMPLEMENTATION of the institutional rules and regulations governing student behavior and conduct in and outside the campus while carrying-out school-related activities.

### 2. Key Elements of Case Dispensation

- a) Guarantee of Due Process.
  - Appropriate protection of the rights of an individual while determining liability for wrongdoing
- b) Procedure is administrative rather than criminal
- c) Time-bound.
  - No hearing on any case shall last beyond two (2) calendar months
- d) Confidentiality of Disciplinary Records
- e) Restorative Justice.
  - Recognition of the importance of social relationships to individual well-being. Differentiating the unacceptable behavior from the person's worth

### 3. Design & Approaches

- a) Reinforcement of BSU's Core Values
  - Student-Centered
  - Leadership
  - Integrity
  - Diversity
  - Efficiency
  - Service
- b) Student Discipline as more developmental and less adversarial
- c) Mediation of Disputes
- d) Counseling. A caring confrontation where behavior is critically examined in a supportive relationship. The central goal is to see what can be learned from situation not so much as to determine guilt and punishment

**4. BSU's Commitment.** BSU is a school community that ensures the well-being of its studentry. All who study are expected to conduct themselves in appropriate manner, observe the University Student Code of Conduct and Discipline, and respect the rights of others, thereby, maintain the best possible atmosphere of learning.

**5. Shared Advocacy.** Let us be partners in creating a well-managed academically effective school where freedom is lived alongside high scores of responsibility and volunteerism

**6. At the Best.** We, at the Office of Student Services (OSS), resolve to REFORM rather than punish by promoting ethical behavior among BSU Students!

**ACADCO Action No. 7738, s. 2017** – Approving the proposed amendments to the University Student Code of Conduct and Discipline (USCCD), with the collatilla that this be posted in the DAMS and within five days of posting and no comments, to proceed with the publication.

- i. This revised student code was formulated using as models the student code of UP Diliman and the Revised Rules on Administrative Cases in the Civil Service (RRACCS) promulgated by the Civil Service Commission
- ii. Revised Rules on Administrative Cases in the Civil Service (RRACCS)
- iii. US Federal Policy on Research misconduct, Internet
- iv. Ibid
- v. Ibid
- vi. This and other provisions were lifted from the existing student code
- vii. Anti-Hazing Law
- viii. Tobacco Regulation Act

# Appendices

## APPENDIX I

### Republic Act No. 7079

#### An Act Providing for the Development and Promotion of Campus Journalism and for Their Purposes

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

**SECTION 1.** Title – This act shall be known and referred to as the ‘Campus Journalism Act of 1991.’

**SECTION 2.** Declaration of Policy- It is the declared policy of the State to uphold and protect the freedom of the press even at the campus level and promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of students concerned and promoting responsible and free journalism.

**SECTION 3.** Definition of terms. a) School – An institution for learning in the elementary, secondary or tertiary level comprised of the studentry, administration, faculty and non-faculty personnel. b) Student Publication – The issue of any printed material that is independently published by, and which meets the needs and interests of the studentry. c) Student Journalist Any bona fide student enrolled for the current semester or term who has passed or met the qualification and standards of the editorial board. He must likewise maintain a satisfactory academic standing. d) Editorial Board – In the tertiary level, the editorial board shall be composed of student journalists who have qualified in placement examinations. In the case of elementary and high school levels, the board shall be composed of a duly appointed faculty adviser, the editor who qualified and a representative of the parents – teachers’ Association, who will determine the editorial policies to be implemented by the editor and staff members of the student publication concerned.

At the tertiary level, the editorial board may include a Publication adviser at the option of its members; and e) Editorial Policies – A set of guidelines by which a student publication is operated and managed, taking into account pertinent laws as well as school administration’s policies. Said guidelines shall determine the frequency of publication, the manner of selecting articles and features and other similar matters.

**SECTION 4.** Student Publication – the student body through an editorial board and publication staff composed of students selected by fair and competitive examinations. Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication’s funds.

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

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

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

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

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

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

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

**SECTION 11.** Appropriations – For the initial year of implementation, the sum of Five million pesos (5,000,000.00) is hereby authorized to be charged against the savings from the current appropriations of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act

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

Approved: July 5, 1991

**RAMON V. MITRA** (SGD)  
Speaker of the House of Representatives

**JOVITO R. SALONGA** (SGD)  
President of the Senate

**CAMILO SABIO** (SGD)  
Secretary General  
House of Representatives

**EDWIN P. ACOBA** (SGD)  
Secretary of the Senate

**CORAZON C. AQUINO** (SGD)  
President of the Republic of the Philippines

## APPENDIX II

### Executive Order No. 02, s. 2016

#### **Operationalizing in the Executive Branch the People's Constitutional Right to Information and the State Policies to Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefor**

**WHEREAS**, pursuant to Article 28, Article II of the 1987 Constitution, the State adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to reasonable conditions prescribed by law;

**WHEREAS**, Section 7, Article III of the Constitution guarantees the right of the people to information on matters of public concern;

**WHEREAS**, the incorporation of this right in the Constitution is a recognition of the fundamental role of free and open exchange of information in a democracy, meant to enhance transparency and accountability in government official acts, transactions, or decisions;

**WHEREAS**, the Executive Branch recognizes the urgent need to operationalize these Constitutional provisions;

**WHEREAS**, the President, under Section 17, Article VII of the Constitution, has control over all executive departments, bureaus and offices, and the duty to ensure that the laws be faithfully executed;

**WHEREAS**, the Data Privacy Act of 2012 (R.A. 10173), including its implementing Rules and Regulations, strengthens the fundamental human right of privacy, and of communication while ensuring the free flow of information to promote innovation and growth;

**NOW, THEREFORE, I, RODRIGO ROA DUTERTE**, President of the Philippines, by virtue of the powers vested in me by the Constitution and existing laws, do hereby order:

**SECTION 1. Definition.** For the purpose of this Executive Order, the following terms shall mean: (a) "Information" shall mean any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, books, photographs, data, research materials, films, sound and video recording, magnetic or other tapes, electronic data, computer stored data, any other like or similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or kept in or under the control and custody of any government office pursuant to law, executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office. (b) "Official record/records" shall refer to information produced or received by a public officer or employee, or by a government office in an official capacity or pursuant to a public function or duty. (c) "Public record/records" shall include information required by laws, executive orders, rules, or regulations to be entered, kept and made publicly available by a government office.

**SECTION 2. Coverage.** This order shall cover all government offices under the Executive Branch, including but not limited to the national government and all its offices, departments, bureaus, offices, and instrumentalities, including government-owned or -controlled corporations, and state universities and colleges. Local government units (LGUs) are encouraged to observe and be guided by this Order.

**SECTION 3. Access to information.** Every Filipino shall have access to information, official records, public records and to documents and papers pertaining to official acts, transactions or decisions, as well as to government research data used as basis for policy development.

**SECTION 4. Exception.** Access to information shall be denied when the information falls under any of the exceptions enshrined in the Constitution, existing law or jurisprudence.

The Department of Justice and the Office of the Solicitor General are hereby directed to prepare an inventory of such exceptions and submit the same to the Office of the President within thirty (30) calendar days from the date of effectivity of this Order.

The Office of the President shall thereafter, immediately circularize the inventory of exceptions for the guidance of all government offices and instrumentalities covered by this Order and the general public.

Said inventory of exceptions shall periodically be updated to properly reflect any change in existing law and jurisprudence and the Department of Justice and the Office of the Solicitor General are directed to update the inventory of exceptions as the need to do so arises, for circularization as hereinabove stated.

**SECTION 5. Availability of SALN.** Subject to the provisions contained in Sections 3 and 4 of this Order, all public officials are reminded of their obligation to file and make available for scrutiny their Statements of Assets, Liabilities and Net Worth (SALN) in accordance with existing laws, rules and regulations, and the spirit and letter of this Order.

**SECTION 6. Application and Interpretation.** There shall be a legal presumption in favor of access to information, public records and official records. No request for information shall be denied unless it clearly falls under any of the exceptions listed in the inventory or updated inventory of exceptions circularized by the Office of the President provided in the preceding section.

The determination of the applicability of any of the exceptions to the request shall be the responsibility of the Head of the Office which is in custody or control of the information, public record or official record, or the responsible central or field officer duly designated by him in writing.

In making such determination, the Head of the Office or his designated officer shall exercise reasonable diligence to ensure that no exception shall be used or availed of to deny any request for information or access to public records, or official records if the denial is intended primarily and purposely to cover up a crime, wrongdoing, graft or corruption.

**SECTION 7. Protection of Privacy.** While providing access to information, public records, and official records, responsible officials shall afford full protection to the right to privacy of the individual as follows:

- (a) Each government office per Section 2 hereof shall ensure that personal information in its custody or under its control is disclosed or released only if it is material or relevant to the subject-matter of the request and its disclosure is permissible under this order or existing law, rules or regulations;
- (b) Each government office must protect personal information in its custody or control by making reasonable security arrangements against leaks or premature disclosure of personal information which unduly exposes the individual whose personal information is requested, to vilification, harassment or any other wrongful acts; and
- (c) Any employee, official or director of a government office per Section 2 hereof who has access, authorized or unauthorized, to personal information in the custody of the office, must not disclose that information except when authorized under this order or pursuant to existing laws, rules or regulation.

**SECTION 8. People's Freedom to Information (FOI) Manual.** For the effective implementation of this Order, every government office is directed to prepare within one hundred twenty (120) calendar days from the effectivity of this Order, its own People's FOI Manual, which shall include among others the following provisions:

- (a) The location and contact information of the head, regional, provincial, and field offices, and other established places where the public can obtain information or submit requests;
- (b) The person or office responsible for receiving requests for information;
- (c) The procedure for the filing and processing of the request as specified in the succeeding section 8 of this Order;
- (d) The standard forms for the submission of requests and for the proper acknowledgment of requests;
- (e) The process for the disposition of requests;
- (f) The procedure for the administrative appeal of any denial for access to information; and
- (g) The schedule of applicable fees.

**SECTION 9. Procedure.** The following procedure shall govern the filing and processing of request for access to information: (a) Any person who requests access to information shall submit a written request to the government office concerned. The request shall state the name and contact information of the requesting party, provide valid proof of his identification or authorization, reasonably describe the information requested, and the reason for, or purpose of, the request for information: Provided, that no request shall be denied or refused acceptance unless the reason for the request is contrary to law, existing rules and regulations or it is one of the exceptions contained in the inventory or updated inventory of exception as hereinabove provided.

(b) The public official receiving the request shall provide reasonable assistance, free of charge, to enable, to enable all requesting parties and particularly those with special needs, to comply with the request requirements under this Section.

(c) The request shall be stamped by the government office, indicating the date and time of receipt and the name, rank, title and position of the receiving public officer or employee with the corresponding signature, and a copy thereof furnished to the requesting party. Each government office shall establish a system to trace the status of all requests for information received by it.

(d) The government office shall respond to a request fully compliant with requirements of sub-section (a) hereof as soon as practicable but not exceeding fifteen (15) working days from the receipt thereof. The response mentioned above refers to the decision of the agency or office concerned to grant or deny access to the information requested.

(e) The period to respond may be extended whenever the information requested requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The government office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period.

(f) Once a decision is made to grant the request, the person making the request shall be notified of such decision and directed to pay any applicable fees.

**SECTION 10. Fees.** Government offices shall not charge any fee for accepting requests for access to information. They may, however, charge a reasonable fee to reimburse necessary costs, including actual costs of reproduction and copying of the information required, subject to existing rules and regulations. In no case shall the applicable fees be so onerous as to defeat the purpose of this Order.

**SECTION 11. Identical or Substantially Similar Requests.** The government office shall not be required to act upon an unreasonable subsequent identical or substantially similar request from the same requesting party whose request from the same requesting party whose request has already been previously granted or denied by the same government office.

**SECTION 12. Notice of Denial.** If the government office decides to deny the request, in whole or in part, it shall as soon as practicable, in any case within fifteen (15) working days from the receipt of the request, notify the requesting party the denial in writing. The notice shall clearly set forth the ground or grounds for denial and the circumstances on which the denial is based. Failure to notify the requesting party of the action taken on the request within the period herein stipulated shall be deemed a denial of the request for access to information.

**SECTION 13. Remedies in Cases of Denial of Request for Access to Information.**

(a) Denial of any request for access to information may be appealed to the person or office next higher in the authority, following the procedure mentioned in Section 7 (f) of this Order: Provided, that the written appeal must be filed by the same person making the request within fifteen (15) working days from the notice of denial or from the lapse of the relevant period to respond to the request.

(b) The appeal be decided by the person or office next higher in authority within thirty (30) working days from the filing of said written appeal. Failure of such person or office to decide within the afore-stated period shall be deemed a denial of the appeal.

(c) Upon exhaustion of administrative appeal remedies, the requesting part may file the appropriate case in the proper courts in accordance with the Rules of Court.

**SECTION 14. Keeping of Records.** Subject to existing laws, rules, and regulations, government offices shall create and/or maintain accurate and reasonably complete records of important information in appropriate formats, and implement a records management system that facilitates easy identification, retrieval and communication of information to the public.

**SECTION 15. Administrative Liability.** Failure to comply with the provisions of this Order may be a ground for administrative and disciplinary sanctions against any erring public officer or employee as provided under existing laws or regulations.

**SECTION 16. Implementing Details.** All government offices in the Executive Branch are directed to formulate their respective implementing details taking into consideration their mandates and the nature of information in their custody or control, within one hundred twenty (120) days from the effectivity of this Order.

**SECTION 17. Separability Clause.** If any section or part of this Order is held unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain in full force or effect.

**SECTION 18. Repealing Clause.** All orders, rules and regulations, issuances or any part thereof inconsistent with the provisions of this Executive Order are hereby repealed, amended or modified accordingly: Provided, that the provisions of Memorandum Circular No. 78 (s. 1964), as amended, shall not be deemed repealed pending further review.

**SECTION 19. Effectivity.** This Order shall take effect immediately upon publication in a newspaper of general circulation.

**DONE**, in the City of Manila, this 23rd day of July in the year of our Lord two thousand and sixteen.

Signed on July 23, 2016

**RODRIGO ROA DUTERTE** (SGD)  
President of the Philippines

By the President:

**SALVADOR C. MEDIALDEA** (SGD)  
Executive Secretary

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### **EXCEPTIONS TO RIGHT OF ACCESS TO INFORMATION** (Memo from the Executive Secretary, Nov. 24, 2016)

For the guidance of all government offices and instrumentalities covered by EO No. 2 (s. 2016) and the general public, the following are the exceptions to the right of access to information, as recognized by the Constitution, existing laws, or jurisprudence:

1. Information covered by Executive privilege;
2. Privileged information relating to national security, defense or international relations;
3. Information concerning law enforcement and protection of public and personal safety;
4. Information deemed confidential for the protection of the privacy of persons and certain individuals such as minors, victims of crimes, or the accused;
5. Information, documents or records known by reason of official capacity and are deemed as confidential, including those submitted or disclosed by entities to government agencies, tribunals, boards, or officers, in relation to the performance of their functions, or to inquiries or investigation conducted by them in the exercise of their administrative, regulatory or quasi-judicial powers;
6. Prejudicial premature disclosure;
7. Records of proceedings or information from proceedings which, pursuant to law or relevant rules and regulations, are treated as confidential or privileged;
8. Matters considered confidential under banking and finance laws, and their amendatory laws; and
9. Other exceptions to the right to information under laws, jurisprudence, rules and regulations.

## APPENDIX III

### Except from Republic Act No. 10173

## AN ACT PROTECTING INDIVIDUAL PERSONAL INFORMATION IN INFORMATION AND COMMUNICATIONS SYSTEMS IN THE GOVERNMENT AND THE PRIVATE SECTOR, CREATING FOR THIS PURPOSE A NATIONAL PRIVACY COMMISSION, AND FOR OTHER PURPOSES

### CHAPTER III PROCESSING OF PERSONAL INFORMATION

**SEC. 1. Short Title.** – This Act shall be known as the “Data Privacy Act of 2012”.

**SEC. 11. General Data Privacy Principles.** – The processing of personal information shall be allowed, subject to compliance with the requirements of this Act and other laws allowing disclosure of information to the public and adherence to the principles of transparency, legitimate purpose and proportionality.

Personal information must, be:

- a. Collected for specified and legitimate purposes determined and declared before, or as soon as reasonably practicable after collection, and later processed in a way compatible with such declared, specified and legitimate purposes only;
- b. Processed fairly and lawfully;
- c. Accurate, relevant and, where necessary for purposes for which it is to be used the processing of personal information, kept up to date; inaccurate or incomplete data must be rectified, supplemented, destroyed or their further processing restricted;
- d. Adequate and not excessive in relation to the purposes for which they are collected and processed;
- e. Retained only for as long as necessary for the fulfillment of the purposes for which the data was obtained or for the establishment, exercise or defense of legal claims, or for legitimate business purposes, or as provided by law; and
- f. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data were collected and processed: *Provided*, That personal information collected for other purposes may lie processed for historical, statistical or scientific purposes, and in cases laid down in law may be stored for longer periods: *Provided, further*, That adequate safeguards are guaranteed by said laws authorizing their processing.

The personal information controller must ensure implementation of personal information processing principles set out herein.

**SEC. 12. Criteria for Lawful Processing of Personal Information.** – The processing of personal information shall be permitted only if not otherwise prohibited by law, and when at least one of the following conditions exists:

- a. The data subject has given his or her consent;
- b. The processing of personal information is necessary and is related to the fulfillment of a contract with the data subject or in order to take steps at the request of the data subject prior to entering into a contract;
- c. The processing is necessary for compliance with a legal obligation to which the personal information controller is subject;

- d. The processing is necessary to protect vitally important interests of the data subject, including life and health;
- e. The processing is necessary in order to respond to national emergency, to comply with the requirements of public order and safety, or to fulfill functions of public authority which necessarily includes the processing of personal data for the fulfillment of its mandate; or
- f. The processing is necessary for the purposes of the legitimate interests pursued by the personal information controller or by a third party or parties to whom the data is disclosed, except where such interests are overridden by fundamental rights and freedoms of the data subject which require protection under the Philippine Constitution.

**SEC. 13. Sensitive Personal Information and Privileged Information.** – The processing of sensitive personal information and privileged information shall be prohibited, except in the following cases:

- a. The data subject has given his or her consent, specific to the purpose prior to the processing, or in the case of privileged information, all parties to the exchange have given their consent prior to processing;
- b. The processing of the same is provided for by existing laws and regulations: *Provided*, That such regulatory enactments guarantee the protection of the sensitive personal information and the privileged information: *Provided, further*, That the consent of the data subjects are not required by law or regulation permitting the processing of the sensitive personal information or the privileged information;
- c. The processing is necessary to protect the life and health of the data subject or another person, and the data subject is not legally or physically able to express his or her consent prior to the processing;
- d. The processing is necessary to achieve the lawful and noncommercial objectives of public organizations and their associations: *Provided*, That such processing is only confined and related to the *bona fide* members of these organizations or their associations: *Provided, further*, That the sensitive personal information are not transferred to third parties: *Provided, finally*, That consent of the data subject was obtained prior to processing;
- e. The processing is necessary for purposes of medical treatment, is carried out by a medical practitioner or a medical treatment institution, and an adequate level of protection of personal information is ensured; or
- f. The processing concerns such personal information as is necessary for the protection of lawful rights and interests of natural or legal persons in court proceedings, or the establishment, exercise or defense of legal claims, or when provided to government or public authority.

