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Vision of the Loyola Schools

The Ateneo Loyola Schools is a Filipino, Catholic and Jesuit center of excellence of higher learning that is globally competitive while Asian in perspective; a community that transforms society through its research and creative work, its leadership in service to others and for the environment, and its formation of persons for others.

The regulations of the Loyola Schools as set forth in this handbook are calculated to secure the good order necessary for the effective pursuit of knowledge, to help the students attain the level of quality work required of them, and to ensure proper deportment of the entire body.

The student’s registration in the Loyola Schools is considered an expression of willingness to abide by all the rules and regulations prevailing in the Loyola Schools. Every student, therefore, is committed to the observance of these rules.
A handbook like this is supposed to be a guidepost for your student lives here in the Loyola Schools. You can choose to see it as just a set of rules and regulations that can only constrain your lives even more. Guides do constrain and limit, but they also help in bringing you where you need to go.

This updated version of the student handbook has been prepared by the Office of the Vice President for the Loyola Schools so that you may also discern the things we value in our mission of education here at the Loyola Schools. I hope you will devote time to read this and interiorize our “modo de proceder” (or way of proceeding) here at the Ateneo de Manila.

While you are here at the Ateneo, I hope you will not take things (such as matters in this handbook) for granted. I hope you will not take people (including yourself) for granted. Surely you will find support and guidance here from people who are concerned about your life. My hope is that you too will be concerned about others, especially those whose future will depend on how you shape your life even as early as now here at the Ateneo de Manila.

Ad majorem Dei gloriam,

Jose Ramon T Villarin, SJ
President
To our dear students,

Your years in the Loyola Schools are packed with lessons, activities, friendships, and memories. All these, we hope, will combine to form you into an Atenean whose mind is anchored in excellence, whose heart is filled with the zeal to serve others, and whose life direction is guided by the wisdom of the Holy Spirit. Your life in the university will be shaped by your own efforts and decisions, but it will be supported and guided by a structure of systems, procedures, and programs which keeps order in the institution and builds discipline and a moral sense in our students.

It is this structure that this handbook details, and we hope you will take the time to go through it and refer to it as needed.

We wish you a memorable and fruitful journey here at the Ateneo, as you become Lux-in-Domino – Light in the Lord.

Maria Luz C. Vilches, Ph. D.
Vice President for the Loyola Schools
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Section I:
The Ateneo Education
History of the Ateneo de Manila University and the Loyola Schools

The Ateneo de Manila University traces its roots to 1859 when, at the request of the City of Manila endorsed by Governor Norzagaray, the Jesuits took over the Escuela Municipal in Intramuros, the walled city of Manila. A primary school originally intended for the sons of Spaniards, it was opened by the Jesuits to native Filipinos as well. In 1865, the Jesuits received government approval to add a five-year program leading to the degree of Bachelor of Arts. In keeping with its new academic status, the school was renamed the Ateneo Municipal de Manila. Among the graduates in those early decades was Jose Protacio Rizal, A.B. 1877.

With the withdrawal of city subsidy in 1901, the Ateneo became a private institution dropping the word “Municipal” from its official name. In 1921, the American Jesuits of the Maryland-New York Province replaced the Spanish Jesuits as teachers and administrators of the Ateneo.

The Intramuros fire of 1932 completely destroyed the Ateneo buildings, forcing the school to move to a new location on Padre Faura Street, Ermita. During the battle for the liberation of Manila, the Padre Faura complex of buildings was razed. Temporary structures were quickly built, but in 1952, the Ateneo moved to its present spacious campus in Loyola Heights, Quezon City.

In 1958, the Society of Jesus in the Philippines was raised to the status of a full province. Administration of the Ateneo passed from the New York to the Philippine Province of the Society of Jesus, and shortly after, the first Filipino Rector/President of the Ateneo was named. Since the growth of the Ateneo demanded a new status, the school obtained its charter as a university in 1959.
Today the Ateneo de Manila University comprises the following units of higher education: the School of Humanities (SOH), the John Gokongwei School of Management (JGSOM), the School of Science and Engineering (SOSE), and the School of Social Sciences (SOSS), collectively known as the Loyola Schools (LS); the Ateneo Graduate School of Business (AGSB), the Ateneo Law School (ALS), the Ateneo School of Government (ASOG), and the School of Medicine and Public Health (ASMPH), collectively known as the Ateneo Professional Schools. In addition, like most Philippine universities, it has a grade school, junior high school, and senior high school noted for high educational standards. The LS, the basic education units, and the ASOG are located at the Loyola Heights campus, along Katipunan Road, Quezon City. The AGSB and ALS are located at the Rockwell and Salcedo Village sites, Makati City. Finally, the ASMPH is housed in the Don Eugenio Lopez, Sr. Medical Complex, Ortigas Avenue, Pasig City.

A number of centers are part of the Loyola Schools. These are the Ateneo Center for Asian Studies (ACAS), the Ateneo Center for Economic Research and Development (ACERD), the Ateneo Center for English Language Teaching (CELT), the Ateneo Center for Organization Research and Development (CORD), the Ateneo Innovation Center (AIC), the Ateneo Institute for Literary Arts and Practices (AILAP), the Ateneo Java Wireless Competency Center (AJWCC), the Ateneo Language Learning Center (ALLC), the Ateneo Teacher Center (ATC), the Center for Communication Research and Technology (CCRT), the Confucius Institute, the Institute of Philippine Culture (IPC), the JGSOM Business Resource Center, the JGSOM Family Business Development Center, the Konrad Adenauer Asian Center for Journalism (ACFJ), the Ricardo Leong Center for Chinese Studies, and the Jaime C. Bulatao, SJ Center for Psychology Services.

Other units associated with the University are the Ateneo Center for Educational Development (ACED) and the Ateneo de Manila University Press. Also located at the Loyola Campus are other institutions: Gawad Kalinga-Ateneo, Kalinga Luzon-Ateneo, Pathways to Higher Education, the Ateneo School of Government’s Center for Community Services and Center for Social Policy, the Arrupe International Residence, the Center for Family Ministries (CEFAM), the East Asian Pastoral Institution (EAPI), the Institute for Church and Social Issues (ICSI), the Institute of Environmental Science for Social Change (ESSC), the Institute of Social Order (ISO), the Jesuit Communication Foundation (JesCom), the Loyola School of Theology (LST), the Manila Observatory (MO), the Philippine Institute for Pure and Applied Chemistry (PIPAC), and San Jose Seminary.
Vision and Mission of Ateneo de Manila University

As a University, the Ateneo de Manila seeks to preserve, extend, and communicate truth and apply it to human development and the preservation of the environment.

As a Filipino University, the Ateneo de Manila seeks to identify and enrich Philippine culture and make it its own. Through the education of the whole person and the formation of needed professionals, and through various corporate activities, the University aims to contribute to the development goals of the nation.

As a Catholic University, the Ateneo de Manila seeks to form persons who, following the teachings and example of Christ, will devote their lives to the service of others and, through the promotion of justice, serve especially those who are most in need of help, the poor and the powerless. Loyal to the teachings of the Catholic Church, the University seeks to serve the Faith and to interpret its teachings to modern Philippine society.

As a Jesuit University, the Ateneo de Manila seeks the goals of Jesuit liberal education through the harmonious development of moral and intellectual virtues. Imbued with the Ignatian spirit, the University aims to lead its students to see God in all things and to strive for the greater glory of God and the greater service of mankind.

