



ATENEIO DE MANILA UNIVERSITY
OFFICE OF THE VICE PRESIDENT
FOR THE LOYOLA SCHOOLS

03 October 2022

To: **Loyola Schools Community**

From: **[Sgd.] Maria Luz C. Vilches, Ph.D.**
Vice President for the Loyola Schools

RE: **Designation of the ADSA as Disciplining Authority for Students**

When I issued a memo on 01 October, I promised to send an accompanying memo pertaining to details on a specific role accorded to the ADSA. So, here it is.

In line with recent restructuring that resulted in the dissolution of the Office of the Associate Dean for Student Formation (OADSF) and the (re)establishment of the Office of the Associate Dean for Student Affairs (OADSA), I am also designating the Associate Dean for Student Affairs, Mr. Rene Salvador R. San Andres for this school year, as the disciplining authority for all student discipline cases.

This authority covers decisions that pertain to discipline cases included in the provisions of both the *Code and Rules* (The 2020 *Code of Decorum and Administrative Rules on Sexual Harassment, Other Forms of Sexual Misconduct, and Inappropriate Behavior*) and the 2022 LS Student *Code of Conduct*. For reference, following are the pertinent primary clauses, respectively:

The *Code and Rules* states:

“21.6. The CODI Hearing Panel shall investigate complaints and recommend the appropriate disciplinary action or disposition to the University President (for University CODI cases) or the School Disciplining Authority (for School CODI cases).”

“37.10.b. In cases where the respondent is a student, the Decision of the Disciplining Authority shall be appealable to the Vice President of the School Unit within a non-extendible period of fifteen (15) days from receipt of the Decision.... The Decision of

the Disciplining Authority shall be final and executory after the lapse of fifteen (15) days and no Appeal is filed, or immediately after an Appeal is ruled upon.”

The Student *Code of Conduct* indicates, in Section II.B Procedures for Major Offenses:

“2.9. The Committee shall thereafter submit its findings and recommendations in writing to the Associate Dean for Student Formation.”

“4.1. After careful evaluation of all the evidence, testimonies and precedents of the case, the ADSF shall notify the student in writing of the decision on the case through the Director of Student Discipline.”

“4.4. The ADSF’s decision on a student disciplinary case becomes final and executory unless otherwise modified or repealed by a subsequent decision emanating from the VP-LS upon consideration of an appeal, or after the lapse of seven (7) working days and no appeal is filed.”

As mentioned in a previous memo of 01 October 2022 (to LS community) / 03 October 2022 (to Blueboard): *The New Office of the Associate Dean for Student Affairs (OADS)* [accessible here: <https://www.ateneo.edu/document/2022/10/03/new-office-associate-dean-student-affairs-ovpls-memo>], the function of the ADSA as the disciplining authority for students will begin October 5, 2022. The Office of Student Discipline (OSD), which used to report to the ADSF, will also be reporting to the ADSA. With this administrative change, all references to the “School Disciplining Authority” in the *Code and Rules*, and ADSF in the *Code of Conduct (including, but not limited to, the references in the pertinent provisions cited above)*, should be taken to refer necessarily to the ADSA. For greater clarity, edits will be made in the succeeding editions of the Student Handbook to reflect the new administrative structures and duties.

We thank Dr. Leland Joseph R. Dela Cruz, former Associate Dean for Student Formation and currently, Assistant Vice-President for Social Development, Environment, and Community Engagement under the Office of the Vice President for Mission and Identity, for diligently and judiciously serving as student disciplining authority for undergraduate and graduate students alike for the past three years.

We welcome back Mr. Rene Salvador R. San Andres who will undoubtedly continue with the formative and restorative approach that the LS has always adopted in addressing the constitutional mandate to develop moral character and personal discipline among all our students.

We will continue to move forward with the entire community’s enduring commitment as co-formators and educators of our students whom we would like to help in their development as persons and professionals for others.