**SEC. 14. Subcontract of Personal Information.** – A personal information controller may subcontract the processing of personal information: *Provided*, that the personal information controller shall be responsible for ensuring that proper safeguards are in place to ensure the confidentiality of the personal information processed, prevent its use for unauthorized purposes, and generally, comply with the requirements of this Act and other laws for processing of personal information. The personal information processor shall comply with all the requirements of this Act and other applicable laws.

**SEC. 15. Extension of Privileged Communication.** – Personal information controllers may invoke the principle of privileged communication over privileged information that they lawfully control or process. Subject to existing laws and regulations, any evidence gathered on privileged information is inadmissible.

## CHAPTER IV RIGHTS OF THE DATA SUBJECT

**SEC. 16. Rights of the Data Subject.** – The data subject is entitled to:

- a. Be informed whether personal information pertaining to him or her shall be, are being or have been processed;

- b. Be furnished the information indicated hereunder before the entry of his or her personal information into the processing system of the personal information controller, or at the next practical opportunity:
  1. Description of the personal information to be entered into the system;
  2. Purposes for which they are being or are to be processed;
  3. Scope and method of the personal information processing;
  4. The recipients or classes of recipients to whom they are or may be disclosed;
  5. Methods utilized for automated access, if the same is allowed by the data subject, and the extent to which such access is authorized;
  6. The identity and contact details of the personal information controller or its representative;
  7. The period for which the information will be stored; and
  8. The existence of their rights, i.e., to access, correction, as well as the right to lodge a complaint before the Commission.

Any information supplied or declaration made to the data subject on these matters shall not be amended without prior notification of data subject: *Provided*, that the notification under subsection (b) shall not apply should the personal information be needed pursuant to a *subpoena* or when the collection and processing are for obvious purposes, including when it is necessary for the performance of or in relation to a contract or service or when necessary or desirable in the context of an employer-employee relationship, between the collector and the data subject, or when the information is being collected and processed as a result of legal obligation;

- c. Reasonable access to, upon demand, the following:
  1. Contents of his or her personal information that were processed;
  2. Sources from which personal information were obtained;
  3. Names and addresses of recipients of the personal information;
  4. Manner by which such data were processed;
  5. Reasons for the disclosure of the personal information to recipients;
  6. Information on automated processes where the data will or likely to be made as the sole basis for any decision significantly affecting or will affect the data subject;
  7. Date when his or her personal information concerning the data subject were last accessed and modified; and
  8. The designation, or name or identity and address of the personal information controller;
- d. Dispute the inaccuracy or error in the personal information and have the personal information controller correct it immediately and accordingly, unless the request is vexatious or otherwise unreasonable. If the personal information have been corrected, the personal information controller shall ensure the accessibility of both the new and the retracted information and the simultaneous receipt of the new and the retracted information by recipients thereof: *Provided*, That the third parties who have previously received such processed personal information shall be informed of its inaccuracy and its rectification upon reasonable request of the data subject;
- e. Suspend, withdraw or order the blocking, removal or destruction of his or her personal information from the personal information controller's filing system upon discovery and substantial proof that the personal information are incomplete, outdated, false, unlawfully obtained, used for unauthorized purposes or are no longer necessary for the purposes for which they were collected. In this case, the personal information controller may notify third parties who have previously received such processed personal information; and
- f. Be indemnified for any damages sustained due to such inaccurate, incomplete, outdated, false, unlawfully obtained or unauthorized use of personal information.

**SEC. 17. *Transmissibility of Rights of the Data Subject.*** – The lawful heirs and assigns of the data subject may invoke the rights of the data subject for, which he or she is an heir or assignee at any time after the death of the data subject or when the data subject is incapacitated or incapable of exercising the rights as enumerated in the immediately preceding section.

**SEC. 18. *Right to Data Portability.*** – The data subject shall have the right, where personal information is processed by electronic means and in a structured and commonly used format, to obtain from the personal information controller a copy of data undergoing processing in an electronic or structured format, which is commonly used and allows for further use by the data subject. The Commission may specify the electronic format referred to above, as well as the technical standards, modalities and procedures for their transfer.

**SEC. 19. *Non-Applicability.*** – The immediately preceding sections are not applicable if the processed personal information are used only for the needs of scientific and statistical research and, on the basis of such, no activities are carried out and no decisions are taken regarding the data subject: *Provided*, That the personal information shall be held under strict confidentiality and shall be used only for the declared purpose. Likewise, the immediately preceding sections are not applicable to processing of personal information gathered for the purpose of investigations in relation to any criminal, administrative or tax liabilities of a data subject.

**APPENDIX IV****Republic Act No. 8049****An Act Regulating Hazing and Other Form of Initiation Rites in Fraternities, Sororities, and Organizations and Providing Penalties Therefore**

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

**SECTION 1.** Hazing as used in this Act is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing a recruit, neophyte or applicant in some embarrassing or humiliating situation such as forcing him to do menial, silly, foolish and similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury. The term organization shall include any club or the Armed Forces of the Philippines, National Police, Philippine Military Academy or officer and cadet corps of the Citizen Military Training or Citizen's Army Training. The physical, mental and psychological testing and training procedure and practices to determine and enhance the physical, mental and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine National Police as approved by the Secretary of National Defense and the National Police Commission duly recommended by Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for the purpose of this Act.

**SECTION 2.** No hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before the conduct of initiation. The written notice shall indicate the period of the initiation activities which shall serve not exceed three (3) days, shall include the names of those subjected to such activities, and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.

**SECTION 3.** The head of the school or organization or their representatives must assign at least two (2) representatives of the school or organization, as the case may be, to be present during the initiation. It is the study of such representative to see to it that no physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant.

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

- A) The penalty of reclusion Perpetua if death, rape, sodomy, or mutilation results therefrom.
- B) The penalty of reclusion temporal in its maximum period if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
- C) The penalty of reclusion temporal in its maximum period if in consequence of the hazing victim shall lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.
- D) The penalty of reclusion temporal in its minimum period if in consequence of the hazing victim shall become deformed, or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance of the activity or work in which he has habitually engaged for a period of more than ninety (90) days.
- E) The penalty of prison mayor in its maximum period if in consequence of the hazing victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for more than thirty (30) days.
- F) The penalty of prison mayor in its medium period if in consequence of the victim shall have been ill or incapacitated for the performance of activity or work in which he haws habitually engaged for ten (10) days or more, or that the injury sustained shall require medical attendance for the same period.
- G) The penalty of prison mayor in its minimum period if in consequence of the hazing of the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged from 1-9 days, or that the injury sustained shall require medical attendance for the same period.

H) The penalty of prison correctional in its maximum period if in consequence of the hazing the victim shall have sustained physical injuries, which do not prevent him from engaging in his habitual activity or work nor require medical attendance.

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

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

- a) When the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;
- b) When the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting;
- c) When the recruit neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to the police authorities, through force, violence, threat or intimidation;
- d) When the hazing is committed outside of the school or institution; or
- e) When the victim is below twelve (12) years of age at the time of hazing.

The owner of the place where hazing is conducted shall be liable as an accomplice, when he has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. If the hazing is held in the home of one of the officers or members of the fraternity, group or organization, the parents shall be held liable as principals when they have actual knowledge of hazing conducted therein but failed to take any action to prevent the same from occurring.

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

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

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

Any person charged under this provision shall not be entitled to the mitigating circumstances that there was intention to commit so grave a wrong.

This section shall apply to the president, manager director or other responsible office of a corporation for employment in the manner provided therein.

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

**SECTION 6.** All laws, orders, rules or regulation which are consistent with or contrary to the provisions of this Act are hereby amended or repeated accordingly.

**SECTION 7.** This act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.

Approved: June 7, 1995

**FIDEL V. RAMOS** (SGD)  
President of the Philippines

## APPENDIX V

### Excerpt from Republic Act No. 9165

#### **An Act Instituting the Comprehensive Dangerous Drugs Act of 2002, Repealing Republic Act No. 6425, Otherwise Known as the Dangerous Drugs Act of 1972, as Amended, Providing Funds Therefore, and for Other Purposes**

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

**SECTION 1.** *Short Title.* – This Act shall be known and cited as the "Comprehensive Dangerous Drugs Act of 2002".

### ARTICLE II

#### Unlawful Acts and Penalties

**SECTION 4.** *Importation of Dangerous Drugs and/or Controlled Precursors and Essential Chemicals.* - The penalty of life imprisonment to death and a ranging from Five hundred thousand pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed upon any person, who, unless authorized by law, shall import or bring into the Philippines any dangerous drug, regardless of the quantity and purity involved, including any and all species of opium poppy or any part thereof or substances derived therefrom even for floral, decorative and culinary purposes.

The penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty (20) years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who, unless authorized by law, shall import any controlled precursor and essential chemical.

The maximum penalty provided for under this Section shall be imposed upon any person, who, unless authorized under this Act, shall import or bring into the Philippines any dangerous drug and/or controlled precursor and essential chemical through the use of a diplomatic passport, diplomatic facilities or any other means involving his/her official status intended to facilitate the unlawful entry of the same. In addition, the diplomatic passport shall be confiscated and canceled.

The maximum penalty provided for under this Section shall be imposed upon any person, who organizes, manages or acts as a "financier" of any of the illegal activities prescribed in this Section.

The penalty of twelve (12) years and one (1) day to twenty (20) years of imprisonment and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who acts as a "protector/coddler" of any violator of the provisions under this Section.

**SECTION 5.** *Sale, Trading, Administration, Dispensation, Delivery, Distribution and Transportation of Dangerous Drugs and/or Controlled Precursors and Essential Chemicals.* - The penalty of life imprisonment to death and a fine ranging from Five hundred thousand pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed upon any person, who, unless authorized by law, shall sell, trade, administer, dispense, deliver, give away to another, distribute dispatch in transit or transport any dangerous drug, including any and all species of opium poppy regardless of the quantity and purity involved, or shall act as a broker in any of such transactions.

The penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty (20) years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who, unless authorized by law, shall sell, trade, administer, dispense, deliver, give away to another, distribute, dispatch in transit or transport any controlled precursor and essential chemical, or shall act as a broker in such transactions.

If the sale, trading, administration, dispensation, delivery, distribution or transportation of any dangerous drug and/or controlled precursor and essential chemical transpires within one hundred (100) meters from the school, the maximum penalty shall be imposed in every case.

For drug pushers who use minors or mentally incapacitated individuals as runners, couriers and messengers, or in any other capacity directly connected to the dangerous drugs and/or controlled precursors and essential chemical trade, the maximum penalty shall be imposed in every case.

If the victim of the offense is a minor or a mentally incapacitated individual, or should a dangerous drug and/or a controlled precursor and essential chemical involved in any offense herein provided be the proximate cause of death of a victim thereof, the maximum penalty provided for under this Section shall be imposed.

The maximum penalty provided for under this Section shall be imposed upon any person who organizes, manages or acts as a "financier" of any of the illegal activities prescribed in this Section.

The penalty of twelve (12) years and one (1) day to twenty (20) years of imprisonment and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who acts as a "protector/coddler" of any violator of the provisions under this Section.

**SECTION 6. *Maintenance of a Den, Dive or Resort.*** - The penalty of life imprisonment to death and a fine ranging from Five hundred thousand pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed upon any person or group of persons who shall maintain a den, dive or resort where any dangerous drug is used or sold in any form.

The penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty (20) years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person or group of persons who shall maintain a den, dive, or resort where any controlled precursor and essential chemical is used or sold in any form.

The maximum penalty provided for under this Section shall be imposed in every case where any dangerous drug is administered, delivered or sold to a minor who is allowed to use the same in such a place.

Should any dangerous drug be the proximate cause of the death of a person using the same in such den, dive or resort, the penalty of death and a fine ranging from One million (P1,000,000.00) to Fifteen million pesos (P15,000,000.00) shall be imposed on the maintainer, owner and/or operator.

If such den, dive or resort is owned by a third person, the same shall be confiscated and escheated in favor of the government: *Provided*, That the criminal complaint shall specifically allege that such place is intentionally used in the furtherance of the crime: *Provided, further*, That the prosecution shall prove such intent on the part of the owner to use the property for such purpose: *Provided, finally*, That the owner shall be included as an accused in the criminal complaint.

The maximum penalty provided for under this Section shall be imposed upon any person who organizes, manages or acts as a "financier" of any of the illegal activities prescribed in this Section.

The penalty twelve (12) years and one (1) day to twenty (20) years of imprisonment and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who acts as a "protector/coddler" of any violator of the provisions under this Section.

**SECTION 7. *Employees and Visitors of a Den, Dive or Resort.*** - The penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty (20) years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon:

- (a) Any employee of a den, dive or resort, who is aware of the nature of the place as such; and
- (b) Any person who, not being included in the provisions of the next preceding paragraph, is aware of the nature of the place as such and shall knowingly visit the same

**SECTION 8. *Manufacture of Dangerous Drugs and/or Controlled Precursors and Essential Chemicals.*** - The penalty of life imprisonment to death and a fine ranging Five hundred thousand pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed upon any person, who, unless authorized by law, shall engage in the manufacture of any dangerous drug.

The penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty (20) years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who, unless authorized by law, shall manufacture any controlled precursor and essential chemical.

The presence of any controlled precursor and essential chemical or laboratory equipment in the clandestine laboratory is a *prima facie* proof of manufacture of any dangerous drug. It shall be considered an aggravating circumstance if the clandestine laboratory is undertaken or established under the following circumstances:

- (a) Any phase of the manufacturing process was conducted in the presence or with the help of minor/s;
- (b) Any phase or manufacturing process was established or undertaken within one hundred (100) meters of a residential, business, church or school premises;
- (c) Any clandestine laboratory was secured or protected with booby traps;
- (d) Any clandestine laboratory was concealed with legitimate business operations; or
- (e) Any employment of a practitioner, chemical engineer, public official or foreigner.

The maximum penalty provided for under this Section shall be imposed upon any person, who organizes, manages or acts as a "financier" of any of the illegal activities prescribed in this Section.

The penalty of twelve (12) years and one (1) day to twenty (20) years of imprisonment and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who acts as a "protector/coddler" of any violator of the provisions under this Section.

**SECTION 9. *Illegal Chemical Diversion of Controlled Precursors and Essential Chemicals.*** - The penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty (20) years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who, unless authorized by law, shall illegally divert any controlled precursor and essential chemical.

**SECTION 10. *Manufacture or Delivery of Equipment, Instrument, Apparatus, and Other Paraphernalia for Dangerous Drugs and/or Controlled Precursors and Essential Chemicals.*** - The penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty (20) years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person who shall deliver, possess with intent to deliver, or manufacture with intent to deliver equipment, instrument, apparatus and other paraphernalia for dangerous drugs, knowing, or under circumstances where one reasonably should know, that it will be used to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain or conceal any dangerous drug and/or controlled precursor and essential chemical in violation of this Act.

The penalty of imprisonment ranging from six (6) months and one (1) day to four (4) years and a fine ranging from Ten thousand pesos (P10,000.00) to Fifty thousand pesos (P50,000.00) shall be imposed if it will be used to inject, ingest, inhale or otherwise introduce into the human body a dangerous drug in violation of this Act.

The maximum penalty provided for under this Section shall be imposed upon any person, who uses a minor or a mentally incapacitated individual to deliver such equipment, instrument, apparatus and other paraphernalia for dangerous drugs.

**SECTION 11. Possession of Dangerous Drugs.** - The penalty of life imprisonment to death and a fine ranging from Five hundred thousand pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed upon any person, who, unless authorized by law, shall possess any dangerous drug in the following quantities, regardless of the degree of purity thereof:

- (1) 10 grams or more of opium;
- (2) 10 grams or more of morphine;
- (3) 10 grams or more of heroin;
- (4) 10 grams or more of cocaine or cocaine hydrochloride;
- (5) 50 grams or more of methamphetamine hydrochloride or "shabu";
- (6) 10 grams or more of marijuana resin or marijuana resin oil;
- (7) 500 grams or more of marijuana; and
- (8) 10 grams or more of other dangerous drugs such as, but not limited to, methylenedioxymethamphetamine (MDA) or "ecstasy", paramethoxyamphetamine (PMA), trimethoxyamphetamine (TMA), lysergic acid diethylamine (LSD), gamma hydroxyamphetamine (GHB), and those similarly designed or newly introduced drugs and their derivatives, without having any therapeutic value or if the quantity possessed is far beyond therapeutic requirements, as determined and promulgated by the Board in accordance to Section 93, Article XI of this Act.

Otherwise, if the quantity involved is less than the foregoing quantities, the penalties shall be graduated as follows:

- (1) Life imprisonment and a fine ranging from Four hundred thousand pesos (P400,000.00) to Five hundred thousand pesos (P500,000.00), if the quantity of methamphetamine hydrochloride or "shabu" is ten (10) grams or more but less than fifty (50) grams;
- (2) Imprisonment of twenty (20) years and one (1) day to life imprisonment and a fine ranging from Four hundred thousand pesos (P400,000.00) to Five hundred thousand pesos (P500,000.00), if the quantities of dangerous drugs are five (5) grams or more but less than ten (10) grams of opium, morphine, heroin, cocaine or cocaine hydrochloride, marijuana resin or marijuana resin oil, methamphetamine hydrochloride or "shabu", or other dangerous drugs such as, but not limited to, MDMA or "ecstasy", PMA, TMA, LSD, GHB, and those similarly designed or newly introduced drugs and their derivatives, without having any therapeutic value or if the quantity possessed is far beyond therapeutic requirements; or three hundred (300) grams or more but less than five (hundred) 500) grams of marijuana; and
- (3) Imprisonment of twelve (12) years and one (1) day to twenty (20) years and a fine ranging from Three hundred thousand pesos (P300,000.00) to Four hundred thousand pesos (P400,000.00), if the quantities of dangerous drugs are less than five (5) grams of opium, morphine, heroin, cocaine or cocaine hydrochloride, marijuana resin or marijuana resin oil, methamphetamine hydrochloride or "shabu", or other dangerous drugs such as, but not limited to, MDMA or "ecstasy", PMA, TMA, LSD, GHB, and those similarly designed or newly introduced drugs and their derivatives, without having any therapeutic value or if the quantity possessed is far beyond therapeutic requirements; or less than three hundred (300) grams of marijuana.

**SECTION 12. Possession of Equipment, Instrument, Apparatus and Other Paraphernalia for Dangerous Drugs.** -The penalty of imprisonment ranging from six (6) months and one (1) day to four (4) years and a fine ranging from Ten thousand pesos (P10,000.00) to Fifty thousand pesos (P50,000.00) shall be imposed upon any person, who, unless authorized by law, shall possess or have under his/her control any equipment, instrument, apparatus and other paraphernalia fit or intended for smoking, consuming, administering, injecting, ingesting, or introducing any dangerous drug into the body: *Provided*, That in the case of medical practitioners and various professionals who are required to carry such equipment, instrument, apparatus and other paraphernalia in the practice of their profession, the Board shall prescribe the necessary implementing guidelines thereof.