The University seeks all these, as an academic community, through the exercise of the functions proper to a university, that is, through teaching, research, and service to the community.
Purposes and Aims of the Loyola Schools

The Loyola Schools seeks to achieve in an eminent way the mission statement of the Ateneo de Manila University.

The Loyola Schools is concerned primarily, though not exclusively, with the pursuit of these goals through the imparting of a liberal education. It seeks to develop in its students the basic liberal arts of thinking and communicating thought, and to bring them into contact with all that is good in their distinctive Filipino heritage, and indeed, in the cultural heritage of the human race.

At the same time, the Loyola Schools introduces students to fields of specialization in which they pursue, in greater detail and with greater attention, one particular area of knowledge suited to their individual talents and goals. Through a program of truly co-curricular activities, it seeks, both on and off campus, to make its students aware of the needs of the nation, especially of the underprivileged, and to help them recognize their potential power to transform Philippine society. It thus seeks to encourage its students to strive courageously towards a more just and equitable world.

The Loyola Schools seeks to build an intellectual tradition within the specific context of the developing nation, wherein the principal problem is the concentration of wealth, power, and access to quality education and public services within a small segment of the population, with the vast majority deprived of the material and spiritual resources necessary for human development. It, thus, seeks to couple the traditional Jesuit educational objective of academic excellence with a sense of service and justice today demanded by our Faith.

The Loyola Schools, through its Graduate Programs, seeks to further the purposes and aims of the University by imparting to its students a high degree of competence in research or professional practice in one of the academic disciplines. It has a special concern for the formation of educators who will contribute to the excellence in the Philippine educational system, and for the formation of scientists, researchers, professionals, creative artists, writers, and others, who will contribute to the development of Philippine society.
Vision of the Loyola Schools

The Ateneo Loyola Schools is a Filipino, Catholic, and Jesuit center of excellence of higher learning that is globally competitive while Asian in perspective, a community that transforms society through its research and creative work, its leadership in service to others and for the environment, and its formation of persons-for-others.

On being a Filipino University: As a university, we actively participate in the discussion of what it is to be Filipino and imbue members of our community with a deep sense of what it is to be Filipino. We develop leaders for the nation and as a community, use our competencies for the service of the nation.

On being a Catholic University: The daily life of our community is animated by faith informed by the person of Christ and Catholic Tradition. We help our community to see how their faith can be lived out in daily life/work and reflect on our Catholic identity as a university.

On being a Jesuit University: Motivated by Ignatian spirituality, our community engages the world in the belief that we can find God in all things. We desire and help our students to become men and women for others who work towards a more just and humane world. We strive to grow in freedom, discernment, and responsible action.

On being a Center of Excellence: As an outstanding academic institution, we distinguish ourselves and demonstrate leadership through our innovative research and creative work, outstanding teaching, learning outcomes, and positive impact on communities that we serve.

On being globally competitive: Our output and quality standards are comparable to internationally recognized Higher Education Institutions in our chosen fields of expertise and we are internationally recognized as such. We are globally networked in both academic and professional fields and give our students global perspective.

On being Asian in perspective: The LS sees itself and its work through a regional perspective. Even as LS engages Philippine society, it will attend to the concerns of the
region and participate in the articulation of Asian identity and in placing Asia on the agenda of global fora.

*On being a community that transforms:* Our way of proceeding is characterized by critical thinking and discernment, dialogue and trust, engagement and creativity. We nurture and care for the members of this community. Our values include excellence and service, magis and cura personalis, professionalism, and spiritual maturity.

*On research and creative work:* Scholarly work in the LS generates and communicates new knowledge, understanding, perspectives, forms, and expressions. Our body of work should influence or inform policy, mindsets, and identity, and/or contribute to the advancement of the field.

*On leadership in service:* The LS takes the lead in initiating and accomplishing transformative change in society, helping to bridge the competitiveness and poverty gaps, and addressing environmental concerns. This service can take the form of civic work, advocacy, or the practice of our respective professions.

*On the formation of persons-for-others:* Our goal is the formation of the total person, helping all members of the LS community to grow in spiritual maturity, academic excellence, social involvement, cultural rootedness, and emotional maturity, as well as in their ability to use their skills and talents in the service of others.
Goals of the Loyola Schools

Education that is transformative, globally competitive, and Asian in perspective:

• Curricula and Programs: Our academic and non-academic formation programs are responsive to Philippine/Asian/global realities.

• Student Profile: Our students develop spiritual, emotional, and professional maturity that includes dimensions of faith, integrity, service, and love-of-country.

• Faculty: Our faculty members live the magis and cura personalis, reflect, serve, and lead in their teaching, scholarly work, and outreach.

• Instruction: Our faculty and students exhibit growth in their professional and personal lives as manifested in their leadership, knowledge, competence, creativity, and critical thinking.

• Student Services and Administrative Support: Our student services are responsive, available, and accessible.

• Facilities: We have world-class facilities and our services are constantly improved.

Knowledge and outreach that makes a difference:

• Scholarly Work: We generate research and innovation that contributes to the nation’s development and makes a difference in the lives of the marginalized.

• Outreach and Extension Work: Our outreach/formation work has an impact on the communities as seen through improvements in the performance of its members.

Specific Objectives of the Loyola Schools

The Loyola Schools is the tertiary level school unit of the Ateneo de Manila University that offers undergraduate and graduate degree programs in the Arts and Sciences. It operates under the statutes of the Ateneo de Manila University. It is composed of the School of Humanities, the School of Science and Engineering, the School of Social Sciences, and the John Gokongwei School of Management.
the School Of Humanities

VISION

Rooted in the principles of humanistic Jesuit education, the School of Humanities is one of Asia’s leading institutions of critical thinking, creative pursuits, and reflective practice.

MISSION

Drawing on philosophy, faith, literature, language, the arts, and culture, the School of Humanities provides an integrative education that forms articulate, reflective, and creative persons who are grounded in Philippine culture, receptive to other cultures, respectful of religious traditions, and committed to faith and justice. The faculty employs teaching and scholarship to preserve and enrich the humanities, promote human flourishing, and contribute to social transformation.
THE SCHOOL OF SCIENCE AND ENGINEERING

VISION

The School of Science and Engineering at the Loyola Schools is a recognized Southeast Asian center of higher learning with academic leaders engaged in service to the nation and global community through science, technology and innovation.

MISSION

We are a teaching and research community engaged in the formation of scientists and engineers grounded on their Filipino self, high ethical standards, leadership, and who are inspired socially and culturally to advance technologies for sustainability and the betterment of life and environment.
The John Gokongwei School of Management, or JGSOM, is a regionally recognized center of excellence and leadership in graduate business education.

We shape our students into business leaders who are equipped to respond to the needs of tomorrow’s world:

- Young men and women who are global in perspective and interdisciplinary in approach, technically proficient and analytical, yet humanistic and people oriented.

- Achievers guided by a strong set of core values, eager and able to provide ethical and principle-centered leadership.

- Young professionals and entrepreneurs motivated by the spirit of magis or excellence, inflamed by the passion to make a difference, wherever their lives may take them.

- We contribute to the development of graduate business education in the country by offering innovative management programs that are responsive to the needs of a business community that must operate within a fast-changing and technology-driven world.

- Programs that are characterized by a strong liberal-arts core curriculum, overlaid with a business curriculum that will give our students a broad-based perspective of the management challenge.

- Programs that combine the rigors of academic learning with experiential learning, to provide a much more student-centered experience.

We forge strategic partnerships and actively collaborate with business organizations and professional associations to influence management practice as well as national policy on business and economic affairs, thereby contributing to national economic development.
the School Of Social Sciences

The School of Social Sciences, or SOSS, works toward a society made more humane by its commitment to teaching, research and service. It sees a world dedicated to academic excellence, in which humanistic values and Ignatian spirituality harmonize with modern technology, in which passion for justice bonds with service to the country.

The School seeks to form a world of mature spirituality, focused on respect for the individual, freedom of scholarship, unity in collegiality, and the diversity of disciplines—thus recognizing a multiplicity of perspectives from which to examine society, its history, and its social, political and economic lives.

Its pursuit of scientific study is grounded in Philippine society and culture, from which it seeks to contribute to national development and to Asia-Pacific and ultimately global inter-cultural heritage. It envisions itself collaborating with other Schools of the Ateneo de Manila University, the other Ateneos, and other partners in the education of the Filipino.

The School of Social Sciences thus sees itself in the context of service to the nation, as a partnership of different departments and programs, each offering an expertise and a commitment.
The Government of the Loyola Schools

The Loyola Schools—namely the School of Humanities, the John Gokongwei School of Management, the School of Science and Engineering, and the School of Social Sciences—operate under the Statutes of the University and the By-Laws of the Loyola Schools, and are subject to the government of the University: the Board of Trustees and the officers of the University Administration of which the President is the Chief Executive.

The School Council has co-deliberative powers regarding the internal academic policies of the Loyola Schools. Decisions of the Council are subject to approval or revision by the University Board of Trustees in accordance with Philippine Corporation Law.

The School Forum is the assembly of faculty members and administrators of the Loyola Schools. It meets to present and discuss all significant matters affecting the Loyola Schools before they are deliberated upon by the School Council.

The Vice President for the Loyola Schools and the Deans of the Schools are the principal administrative officers and academic leaders. They are responsible for policy execution, for the enunciation and achievement of the educational goals of the Loyola Schools, and for coordination of the work of the different departments in the Loyola Schools.

Several administrative officers assist the Vice President for the Loyola Schools:

The Department Chairpersons/Program Directors organize, supervise, and evaluate the curriculum, faculty and personnel, including student majors of the individual departments/programs. Academic advisement, load revisions, and other matters affecting student majors usually require their approval.

The Associate Dean for Academic Affairs takes care of the academic welfare of graduate and undergraduate students and oversees the implementation of the academic regulations of the school. S/he guides the review of proposals for new courses/programs, and their subsequent evaluation by the Committee on Curriculum.

The Associate Dean for Student Formation oversees the design, implementation, and evaluation of integrated formation programs and services that facilitate the personal, social, spiritual, communal, physical and leadership development of undergraduate students of the Loyola Schools. The offices in the Student Formation Cluster supervised by the Associate Dean for Student Formation are headed by the following administrators:

The Director of the Placement and Career Services Office is primarily responsible for linking the academic world and the world of work, particularly for the graduating students. S/he promotes career opportunities for the general student body and provides several venues for career orientation and job skills workshops.
The Director of the Office of Student Activities is the ex-officio moderator of the Sanggunian ng mga Mag-aaral ng Mga Paaralan ng Loyola, the student council of the Loyola Schools. S/he oversees the activities of recognized student organizations in the Loyola Schools.

The Director of the Office for Social Concern and Involvement is responsible for providing the Loyola Schools with formation and alternative education programs that contribute toward authentic and humane social transformation. S/he ensures the effective implementation of curricular and non-curricular programs that aim to bring out “the person-for-others” in every Atenean through partnerships with non-governmental organizations, people’s organizations, local government units, government units, and other agencies with the same orientation of concern for the poor.

The Director of the Office of Campus Ministry is responsible for the implementation of the spiritual renewal program for the members of the Loyola Schools community and all the services therein including all student retreats, recollections and all liturgical matters. S/he also takes charge of the Loyola Schools chapel.

The Director of the Office of the Student Discipline is the point person of the Loyola Schools for all matters related to the broad area of Student Discipline. The core directives involve (1) Guardianship of the code of conduct which cover all Students, undergraduate, and graduate school alike, (2) The conduct of thorough and impartial investigations as regards all student disciplinary complaints, (3) The assurance of due process, (4) Decision-making for all warnings and minor offenses, and (5) The determination of the formal charge/s vs. a respondent for major offenses.

The Coordinator for College Athletics implements the sports programs prepared in collaboration with the University Athletics Director. S/he is responsible for providing athletes with their P.E./N.S.T.P exemptions, insurance claims, scholarship grants, and coordinates all of these matters with all the offices involved.

The Associate Dean for Student and Administrative Services supervises the offices that provide different developmental programs and services for the student body. The offices in the Student and Administrative Services Cluster supervised by the Associate Dean for Student and Administrative Services are headed by the following administrators:

The Director of the Office for Student Services oversees the delivery of basic services to students to ensure their over-all safety and well-being.

The Director of the Office of Health Services oversees the administration of acute care (infirmary) services, health awareness and education programs, risk and resiliency assessment, issue-specific interventions, case management, and the Collaborative Anti-Drug Abuse Program.

The Director of the Loyola Schools Office of Guidance and Counseling is responsible for facilitating the personal growth and adjustment of students with regard to their personal, academic, emotional, and vocational/career concerns.
The Director of the Loyola Bookstore oversees the operation and management of the Loyola Schools Bookstore as the main destination of the entire LS community to avail of a variety of Ateneo products while promoting student entrepreneurship and updating of available publications in the bookstore.

The Director of Management Information Systems oversees the development, implementation, and maintenance of the information systems of the Loyola Schools.

The Assistant to the Director to the Associate Dean of Student and Administrative Services for Campus Events Management (CEM) provides general supervision of on-campus events of student groups.

The Office of the Associate Dean for the Core Curriculum (OADCC) oversees the overall framework and implementation of the core curriculum, the development of the content and methodologies of the core courses, the choice and formation of faculty teaching these courses, and the links with the Integrated Ateneo Formation (InAF) program and the major curricula in order to foster integral, interdisciplinary, and Ignatian formation.

The Associate Dean for Research and Creative Work is responsible for the promotion of research and creative work in the Loyola Schools, scholarly publications and linkages to scholarly work.

The Associate Dean for Graduate Programs provides academic support services for graduate students and coordinates with other offices in the recruitment and admission of new graduate students. S/he administers financial and scholarship grants for graduate students and handles other administrative duties pertaining to the Graduate Programs.

The School Registrar is responsible for the processing, archiving, and security of all student records. S/he supervises scheduling of classes as well as undergraduate and graduate registration. The School Registrar issues all transcripts and transfer credentials to students.

The Director of the Office of Admission and Aid directs the recruitment and admission of new students to the undergraduate programs and administers the financial and scholarship program for undergraduate students.

The Director of the Rizal Library is responsible for planning and administering the program of library services for teaching and/or research purposes of the Loyola Schools.

The Director of the Residence Halls is the general supervisor of the Residence Halls, responsible for the over-all management, living conditions, general welfare, and discipline therein.
General Regulations

The Ateneo de Manila University is a Filipino, Catholic, Jesuit community committed to the preservation, extension and communication of truth and its applications for the fullest development of the human person. The Ateneo de Manila University’s Loyola Schools (hereinafter referred to as “Loyola Schools”), founded on the revered tradition of excellence and service, is concerned with the harmonious development of the intellectual and moral virtues of the students so that they may give greater glory to God and greater service to others.