The possession of such equipment, instrument, apparatus and other paraphernalia fit or intended for any of the purposes enumerated in the preceding paragraph shall be *prima facie* evidence that the possessor has smoked, consumed,

administered to himself/herself, injected, ingested or used a dangerous drug and shall be presumed to have violated Section 15 of this Act.

**SECTION 13.** *Possession of Dangerous Drugs During Parties, Social Gatherings or Meetings.* – Any person found possessing any dangerous drug during a party, or at a social gathering or meeting, or in the proximate company of at least two (2) persons, shall suffer the maximum penalties provided for in Section 11 of this Act, regardless of the quantity and purity of such dangerous drugs.

**SECTION 14.** *Possession of Equipment, Instrument, Apparatus and Other Paraphernalia for Dangerous Drugs During Parties, Social Gatherings or Meetings.* - The maximum penalty provided for in Section 12 of this Act shall be imposed upon any person, who shall possess or have under his/her control any equipment, instrument, apparatus and other paraphernalia fit or intended for smoking, consuming, administering, injecting, ingesting, or introducing any dangerous drug into the body, during parties, social gatherings or meetings, or in the proximate company of at least two (2) persons.

**SECTION 15.** *Use of Dangerous Drugs.* – A person apprehended or arrested, who is found to be positive for use of any dangerous drug, after a confirmatory test, shall be imposed a penalty of a minimum of six (6) months rehabilitation in a government center for the first offense, subject to the provisions of Article VIII of this Act. If apprehended using any dangerous drug for the second time, he/she shall suffer the penalty of imprisonment ranging from six (6) years and one (1) day to twelve (12) years and a fine ranging from Fifty thousand pesos (P50,000.00) to Two hundred thousand pesos (P200,000.00): *Provided*, That this Section shall not be applicable where the person tested is also found to have in his/her possession such quantity of any dangerous drug provided for under Section 11 of this Act, in which case the provisions stated therein shall apply.

**SECTION 16.** *Cultivation or Culture of Plants Classified as Dangerous Drugs or are Sources Thereof.* - The penalty of life imprisonment to death and a fine ranging from Five hundred thousand pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed upon any person, who shall plant, cultivate or culture marijuana, opium poppy or any other plant regardless of quantity, which is or may hereafter be classified as a dangerous drug or as a source from which any dangerous drug may be manufactured or derived: *Provided*, That in the case of medical laboratories and medical research centers which cultivate or culture marijuana, opium poppy and other plants, or materials of such dangerous drugs for medical experiments and research purposes, or for the creation of new types of medicine, the Board shall prescribe the necessary implementing guidelines for the proper cultivation, culture, handling, experimentation and disposal of such plants and materials.

The land or portions thereof and/or greenhouses on which any of said plants is cultivated or cultured shall be confiscated and escheated in favor of the State, unless the owner thereof can prove lack of knowledge of such cultivation or culture despite the exercise of due diligence on his/her part. If the land involved is part of the public domain, the maximum penalty provided for under this Section shall be imposed upon the offender.

The maximum penalty provided for under this Section shall be imposed upon any person, who organizes, manages or acts as a "financier" of any of the illegal activities prescribed in this Section.

The penalty of twelve (12) years and one (1) day to twenty (20) years of imprisonment and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who acts as a "protector/coddler" of any violator of the provisions under this Section.

## ARTICLE IV

### Participation of the Family, Students, Teachers and School Authorities in the Enforcement of this Act

**SECTION 41. *Involvement of the Family.*** – The family being the basic unit of the Filipino society shall be primarily responsible for the education and awareness of the members of the family on the ill effects of dangerous drugs and close monitoring of family members who may be susceptible to drug abuse.

**SECTION 42. *Student Councils and Campus Organizations.*** – All elementary, secondary and tertiary schools' student councils and campus organizations shall include in their activities a program for the prevention of and deterrence in the use of dangerous drugs, and referral for treatment and rehabilitation of students for drug dependence.

**SECTION 43. *School Curricula.*** – Instruction on drug abuse prevention and control shall be integrated in the elementary, secondary and tertiary curricula of all public and private schools, whether general, technical, vocational or agro-industrial as well as in non-formal, informal and indigenous learning systems. Such instructions shall include:

- (1) Adverse effects of the abuse and misuse of dangerous drugs on the person, the family, the school and the community;
- (2) Preventive measures against drug abuse;
- (3) Health, socio-cultural, psychological, legal and economic dimensions and implications of the drug problem;
- (4) Steps to take when intervention on behalf of a drug dependent is needed, as well as the services available for the treatment and rehabilitation of drug dependents; and
- (5) Misconceptions about the use of dangerous drugs such as, but not limited to, the importance and safety of dangerous drugs for medical and therapeutic use as well as the differentiation between medical patients and drug dependents in order to avoid confusion and accidental stigmatization in the consciousness of the students.

**SECTION 44. *Heads, Supervisors, and Teachers of Schools.*** – For the purpose of enforcing the provisions of Article II of this Act, all school heads, supervisors and teachers shall be deemed persons in authority and, as such, are hereby empowered to apprehend, arrest or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules of Court. They shall be deemed persons in authority if they are in the school or within its immediate vicinity, or even beyond such immediate vicinity if they are in attendance at any school or class function in their official capacity as school heads, supervisors, and teachers.

Any teacher or school employee, who discovers or finds that any person in the school or within its immediate vicinity is liable for violating any of said provisions, shall have the duty to report the same to the school head or immediate superior who shall, in turn, report the matter to the proper authorities.

Failure to do so in either case, within a reasonable period from the time of discovery of the violation shall, after due hearing, constitute sufficient cause for disciplinary action by the school authorities.

**SECTION 45. *Publication and Distribution of Materials on Dangerous Drugs.*** – With the assistance of the Board, the Secretary of the Department of Education (DepEd), the Chairman of the Commission on Higher Education (CHED) and the Director-General of the Technical Education and Skills Development Authority (TESDA) shall cause the development, publication and distribution of information and support educational materials on dangerous drugs to the students, the faculty, the parents, and the community.

**SECTION 46. *Special Drug Education Center.*** – With the assistance of the Board, the Department of the Interior and Local Government (DILG), the National Youth Commission (NYC), and the Department of Social Welfare and Development (DSWD) shall establish in each of its provincial office a special education drug center for out-of-school youth and street children. Such Center which shall be headed by the Provincial Social Welfare Development Officer shall sponsor drug prevention programs and activities and information campaigns with the end in view of educating the out-of-school youth and street children regarding the pernicious effects of drug abuse. The programs initiated by the Center shall likewise be adopted in all public and private orphanage and existing special centers for street children.

## APPENDIX VI

### CHED Memorandum No. 18, s. 2018

#### **The Implementing Guidelines for the Conduct of Drug Testing of Students in all Higher Education Institutions (HEIs)**

In accordance with Section 8 (n) and (o) of RA 7722, the Higher Education Act of 1994 as amended, in relation to Section 36 (c) of RA 9165, the Comprehensive Dangerous Drugs Act of 2002, and pursuant to Commission en banc Resolution No. 539-2017 dated 18 July 2017, the Commission issues this **“IMPLEMENTING GUIDELINES FOR THE CONDUCT OF DRUG TESTING OF STUDENTS IN ALL HIGHER EDUCATION INSTITUTION (HEIs).”**

#### **RULE I RATIONALE AND BACKGROUND**

**Section 1.** The drug problem in the Philippines continues to remain a serious national concern that permeates both the public and private sectors not only as a security issue, but also as a health concern that affects the social, emotional, psychological, as well as the economic well-being of the citizenry.

The Philippine Government recognizes the complimentary roles of public and private higher education institutions (HEIs) and shall exercise reasonable supervision and regulation thereof. Thus, all HEIs are enjoined to include in their student's handbook the conduct of mandatory random drug testing of students, with notice to the parents. Aside from random drug testing, a Higher Education Institution may, within the parameters of its institutional academic freedom, also include in its Student's Handbook a policy for the conduct of mandatory drug testing as a requirement for admission and retention, after observance of the consultation and other similar requirements.

#### **RULE II STATEMENT OF POLICIES**

**Section 2.** The State recognizes the primary responsibility of the family and the complimentary role of the educational institutions and parents for the education and awareness of its members on the ill-effects of dangerous drugs;

- 2.1. It is a government policy to foster a spirit of shared purposes and cooperation among the members and elements of the educational community and between the community and other sectors of society at all times. Only in such atmosphere can the true goals and objectives of education be fulfilled.
- 2.2. The Commission on Higher Education (CHED), as part of its mandate, has the duty to continuously monitor the effectiveness of the dangerous drug abuse prevention program through their respective regional/field offices and may enlist the assistance of any government agency or instrumentality to carry out the objectives of the program.
- 2.3. The HEIs shall have mechanisms to promote healthy lifestyle such as but not limited to healthy diet, physical activities and no smoking and alcoholic drinking environment inside and outside the school campus as mandated in CHED Memorandum Order (CMO) No. 09, s. 2013.
- 2.4. The CHED recognizes the academic freedom of all HEIs, particularly in implementing a policy on mandatory random drug testing of their students or as part of the schools' admission and retention requirements.  
In Keeping with the dangerous drug abuse prevention program of the government, the Local Government Units (LGUs), the Philippine National Police (PNP), or any authorized law enforcement agency may carry out any legitimate drug-related operation within the school premises, provided that the same shall be coordinated to the concerned HEIs prior to the conduct thereof.
- 2.5. The conduct of random drug testing of students in tertiary schools is mandatory pursuant to Section 36(c) of RA 9165.
- 2.6. The random drug testing under Dangerous Drug Board (DDB) Regulation No. 6, s. 2003 and No. 3, s. 2009 shall ensure that such is implemented for drug prevention and rehabilitation purposes and shall guarantee and respect the personal privacy and dignity of the students. The drug test results shall be treated with utmost confidentiality and cannot be used in any criminal proceedings.

### RULE III OBJECTIVES

**Section 3.** These implementing guidelines specifically aim to:

- 3.1. promote a “drug-free” campus and further the legitimate interest of the government in preventing and deterring dangerous drug use among the youth;
- 3.2. instill in the minds of the students that dangerous drugs not only interfere in their ability to learn but also disrupt the teaching environment;
- 3.3. strengthen the collaborative efforts of concerned agencies (Dangerous Drugs Board (DDB), Department of Health (DOH), Philippine National Police (PNP), Philippine Drug Enforcement Agency (PDEA) against the use of illegal drugs and in the treatment of dangerous drug users and dependents;
- 3.4. establish a stronger partnership between the government and the HEIs in providing programs and activities intended to facilitate the holistic and well-rounded student development; and
- 3.5. ensure that the drug testing policies of HEIs are reasonable and not violative of the fundamental rights of the students.

### RULE IV SCOPE AND COVERAGE

Section 4. These implementing guidelines for the conduct of drug testing of students in all HEIs shall follow the parameters laid down by Republic Act No. 9165, the Comprehensive Dangerous Drugs of 2002 and its Implementing Rules and Regulations (IRR), as well as the Dangerous Drugs Board (DDB) Regulation No. 6, Series of 2003, as amended by Dangerous Drugs Board (DDB) Regulation No. 3, Series of 2009”.

### RULE V DEFINITION OF TERMS

**Section 5.** For purposes of these guidelines, the following terms are defined as follows:

- 5.1. **Accreditation** – refers to the formal authorization issued by the DOH to an individual, partnership, corporation or association which has complied with all licensing requirements (input/structural standards) and accreditation requirements (process standards and outcome/output impact standards) as prescribed in the Manual of Operations for Drug Testing Laboratories issued by the DOH.
- 5.2. **Confirmatory drug test** – refers to an analytical test using a device, tool or equipment with a different chemical or physical principle that is more specific which will validate and confirm the result of the screening test. It refers to the second or further analytical procedure to more accurately determine the presence of dangerous drugs in a specimen, which shall likewise be done by any government laboratory or by privately owned and operated drug testing laboratories accredited and monitored by the DOH having confirmatory test capabilities.
- 5.3. **Current students** – refer to existing and currently enrolled students in an authorized higher education institution.
- 5.4. **Dangerous drugs** – include those identified and listed in R.A. 9165 or the “Comprehensive Dangerous Drugs Act of 2002” and its annexes, subject to any reclassification, addition or removal of any drug from said list by the Dangerous Drugs Board, in accordance with Section 93 of R.A. No. 9165.
- 5.5. **DOH-accredited physician** – refers to a physician with background experience on psychological/behavioral medicine whose application has been approved and duly authorized by the DOH to conduct dependency examination and treatment on persons believed to be using dangerous drugs.
- 5.6. **Drug abuser** – refers to a person who uses or administers to himself or allows others to administer dangerous drugs to himself without medical approval. He belongs to any of the three categories:
  - **The Experimenter** – one who, out of curiosity, uses or administers to himself or allows others to administer to him dangerous drugs once or a few times;
  - **The Casual user** – one who, from time to time, uses or administers or allows others to administer to him dangerous drugs in an attempt to refresh his mind and body or as a form of play, amusement or relaxation; and
  - **The Drug dependent** – one who regularly consumes or administers or allows others to administer to him dangerous drugs and has acquired a marked psychological and/or physical dependence on the drugs which has gone beyond a state of voluntary control.

- 5.7. **Drug dependency** – refers to a state of psychological and/or physical dependence on drugs arising in a person following the administration or use of the drug on a periodic and continuous basis.
- 5.8. **Drug dependency examination** – refers to a procedure conducted by a DOH-accredited physician to evaluate the extent of drug abuse of a person and to determine whether he/she is a drug dependent or not, which includes history taking, intake interview, determination of the criteria for drug dependency, mental and physical status and the detection of dangerous drugs in body specimens through laboratory procedures.
- 5.9. **Drug dependent** – refers to a person who regularly consumes or administers or allows others to administer to him dangerous drugs and has acquired a marked psychological and/or physical dependence on the drugs which has gone beyond a state of voluntary control.
- 5.10. **“Drug-free” campus** – refers to the HEIs with intensive and unrelenting campaign against drug trafficking and use of dangerous drugs through an integrated system of planning, implementation and enforcement of anti-drug policies, programs and projects, as shown by the following:
  - Non-availability of drug supply;
  - Absence of drug user/dependent;
  - Absence of drug pusher; and
  - Existence of drug awareness, preventive education and information, and other related programs.
- 5.11. **Drug testing** – the process undertaken to determine the presence of dangerous drugs in a person’s system, to include both screening test and confirmatory test.
- 5.12. **Drug Testing Coordinator** – refers to the point person, duly appointed by the head of the HEI tasked with handling drug testing program.
- 5.13. **Higher Education Institutions** – refer to an institution of higher learning primarily offering bachelor and advanced degree programs.
- 5.14. **Interventions** – are therapeutic programs appropriate for high-risk individuals/students who are using dangerous drugs and who need special assistance to recognize the signs and symptoms of initial drug use and dependency. It may include corrective or rehabilitative actions that may take the form of crisis intervention, peer counseling, peer leadership programs, parent/peer groups, or psychological counseling of the individual or family level and structured rehabilitation programs. It may also include medical intervention of the afflicted student whenever necessary. Four (4) major modalities of intervention that can be given, as established by the Department of Health (DOH) are: (1) in-patient, (2) out-patient, (3) recover homes/half-way houses, and (4) community- based interventions.
- 5.15. **Laboratory** – refers to a private or government facility capable of performing a test on a specimen to determine the presence or absence of dangerous drugs therein.
- 5.16. **Mandatory drug testing** – refers to the compulsory submission of a student for drug testing in all HEIs as required in the school’s student handbook and with notice to the parents.
- 5.17. **Mandatory Random Drug Testing** – refers to the compulsory conduct of random drug testing of students in all HEIs with each student having equal chance of being selected for testing.
- 5.18. **Prevention** – is the promotion of drug-free lifestyle through strategies such as advocacy, information, dissemination, and training for capability building.
- 5.19. **Random drug testing** – refers to unannounced conduct of actual drug testing of a student having an equal chance of being selected for testing.
- 5.20. **Random selection** – refers to the unbiased process of selecting students who are to undergo drug testing.
- 5.21. **Screening drug test** – refers to a rapid test performed to establish potential or presumptive positive result. It refers to the immunoassay test to eliminate a “negative” specimen, i.e. one without the presence of dangerous drugs from further consideration and to identify the presumptively positive specimen that requires confirmatory test.
- 5.22. **Student-Applicants** – refer to students who are applying for admission to a higher education institution either as freshman or a transferee of an authorized higher education institution (HEI).
- 5.23. **Tertiary Education** – refers to the stage of education following the secondary cycle which subsumes post-secondary non-degree diploma, TVET and Higher Education programs, including graduate education.

## RULE VI

### DRUG TESTING OF STUDENTS IN ALL HEIs

**Section 8.** Pursuant to Section 36 (c) of RA 9165, all HEIs are mandated to implement a mandatory random drug testing of their students, consistent with these implementing guidelines and other relevant rules and regulations, after observance of consultation and other similar requirements. For purposes of this Section, the respective Governing Boards of all HEIs shall incorporate in the Student’s Handbook a policy for the conduct of mandatory random drug testing of the students including

the manner and procedures thereof in line with the DDB Regulation No. 3, s. 2009, the General Guidelines for the Conduct of Random Drug Testing of Students for xxx Tertiary Schools, amending DDB Regulation No. 6, s. 2003.

**Section 9.** Institutional Policy. The conduct of mandatory random drug testing of students in all HEIs must have prior approval of the school's governing boards and passed through the necessary consultation process.

**Section 10.** Consultation. In the absence of a student council/government in an HEI, representatives of not more than ten (10) shall be selected by the HEI from the recognized student organizations to participate in the consultation.

**Section 12.** The HEIs shall present at the consultation the policy requiring mandatory random drug testing of students.

**Section 13.** Consultation Period. The consultation must be completed not later than the end of February of the Academic Year preceding the year that the intended mandatory testing will be implemented.

**Section 14.** Only DOH-accredited drug facility, physician or private medical practitioners shall conduct the necessary drug testing. If the HEI does not have an accredited clinic, the HEI should partner with a DOH-accredited drug facility, physician or private medical practitioners duly accredited to administer drug testing.

**Section 15.** Drug Testing as a requirement for admission and retention. Aside from mandatory random drug testing, a Higher Education Institution may in the exercise of its institutional academic freedom include in the Student's Handbook a policy of mandatory drug testing of students as part of the school's admission and retention policies, after observance of consultation and other similar requirements. In case the drug test yielded positive results, the HEI concerned is not barred from admitting the student/applicant, unless there is a valid reason not to admit such student/applicant on grounds other than the positive findings as a result of the drug test.