1. The regulations of the Loyola Schools as set forth in this Handbook are calculated to secure the good order necessary for the effective pursuit of knowledge, to help the students attain the level of quality work required of them and to ensure proper deportment of the entire body.

2. The student’s registration in the Loyola Schools is considered an expression of willingness to abide by all the rules and regulations prevailing in the Loyola Schools. Every student, therefore, is committed to the observance of these rules.

3. A student is in college primarily to achieve academic excellence and develop his/her total self for the service of his/her brethren. The standard set before each student presupposes maturity, responsibility, and judicious use of all the opportunities made available by the Loyola Schools.

4. Students are encouraged to use the library facilities and to consult regularly with their faculty advisers, and whenever necessary, with the Guidance Counselors and Campus Ministers.

5. A student whose parents do not reside in Manila should have a guardian in the city who is duly authorized by the parents to assume their responsibilities towards him/her.

6. Special University and School functions, being part of a student’s life, should be attended by all students.

7. The student is encouraged to develop a deep Christian piety by regular participation in the religious exercises and services of the Loyola Schools. Regular retreats are scheduled for student groups; at least two Masses are offered in the Loyola Schools Chapel daily and the Sacrament of Reconciliation (Confession) is available everyday at designated hours.

8. The Ateneo de Manila has always considered co-curricular activities and athletics essential to the balanced formation and development of the student. Activities and athletics are part of the community life of the Loyola Schools. Therefore, each student should participate in one or several activities to the extent that his/her studies will allow.

9. Co-curricular activities, however, are meant to supplement studies, not to interfere with them. Hence, the Loyola Schools reserves the right to advise against participation in activities, if the student needs to devote more time to studies.
10. A student-athlete who is not a full-time student of the Loyola Schools or whose QPI rating is below the published catalog norms may not represent the Ateneo in inter-collegiate sports.

11. Students, as individuals or groups, may not use the name and/or seal of the University without authorization from the activity moderator and the approval of the Director of Student Activities. This applies to printed programs, invitations, announcements, tickets, and similar materials.

12. Activities of Loyola Schools students in the context of their membership in an accredited student organization should have the written approval of the Director of Student Activities. Appeals, however, may be made to the appropriate Associate Dean.

13. Articles and news releases concerning the Ateneo de Manila should be cleared through the offices concerned.

14. The regulations governing the payment of tuition and other fees are issued from time to time by the Office of the Treasurer.

15. The Loyola Schools student, by joining this community of scholars, assumes the responsibilities, rights, and obligations of scholarship, which pertains to his/her status as a student. Because he/she is serving a period of intellectual apprenticeship, the student is expected by both his/her superiors and peers to perform his/her academic duties according to the proper standards. His/her status as a student commits him/her to a time of serious study, the results of which are gauged by the marks he/she secures.

**Academic Regulations**

16. The Committee on Academic Standards interprets the published undergraduate academic regulations of the Ateneo de Manila University Loyola Schools, which is composed of the School of Humanities, the John Gokongwei School of Management, the School of Science and Engineering, and the School of Social Sciences. This Committee reviews all cases of an academic nature, i.e., honors for graduation, program awards, departmental QPI requirements beyond the minimum set by the Loyola Schools, status of deficient students, probation, readmission, the exceptions to a given rule, change of grade, etc. All appeals must be made in writing and submitted through the Associate Dean for Academic Affairs (ADAA) by the deadline set by the ADAA.

17. A student’s list of officially registered courses on the Ateneo Integrated Student Information System (AISIS) is the official record of subjects in which the student is enrolled. Any change must be accomplished by the student on the official load revision forms.

18. Students should complete the registration process to be considered officially enrolled. The complete registration process involves:
   a. Enlistment in advised classes
b. Payment of the assessed fees

c. ID validation

A student must be officially enrolled to participate in classes, e.g., join groups, submit papers, or take exams. Only students who are officially enrolled are entitled to grades at the end of the semester or term. If there are any special circumstances that prevent a student from completing registration, he/she should immediately see the School Registrar.

19. Any change in a student’s degree program or major after the initial registration period is permitted only at the written request of the student with the approval of the respective Chairpersons or Program Directors and the ADAA. The copies of the completed Change of Degree Program or Application for Minor/Specialization Form must be signed by the offices concerned and submitted by the student to the Office of the Registrar.

20. Substitution of one subject for another shall not be allowed without the properly accomplished Load Revision form. No request to change a subject shall be entertained after the first week of instruction in the semester. The completed Load Revision form, duly signed by the offices concerned, must be submitted by the student to the Office of the Registrar by the deadline set by the Office of the ADAA or the Office of the Registrar.

Substitution of one subject for another shall not be allowed without the properly accomplished Load Revision form. No request to change a subject shall be entertained after the first week of instruction in the semester. The completed Load Revision form, duly signed by the offices concerned, must be submitted by the student to the Office of the Registrar by the deadline set by the Office of the ADAA or the Office of the Registrar.

Students may only add subjects after the initial registration period by filling out the Load Revision form. No request to add a subject shall be entertained after the deadline set by the Office of the ADAA or the Office of the Registrar for such changes. The completed Load Revision form, duly signed by the offices concerned, must be submitted by the student to the Office of the Registrar by the deadline set by the Office of the ADAA or the Office of the Registrar.

No student may drop a registered subject without the approval of the instructor, his/her home Department Chairperson/Program Director, the Department Chairperson/Program Director of the subject, and the ADAA. Otherwise, the student shall receive a grade of W (WITHDRAWAL) for the subject. However, while the request is pending, the student must continue to attend the class(es) that are to be dropped until the completed form has been signed by the offices concerned and submitted by the student to the Office of the Registrar. No request to withdraw from a subject shall be entertained after the deadline set by the Office of the ADAA or the Office of the Registrar. This request may be availed of only by students who have not exceeded the number of absences permitted by the Loyola Schools. *(See Section 24.)*

21. A student who withdraws from the Loyola Schools is entitled to Transfer Credentials under the following circumstances:

a. The student is free from all financial and/or property accountabilities.

b. The student’s admission credentials are complete and in order.

c. The student is not serving a penalty of suspension or expulsion.
d. The student has secured clearance from the concerned offices within the Loyola Schools.

Withdrawal shall be effective as of the date the completed Clearance and Load Revision forms are filed with the Office of the Registrar.

22. A student who will not enroll at the Loyola Schools for non-academic or non-disciplinary reasons shall secure a LEAVE OF ABSENCE, which may be granted on the following conditions:
   a. the student is in good academic standing
   b. the student is in good disciplinary standing
   c. the student may not study or enroll in another school during the LEAVE OF ABSENCE
   d. the period of leave may not exceed one academic year
   e. the student may normally secure a LEAVE OF ABSENCE only once during his/her entire stay in the Loyola Schools.

23. The unit of instruction used for computing the amount of work required for graduation is the semester hour. One semester hour is equivalent to an hour’s lecture or recitation per week for one semester.

24. Regular attendance in all classes is one of the most important obligations of students. They are expected to attend all scheduled class exercises and activities. Honor students are allowed unlimited absences, unless specified otherwise by the instructor in the class syllabus. Students are held responsible for all matters taken and assignments given in their absence.

25. A limited number of absences is permitted, but these absences must not exceed three times the number of semester hours of the subject. Thus, for a three-unit subject, the maximum allowable absence is nine class hours. The maximum allowable absence in science laboratory classes is three laboratory sessions. The maximum allowable absence in psychology laboratory classes is two sessions. There is no distinction between excused and unexcused absences. There is no such thing as a free cut.

26. For absences beyond this norm, a student receives an automatic grade of W (WITHDRAWAL).

27. Class hours lost by late registration are considered as absences.

28. A student who is absent from class is responsible for all work given by the instructor on the day of his/her absence.

29. Class attendance should not only be regular; it should be punctual. Recording lateness as an absence shall be left to the instructor’s discretion.

30. All subjects that form part of a student’s program of studies for his/her degree in the Loyola Schools are graded on a CREDIT basis, i.e., a letter mark with a corresponding Quality Point Value. A student may register for a subject on an AUDIT basis for those
subjects outside a student’s program of studies subject to the approval of the student’s home department chair. No credit is given for subjects taken on an Audit basis.

No student may change the grading option of a subject after the deadline set by the Office of the ADAA or the Office of the Registrar. The change shall only be valid once the completed load revision form is signed by the offices concerned and submitted by the student to the Office of the Registrar.

31. Six units of FREE ELECTIVES are provided for students to pursue their own interests. They can choose these FREE ELECTIVES only from the outer core curriculum subjects and from subjects not required by their home department/program. (Note: This is only applicable to pre-2018 versions of curricula.)

32. Students enrolled in less than twelve units are classified as part-time. Units in freshman bridging subjects (ENGL 9 and 10, FILI 1 and 2, and Math 1.1, and 1.2) are counted as part of the load. Cross-registrants (from other schools) and part-time students are subject to all the academic regulations of the Loyola Schools.

33. The student’s grade in any subject is computed at the end of each semester. A grade is based not only on formal examinations, but on every kind of academic evidence: recitation, term papers, book reports, written and oral tests, class participation, student’s conduct in class, field work, etc. Attendance does not form part of the student’s grade for the subject.

34. A student who cheats in any test or examination receives a grade of F (FAILURE) for that test or examination.

35. The academic performance of students is expressed by the marks they receive in the subjects enrolled. These marks, their respective meanings, and corresponding quality point values, are as follows:

   A  Fulfillment of the requirements set for the subject to a high degree of academic performance as shown by both an intelligent grasp and superior critical appreciation of the course content. **Quality Point Value: 4**

   B  Fulfillment of the requirements set for the subject to a degree above satisfactory performance as shown by both an intelligent grasp and rudimentary critical appreciation of the course content. **Quality Point Value: 3**

   C  Satisfactory fulfillment of the requirements set for the subject as shown by a fairly intelligent grasp of the course content. **Quality Point Value: 2**

The grades of **B+ (Quality Point Value: 3.5)** and **C+ (Quality Point Value: 2.5)** are given for those inevitable borderline cases which, in the professor’s estimation do not merit the higher grade and at the same time definitely deserve better than the lower grade or mark.
D  Passing fulfillment of the minimum requirements for the subject. **Quality Point Value: 1**

F  Failure: Non-fulfilment of minimum requirements for the subject. **Quality Point Value: 0**

W  Withdrawal from a subject without permission. **Quality Point Value: 0**

Besides the marks indicated above, the following supplementary marks also appear on a student’s report:

**INC**  Incomplete (temporary grade)

**NE**  No final examination (temporary grade)

**WP**  Withdrawal from a subject with permission. **No quality point AUD** Audit. **No quality point**

**S**  Satisfactory performance in a remedial, non-academic, or non-required subject. **No quality point**

**U**  Unsatisfactory performance in a remedial, non-academic, or non-required subject. **No quality point**

36. The **Quality Point Index (QPI)** or weighted average is the measure of the quality of a student’s general academic performance for a regular academic term. As such, the student’s promotion, graduation, or separation from the Loyola Schools are determined by whether or not the QPI requirement for a given academic year, which consists of two semesters and the preceding Intersession, is satisfied.

The year’s QPI is computed by:

a. Multiplying the quality point value of the letter grades in each subject by the number of units of credits in the subject, and

b. Adding these products and dividing the result by the total number of units taken during the academic term or year.

c. Grades in bridging subjects (ENGL 9 and 10, FILI 1 and 2, and Math 1.1, and 1.2), InTACT, P.E. and N.S.T.P. are not included in the computation of the QPI.

37. The students are responsible for ascertaining their general academic performance periodically and especially at the end of each semester.

38. Students should ensure that they have taken and passed all required subjects/courses towards the completion of their degrees. Students should regularly review their Individual Programs of Study (IPS) on the Ateneo Integrated Student Information System (AISIS) to ensure that they do not lack any subjects to graduate on time. If subjects/courses are not yet listed as “passed” on AISIS but the student believes he/she has already passed the said subjects/courses, the student should report to the Office of the Registrar immediately.
39. Rules on promotion, graduation, and separation of a student from the Loyola Schools:

a. The promotion, graduation or separation of a student from the Loyola Schools is determined by the year’s QPI of the student. The year’s QPI is computed on the basis of the total load taken in the school year. A school year is normally defined as two semesters and the preceding Intersession.

b. For unconditional promotion to sophomore year, a freshman should secure a year’s QPI of **1.80** or above at the end of the second semester of the academic year.

c. The required year’s QPI at the end of the second semester of sophomore year for eligibility for junior year is **1.90**.

d. The required year’s QPI at the end of the second semester of junior year for eligibility for senior year is **2.00**.

e. The required year’s QPI at the end of the second semester of senior year for eligibility for the 5th year for those enrolled in a five-year undergraduate degree program is **2.00**.

f. The required year’s QPI for seniors and 5th year students for eligibility for graduation is **2.00**.

The computation of the Senior/5th Year QPI for graduation eligibility is as follows:

i. Regular Senior/5th Year student: a student who completes all degree requirements within the prescribed period of time (4 years for a 4-year degree program; 5 years for a 5-year degree program)
   - The Senior/5th year QPI is computed on the basis of the total load taken in the final school year of the program.

ii. Irregular Senior/5th Year student: a student who is unable to complete all degree requirements within the prescribed 4 or 5 year period of his/her program and therefore needs an additional term(s) to complete degree requirements
   - For students who take 18 units or less, the Senior/5th year QPI is computed on the basis of the total load taken in the previous SY and the additional term(s) needed to complete degree requirements.
   - For students who take more than 18 units, the final Year QPI is computed on the basis of the total load taken in the additional term(s).

g. Seniors/5th Year students who do not meet the required QPI for graduation will not be entitled to a diploma. No degree or date of graduation will be indicated in the student’s transcript of records.

h. No student may repeat more than once any subject where a failure has been incurred. Exception to this rule shall be made upon recommendation of the Chairpersons of the departments concerned.
i. No student who incurred a failure or deficiency in any subject during a semester shall be permitted a recovery overload during the following semesters.

j. College seniors may overload a maximum of six (6) units per semester. However, their total load (regular load + overload) should not exceed twenty-four (24) units.

k. Students who do not meet the QPI requirement for their year level may be admitted on probation and allowed to continue their studies at the discretion of the Vice President for the Loyola Schools after consultation with the Standards Committee. Students must write a letter of appeal to the Standards Committee (through the Office of the ADAA) if they apply for probation.

l. A student may be granted probation only once during his/her entire stay in the Loyola Schools upon the recommendation of the Standards Committee to the Vice President for the Loyola Schools. No second probation is given.