**Section 16.** Conditions for Drug Testing as a requirement for admission and retention. All HEIs may implement a mandatory drug testing as part of the school's admission and retention policy, provided that:

- 16.1. The mandatory drug testing shall be conducted in the same manner as the random drug testing under DDB Board Regulation No. 6, s. 2003 and No. 3, s. 2009;
- 16.2. In case the test result is confirmed positive, the Drug Testing Coordinator shall conduct a conference and inform both the parent and the student concerned;
- 16.3. The confirmed positive result shall not be a basis for disciplinary action, unless the student concerned is held liable for some other violations of the schools' internal rules and regulations; and
- 16.4. If the student is found to be drug dependent, the appropriate sanction, intervention, and/or rehabilitation, shall be imposed in accordance with the schools' Student Handbook and other applicable laws, rules and regulations.

## RULE VII CONFIDENTIALITY CLAUSE

**Section 17.** All HEIs shall guarantee the strict confidentiality and integrity of the drug test results.

- 17.1. All records must strictly be held confidential as provided for under the pertinent provisions of RA 9165. The HEIs should also ensure the provision of non-discriminatory intervention services.
- 17.2. In relation to Rule VIII hereof, the pertinent provisions of RA No. 10173 otherwise known as the "Data Privacy Act of 2012" and its Implementing Rules and Regulations (IRR) shall be observed specifically Chapter III of the Act which pertains to the "Processing of Personal Information" to protect vital important interests of the data subject, including his life and health.

## RULE VIII SANCTIONS

**Section 18.** In order to ensure compliance with this CMO, the Commission en banc may, upon the recommendation of CHED Legal and Legislative Services (LLS), impose appropriate sanctions depending on the nature and seriousness of the violations thereof, in accordance with applicable laws, rules and regulations.

**Section 19.** Any member of the faculty, administrator, or employee of the HEI who violates the rules of confidentiality of the results of the drug tests shall, in addition to the sanctions provided in the school policy, be liable under Section 72 of RA No. 9165 and other applicable laws.

**Section 20.** The refusal of the student to undergo drug testing under this CMO shall be subject to appropriate actions in accordance with the schools' Student Handbook, provided that in no case shall such refusal to undergo drug testing give rise to a presumption of drug use or dependency.

## **RULE IX MONITORING AND REPORTING**

The implementation of this CMO shall be periodically monitored by the concerned CHED Regional Offices (CHEDROs) which shall thereafter submit a corresponding report to CHED Central Office (CHED-CO) to ensure that the goal for a "drug-free" environment in the campus is met.

### **Section 21. Higher Education Institutions (HEIs)**

- 21.1.** For regulatory purposes, subject to the provisions of the Data Privacy Act of 2012 and its Implementing Rules and Regulations (IRR), all HEIs shall submit to CHEDROs a compliance report on the drug testing activities conducted on the students, indicating the names and number of students who have already undergone testing, including among others the names of the drug testing laboratories that conducted the test, as well as the summary of the drug test results.
- 21.2.** All HEIs shall establish a Drug-Free Committee (DFC) which shall formulate their internal drug testing rules, which shall provide among others, the drug education/awareness, prevention and control initiatives.
- 21.3.** The HEIs through the Drug-Free Committee (DFC) shall monitor their students to protect them from engaging in dangerous drug-related activities, as well as those undergoing interventions, treatment or rehabilitation.
- 21.4.** The HEI shall designate the head of the DFC and the drug testing coordinator (DTC) who shall implement the drug testing program in the campus. The names and composition of the DFC shall be submitted to CHEDROs.
  - 21.4.1** The DFC shall have the following responsibilities:
    1. Compose the Selection board for the conduct of the drug testing in the campus, with representation from the students, faculty and parents as members.
    2. Closely coordinate with the concerned agencies to access official list of DOH-accredited drug facilities, physicians or private medical practitioners duly accredited to administer drug testing, and to establish appropriate institution-level interventions if needed.
    3. Ensure the confidentiality and integrity of the drug test results and handles the reportorial requirements and any relevant information for submission to the CHEDROs.
    4. Recommend to the school's governing board the appropriate interventions, depending on the results of the drug testing.
    5. The DFC and the Guidance Counselors of HEIs shall be trained for the purpose of enhancing their skills in handling the problems on dangerous drug abuse.

## **RULE X THE IMPLEMENTATION AND REPORTORIAL REQUIREMENTS UNDER THESE GUIDELINES**

**Section 22.** All heads of public and private HEIs, in collaboration with the concerned CHEDROs, shall ensure and oversee the implementation of Mandatory Random Drug Testing in accordance with these Guidelines.

**Section 23.** The CHEDROs shall prepare and submit reports annually, or at any time if needed, to the Office of Student Development and Services (OSDS) through the Office of the Executive Director (OED) on the implementation of this CMO.

**Section 24.** The CHEDROs are mandated to disseminate these implementing guidelines to the HEIs, conduct school visits, and monitor the conduct of actual drug testing.

## **RULE XI FEE REQUIREMENT**

**Section 25.** In relation to this CMO, all fees shall be in accordance with pertinent DOH and DDB rules and regulations.

**Section 26.** The fee for drug testing prior to admission will be borne by the student- applicant. The student-applicant may choose to be tested in any DOH-accredited drug facility or in the authorized facility of the HEI if any.

**Section 27.** In cases of drug testing in DOH-accredited HEI Clinic, the HEI may determine the permissible rate for the drug testing fee, in accordance with the DDB Regulation No. 01, s. 2004 entitled "Prescribed Drug Test Fee for Government-Owned and Private Drug Testing Laboratories Accredited by the Department of Health" and DDB Regulation No. 09, s. 2007 "Amending Board Regulation No. 01, s. 2004."

## **RULE XII EFFECTIVITY**

**Section 30.** This CMO shall take effect beginning Academic Year (AY) 2019-2020, after fifteen (15) days of its publication in the Official Gazette or in newspaper of general circulation. The required copies of this CMO shall be filed with the Office of the National Administrative Register (ONAR) of the U.P. Law Center. This CMO shall remain in force and effect until revoked or amended.

## **RULE XIII TRANSITORY PROVISION**

**Section 31.** All existing Higher Education Institutions (HEIs) shall be required to fully comply with the provisions of this CMO beginning Academic Year (AY) 2019-2020. A Higher Education Institution (HEI) operating after the start of AY 2019-2020 shall comply with the provisions of this CMO, within one (1) year after the start of the school year of its operation.

Issued this October 26, 2018, Quezon City, Philippines.

For the Commission:

**(SGD) J. PROSPERO E. DE VERA III, DPA**  
Chairperson

## **APPENDIX VII**

### **Excerpt from Batas Pambansa Blg. 232 : Education Act of 1982**

#### **RIGHTS OF STUDENTS**

- 1) The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development as persons with human dignity.
- 2) The right to freely choose their field of study subject to existing curricula and to continue their course herein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulations.
- 3) The right to school guidance and counseling services for decisions and selecting the alternatives in fields of work suited to his/her potentialities.
- 4) The right of access to his / her own school records, the confidentiality of which the school shall maintain and preserve.
- 5) The right to the issuance of official certificates, diplomas, transcripts of records, grades, transfer credentials and other similar documents within thirty (30) days from receipt.
- 6) The right to publish a student newspaper and similar publications, as well as the right to invite resource persons during assemblies, symposia and other activities of similar nature.
- 7) The right to free expression of opinions and suggestions, and to effective channels of communication with appropriate academic channels and administrative bodies of the school or institution.
- 8) The right to form, establish, join and participate in organizations and societies recognized by the school to foster their intellectual, cultural, spiritual and physical growth and development, or to form, establish, join and maintain organizations and societies for purposes not contrary to law.
- 9) The right to be free from involuntary contributions, except those approved by their own organizations or societies.

#### **DUTIES AND RESPONSIBILITIES OF STUDENTS**

- 1) Exert his/her utmost to develop his/her potentialities for service, particularly by undergoing an education suited to his/her abilities, in order that he/she may become as asset to his/her family and to the society.
- 2) Uphold the academic integrity of the school, endeavor to achieve academic excellence and abide by the rules and regulations governing his/her academic responsibilities and moral integrity.
- 3) Promote and maintain the peace and tranquility of the school by observing the rules and discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and academic staff and other school personnel.
- 4) Participate actively in civic affairs and in the promotion of the general welfare, particularly in the social, economic and cultural development of his/her community and in the attainment of a just, compassionate and orderly society.
- 5) Exercise his/her rights responsibly in the knowledge that he/she is answerable for any infringement or violation of the public welfare and of the rights of others.

**APPENDIX VIII****Republic Act No. 10931****An Act Promoting Universal Access to Quality Tertiary Education by Providing for Free Tuition and Other School Fees in State Universities and Colleges, Local Universities and Colleges and State-Run Technical-Vocational Institutions, Establishing the Tertiary Education Subsidy and Student Loan Program, Strengthening the Unified Student Financial Assistance System for Tertiary Education, and Appropriating Funds Therefor.**

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

**SECTION 1.** Short Title. – This Act shall be known as the “Universal Access to Quality Tertiary Education Act”.

**SECTION 2.** Declaration of Policy – It is hereby declared that quality education is an inalienable right of all Filipinos and it is the policy of the State to protect and promote the rights of all students to quality education at all levels. Therefore, the State shall take appropriate steps to make such education accessible to all.

Likewise, the State hereby recognizes the complementary roles of public and private higher education institutions and technical-vocational institutions in the educational system and the invaluable contribution that the private tertiary schools have made and will make to education. For these intents, the State shall:

- (a) Provide adequate funding and such other mechanisms to increase the participation rate among all socioeconomic classes in tertiary education;
- (b) Provide all Filipinos with equal opportunity to quality tertiary education in both the private and public educational institutions;
- (c) Give priority to students who are academically able and who come from poor families;
- (d) Ensure the optimized utilization of government resources in education;
- (e) Provide adequate guidance and incentives in channeling young Filipinos in their career choices and towards the proper development and utilization of human resources; and
- (f) Recognize the complementary roles of public and private institutions in tertiary educational system.

**SECTION 3.** Definition of Terms. – As used in this Act:

- (a) Cost of Tertiary Education refers to (1) tuition and other school fees, (2) educational expenses and (3) the cost of living allowance;
- (b) Graduate courses refers to higher education programs leading to a certificate, diploma, master’s or doctorate degrees, as may be authorized and recognized by the Commission on Higher Education (CHED);
- (c) Higher education refers to the stage of formal education, or its equivalent, requiring completion of secondary education and covering programs of study leading to bachelor and advanced degrees, including associate degrees;
- (d) Higher Education Institution (HEI) refers to an education institution authorized and recognized by the CHED to offer bachelor’s degree or graduate courses;
- (e) Local universities and colleges (LUCs) refer to CHED-accredited public HEIs established by local government units (LGUs) through an enabling ordinance, financially supported by the LGU concerned, and compliant with the policies, standards and guidelines of the CHED;
- (f) National Household Targeting System for Poverty Reduction (NHTS-PR) or Listahanan 2.0 refers to the information management of the Department of Social Welfare and Development (DSWD) that identifies who and where the poor are in the country. The system makes available to national government agencies and other social protection stakeholders a database of poor families as reference in identifying potential beneficiaries of social protection programs;

(g) Other education-related expenses refer to expenses related to the education of a student such as books, school supplies, uniforms, reproduction of materials, electronic devices necessary for education and other fees such as for practical teaching devices, student publication, yearbook, insurance, and student trust funds;

(h) Other school fees refer to fees charge by HEIs and technical-vocational institutions which cover other necessary costs supportive of instruction, specifically the following: library fees, computer fees, laboratory fees, school ID fees, athletic fees, admission fees, development fees, guidance fees, handbook fees, entrance fees, registration fees, medical and dental fees, cultural fees and other similar or related fees;

(i) Private higher education institution refers to a HEI not owned and controlled by the government or its instrumentalities;

(j) Private technical-vocational institution refers to post-secondary technical-vocational institution run by the private sector offering programs registered with the Technical Education and Skills Development Authority (TESDA);

(k) Qualified student refers to any student who possesses all the qualifications under Sections 4 and 5 and none of the disqualifications under Section 6 hereof;

(l) State-run technical-vocational institutions refer to technical-vocational institutions operated by the TESDA or LGUs: Provided, That in the latter case, the same should be accredited by the TESDA;

(m) State universities and colleges (SUCs) refer to public HEIs established by national laws which are financed and maintained by the national government and are governed by their respective independent boards of trustees or regents;

(n) Student loan program for tertiary education refers to a loan program established under Section 8 of this Act;

(o) Technical-Vocational Education and Training (TVET) refers to the education process designed at post-secondary and lower tertiary levels, officially recognized as non-degree programs aimed at preparing technicians, paraprofessionals and other categories of middle-level workers by providing them with a broad range of general education, theoretical, scientific and technological studies, and related job skills training;

(p) Technical-Vocational Institutions (TVIs) refer to learning institutions offering post-secondary TVET;

(q) Tertiary education refers to the stage of education following the secondary cycle which covers post-secondary non-degree diploma, TVET, and higher education programs, including graduate education;

(r) Tertiary education subsidy (TES) refers to a subsidy established under Section 7 of this Act;

(s) Tuition fees refer to fees or school charges for the subjects or course enrolled in by a tertiary education student;

(t) Undergraduate courses refer to any program leading to a degree as may be authorized and recognized by the CHED; and

(u) Unified Student Financial Assistance System for Tertiary Education (UniFAST) refers to the harmonized, state-run and administered system of higher education and technical-vocational scholarships, grants-in-aid, student loans, and other modalities of student financial assistance program under Republic Act No. 10687.

**SECTION 4.** Free Higher Education in SUCs and LUCs. – All Filipino students who are either currently enrolled at the time of the effectivity of this Act, or shall enroll at any time thereafter, in courses in pursuance of a bachelor's degree, certificate degree, or any comparable undergraduate degree in any SUC and LUC shall be exempt from paying tuition and other school fees for units enrolled in: Provided, That they pass the entrance examination and other admission and retention requirements of the SUCs and LUCs: Provided, further, That all SUCs and LUCs shall create a mechanism to enable students with the financial capacity to pay for their education in the SUC and LUC to voluntarily opt out of the tuition and other school fees subsidy or make a contribution to the school. SUCs and LUCs must report the tuition payments and contributions collected from these students to the CHED: Provided, finally. That the amount required to implement the free tuition and other school

fees in SUCs and LUCs shall be determined by the respective governing boards of SUCs and LUCs based on the projected number of enrollees for each academic year, which shall be the primary factor in computing the annual proposed budget of SUCs and, in the case of LUCs, the CHED for such purpose. This shall in turn serve as the baseline during the preparation of the annual National Expenditure Program (NEP) by the Department of Budget and Management (DBM)

**SECTION 5.** Free TVET in Post-Secondary TVIs. – All Filipino students who are currently enrolled at the time of the effectivity of this Act, or shall enroll at any time thereafter in any post-secondary TVET leading to non-degree certificate or diploma programs offered by any state-run TVI under the TESDA shall be exempt from paying tuition and other school fees: Provided, That all state-run TVIs shall create a mechanism to enable students with the financial capacity to pay for their education in the TVI to voluntarily opt out of the tuition and other school fees subsidy or make a contribution to the TVI. TVIs must report the tuition payments and contributions collected from these students

The amount required to implement the free tuition and other school fees in state-run TVIs shall be determined by the governing board of the TESDA based on the projected number of enrollees for each course, which shall be the primary factor in computing for the annual proposed budget of the TESDA for such purpose. This shall in turn serve as the baseline during the preparation of the annual NEP by the DBM

**SECTION 6.** Exceptions to Free Tertiary Education. – The following students are ineligible to avail of the free tertiary education:

(a) In SUCs and LUCs;

- (1) Students who have already attained a bachelor's degree or comparable undergraduate degree from any HEI, whether public or private;
- (2) Students who fail to comply with the admission and retention policies of the SUC or LUC;
- (3) Students who fail to complete their bachelor's degree or comparable undergraduate degree within a year after the period prescribed in their program, and

(b) In State-Run TVIs:

- (1) Students who have obtained a bachelor's degree, as well as those who have received a certificate or diploma for a technical-vocational course equivalent to at least National Certificate III and above;
- (2) Students who fail in any course enrolled in during the course of the program

Students ineligible to avail of the free tertiary education shall be charged the tuition and other school fees, as determined by the respective boards of the SUCs and LUCs, and in the case of the state-run TVIs, to be determined by the TESDA

**SECTION 7.** TES for Filipino Students. To support the cost of tertiary education or any part or portion thereof, a TES is hereby established for all Filipino students who shall enroll in undergraduate post-secondary programs of SUCs, LUCs, private HEIs and all TVIs. The TES shall be administered by the UniFAST Board and the amount necessary to fund the TES shall be included in the budgets of the CHED and the TESDA: Provided, That prioritization shall be given to students in the following order: (a) students who are part of household included in the Listahanan 2.0, ranked according to the estimated per capita household income: and (b) students not part of the Listahanan 2.0, ranked according to the estimated per capita household income based on submitted documentation of proof of income to be determined by the UniFAST Board: Provided, further, That such prioritization shall not apply to Filipino students in cities and municipalities with no existing SUC or LUC campus

The TES may among others, and to support the cost of tertiary education or any part or portion thereof, cover the following:

- (a) Tuition and other school fees in private HEIs, and private or LGU-operated TVIs, which shall be equivalent to the tuition and other school fees of the nearest SUC or state-run TVI in their respective areas:

- (b) An allowance for books supplies transportation and miscellaneous personal expenses including a reasonable allowance for the documented rental or purchase of a personal computer or laptop and other education-related expenses;
- (c) An Allowance for room and board costs incurred by the student;
- (d) For a student with a disability an allowance for expenses related to the student's disability, including special services personal assistance, transportation, equipment, and supplies that are reasonably incurred; and
- (e) For a student in a program requiring professional license or certification the one (1) time cost of obtaining the first professional credentials or qualifications which may include the following application fees, notarial fees, review classes fees insurance premium fees and documentation fees: Provided, That the amount of subsidy shall be based on the guidelines set forth by the UniFAST Board and on the annual budgetary appropriation for this purpose

**SECTION 8.** Student Loan Program for Tertiary Education – To support further the cost of tertiary education or any part or portion thereof, a student loan program for tertiary education is hereby likewise established for all Filipino students who shall enroll in a SUC, LUC, private, HEI, and TVET program in all TVI's registered under the TESDA. The loan program shall be administered by the UniFAST Board and the amount necessary to fund the program shall be included in the budgets of the CHED and the TESDA: Provided, That the UniFAST may offer short-term or long-term loans: Provided, further, That those who availed of the loan during their undergraduate degree may still avail of another cycle of student loan for their pursuit of graduate studies including medicine and law after they have fully paid the previously availed loan. Provided, furthermore. That those who did not avail of the loan program during their undergraduate studies may avail of it to pursue graduate studies including medicine and law: Provided, finally, That those who did not avail of the loan program during their undergraduate studies may avail of the loan program for their review expenses for licensure examinations administered by the Professional Regulation Commission (PRC)

Repayment shall be effected by incorporating a portion of the loan amount or a percentage thereof in the employee's monthly Social Security System (SSS) or Government Services Insurance System (GSIS) contribution as the case may be based on a reasonable schedule of repayment and interest rates as may be formulated by the UniFAST Board

Payment of the loan amount will commence once the beneficiary secures any gainful employment with compensation, remuneration or earnings that reaches the Compulsory Repayment Threshold (CRT). For purposes of this Act, the CRT shall be set and reviewed by the UniFAST Board and adjusted when necessary

The UniFAST Board, in consultation with relevant agencies shall formulate loan repayment guidelines for loan beneficiaries whose earnings are not covered by the GSIS or the SSS programs, including those of overseas Filipino workers (OFW's), emigrants and self-employed persons and professionals (SEPs)

**SECTION 9.** Requirements for SUCs and LUCs – SUCs and LUCs are hereby mandated to:

- (a) Established a learner information system in accordance with the guidelines to be developed by the CHED in order to facilitate the tracking of students and their performance;
- (b) Submit relevant information as determined by the CHED on school quality and performance; and
- (c) Formulate and submit to the (CHED) and to the Joint Congressional Oversight Committee on Universal Access to Tertiary Education created under Section 17 of this Act, a detailed SUC development plan update every ten (10) years, which shall include plans for facilities and infrastructure development and expansion

**SECTION 10.** Quality Standards for SUC and LUC Budgets, TES, and Student Loan Programs. – The CHED and the TESDA shall ensure quality standards in the review and consequent endorsement of the budget of the SUCs, LUCs and state-run TVIs, respectively. The detailed design of the TES and student loan programs shall also be subject to similar quality indications defined by the UniFAST Board

**SECTION 11. Prohibited Act.** – Upon effectivity of this Act, it shall be unlawful for any person SUC, LUC and state-run TVI to collect tuition and other school fees from qualified students: Provided, That this section shall not apply to collections from students who voluntarily opt out of the tuition and other school fess subsidy or make a contribution to the school

**SECTION 12. Penalties.** – A violation of the prohibited act under Section 11 of this Act shall be meted a penalty of imprisonment of not less than six (6) months but not more than one (1) year or a fine of not less than Twenty thousand pesos (P20, 000.00) but not more than One hundred thousand pesos (P100,000.00), or both at the discretion of the court. In case of a university, college or any other judiciary entity, the penalty shall be imposed on the president, treasurer or the officer or person responsible for the violation

**SECTION 13. Expansion of the UniFAST Board** – The UniFAST Board shall be expanded to include the following:

- (a) President of the Philippine Association of State Universities and Colleges as Member;
- (b) Chairman of the Coordinating Council of Private Educational Association as Member;
- (c) President of the Association of Local Colleges and Universities as Member;
- (d) President of the GSIS as a nonvoting Member; and
- (e) President of the SSS as a nonvoting Member

The UniFAST Board is authorized to establish an enhanced organizational structure, staff development and incentives and such other administrative measures needed for the efficient discharge of tasks and commensurate to the level and scope of its responsibilities. It may tap the expertise and management services of eligible service providers subject to the appropriate guidelines promulgated by the UniFAST Board

**SECTION 14. Reporting Requirements.** – All SUCs, LUCs and state-run TVIs shall submit to the CHED and the TESDA respectively, within five (5) days after the last day of late registration for each semester, a report detailing the names of students eligible for the free tuition and other school fees in their institutions

**SECTION 15. Appropriations.** – The amounts necessary to carry out the provisions of this Act, specifically Sections 4, 5, 7, and 8 shall be included in the annual General Appropriations Act (GAA) and shall be appropriated under SUCs, CHED and TESDA in accordance with the provisions of this Act: Provided, That an amount equivalent to not more than three percent (3%) of the TES and student loan program for tertiary education provided under this Act may be used as administrative cost under the UniFAST

**SECTION 16. Other Sources of Funds.** – The national government is hereby authorized to prioritize funding this measure in negotiating and utilizing long-term deeply concessional official development assistance (ODA). Other sources of funds such as grants, donations, collections, and other forms of assistance from local and foreign donors or other public or private entities, and other private domestic and international sources may be tapped and facilitated by the UniFAST Board to support the programs under this Act, subject to the regular auditing guidelines and procedures: Provided, That in case of donations from foreign sources, acceptance thereof shall be subject to existing government rules and regulations

**SECTION 17. Joint Congressional Oversight Committee on Universal Access to Tertiary Education.** – There is hereby created a Joint Congressional Oversight Committee to oversee, monitor and evaluate the implementation of this Act

The Oversight Committee shall be composed of five (5) members each from the Senate and from the House of Representatives, and shall include the following: Chairperson of the Senate Committee on Education, Arts and Culture; Chairperson of the House Committee on Higher and Technical Education; Chairperson of the Senate Committee on Finance; Chairperson of the House Committee on Appropriations; and three (3) members each to be chosen from the membership of the Senate Committee on Education, Arts and Culture and the House Committee on Higher and Technical Education by the Senate President and the House Speaker, respectively, with at least one (1) member each from the minority in the House of Representatives and in the Senate. Funding for the expenses of the Committee shall be taken from the appropriations of both the Senate and the House of Representatives

**SECTION 18.** Implementing Rules and Regulations. – Within sixty (60) days from the effectivity of this Act, the UniFAST Board, in consultation with the CHED, the TESDA, and other relevant stakeholders in higher and technical education, shall promulgate the implementing rules and regulations necessary to ensure the efficient and effective implementation of this Act: Provided, That the failure of the Board to promulgate the said rules and regulations shall not prevent or delay the effectivity and implementation of this Act in accordance with Section 21 hereof

**SECTION 19.** Separability Clause. – Should any part of this Act be declared unconstitutional or invalid, the other parts or provisions hereof not affected thereby shall continue to be in full force and effect

**SECTION 20.** Repealing Clause. – All laws, executive orders, presidential decrees, implementing rules and regulations or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly

**SECTION 21.** Effectivity. – This Act shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation

Approved,

**(SGD) PANTALEON D. ALVAREZ**  
*Speaker of the House of Representatives*

**(SGD) AQUILINO “KOKO” PIMENTEL III**  
*President of the Senate*

This Act which is a consolidation of Senate Bill No. 1304 and House Bill No. 5633 was finally passed by the Senate and the House of Representatives on May 30, 2017 and May 29, 2017, respectively

**(SGD) CESAR STRAIT PAREJA**  
*Secretary General*  
*House of Representatives*

**(SGD) LUTGARDO B. BARBO**  
*Secretary of the Senate*

Approved: AUG 03 2017

**(SGD) RODRIGO ROA DUTERTE**  
*President of the Philippines*

## **APPENDIX IX**

### **CHED Memorandum No. 9, s. 2013**

#### **Enhanced Policies and Guidelines on Student Affairs and Services**

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the “Higher Education Act No. of 1994”, Batas Pambansa 232, and Resolution No. 321-2013 of the Commission en banc dated April 8, 2013, the Commission on Higher Education, pursuant to its commitment to the utmost achievement of quality, relevant and efficient higher education in the country, hereby adopted and promulgated the following Enhanced Policies and Guidelines on Student Affairs and Services, which define the scope, procedures, the extent of regulations as well as the mechanics of evaluating student welfare and activities for students enrolled in Higher Education Institutions (HEIs) thus:

#### **ARTICLE I GUIDING PRINCIPLES**

**SECTION 1.** The 1987 Philippines Constitution declares that the State shall protect and promote the rights of all Filipino citizens to quality education at all levels and shall take appropriate steps to make education accessible to all.

**SECTION 2.** The State shall establish, maintain and support a complete, adequate, and integrated system of education relevant to the needs of the people and society.

#### **ARTICLE II STATEMENT OF POLICIES**

**SECTION 3.** The CHED is mandated to promote quality; take appropriate steps to ensure that education shall be accessible to all; and ensure and protect academic freedom for the continuing intellectual growth, the advancement of learning and research, the development of responsible and effective leadership, the education of high level professionals, and the enrichment of historical and cultural heritage.

**SECTION 4.** An educational institution seeks to form individuals who can later become productive citizens of the country and the world. Its responsibility is not only confined to the teaching and development of job skills, but also to the acquisition of life skills and values. The individuals produced by the educational institution should be able to contribute positively to the progress of his/her country, and to the upliftment of the human conditions. Student Affairs and Services, therefore, must systematically and deliberately address this end objective of producing citizens suited to the aims of the country and of humanity. Higher Education Institutions must provide a set of student centered activities and services in support of academic instruction intended to facilitate holistic and well-rounded student development for active involvement as future responsible citizens and leaders. These shall be collectively known as Student Affairs and Services.

**SECTION 5.** The students’ enjoyment of their rights shall be balanced by the exercise of accountability and social responsibility, that is, for every right enjoyed, there is a corresponding duty and accountability.

**SECTION 6.** The rights of students to “self-management” with the exercise of right to self-organize on matters that will advance their welfare and maximize their potentials shall be invaluable.

**SECTION 7.** HEIs shall ensure full implementation of these Policies and Guidelines and provide mechanism for its monitoring and evaluation.

#### **ARTICLE III OBJECTIVES**

**SECTION 8.** This set of guidelines aims to set minimum standards on student affairs and services among Higher Education Institutions (HEIs) in order to:

- 8.1. ensure proper balance between rights of educational institution and student rights;
- 8.2. improve the quality of Student Affairs and Services among Higher Education Institutions;
- 8.3. promote access to quality, relevant, efficient and effective student affairs and services;
- 8.4. support student development and welfare; and
- 8.5. ensure that all Higher Education Institutions provide holistic approach for Student Affairs and Services and comply with the minimum requirements for student affairs and services.

## **ARTICLE IV SCOPE AND COVERAGE**

**SECTION 9.** This set of policies, and guidelines shall apply to all Higher Education Institutions both public and private, duly authorized by the Commission on Higher Education and/or their respective Board of Trustees/ Board of Regents (BOT/BOR) in case of public institutions.

## **ARTICLE V STUDENT AFFAIRS AND SERVICES**

**SECTION 10. Student Affairs and Services (SAS)** - Student Affairs and Services are the services and programs in higher education institutions that are concerned with academic support experiences of students to attain holistic student development. Academic support services are: those that relate to student welfare, student development and those that relate to institutional programs and services. Implementation of these services can be unique to an institution.

- 10.1. Student Welfare Services are basic services and programs needed to ensure and promote the well-being of students.
- 10.2. Student Development Services refers to the services and programs designed for the exploration, enhancement and development of the student's full potential for personal development, leadership, and social responsibility through various institutional and/or student-initiated activities.
- 10.3. Institutional Student Programs and Services – refers to the services and programs designed to pro-actively respond to the basic health, food, shelter, and safety concerns of students including students with special needs and disabilities and the school.

## **ARTICLE VI MANAGEMENT AND ADMINISTRATION OF STUDENT AFFAIRS AND SERVICES**

**SECTION 11.** Higher Education Institution must ensure that there is an office to manage the Student Affairs and Services.

- 11.1. The HIE must ensure an adequate number of student services personnel to serve the student population.
- 11.2. The HEI must ensure that the student services personnel are qualified, and competent.

**SECTION 12. Student Services Funds** – The HEI must ensure that any Student Affairs and Services fees collected must be judiciously disposed for Student Affairs and Services. There shall be a mechanism to ensure transparency and accountability in the usage of the fund.

## **ARTICLE VII STUDENT WELFARE**

These are basic services that are necessary to serve the well-being of students. These include Information, Orientation and Awareness, Guidance and Counseling, Career and Placement, Economic Enterprise Development, and Student Handbook development.

**SECTION 13. Information and Orientation Services** – refer to informative activities and materials designed to facilitate student adjustment to life in tertiary/higher education.

**13.1 Information and Orientation Services**

- 13.1.1 The Institution shall have Information materials on institutional mission, vision and goals, academic, rules and regulations, student conduct and discipline, student programs, services and facilities and such other information necessary for student development and should be made accessible and would be available to all students.
- 13.1.2. There shall be a regular comprehensive orientation program held for new and continuing students responsive to their needs, including orientation on the dynamics and nature of persons with disabilities, and relevant laws and policies affecting persons with disabilities.
- 13.1.3 There shall be an organized, updated, and readily available educational, career, and personal/social materials in different accessible formats. Information materials include statutes affecting students such as (a) R.A. 9262 or Anti Violence Against Women and Children Act; b) guidelines on drug abuse prevention and control, c) R.A. 7877 or the Anti-Sexual Harassment Act of 1995, d) HIV AIDS awareness, e) self-care and healthy lifestyles and (f) R.A. 9442, particularly on the provision on public ridicule and vilification against persons with disability.

**SECTION 14. Guidance and Counseling Services**

**14.1 Guidance Service** - a set of services using an integrated approach to the development of well – functioning individuals primarily by helping them to utilize their potentials to the fullest.

**14.2 Counseling** – individual and/or group intervention designed to facilitate positive change in student behavior, feelings, and attitudes.

14.2.1. Gender sensitive individual and group counseling shall be provided by a licensed counselor. The acceptable ratio of counselor to student population is at least 1:1,000.

14.2.2. A counseling room shall be provided to ensure the privacy and confidentiality of counseling sessions. The records and/or counseling notes are maintained and kept confidential.  
Appropriate and pro-active intervention programs and strategies may be adopted by HEIs to ensure that every student's need for guidance and counseling and psychosocial services may be provided in a timely manner.

**14.3 Appraisal** - gathering information about students through the use of psychological tests and non-psychometric devices.

14.3.1. The Guidance Office shall maintain student's cumulative records, which contain relevant information about the student e.g. family background, test data, disability records, etc. Records shall be appropriate, usable and regularly updated.

14.3.2. There shall be provision for a well-planned assessment program for student with appropriate standardized psychological tests administered, scored, and interpreted by qualified personnel. The test results are interpreted to students, teachers, and concerned individuals e.g. parents.

**14.4 Follow-up** - a systematic monitoring to determine the effectiveness of guidance activities, in general, and placement in particular.

14.4.1 There shall be adequate and appropriate Follow-up and Referral Schemes known to students and concerned parties.

**14.5 Referral** – refers to coordination with multi-disciplinary team of specialists to ensure that special needs of students are met.

**SECTION 15. Career and Job Placement Services** – refer to the assistance provided for vocational and occupational fitness and employment.

- 15.1 The Higher Education Institution shall institute valid appraisal data of students for career and job placement. They shall have continuous follow-up and monitoring of student placement conducted on regular basis.
- 15.2 The Higher Education Institution shall maintain active networking with school, community, alumni, and other relevant agencies for career and job placement of students.
- 15.3 Informative materials in accessible formats on career and job opportunities shall be provided and skills development programs shall be made available.
- 15.4 There shall be regular career seminars and job placement services available for students.
- 15.5 There shall be mechanisms to institutionalize the link with industries.
- 15.6 The students must be informed of the timelines for the concerned HEI's assistance in seeking career and job placement at least until a specified period of time.

**SECTION 16. Economic Enterprise Development** - refers to those services and programs that would cater to the other economic needs of students such as but not limited to 1) student cooperatives, 2) entrepreneurial, 3) income generating projects, and 4) savings. If in case the HEIs opted to organize cooperative, the same must be recognized/registered with the Cooperative Development Agency (CDA) subject to the existing laws and guidelines of the said Agency.

- 16.1 The HEI may establish mechanisms to promote and develop student economic enterprises but not limited to academic activities.

### **SECTION 17. Student Handbook Development**

- 17.1. There shall be mechanisms to develop the student handbook and updates be made into accessible formats (such as but not limited to electronic, large print, media, braille, and sign language) for dissemination, information, and guidance of students and university stakeholders.
- 17.2. There shall be mechanisms to archive and retrieve previous student handbooks for purposes of improving the same.
- 17.3. A representative from the student body must be included in the development and revision of student handbook.

## **ARTICLE VIII STUDENT DEVELOPMENT**

These are programs and activities designed for the enhancement and deepening of leadership skills and social responsibility, which include Student Organizations and Activities, Professional organization or societies, special interests, Leadership Training Programs, Student Council/ Government, Student Discipline, Student Publication/ media.

**SECTION 18. Student Activities** – supervision, recognition, and monitoring of student organizations and their activities such as leadership programs, student publication, student organizations, sports development, volunteerism, peer helper program, etc.

**SECTION 19. Student Organizations and Activities** – refer to the recognition/ accreditation, supervision and monitoring of student groups including the evaluation of their activities.

19.1. The Higher Education Institution (HEI) shall have a system of accreditation, re-accreditation, monitoring, and evaluation using participatory institutional procedures and processes in recognition of basic rights to organize. Requirements and procedures for recognition/accreditation of student groups shall be widely disseminated

19.2. The HEI shall provide accredited student organizations adequate office space and other institutional support.

19.3. The Constitution and by-laws of student organizations shall provide for and require participation in activities on anti-drug abuse, awareness and drug abuse prevention initiated by Government and Non-government Organizations. There shall be a mechanism to coordinate with the school administration relative to the treatment and rehabilitation of students with drug-related problems.

**SECTION 20. Leadership Training** – are programs and opportunities to develop and enhance leadership effectiveness in the personal level and student organizations.

20.1. The HEI shall ensure that leadership training programs are provided and opportunities for interaction with counterparts from other institutions.

**SECTION 21. Student Council/Government** – refers to the student body duly organized and elected at large by the students themselves, with due recognition and authority from the HEI, as students' official representative in matters affecting them.

21.1. The HEI must recognize the right of the students to govern themselves as a student body, to be transparent and accountable to their constituents; and be represented in various for a where the students need to be consulted.

21.2. The HEI must ensure transparency in the development/ revision of guidelines and procedures for the student council/ government.

**SECTION 22. Student Discipline** – refers to the judicious implementation of institutional rules and regulations governing student behavior and conduct.

22.1. The HEI shall have gender and disability sensitive rules and regulations formulated consultation with students and faculty and published in a student manual that is accessible and disseminated to students including students with disabilities, faculty and concurred in by parents. The rules and regulations define appropriate student conduct and prescribe sanctions for misconduct such as but not limited to acts of vandalism, exaggerated utterances, irresponsible and libelous statements and other negative acts of militancy that threaten peace and order and private and public properties inside and outside the HEIs.

22.2. A discipline committee shall be established in all HEIs to ensure due process in dealing with student misconduct.

22.3. There shall be timely mechanisms to address student grievance.

**SECTION 23. Student Publication/Year Book** – refers to the official publication/organ/journal/yearbook and such other student oriented print and non-print media of the university and/or college.

23.1. The HEI shall support the establishment and implementation of student publication as provided for in R.A 7079, otherwise known as "Campus Journalism Act of 1991" and other media forms preferably within the framework of self-management.

23.2. There shall be mechanism to ensure that the provisions under this Act are complied with.

23.3. There shall be mechanism to encourage other media and yearbook production.

## ARTICLE IX INSTITUTIONAL STUDENT PROGRAMS AND SERVICES

These are programs and activities offered by the HEIs to facilitate the delivery of essential services to the students that include Admission, Scholarship and Financial Assistance, Food, Health, Security and Safety, Housing and Residential Services, Multi-Faith, Foreign/International Students, services for Students with Special Needs and other programs such as: culture and arts, sports, social and community involvement.

**SECTION 24. Admission Services** – refer to services that take care of the processing of students' entrance and requirements.