40. Freshman and sophomore students are required to register for all core curriculum subjects designated by their program. They shall not be allowed to withdraw from these subjects. Exceptions to this rule shall be made by the Associate Dean for Academic Affairs.

Juniors and Seniors shall not be allowed to drop subjects so that their total load falls below twelve units.

41. In extraordinary circumstances, when some requirement of a subject (except the final examination) has not been met, the student shall be given the temporary grade of INC (Incomplete). No student on Probation shall be given the grade of INC or NE. The INC mark is changed to a letter grade following this procedure:

a. submission of completed work to the instructor

b. evaluation by the instructor and submission of letter grade to the Chairperson

c. submission by the Chairperson of the grade to the Registrar.

The entire procedure must be completed within two weeks after the distribution of grades so that no marks remain INC after the two-week period. Any request for extension of the INC shall be subject to the approval of the Associate Dean for Academic Affairs.

42. The temporary grade of NE shall be reported to the Registrar for every subject in which a student is absent from the final examination. In case the absence is not approved by the ADAA, the grade for the examination shall be changed automatically to F. If the absence has been caused by some grave reason, the student should apply to the Office of the ADAA not later than the second day following the examination for approval for a deferred examination. When, in the judgment of ADAA, the reason for the absence has been sufficiently justified, the student shall be granted the privilege of a deferred examination.

43. Honors are awarded at the end of each semester on the basis of the semestral QPI. The QPI is based on a semestral load of at least fifteen academic units with all the grades carrying the corresponding Quality Point Values.
a. **First Honors** are awarded to students with a semestral QPI of **3.70 and above**.
b. **Second Honors** are awarded to students with a semestral QPI of **3.35 or above but lower than 3.70**.

   The semestral QPI is computed by:

a. Multiplying the quality point value of the letter grades in each subject by the number of units of credits in the subject, and
b. Adding these products and dividing the result by the total number of units taken during the given semester.

c. Grades in bridging subjects (ENGL 9 and 10, FILI 1 and 2, and Math 1.1, and 1.2), InTACT, P.E. and N.S.T.P. are not included in the computation of the QPI.

44. To be eligible for Graduation Distinction, students must have completed a minimum of 80 percent of the total number of units required for graduation in their program in the Loyola Schools and only resident credits shall be included in the computation.

Latin honors and honorable mention are awarded on the basis of the following cumulative QPI at the time of graduation:

a. **Summa Cum Laude** = 3.87 - 4.00
b. **Magna Cum Laude** = 3.70 - 3.86
c. **Cum Laude** = 3.50 - 3.69
d. **Honorable Mention** = 3.35 - 3.49

The cumulative QPI is computed by:

a. Multiplying the quality point value of the letter grades in each subject by the number of units of credits in the subject, and
b. Adding these products and dividing the result by the total number of units taken throughout the student’s entire stay in the Loyola Schools.

c. Grades in basic bridging subjects (ENGL 9 and 10, FILI 1 and 2, and Math 1.1, and 1.2), InTACT, P.E. and N.S.T.P. are not included in the computation of the QPI.

Students who graduate from more than one program may receive Latin honors or honorable mention only once.

45. A student may take a subject in another school with the approval of the Department Chairperson, the Associate Dean for Academic Affairs, and the Registrar, based on the following conditions:

a. the subject is not a core curriculum subject
b. the subject is not offered in the Loyola Schools for that particular term
c. the subject is validated by the department concerned. Forms are available at the Office of the ADAA.

46. All students, regardless of citizenship, are required to take the NSTP-PLUS of the Ateneo de Manila University, as part of the Integrated Ateneo Formation (InAF) Program. The NSTP-PLUS Program consists of the following service components:

   a. Reserve Officers’ Training Corps (ROTC)
   b. Civic Welfare Training Service

Students, male and female, shall be required to complete one of the above NSTP components for an academic period of two semesters (three units per semester) unless official exemption is obtained.

The ROTC option is jointly supervised by the Office of the Associate Dean for Student Formation (ADSF) and the Ateneo Department of Air Science and Tactics (ADAST). The Civic Welfare Training Service component is jointly supervised by the Office of the ADSF and the Office for Social Concern and Involvement (OSCI).

47. Physical Education Requirement: All regular students are required to complete eight units of Physical Education in the four semesters comprising their freshman and sophomore years. Students who fail any Physical Education subject must take it the following summer session so that prior to entering junior year, they shall have completed the required eight units. The Commission on Higher Education prohibits students from taking more than two units of PE in one semester or summer session.

Physically challenged students are not exempted from the Physical Education requirement. They are given a special program upon examination by the Loyola Schools physician. While members of varsity teams are excused from the regular PE classes, they are, however, required to:

   a. sign up for an activity class
   b. take and pass the semestral physical fitness tests.

Failure to comply with these requirements shall result in a grade of F.

48. No student may receive official school documents unless all financial obligations to the Loyola Schools are settled. Examples of official school documents are the following:

   a. Transcript of Records
   b. All academic certifications
   c. Diploma
Code of Conduct for Students

Introduction

The Code of Conduct provides the basic framework of normative rules to facilitate the total formation of students according to the Christian ideal of the human person, an individual imbued with dignity inherent in his/her being an image and likeness of God. It embodies the Loyola Schools’ commitment to facilitating the development of students’ moral character and personal discipline. Animated by Ignatian principles and pedagogy, this Code of Conduct aims at engaging students in the world, following from the belief that we can find God in all things.

The proceeding list of responsibilities, procedures, offenses and sanctions contains the modes of conduct conducive to the creation of an Ateneo academic community committed to and consistent with the fundamental values of honesty, fairness, integrity and justice.

I. Basic Responsibilities

Students are expected to conduct themselves in a manner that promotes their continuing development as persons, as well as the continuing development of their peers. They have a responsibility to ensure that the academic environment of the Loyola Schools is wholesome and conducive to human formation.

A. Although no uniform is prescribed in the Loyola Schools, it is the responsibility of the students to dress in a manner that is modest and appropriate to the academic nature of the university.

B. Students are required to wear their Identification (ID) Cards on campus and present the same whenever requested by university personnel.

C. Students are expected to follow classroom policies and procedures set by the school and their teachers. A teacher may send a student out of class for misbehavior. The student is then marked absent.

D. Students are to behave responsibly in the use of communication and information technology, especially when engaging in any action that may impact on the privacy, dignity, and/or rights of institutions, groups or individuals, including themselves.

E. Communication and information technology equipment cannot be used in the classroom without the explicit permission of the teacher.

F. Students are required to keep their contact and personal information on AISIS (Ateneo Integrated Student Information System) up-to-date. Students will be held responsible for instances where they cannot be contacted for this reason.

G. While students are encouraged to participate in off-campus activities, especially those that are cultural and educational in nature, students are expected to conduct themselves

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1 All students: graduate and undergraduate
properly in such functions and to use the name of the University responsibly. Students officially representing the Loyola Schools or any of its recognized or official sectors or units in activities involving external groups must obtain official approval from a person of authority or from the concerned department or office.

H. Students are held responsible for the behavior of persons or outsiders who come into the campus on Code of Conduct on their behalf. Bodyguards or chaperones of students are not allowed inside the campus without the proper identification (ID) card issued by the Office for Student Services (OSS). Even with proper identification, bodyguards or chaperones (including drivers) are not allowed to loiter around the campus. The student is charged with an offense when a violation of the Code of Conduct is committed by such persons.