- 24.1. Requirement and procedures for admission are in place with consideration/ reasonable accommodation for those applicants and/or persons with disabilities as stipulated in R.A. 7277.
- 24.2. Stakeholders are properly informed of the guidelines of the HEI.
- 24.3. List of tuition and other school fees and education visits and field trips must be posted in conspicuous places.

**SECTION 25. Scholarships and Financial Assistance (SFA)** – refer to the management, generation and/or allocation of funds for scholarship and financial aid to deserving students.

- 25.1. 25.1 There shall be student scholarships and financial assistance in various forms and accessible modalities available to students with appropriate screening and monitoring procedures, and guidelines understood by applicants and recipients.
- 25.2. 25.2 There shall be structures to provide access to scholarship and financial assistance instituted. Availability, qualification requirements, and procedures for availment of scholarships and financial aid should be widely and promptly disseminated in various media.
- 25.3. 25.3 There shall be mechanisms for HEIs to institutionalize more compassionate policies and guidelines particularly for those students belonging to the vulnerable and/or marginalized sector of our country. The HEIs must provide access on any financial assistance in cases where the stated students cannot pay on the particular moment.

**SECTION 26. Food Services** - refer to the ensurance of available, adequate, safe and healthful food within the campus and immediate vicinity in accordance with the food, safety and sanitation guidelines of the Department of Health.

- 26.1. The Higher Education Institution shall set the criteria for safety and sanitary conditions and food choices of food outlets within the compound of the institution. They shall coordinate with local government for the safety of food service outside the school premises.
- 26.2. The Higher Education Institution shall periodically inspect food outlets for sanitation and hygiene. The Certificate to Operate should for sanitation and hygiene. The Certificate to Operate should be displayed in a prominent area of the food outlet.

**SECTION 27. Health Services** – refer to the provision health care and wellness program.

- 27.1. The Higher Education Institution shall provide primary health care services administered by licensed medical, dental and allied professionals to all students.
- 27.2. There shall be adequate facilities for health care and updated health records including disability records for students with disabilities that are kept and maintained as required by the Department of Health and other related agencies.

27.3. There shall be mechanisms to promote healthy lifestyle such as but not limited to healthy diet, physical activities, and no smoking and drinking of alcoholic beverages and substances abuse; and provide healthy environment not only inside the campus but also outside the school premises.

27.4. The school shall provide policy and environment to enable the practice of healthy lifestyle.

27.5. There shall be compliance with the relevant and existing health and related laws, rules and regulations.

**SECTION 28. Safety and Security Services** – refer to the provision of a safe and secure environment and that of the members of the academic community.

28.1. There is safe, accessible (for persons with disabilities) and secure environment, buildings, and facilities shall comply with government standards. Licensed and competent security personnel shall ensure the safety and security of students and their belongings.

28.2. There shall be mechanisms to address disaster risk reduction and management concerns to include persons with disabilities' needs in compliance with R.A. 10121, otherwise known as the "Philippine Disaster Risk Reduction and Management Act of 2012".

28.3. There shall be a regular conduct of earthquake and fire drills involving majority of students and teaching and non-teaching personnel.

28.4. There should be a contingency plan for each campus of each HEI in compliance with R.A. 10121.

28.5. There shall be an established mechanism for the students to help in crime prevention, safety and security of the concerned HEI.

**SECTION 29. Student Housing and Residential Services** – refer to the assistance provided to ensure access to accommodation that is safe and conducive to learning.

29.1. The school must provide mechanism, assistance and/or list of acceptable student dormitories and housing facilities that are safe, clean, affordable, accessible to students with disabilities, and conducive to learning.

**SECTION 30. Multi-faith Services** – refer to the provision of an environment conducive to free expression of one's religious orientation in accordance with institutional principles and policies.

30.1. The HEI shall be encouraged to ensure that the right of religion is respected.

30.2. The HEI must provide mechanism for the use of facilities.

**SECTION 31. Foreign/International Students Services** – refer to the provision of assistance to address the needs of foreign students.

31.1. An integrated service program that caters to the socio-psycho-cultural, academic and non-academic needs should be available to all international students.

31.2. The school should provide a liaison officer to assist international students with the government agencies like CHED, Department of Foreign Affairs and Bureau of Immigration.

31.3. There shall be a regular submission of the list of foreign students and complained reports as required by the concerned government agencies.

31.4. There must be a Code of Conduct that will govern foreign students while they are inside the country in compliance with prescribed rules and regulations.

- 31.5. Adequate quota between Filipino and Foreign students should be established within the particular HEI considering local and national security in accordance with prescribed rules and regulations.

**SECTION 32. Services for Students with Special Needs and Persons with Disabilities** are programs and activities designed to provide equal opportunities to Persons With Disabilities (PWDs), indigenous peoples, solo parents, etc. (academic accommodation for learners with special needs).

- 32.1. The HEI shall ensure that academic accommodation is made available to persons with disabilities and learners with special needs with proper consultation and conference with students with disabilities themselves, together with their teachers, parents/guardian/s, personal assistant/s, and other concerned professionals, whenever necessary.
- 32.2. There shall be provisions/ programs for life skills training e.g. conflict management and counseling or testing referrals shall be done whenever necessary.
- 32.3. There shall be a regular submission of the list of students with disabilities detailing the intervention programs to the CHEDROs in order to build up the Database of HEIs accommodating PWDs.

**SECTION 33. Cultural and Arts Programs** – refer to the set of activities designed to provide opportunities to develop and enhance talents, abilities, and values for appreciation, promotion, and conservation of national culture and multi-cultural heritage.

- 33.1. The HEI shall provide opportunities for appreciation of culture and the arts.
- 33.2. There shall be mechanisms to promote Philippine Culture and the Arts in coordination with other government agencies.
- 33.3. The HEI shall provide an Office for Culture and the Arts.

**SECTION 34. Sports Development Programs** – are programs designed for physical fitness and wellness of students.

- 34.1. The HEI shall provide opportunities for physical fitness and well-being of students.
- 34.2. There shall be mechanism to promote national, sectoral and cultural sports activities and development in coordination with other agencies. Example: arnis (national), sports for persons with disabilities, and sipa (cultural).
- 34.3. There shall be a regular conduct of sports programs supporting school athletes and the whole studentry.

**SECTION 35. Social and Community Involvement Programs** – refer to programs and opportunities designed to develop social awareness, personal internalization, and meaningful contribution to nation building.

- 35.1. The HEI shall ensure opportunities for meaningful socio-civic involvement of students which include among others volunteerism, environment protection, etc.
- 35.2. The HEI shall ensure that the students are insured in their fieldwork days.

**SECTION 36. Other Related Programs and Services** – refer to those that include other institutional programs that might be established by the institutions.

- 36.1. There shall be appropriate mechanisms established to inform the students and stakeholders regarding the other related programs and services not cited in this CHED Memorandum Order.

## **ARTICLE X**

### **RESEARCH ON STUDENT AFFAIRS AND SERVICES**

**SECTION 37.** The Higher Education Institution shall be encouraged to conduct research on Student Affairs and Services Programs. The students may be involved in the research.

**SECTION 38.** Research results and outputs shall be disseminated and utilized.

## **ARTICLE XI MONITORING AND EVALUATION**

**SECTION 39. Monitoring and Evaluation on Student Affairs and Services** – feedback mechanism on the effectiveness of the Student Affairs and Services.

39.1. There shall be mechanism for regular monitoring and evaluation on the implementation of Student Services and evaluation on the implementation of Student Services and submission of reports regarding the same to CHEDROs.

39.2. There shall be mechanism to ensure sustainability of effective programs and submission of reports on student affairs and services to the CHEDROs for the purpose of improving existing policies, guidelines and procedures dealing with student affairs and services.

39.3. Evaluation results and outputs shall be disseminated and utilized.

39.4. Monitoring and evaluation instruments shall be developed and issued.

## **ARTICLE XII REWARDS AND INCENTIVES**

**SECTION 40. Institutional Rewards on Excellence in Student Affairs and Services**

40.1. There shall be mechanisms for HEIs to provide incentives and rewards for proper implementation and execution of the Student Affairs and Services.

**SECTION 41. Government and Non-Government Incentives**

41.1. Incentives and rewards shall likewise be awarded to HEIs that properly implemented and executed the Student Affairs and Services.

## **ARTICLE XIII REPEALING CLAUSE**

**SECTION 42.** CHED Memorandum Order No. 42 s. 2005 “Implementing Guidelines for the Creation of Student Crime Prevention Councils in all Colleges and Universities” is hereby repealed.


**SECTION 43.** All CHED issuances or memorandum orders or parts thereof contrary to or inconsistent with this memorandum order are hereby repealed or modified accordingly.

## **ARTICLE XIV TRANSITORY PROVISIONS**

**SECTION 44.** Higher Education Institutions operating in the country must comply with the ensuing Guidelines within three years from its issuance. New applicants for higher education program must strictly adhere to these Enhanced Policies and Guidelines on Students Affairs and Services.

## **ARTICLE XV APPROVAL AND EFFECTIVITY**

**SECTION 45.** This set of Policies and Guidelines is hereby approved and shall take effect Academic Year 2013-2014.

  
PATRICIA B. LICUANAN, Ph. D.  
Chairperson  
Issued on April 19, 2013

## APPENDIX X

### Except from CHED Memorandum Order No.63, s. 2017 POLICIES AND GUIDELINES ON LOCAL OFF-CAMPUS ACTIVITIES

#### ARTICLE IV COVERAGE

**Section 6.** The CMO shall cover all the conduct of off-campus activities of HEIs within the Philippines, which were approved by the concerned HEI authorities. The activities shall include but not be limited to the following:

##### 6.1. Curricular

- a. Educational Tours/Field trips
  - Visits to reputable firms or government sites and other areas identified by the concerned local government units (LGUs) safe for students;
  - Culture and arts related activities such as visits to museums, cultural sites, landmarks and other related venues; or
  - Plant industry visit, host training establishment visit, and other related visits.
- b. Participation and/or attendance in degree program-relevant events
- c. Field Study/Experiential Learning/Related Learning Experience

##### 6.2 Non-Curricular

- a. mission-based activities (e.g., retreat, recollection, etc);
- b. conventions, seminars, conferences, symposiums, trainings and teambuilding;
- c. volunteer work including peer helper programs, relief operations, community outreach and immersion;
- d. advocacy projects and campaigns;
- e. participation in sports activities;
- f. activities initiated by recognized various student groups;
- g. interschool competitions/tournaments; or
- h. culture and arts performances and competition.

#### ARTICLE V DEFINITION OF TERMS

**Section 7.** For the purposes of this CMO, the following terms are defined as follows:

- 7.1. Approved Curriculum** refers to the curriculum duly approved by the HEI and duly noted by the CHED regional offices (CHEDROs).
- 7.2. Curricular Activities** are required off-campus activities and are an integral part of the instructional program. All students are expected to attend the scheduled off-campus activity since it is part of the regularly scheduled class time
  - a. Educational Tours** refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution which lasts for more than one (1) day, and involves relatively more places of destination than a field trip in accordance with specific degree program requirements.
  - b. Field Trips** refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution but is of relatively shorter duration usually lasting for only one (1) day and with fewer places of destination.
  - c. Field Study/Experiential Learning/Related Learning Experience** refer to off-campus activities which are congruent to the learning outcomes of the course in terms of time and context. These activities require substantial off-campus learning as curriculum delivery.
- 7.3 Institution** refers to the HEI where the student is enrolled or where the personnel is employed.

**7.4 Non-Curricular Activities** refer to off-campus activities that are considered as non-curricular or non-program-based activities, among others, and are left to the discretion of the concerned HEI for the strategies of implementation as long as the safety and security of the students are duly ensured.

**7.5 Off-Campus Activities** refer to activities which include all authorized HEI curricular and non-curricular activities undertaken outside the premises of the institution.

## **ARTICLE VI EXCLUSIONS**

### **Section 8. International Educational Tours or Field Trips**

International educational tours or field trips shall be governed by CHED Memorandum Order No. 26, s. 2015.

### **Section 9. Internship/OJT/Practicum**

Students undergoing local and international internship, practicum or on-the-job training, shipboard training programs, etc. shall be governed by separate guidelines for student internship programs.

## **ARTICLE VII REQUIREMENTS, OBLIGATIONS, AND/OR RESPONSIBILITIES OF THE PARTIES INVOLVED**

### **Section 10. Government**

### **Section 11. Higher Education Institutions (HEIs)**

#### **11.1. Responsibilities and Obligations:**

The HEIs shall:

- a. Design, determine and approve the activities for the conduct of off-campus activities in accordance with the curriculum requirement and/or HEI's particular context or respective mission. Their design should include the relevance of the activity to the program.
- b. Adopt and implement its own institutional policies, including adherence to requirements under this CMO, as part of its duty to observe due diligence in the conduct of off-campus activities. Failure to do so shall be a cause for imposition of the sanctions as provided in the CMO without prejudice to other liabilities under applicable laws.
- c. Designate the personnel-in-charge (PIC) with appropriate qualifications and experience and when necessary, identify an overall leader from among the PICs.
- d. Ensure a 1:35-50 PIC-student ratio for the curricular activities. For non-curricular activities, the HEIs shall adopt an appropriate PIC- student ratio, as it deems fit.
- e. Ensure safety and welfare of mobility of students through the following transportation vehicles:
  - e.1. owned by the HEI — Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others shall be ensured; and
  - e.2. third party or sub-contracting — Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, updated/valid franchise with LTFRB or Travel and Tour Operator duly accredited by the Department of Tourism shall be ensured.
- f. Coordinate with the appropriate LGU/s or non-government organizations (NGOs).
- g. Require the students to submit a written consent of the parents or the student's guardian and medical clearance, if appropriate.
- h. Establish mechanisms to provide parallel activities for curricular and alternative activities for non—curricular which provide similar acquisition of knowledge and/or competencies to achieve the learning objectives for students who cannot join the activity. These parallel activities shall not be made as a substitute of a major

examination for the purpose of compelling students to participate in said activities. The HEI shall only impose acceptable measures and non-punitive activities to concerned students.

- i. Give due consideration to students or learners with special needs or Persons with Disabilities (PWDs). Conduct off-campus activities that shall not unduly benefit or accommodate any of the establishments owned by HEI or CHED employees and officials or by an owner who is a relative within the third civil degree of consanguinity or affinity.

## 11.2 Requirements:

### a. Checklist of requirements:

#### a.1. Before the off-campus activity

The President must require the submission of the following from its personnel concerned:

REQUIREMENTS	PROOFS
<b>a.1.1 Curriculum</b>	
The curriculum should include the off- campus activity with corresponding unit credits and time-allotment whether lecture laboratory hours, specifying course title and unit credits.	Course Syllabus which reflects the relevance of requiring an educational or tour and field trip
<b>a.1.2 Destination</b>	
As much as practicable, destination of off-campus activities should be near the concerned HEI in order to minimize cost. CMO No. 11, s. 1997 entitled, <i>Enjoining All Higher Education Institutions (HEIs) in the Country to Make, Insofar as Practicable, All Registered Museums and Cultural Sites and Landmarks as Venues for Educational Tours and Field Trips and Subjects for Studies and Researches</i> may serve as guide for the places that may be visited among others, registered museums, cultural sites and landmarks that should be in line with the objectives of the off-campus activity. The destination and schedule should be relevant to the subject matter.	Appropriate report
<b>a.1.3 Handbook or Manual</b>	
The requirements and guidelines of the conduct of local off-campus activities should be updated and be included in the students' handbook or manual.	Handbook or Manual
<b>a.1.4 Consent of the Parents or Student's Guardian</b>	Duly notarized/subscribed consent
<b>a.1.5 Medical Clearance of the Students</b>	Medical clearance of the students, if appropriate duly signed by the HEI or Government Physician
<b>a.1.6 Personnel-In-Charge</b>	
The designated personnel-in-charge must be an employee of the institution and must have the appropriate qualifications experiences related to off-campus activities. When necessary, identify overall leader from among the personnel-in-charge. With appropriate first-aid and medical emergency training.	<ul style="list-style-type: none"> <li>○ Designation or order from the Administration indicating personnel-in-charge's role and responsibilities before, during and after the off-campus activities</li> <li>○ Relevant certificate on first-aid training.</li> </ul>
<b>a.1.7 First Aid Kit</b>	

The HEI should provide a complete first-aid kit.	First Aid Kit
<b>a.1.8 Fees/Fund Source</b>	
The fees to be collected from the students must be duly approved and disseminated to concerned stakeholders.	Duly approved schedule of fees
There should be a breakdown of fund sources and other resources properly secured and accounted for.	Appropriate report
<b>a.1.9 Insurance</b>	
The HEI should provide insurance (individual or group) provision for students, for the purpose of the activity.	Proof of insurance provision
<b>a.1.10 Mobility of Students</b>	
a.1.10.1 Owned by the HEI	Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others.
a.1.10.2 Third party or Sub-contracting	
a.1.10.2.1 Franchisee	<ul style="list-style-type: none"> <li>○ Certification from LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up-to-date), if applicable.</li> <li>○ Special Permit from LTFRB if transportation is out-of-line</li> <li>○ Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.</li> </ul>
a.1.10.2.2 Travel and Tour Operator  In cases where the service of Travel and Tour Operator is used, it should be duly accredited by the DOT.  If applicable, the HEI must engage an accredited tourist transport vehicle and/or tourist guide with the appropriate permits.	<ul style="list-style-type: none"> <li>○ Copy of Travel and Tour Operator Accreditation Certificate by the DOT</li> <li>○ Duly approved Plan/Itinerary of travel by the HEI</li> <li>○ Certification from the LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up-to-date), if applicable.</li> <li>○ Vehicles' updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.</li> </ul>
<b>a.1.11 LGUs/NGOs</b>	
The HEI should duly coordinate with appropriate LGUs/NGOs.  Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with the local government units with acknowledged letter from the concerned government agency shall be secured before the scheduled dates of the activity.	<ul style="list-style-type: none"> <li>○ Copy of the letter sent to the LGUs</li> <li>○ Copy of acknowledgement letter from the LGUs</li> </ul>
<b>a.1.12 Activities</b>	
a.1.12.1 General orientation to students	Minutes and attendance of the briefing and consultation conducted to concerned students, faculty and stakeholders
a.1.12.2 Consultation to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature	

a.1.12.3 Announcement to students, faculty and parents of the activity one (1) or two (2) months before the scheduled date of the conduct of off-campus activities	<ul style="list-style-type: none"> <li>○ Letters to parents, students and adult companion preferably faculty</li> <li>○ Appointment with conform of Personnel-in-charge</li> </ul>
a.1.12.4 Briefing to concerned faculty and students and provide the needed info materials before the trip	<ul style="list-style-type: none"> <li>○ Itinerary</li> <li>○ Handy information materials for students</li> </ul>
a.1.12.5 Learning journals for students	<ul style="list-style-type: none"> <li>○ Standard format of learning journals given to students</li> </ul>
a.1.12.6 Emergency Preparedness Plan to be given to students and stakeholders	<ul style="list-style-type: none"> <li>○ Appropriate report</li> </ul>

## a.2 During the off campus activity

REQUIREMENTS	PROOFS
a.2.1 Personnel in-charge, identify overall leader (when necessary) with the following tasks:	List of personnel or attendance
a.2.1.1 Accompany the students from the time they assemble for the off-campus activity up to debriefing.	List of students and/or attendance
a.2.1.2 Ensure the provision of the allowable seating capacity of the vehicle/s used. (No student shall be allowed to ride on the roof of motor vehicle or on the boarding platform)	Contract of service with the third party
a.2.1.3 Ensure that program of activities is properly followed as planned or activities can be adjusted as the need arises.	

## a.3 After the off-campus activity

REQUIREMENTS	PROOFS
a.3.1 Learning journals of students	Appropriate report/grades
a.3.2 Assessment report/ Evaluation Report	Assessment report by faculty including the breakdown of expenses
a.3.3 Expenditure Report	Breakdown of Expenses
a.3.4 Debriefing of concerned faculty to students to be able to assess acquisition of learning	Report on debriefing program conducted

## b.Submission of Reports

The HEIs shall submit the following comprehensive reports in compliance with this CMO:

- b.1. Certificate of Compliance.** A certificate of compliance, duly notarized, certified correct by the PIC, recommending approval by the VPAA and duly approved by the President or Head of the HEI or his/her authorized representative stating that all the requirements have been prepared and duly complied with using the prescribed template shall be submitted to the CHEDRO fifteen (15) days before the activity.
- b.2. Report of Compliance.** A report of compliance must be certified correct by the PIC, reviewed by the Dean or Program Head, recommending approval by the VPAA and duly approved by the President or Head of the HEI or his/her authorized representative listing all the activities and corresponding compliance using the prescribed template shall be submitted to the CHEDRO fifteen (15) days before the activity.

**b.3. Comprehensive Semestral/Term Report.** A semester/term comprehensive report shall be submitted to the concerned CHEDRO at the end of the semester/term of the conduct of the educational tour and field trip using the prescribed template.

**c. Exemption from submission of report to CHED**

- c.1. HEIs awarded as Autonomous, Deregulated, Centers of Excellence/Centers of Development, or Level II accredited programs, and SUCs with at least Level "I" shall be exempted from submitting Report of Compliance, but are required to submit the Certificate of Compliance.
- c.2. Submission of reports shall not be required for non-curricular off-campus activities and field study/experiential learning/related learning experience activities. However, for the purposes of transparency, the activities should be posted in conspicuous places and the website of the HEI, if available.

## **Section 12. Students**

### **12.1. Responsibilities and Obligations:**

Students shall:

- a. Be officially enrolled;
- b. Adhere to the rules and regulations of student manual; and
- c. Submit a learning journal/paper reflecting his/her observations, learnings, findings and noteworthy experiences.

### **12.2. Imposition of sanctions for non-performance/violation of above-mentioned actions should be in accordance with the HEIs' policies.**

## **ARTICLE IX FEES**

**Section 16.** Students should only be charged for actual costs of transportation, entrance fees and related expenses, subject to consultation. General information on fees related to the conduct of off-campus activities should be included in the student handbook or manual.

## **ARTICLE X VIOLATIONS AND SANCTIONS**

**Section 17. Violations.** The following are considered violations of these policies and guidelines:

- 17.1. Failure to comply with any of the requirements in the CMO, such as:
  - a. Conduct of orientation or consultation;
  - b. Conduct of activity without approval of the President/Head of the HEI;
  - c. Verification with agency concerned on road worthiness of vehicles;
  - d. Validation of appropriate license of the driver;
  - e. Establishment of parallel activities;
  - f. Submission of required reports to CHEDRO;
  - g. Submission of requirements per required timelines; or
  - h. Compliance with the requirements and obligations (Faculty/student ratio, loading capacity of transportation, etc).
- 17.2. Imposition of punitive measures upon the student who failed to attend/join the activity.
- 17.3. Deployment of unqualified PIC.
- 17.4. All other analogous circumstances.

## APPENDIX XI. INSTITUTIONAL FORMS



### Benguet State University-Admission Test Application Form

Document Code:	QF-ADM-01	Revision Number	01
Effectivity	August 20, 2018	Ctrl No.	

#### GENERAL GUIDELINES

- The BSU- Admission Test is for applicants who have not taken it for the past two years. *If you have taken the examination already but did not enroll and intend to enroll in the university, you are advised to visit the OSS-SWS-TMDU for further instructions.*
- Submit the accomplished application form and requirements on or before \_\_\_\_\_ at room. 4 , 2nd floor , Office of Student Services for processing. Walk-in applicants will not be entertained on the day of the examination.
- Submitted documents in compliance with the admission test requirements shall become the property of BSU and are not to be returned to the applicant.
- Schedule of the BSU-Admission Test **will be identified upon filing of the application form.**
- The “**no permit no exam**” policy shall be implemented during the scheduled examination.
- In the event that the applicant cannot come on the scheduled examination date, a rescheduling shall be made after payment of Php 50.00 at the University Cashiers Office.
- The date of releasing of the BSU- Admission Test result shall be announced after the examination.
- Admission of applicants will depend on the **admission guidelines and requirement** of each College/ Institute.

#### BSU-AT Requirements

Academic Status of Applicant	Required Documents
<b>Currently enrolled Grade 12 student expected to graduate</b>	<input type="checkbox"/> Certificate of enrollment from the School Registrar/Principal <input type="checkbox"/> Two certified photocopies of Grade 11 report card with General Weighted Average duly signed by the Principal
<b>Senior High School graduate</b>	<input type="checkbox"/> Original and two (2) photocopies of Grade 12 Report Card
<b>Transferee</b> (Student who enrolled in any tertiary level school but wish to transfer in BSU)	<input type="checkbox"/> Endorsement Slip (obtained from the intended College to enroll at BSU) duly signed by the Dean/Director <input type="checkbox"/> Two (2) photocopies of Certified True Copy of Grades
<b>All Applicants</b> (other requirements to be submitted)	<input type="checkbox"/> Accomplished BSU-AT Application form ( <i>may be obtained at Rm. 4 , 2nd floor Office of Student Services, Km. 6 , La Trinidad, Benguet or can be downloaded from <a href="http://www.bsu.edu.ph">www.bsu.edu.ph</a></i> ) <input type="checkbox"/> Two (2) recent 2x2 ID picture (formal studio) with white background and name tag (signature over printed name) *** If married, please attach a photocopy of your Marriage Certificate *** <b>No Testing Fee will be collected</b>

#### The following are Undergraduate Degree Programs requiring the BSU- Admission Test

##### LA TRINIDAD Campus

Code	Degree Programs
<b>College of Agriculture (CA)</b>	
BSA	Bachelor of Science in Agriculture
BSAB	Bachelor of Science in Agribusiness
BSDC	Bachelor of Science in Development Communication

##### **College of Arts and Sciences (CAS)**

AB Fil	Bachelor of Arts in Filipino
AB ELS	Bachelor of Arts in English Language Studies
AB Comm	Bachelor of Arts in Communication
BSES	Bachelor of Science in Environmental Science
BSIT	Bachelor of Science in Information Technology
BSS	Bachelor of Science in Statistics

##### **College of Engineering and Applied technology (CEAT)**

BSABE	Bachelor of Science in Agricultural and Biosystems Eng'g
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##### **College of Home Economics and Technology (CHET)**

BS Entrep	Bachelor of Science in Entrepreneurship
BSHE	Bachelor of Science in Home Economics
BSHM	Bachelor of Science in Hospitality Management
BSND	Bachelor of Science in Nutrition and Dietetics

##### **College of Forestry (CF)**

BSF	Bachelor of Science in Forestry
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##### **College of Nursing (CN)**

BSN	Bachelor of Science in Nursing
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##### **College of Teacher Education (CTE)**

BEEEd	Bachelor of Elementary Education
BECED	Bachelor of Early Childhood Education
BLIS	Bachelor of Library and Information Science
BPEd	Bachelor of Physical Education
BSEd	Bachelor of Secondary Education
BTLEd	Bachelor of Technology and Livelihood Education

##### **College of Veterinary Medicine (CVM)**

DVM	Doctor of Veterinary Medicine
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##### **Institute of Human Kinetics (IHK)**

BSESS	Bachelor of Science in Exercise and Sports Sciences
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##### **Institute of Public Administration (IPA)**

BPA	Bachelor in Public Administration
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##### BUGUIAS Campus

Code	Degree Programs
BEEEd	Bachelor of Elementary Education
BSEd	Bachelor of Secondary Education
BPEd	Bachelor of Physical Education
BTVTEd	Bachelor of Technical Vocational Teacher Education

##### BOKOD Campus

Code	Degree Programs
BEE	Bachelor of Elementary Education
BTLEd	Bachelor Technology and Livelihood Education
BSInT	Bachelor of Science in Industrial Technology
BTVTEd	Bachelor of Technical Vocational Teacher Education

**Only application form accomplished correctly and completely will be processed.**

*Pictures taken using cell phone camera will not be accepted*

<input type="checkbox"/> <b>Currently enrolled as Grade 12 Student</b>	<input type="checkbox"/> <b>Transferee</b>
<input type="checkbox"/> <b>Senior High School Graduate</b>	<input type="checkbox"/> <b>Second (2nd) Degree</b>
<input type="checkbox"/> <b>ALS / PEPT Passer</b>	<input type="checkbox"/> <b>Others</b> (please specify):

[illegible]

**Sex:** ☐ Male ☐ Female      **Birth Date** (MM/DD/YY) : \_\_\_\_/\_\_\_\_/\_\_\_\_      **Age:** \_\_\_\_\_      **Civil Status:** ☐ Single  
**Citizenship:** ☐ Filipino ☐ Foreign (Specify) \_\_\_\_\_ ☐ Dual (Specify) \_\_\_\_\_ ☐ Married  
**Nationality:** ☐ Filipino ☐ Foreign (Specify) \_\_\_\_\_ ☐ Separated  
☐ Widow/Widower

**Permanent Home Address**

House No. &amp; Name of Street

District/Barangay/Subdivision

Municipality (Town)/ City

Province

Country/State

**Zip code:**

**Telephone/ Mobile No. (required):** \_\_\_\_\_ **Email Address (required):** \_\_\_\_\_

**Last school attended or where you are currently completing Secondary Level Education**

**Name of School (Please specify if Main or Annex Campus):**

Complete Address:

Type of School: ☐ Public ☐ Private ☐ Others, Pls. Specify \_\_\_\_\_

Do you have any **PHYSICAL DISABILITY OR CONDITION** that requires special attention or would make it difficult for you to take a regular test?    ☐ No    ☐ Yes (specify)

**DEGREE PREFERENCE** (considering the list of degree programs on page 1, write your preferences below )

**REMINDERS:** The University has three (3) campuses (**La Trinidad, Buguias, Bokod**). Degree programs are listed under the campus where it is offered. Some of it are offered in two or more campuses hence take note of the campus where you are applying. Assess your degree choice wisely. Your examination result will be evaluated according to your first choice of degree program you have indicated in this form. Each degree program offered has a cut-off score you need to obtain in order to qualify. If your examination result does not qualify you to your first preference, you may choose your second or third choice. However, your examination result will be re-evaluated according to the cut-off score and the availability of slot on your next choice.

## Degree Program applying for:

Code	Complete Name of Degree Program	Campus
First Choice		
		<input type="checkbox"/> La Trinidad <input type="checkbox"/> Buquias <input type="checkbox"/> Bokod

Example: BSA Bachelor of Science in Agriculture

*Write your second (2) and third (3) choice. This will help the evaluator for your second and third choice if you do not make it in your primary preference of degree program. Your score will be re-evaluated and subject to the availability of slot.*

### Second Choice

☐ La Trinidad    ☐ Buguias    ☐ Bokod

### Third Choice

\_\_\_\_\_ [ 1 La Trinidad [ 1 Buquias [ 1 Bokod

I affirm that I have read and understood all the instructions contained in this application form and that the information supplied are true, complete and accurate. I promise to abide by the rules and regulations of Benguet State University regarding the BSU-Admission Test and my possible admission to the University. I am aware that any information I have concealed, falsely given and/or withheld is enough basis for the disqualification of my application.

Attested by:

Student  
(signature over printed name)

Date \_\_\_\_\_

Parent or Legal Guardian  
(signature over printed name)

Date \_\_\_\_\_

*This form may be reproduced but not for sale.*

# RETURN SERVICE AGREEMENT

( For \_\_\_\_\_ semester/ term of academic year \_\_\_\_\_ - \_\_\_\_\_ )

***Please read carefully the instructions provided below before filling up and executing this agreement.***

This Return Service Agreement (RSA) is made and executed this \_\_\_\_\_ day of \_\_\_\_\_

(DATE)

\_\_\_\_\_ in \_\_\_\_\_, Philippines by and between:

\_\_\_\_\_, Filipino, of legal age, single/  
(FIRST NAME) (MIDDLE NAME) (FAMILY NAME)  
 widow(er)/ Married to \_\_\_\_\_, with residence and postal  
(NAME OF SPOUSE)  
 address at \_\_\_\_\_ herein referred to as **Student**;  
(ADDRESS)

Assisted by:

\_\_\_\_\_ (if student is a minor)  
(COMPLETE NAME OF PARENT/GUARDIAN)

With the consent and knowledge of: \_\_\_\_\_, (if the  
(COMPLETE NAME OF LEGAL SPOUSE)

student is married) Filipino, of legal age, single/married/ widow(er) and with residence and postal  
 address at \_\_\_\_\_, hereinafter referred to as the  
(PERMANENT ADDRESS)

**Parent/Legal Guardian/Legal Spouse;**

-and-

**BENGUET STATE UNIVERSITY**, a public educational institution of higher learning established and existing under the laws of the Republic of the Philippines, having principal office at Km. 5, La Trinidad, Benguet, Philippines, represented herein by its President **DR. FELICIANO G. CALORA JR.**, hereinafter referred to as "**BSU**"; and

WITNESSETH, That

WHEREAS, Republic Act no. 10931, otherwise known as the Universal Access to Quality Tertiary Education Act" (hereinafter referred to as the "**act**") and its Implementing Rules and Regulations in relation to Republic Act no. 10687 require that a return service system for students benefitting from the free higher education provisions of the Act be adopted in the best interest of the public and consistent with, or responsive to, national, social, economic, and human resources development plans;

WHEREAS, in consideration of the student's admission to the BSU and the availment of the free education program of the government under the act, the STUDENT is, thus, required to comply with the return service policy of the Benguet State University, subject to the conditions herein provided;

NOW THEREFORE, the foregoing premises considered, the Parties hereto hereby agree as follows:

## Article 1: Obligations of the Student

The Student, having been accepted to the BSU College/Institute of \_\_\_\_\_ and covered by the RETURN SERVICE  
(COMPLETE NAME OF COLLEGE OR INSTITUTE)

POLICY (RSP), shall:

1. Abide by the Vision, Mission, Goals and Objectives of BSU and the Program objectives and outcomes of the College/Institute;
2. Abide by the prescribed course of instruction unless sooner separated or dismissed by competent authority for failure to cope with the academic and/or disciplinary standards, rules and regulations;
3. Comply with the return service policy of the institute/college under this agreement, the university return to service policies and subsequent issuances as may from time to time be imposed by the University in the implementation of the return service policy as required by law. The return service obligation shall be subject to the following conditions:

- a. In general, the concerned college/institute shall determine the nature of and, solely for purposes of determining compliance to the obligation, have supervision over the return service to be performed by the student which shall, as much as possible, be in line with the student's degree course;
  - b. The return service obligation shall be performed within the duration of the semester/term the student is currently enrolled in subject to the specific guidelines as provided or may hereafter be provided under the BSU return service policy and related rules;
  - c. The performance of the return service obligation may be within the University or in favor of other government agencies or non-government organizations.
  - d. Students who opted to make a voluntary contribution to BSU shall still render a return service for a proportionate period as may be determined by BSU in its guidelines in pursuance of the provisions of Republic Act No. 10931. The return service shall be computed using the formula provided under the applicable University return service policies and / or subsequent issuances or amendments;
  - e. The concerned college dean or institute director shall, upon satisfaction of full compliance by the student, issue a certification as to the compliance by the student of his/her return service obligation.
4. The student fully understands and acknowledges that the term "**other similar or related fees**" as defined by law and to which payment he / she is entitled to exemption shall refer and be restricted only to: "**(1) library fees; (2) computer fees; (3) laboratory fees; (4) school ID fees; (5) athletic fees; (6) admission fees; (7) development fees; (8) guidance fees; (9) handbook fees; (10) entrance fees; (11) registration fees; (12) medical and dental fees; (13) cultural fees**" or synonymous thereto. As a consequence, he, / she may also be required to pay the fees not falling under the definition provided by law for "**tuition fee**" and "**other similar or related fees**";

## Article 2: Penalty for Breach of Obligation

1. The Student acknowledges and agrees that his/her compliance with the return service policy of his/her college/institute shall form part of the admission and retention policies of the University. As such, non-compliance or unsatisfactory compliance with the return service policy may be a ground for non-admission in the University.
2. The student acknowledges and agrees that this agreement shall be subject to such policies which may be imposed from time to time by the University in the implementation of the return service policy pursuant to law.

## Article 3: Free and Hold Harmless Clause

Any loss and/or damage incurred by or caused by the Student to any person as a result of or in connection with his/her performance of return service obligation shall be the sole and exclusive liability and responsibility of the student and his/her parent/legal guardian/ spouse. In this connection, the student/parent/legal guardian/ legal spouse holds BSU free and harmless from all claims, liabilities, proceedings, damages, costs, charges and expenses whatsoever arising out of or as a result of such loss and/or damage.

IN WITNESS WHEREOF, the Parties hereto hereby sign this Return Service Agreement together with the parent(s)/legal guardian/legal spouse of the Student, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_  
(Date) (Month)  
 La Trinidad, Benguet, Philippines.

\_\_\_\_\_  
 Signature over printed name of student

**FELICIANO G. CALORA JR., Ph.D.**  
 University President  
 Benguet State University

Conforme:

\_\_\_\_\_  
 Signature over printed name of parent/legal guardian/legal spouse

\_\_\_\_\_  
 College Dean/Institute Director

\_\_\_\_\_  
 Vice President for Academic Affairs



**Republic of the Philippines**  
**BENGUET STATE UNIVERSITY**  
**La Trinidad, 2601, Benguet**  
 Tel (074) 422-2401/2402/2127 Telefax (074) 422-2281  
[www.bsu.edu.ph](http://www.bsu.edu.ph) [registrar@bsu.edu.ph](mailto:registrar@bsu.edu.ph)

Please read carefully the instructions provided at the back of this form before filling up.