I. The university environment serves and supports the mission of the institution. It must be treated with proper care and respect to ensure the health and safety of members of the community.

1. It is the responsibility of students to take care of school property and to help keep the university clean. Students are expected to make themselves aware of, and comply with applicable guidelines regarding the proper use of school facilities, bearing the cost of any damage due to a willful act or negligence.

2. Students who bring vehicles into the campus should observe all campus traffic and parking regulations. This includes displaying the pass and ensuring that their vehicles do not contribute to environmental pollution.

3. Smoking is prohibited in the Loyola Schools.²

4. Eating and drinking are strictly prohibited in laboratories, AVRs, and the Rizal Library. The same is discouraged in classrooms, but permission for limited drinking/eating may be obtained from the faculty member in charge.

J. Students should bear in mind that any of their off-campus activities should not directly or indirectly tarnish the name of the school, especially in reference to the values and the principles it stands for.

K. All students should observe the Rizal Library regulations which are meant to give all users of the library facilities equal opportunity for study and research. Students who violate any library rule will be subjected to disciplinary action.

L. All students share responsibility for the creation and maintenance of a healthy, safe and drug-free campus. This includes compliance with policies and measures against the use of dangerous drugs.

² RA9211(The Tobacco Regulation Act of 2003) states that smoking shall be absolutely prohibited in public places, inclusive of “Centers of youth activity such as playschools, preparatory schools, elementary schools, high schools, colleges and universities, youth hostels, and recreational facilities for persons under eighteen (18) years old.” Cf Student Handbook Companion, Section II
M. As members of the ADMU community, students share responsibility for the community’s well-being, protection and integrity. Students are expected to report to University authorities any event which may compromise the community to University authorities, and to assist in arriving at the truth of an incident to the extent of one’s knowledge and ability.

II. Procedures

Procedures related to student conduct are meant to ensure rationality and order for the members of the Loyola Schools community. These address formative issues through a community-based approach which views maladaptive behavior through a restorative lens, with emphasis on the common good, the social fabric, institutional values and the development of the individual into persons-for-others.

A. Procedures for Minor Violations

Minor violations of the Code of Conduct are addressed through processes facilitated by the Office of Student Discipline (OSD), under the Associate Dean for Student Formation (ADSF). Violations that may come under this banner are those:

1. That do not involve serious injury or harm
2. Lacking evidence of malice or premeditation
3. With little or no serious negative implications for the University or its members
4. Which are uncontested by the accused
5. Resolved by one of the following means:
   a. Dispute resolution as mediated by the OSD, and upon agreement of all parties
   b. Adherence to terms of a behavioral contract

Whether these criteria are met or applicable is the decision of the following:

1. The Director of Student Discipline, by default; or
2. The Committee on Discipline, in instances where an accused is found not guilty of a major offense, but guilty of a minor violation of the Code of Conduct

Violations deemed “minor” are recorded in a student’s name but do not prevent them from receiving a clean Certificate of Good Moral Character. Repeated minor violations, however, may constitute basis for the filing of a major offense against the Code of Conduct, or serve as an aggravating factor in the evaluation and processing of subsequent misbehavior.
The following is a listing of common minor violations, with the required restorative acts, to be settled with the OSD:

Failure to perform responsibilities as listed in Section I, specifically:

<table>
<thead>
<tr>
<th>Brief description</th>
<th>Section</th>
<th>Verbal reprimand</th>
<th>Letter of apology addressed to</th>
<th>Mandatory work in the form of community service</th>
<th>Other requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor disruption of classes / not following class policies</td>
<td>I-C</td>
<td>✓</td>
<td>Teacher of class concerned</td>
<td>2-4 hrs</td>
<td></td>
</tr>
<tr>
<td>Irresponsible use of information technology (e.g. use of cellphones during lectures, irresponsible online posts, etc.)</td>
<td>I-D</td>
<td>✓</td>
<td>Affected party</td>
<td>4-24 hours</td>
<td></td>
</tr>
<tr>
<td>Failure to update AISIS information</td>
<td>I-F</td>
<td>✓</td>
<td>Director of OSS</td>
<td>2-4 hours</td>
<td>Proof of update of AISIS within 3 days</td>
</tr>
<tr>
<td>Irresponsible behavior of persons who come to campus in your name</td>
<td>I-H</td>
<td>✓</td>
<td>Director of OSS</td>
<td>2-8 hrs</td>
<td></td>
</tr>
<tr>
<td>Accidental damage to property</td>
<td>I-I</td>
<td>✓</td>
<td>ADSAS</td>
<td>2-8 hours</td>
<td>Pay cost of repair/replacement</td>
</tr>
<tr>
<td>Littering</td>
<td>I-I</td>
<td>✓</td>
<td>ADSAS</td>
<td>2-4 hrs</td>
<td></td>
</tr>
<tr>
<td>Use of a smoke belching vehicle</td>
<td>I-I</td>
<td>✓</td>
<td>ADSAS</td>
<td>2-4 hrs</td>
<td></td>
</tr>
</tbody>
</table>

Other violations deemed ‘minor’ but not included in this listing may give rise to any the following, or a combination thereof, which the LS deems as obligations/sanctions a respondent must attend to in order that his/her good standing in the community be restored:

1. Written/oral reprimand
2. Written/personal apologies
3. Formation sessions (counseling, moral guidance, anger management, etc)
4. Up to 40 hours mandatory work in the form of community service
5. Temporary suspension of privileges related to the offense (e.g. driving privileges on campus)

An appeal of the decision regarding minor violations may be made to the Chair of the Committee on Discipline.
B. Procedures for Major Offenses

Major offenses of the Code of Conduct are addressed through processes facilitated by the Office of Student Discipline, under the Associate Dean for Student Formation. The resolution of these offenses involve processes which reflect the seriousness of the violation/s through referral to the Committee on Discipline, based upon the investigation of the case. This is with regard for Due Process, especially students’ (1) right to be informed of the charge against him/her, and (2) right to be heard. Upon conclusion of a case, a variety of disciplinary sanctions follow if the respondent is found guilty, that have to be resolved before a student can be cleared for subsequent registration/transfer/graduation.

1. Complaints and Incidents

1.1. Any member of the Loyola Schools may file a complaint or incident report on the suspected violations of the Code of Conduct.

1.2. A written complaint or incident report should be filed with the Office of Student Discipline stating the nature and the circumstances of the alleged offense for initial investigation and evaluation, along with any supporting evidence available. Any office may also file a complaint against a student on behalf of non-members of the Loyola Schools (e.g. offended partner institutions, visitors, etc.)

1.3. As part of the initial investigation, all respondents will be asked to provide written statements regarding their involvement in the alleged offense. They may also be summoned for additional inquiries.