**WAIVER OF SUBSIDY FOR TUITION AND OTHER SCHOOL FEES**  
**( For \_\_\_\_\_ semester/ term of academic year \_\_\_\_\_ - \_\_\_\_\_ )**

I, \_\_\_\_\_, Filipino, Single/married/widow(er), \_\_\_\_\_  
(FIRST NAME) (MIDDLE NAME) (FAMILY NAME)  
 years old, and resident of \_\_\_\_\_, after having been sworn in  
(PERMANENT ADDRESS)  
 accordance with law, do hereby depose and state that:

1. I am enrolled or intending to enroll in the degree \_\_\_\_\_ with the  
 Benguet State University (BSU) \_\_\_\_\_ Campus;  
(La Trinidad/ Buguias/ Bokod) (DEGREE)
2. I am fully aware of my benefits and responsibilities under the "Universal Access to Quality Tertiary Education Act of 2017" (Republic Act No. 10931) including but not limited to free tuition and school fees subsidy;
3. Notwithstanding, I am voluntarily waiving or opting out of the subsidy for tuition and other school fees for the \_\_\_\_\_ semester / term of Academic Year \_\_\_\_\_ - \_\_\_\_\_ because I am financially able to pay for my tuition and other school fees;
4. I have read and understood the contents of this waiver, and that I have knowingly, free from duress and voluntarily made this choice to WAIVE the subsidy for tuition and other school fees for the above-mentioned semester of said academic year, and, as a consequence, I will be exempt from the civic obligation provided under the law;
5. I understand and acknowledge that the term "**other similar or related fees**" as defined by law and to which payment I am entitled to exemption shall refer and be restricted only to the following or synonymous thereto:
  - (1) library fees;
  - (2) computer fees;
  - (3) laboratory fees;
  - (4) school ID fees;
  - (5) athletic fees;
  - (6) admission fees;
  - (7) development fees;
  - (8) guidance fees;
  - (9) handbook fees;
  - (10) entrance fees;
  - (11) registration fees;
  - (12) medical and dental fees;
  - (13) cultural fees
6. As a consequence, I may also be required to pay the fees not falling under the definition provided by law for "tuition fee" and "other similar or related fees";
7. I further understand that my decision shall be final and irrevocable for the current semester/term and I shall be required to pay the amount equivalent to the assessed tuition and other school fees for the applicable semester/term. That if I change my decision, the same shall apply on the next semester/s or term/s.
8. I undertake to abide by all the terms of the aforesaid law, the opt-out Mechanism created by the University, the university admission and retention policies and other regulations;
9. I am executing this Waiver to attest to the truth of the foregoing and for all legal intents and purposes it may serve.

IN WITNESS WHEREOF, I have hereunto affixed my hand this \_\_\_\_\_, 20\_\_\_\_ at La Trinidad, Benguet, Philippines.

(DATE)

Assisted by:

\_\_\_\_\_  
(Signature over printed name of the student)  
 ID No. \_\_\_\_\_

\_\_\_\_\_  
(Signature over printed name)  
(Parent/Legal Guardian if student is a minor)  
 ID No. \_\_\_\_\_

I hereby certify, in my official capacity as the registrar of the Benguet State University and pursuant to the Implementing Rules and Regulations of RA 10931, that the voluntary contribution has been duly accepted by the University:

**BERNADETTE C. BAGTO**  
*Registrar IV*  
 BSU Employee ID No. 010054

*Submit six (6) signed copies of this Form, complete and duly notarized, together with your registration form on your scheduled enrollment day.*

## ACKNOWLEDGEMENT

Republic of the Philippines ) s.s  
La Trinidad, Benguet )

**BEFORE ME**, a Notary Public for and in the Province of Benguet this \_\_\_\_\_ personally appeared  
(DATE)  
the party/ies with their competent pieces of evidence of identity, the details of which are indicated above, known to me and to me known to be the same person who executed the foregoing instrument, and acknowledged before me that the same is his/her free and voluntary act and deed.

**WITNESS MY HAND AND SEAL**, on the date and place above written.

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of \_\_\_\_\_.

*Submit six (6) signed copies of this Form, complete and duly notarized, together with your registration form on your scheduled enrollment day.*



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Please read carefully the instructions provided at the back of this form before filling up.

### **VOLUNTARY CONTRIBUTION FORM**

( For \_\_\_\_\_ semester/ term of academic year \_\_\_\_\_ - \_\_\_\_\_ )

I, \_\_\_\_\_, Filipino, Single/married, \_\_\_\_\_ years old, and  
(FIRST NAME) (MIDDLE NAME) (FAMILY NAME)  
 a resident of \_\_\_\_\_, after having been sworn in accordance with law, do  
(ADDRESS)  
 hereby depose and state that:

1. I am enrolled or intending to enroll in the degree \_\_\_\_\_  
(DEGREE)  
 with the Benguet State University (BSU) \_\_\_\_\_ Campus;  
(La Trinidad/ Buguias/ Bokod)
2. I am fully aware of my benefits and responsibilities under the "**Universal Access to Quality Tertiary Education Act of 2017**" (Republic Act No. 10931) including but not limited to free tuition and school fees subsidy;
3. In relation to Section 4 of Republic Act No. 10931 and Section 9 of its Implementing Rules and Regulations (IRR), I am making a voluntary financial contribution to BSU in the amount of \_\_\_\_\_ PESOS (PhP \_\_\_\_\_) for the  
(AMOUNT IN WORDS) (AMOUNT IN FIGURES)  
 \_\_\_\_\_ semester/term of academic year \_\_\_\_\_ - \_\_\_\_\_.
4. I understand and acknowledge that the term "**other similar or related fees**" as defined by law and to which payment I am entitled to exemption shall refer and be restricted only to the following or synonymous thereto:
  - (1) library fees;
  - (2) computer fees;
  - (3) laboratory fees;
  - (4) school ID fees;
  - (5) athletic fees;
  - (6) admission fees;
  - (7) development fees;
  - (8) guidance fees;
  - (9) handbook fees;
  - (10) entrance fees;
  - (11) registration fees;
  - (12) medical and dental fees;
  - (13) cultural fees
5. As a consequence, I may also be required to pay the fees not falling under the definition provided by law for "tuition fee" and "other similar or related fees";
6. I have read and understood the contents of this Voluntary Contribution Form, and that I was not coerced and I have knowingly and voluntarily made this choice to make such contribution in favor of BSU.
7. I undertake to abide by all the terms of the aforesaid law, the Student Voluntary Contribution Mechanism created by the University, the University admission and retention policies, and other regulations;
8. I am executing this document to attest to the truth of the foregoing and for all legal intents and purposes it may serve.

IN WITNESS WHEREOF, I have hereunto affixed my hand this \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_,  
 Benguet, Philippines. (DATE)

\_\_\_\_\_  
(Signature over printed name of the student)  
 ID No. \_\_\_\_\_

Assisted by:

\_\_\_\_\_  
(Signature over printed name)  
(Parent/Legal Guardian if student is a minor)  
 ID No. \_\_\_\_\_

I hereby certify, in my official capacity as the registrar of the Benguet State University and pursuant to the Implementing Rules and Regulations of RA 10931, that the voluntary contribution has been duly accepted by the University:

**BERNADETTE C. BAGTO**  
 Registrar IV  
 BSU Employee ID No. 010054

Submit six (6) signed copies of this Form, complete and duly notarized, together with your registration form on your scheduled enrollment day.

**ACKNOWLEDGEMENT**

Republic of the Philippines ) s.s  
La Trinidad, Benguet )

**BEFORE ME**, a Notary Public for and in the Province of Benguet this \_\_\_\_\_, 20 \_\_\_\_\_ personally  
(DATE)  
appeared the party/ies with competent evidence of identity, the details of which are indicated above, known to me and to me known to be the same person who executed the foregoing instrument, and acknowledged before me that the same is his/her free and voluntary act and deed.

**WITNESS MY HAND AND SEAL**, on the date and place above written.

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of \_\_\_\_\_.

*Submit six (6) signed copies of this Form, complete and duly notarized, together with your registration form on your scheduled enrollment day.*

## APPENDIX XII. BSU CAMPUS MAPS

### A. BSU – La Trinidad Campus

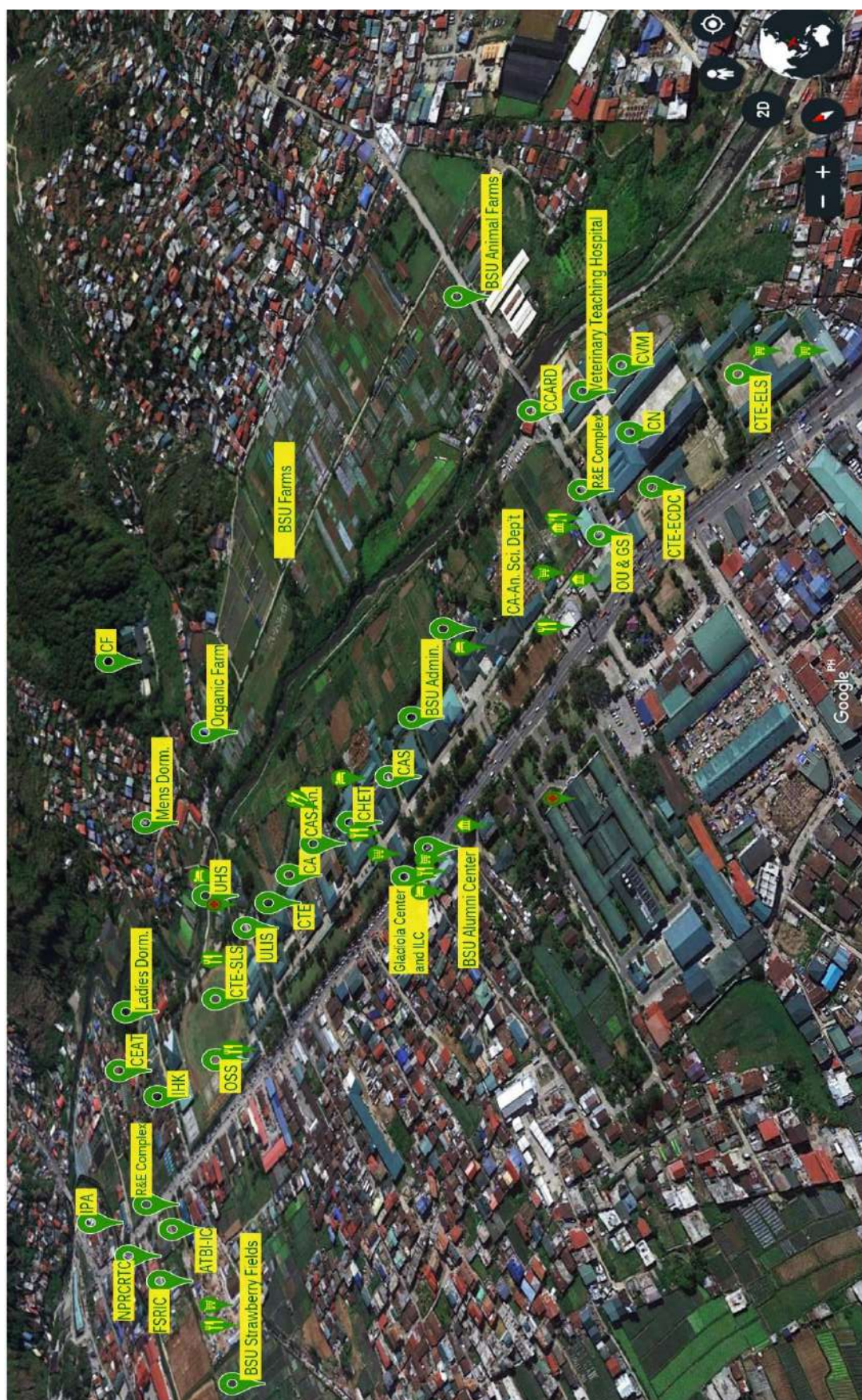


Image Credit: UPAO

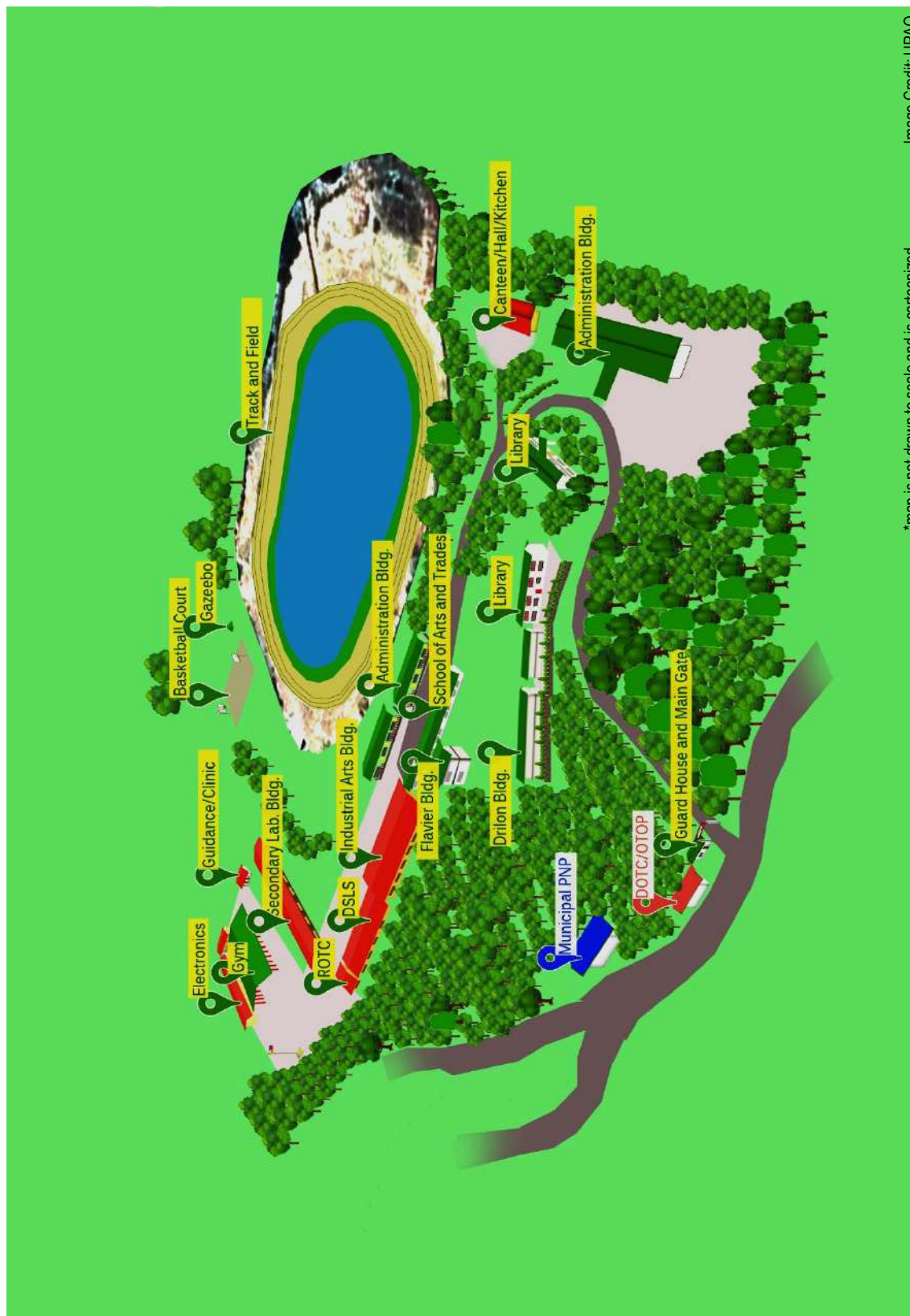
B. BSU – Buguias Campus



\*map is not drawn to scale and is cartoonized

Image Credit: UPAO

# C. BSU – Bokod Campus



\*map is not drawn to scale and is cartoonized

Image Credit: UPAO

## LIST OF REFERENCES

<b>Laws</b>	<b>Titles</b>
R.A. No. 7079	Campus Journalism Act of 1991
R.A. No. 8049	Anti-Hazing Act of 1995
R.A. No. 10173	Data Privacy Act of 2012
R.A. No. 9165	Comprehensive Dangerous Drugs Act of 2002
R.A. No. 10931	Universal Access to Quality Tertiary Education Act of 2017
Batas Pambansa blg. 232	Education Act of 1982
E.O. No. 2, s.2016	Freedom of Information
<b>CHED Memo</b>	
CMO No. 30, s. 2009	Applicability of MORPHE to SUCs and LUCs
CMO No. 40, s. 2008	Manual of Regulations for Private Higher Education (MORPHE)
CMO No. 9 s.2013	Enhanced Policies and Guidelines on Student Affairs and Services
CMO No. 18 s. 2018	The Implementing Guidelines for the Conduct of Drug Testing of Students in all Higher Education Institutions (HEIs)
<b>Rules and Regulations</b>	
Exec Order No. 285, s. 2000	Amending the Guidelines Governing the Entry and Stay of Foreign Students in the Philippines, and the establishment of an inter-agency Committee on Foreign Students for the Purpose.
CHED Memo Order 21, s. 2006	Guidelines on Student Affairs and Services Program
CHED Memo Order 30, s. 2009	Applicability of the Manual of Regulations for Private Higher Education (MORPHE) of 2008 to State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs).
<b>Student Handbooks</b>	
Bataan Peninsula State University Student Handbook 2010	
Central Luzon State University, Science City of Munoz, Nueva Ecija, Student Services Handbook	
De La Salle University, Manila, Student Handbook	
Saint Louis University, Baguio City, Philippines, Student Handbook 2015 Edition	
<b>University Files</b>	
BSU Code 1990	
BSU Student Code of Conduct and Discipline	
BSU Citizen's Charter Booklet	
BSU Portfolio Primer 2018	
BSU Quality Manual 2017	
UPAO Brochure: Student's Guide to the Universal Access to Quality Tertiary Education	
BSU Library Operations Manual	
Policies and Guidelines for the Establishment of	<b>ADCO Action No. 018-2019</b>
University Health Services (UHS) Policy and Pr	Approving the proposed 2019 Student Handbook, subject to review
Office of Student Services flyers/brochures	of the members of the Council and submission of suggestion within
BSU Website ( <a href="http://www.bsu.edu.ph">www.bsu.edu.ph</a> )	one (1) week.
<b>Realistic Images</b> : Retrieved from University Public Affairs Office (UPAO)	
<b>Digital Images</b> : Retrieved from <a href="https://www.google.com">https://www.google.com</a>	

# BENGUET STATE UNIVERSITY HYMN

*Hail! Benguet State University  
Our alma mater we love the best  
To thee we raise our voices  
Thy loyal sons and daughters are we  
thy lofty aims that thou possess  
Lighting stars of culture made aflame  
Over mountains, valleys, hills and plains  
We'll ever sing of thee  
BSU! We hail thee  
Alma mater we adore!*

*BSU! We hail thee  
Our guide forever be  
Thy torches we'll hold up high  
Grateful sons we'll ever be  
Our love that shall never die  
Will linger long and clear  
More glories to thy name we'll bring  
Let our duties noble and loving  
BSU! We hail thee  
Alma mater we adore!  
Alma mater we adore!*

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**NICOMEDES A. ALIPIT SR.**  
LYRICS

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**DEMETRIO T. SOMERA**  
MUSIC

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**REPUBLIC OF THE PHILIPPINES**  
**BENGUET STATE UNIVERSITY**  
LA TRINIDAD, BENGUET, 2601

**FOLLOW US!**

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[bsu.edu.ph](http://bsu.edu.ph)



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[@benguetstateuniversityofficial](https://instagram.com/benguetstateuniversityofficial)



[tatakbsu.com](http://tatakbsu.com)



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Benguet State University

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