1.4. The Director of the Office of Student Discipline (OSD) reviews all reported cases, the results of the initial investigation, and decides on what subsequent step is to be taken for the resolution of the complaint/incident. He/she may decide to:

a) Inform the complainant that there is insufficient basis to pursue the complaint (due to lack of evidence or merit)

b) Require parties to undergo “Dispute Resolution Procedures” before or in lieu of proceeding with formal disciplinary procedures

c) Refer special cases to the Office of Guidance and Counseling for evaluation if the incident possibly involves a student with special needs or conditions

d) Issue a minor violation if the criteria for the same is met, and enforce minor penalties

e) Process the case as a possible major offense of the Code of Conduct, except in the case of alleged Sexual Harassment where the summary procedure made explicit in RA 7877, The Anti-Sexual Harassment Act of 1995, and the Ateneo de Manila University’s Implementing Rules and Regulations, shall be followed, as mandated by law.³

**Notices and Hearings:**

2.1. In the case of major offenses of the Code of Conduct:

a) In cases where there is sufficient basis to forward a case to the *Committee on Discipline* for deliberation and hearing as a major offense, the Office of Student Discipline will issue the respondent a Notice of Formal Charge stating:

i. the nature of the possible violation, including the specific section(s) of the *Code of Conduct* possibly violated,

ii. the right of the student to due process as stated in the *Code of Conduct*, and

iii. The right of the student to assistance of a counsel of his/her own choice from members of the community.

- The respondent may ask any member of the Loyola Schools (except those serving as Associate Dean, Dean or Vice President), to serve as counsel at the hearing of the case.

- If the student has no one in mind, the Student Discipline Office will facilitate the assignment of a counselor to accompany the respondent during the hearing, through the LS Office of Guidance and Counseling.

b) For cases which involve imminent, serious or pervasive threat/s to the safety of the Ateneo community, where evidence of serious misconduct or failure to abide by previously established behavioral contracts is strong, the Director of Student Discipline, upon agreement of the Director of OSS and the Chair of the Committee on Discipline, may issue a Preventive suspension Order congruent with CHED guidelines.

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4 According to Section 106 of the MORPHE: “A student under investigation may be preventively suspended from entering the school premises and from attending classes, when the evidence of guilt is strong, and the responsible school official is morally convinced that the continued stay of the student pending investigation would cause sufficient distraction to the normal operations of the institution, or would pose real or imminent threat or danger to persons and property inside the institution’s premises.” This is a procedure, not a penalty; hence, it is not to be confused or equated to a sanction of suspension post-hearing.

5 In general, the role of someone chosen as counsel in this context is to:

- prior to the hearing: guide the student in the understanding of what responsibilities one bears in the matter in question, providing perspective regarding the incident/offense; also serve as emotional support regarding feelings and concerns about the case.

- during the hearing: serve as moral support and act as observer to the respondent student’s testimony; can also be a character witness.

- after the hearing: assist in the processing of the student’s testimony/responses and continue providing support
2.2. The student shall be required to submit his/her written response to the Notice of Formal Charge, including relevant material to support the statement, within seven (7) calendar days of being informed. Failure to do so shall be taken to mean that the student chooses to waive his/her rights to present his/her side of the case as requested.

2.3. The date of the hearing shall not be earlier than seven (7) calendar days from the student’s receipt of the Charge Notice.

2.4. The Office of Student Discipline shall notify the parents/guardian of undergraduate students charged before the Committee on Discipline through a duplicate copy of the Notice of Formal Charge, which shall be sent through registered mail/courier service, to the official mailing address entered in AISIS.

2.5. The Committee on Discipline, convened by the Director of Student Discipline, shall require the presence of the parties on the set date and time of the Discipline Committee hearing. If a respondent/complainant/witness fails or refuses to attend a scheduled disciplinary hearing, the Committee will evaluate whether there is a reasonable cause for a postponement. In the absence of such, the Committee may interpret the absence as a waiver of one’s right to present one’s case in person, and decide on the merits of the case given the evidence at hand.

2.6. Discipline hearings are formative in nature. As administrative processes, they are not subject to the rules of court.⁶

2.7. The parent(s) may be present as observers during their son/daughter’s personal testimony at the hearing, upon written or verbal notice to the Committee Chair. They may not address their son/daughter, or the Committee, during his/her oral testimony, nor give testimony themselves. However, parents may submit their sentiments regarding the case in writing, prior to the hearing, for inclusion in the case file to be evaluated by the Committee. Any concerns about the conduct of the hearing itself may likewise be submitted in writing to the Chair of the Committee on Discipline after the proceedings.

2.8. After questioning the parties and witnesses, the Committee shall deliberate on the case and determine whether or not the student is guilty of the offense as charged. Appropriate sanctions will also be deliberated on, along with any mitigating or aggravating factors, if the student is found guilty.

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

3. **Sanctions/Obligations for Major Offenses**

Major offenses shall warrant one or a combination of the following sanctions:

3.1. any of those listed as penalties for minor offenses
3.2. loss of privileges related to the nature of the offense
3.3. disciplinary probation (first warning or final warning status)
3.4. mandatory drug testing at the student’s expense, at the discretion of named school administrators, for a specified period of time (especially in cases related to dangerous drugs, substance abuse or endangering behavior)
3.5. mandatory psychological/clinical assessment and compliance with the recommendations of an accredited specialist
3.6. public reprimand through the posting of a memorandum/notice on bulletin boards of the VP-LS, the OSS, and all Loyola Schools departments and offices
3.7. restriction against participation in school activities/further contact with aggrieved parties
3.8. suspension or expulsion from on-campus housing
3.9. ban from entering campus (inclusive of all facilities and offices within the Loyola Heights campus, as well as external venues of official Loyola Schools events)
3.10. suspension/deferment of graduation
3.11. non-readmission after the end of the current semester
3.12. dismissal (Exclusion)
3.13. expulsion

4. **Decisions and Appeals**

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 Office of Student Discipline.

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7 For “Probation, First Warning Status”: Any future violation of the Code of Conduct, whether deemed a minor violation or a major offense, during the duration of probation, will merit a higher sanction in reference to the nature of the case and/or the sanctions of the previous case. Standard discipline processes will apply depending on whether the violation is considered minor (where the case will be evaluated by the Director of the Office for Student Services or the Coordinator for Student Discipline and sanctions imposed), or major (where the case will be again referred to the Committee on Discipline). The elevation of the probation to Final Warning Status should also be expected.

For “Probation, Final Warning Status”: Any future violation of the Code of Conduct, whether deemed a minor or major offense, during the duration of probation, will be automatically referred to the Committee on Discipline for adjudication. It should be considered that given Final Warning status, subject to standard disciplinary processes, dismissal from the University is a distinct probability.


9 Ibid., p. 481
4.2. The Office of Student Discipline shall see to the implementation of sanctions, if any, as well as the notification of stakeholders regarding the decision made by the ADSF.

4.3. Students may appeal for reconsideration of the verdict/sanctions to the VP-LS within seven (7) calendar days of receiving the decision, provided that he/she can present new evidence or basis for any change.

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 or the University President upon consideration of an appeal.

III. Offenses

Students are expected to exercise freedom and maturity in the process of self-development. This entails the ability to distinguish between acts that shall promote their well being as a person according to the Christian ideals and those that subvert this.

As a general principle, cases are considered major if any of the following conditions are present: against the laws of the land, endangering the life and safety of the members of the community, recidivistic, or against the core principles of the Ateneo de Manila University. Students can be suspended, dismissed or expelled for these reasons.

The following are considered inimical to the dignity of the members of the Loyola Schools community:

A. Offenses Against Security

   1. Failing to wear the student identification card visibly on one’s person
   2. Bringing into and/or drinking alcoholic or any intoxicating beverages on campus
   3. Coming into the campus under the influence of alcohol or prohibited substances, and/or acting in a disruptive way
   4. Possession, use, or distribution of dangerous drugs (according to RA 9165) for something other than their intended medical purpose
   5. Possession of deadly weapons
   6. Computer hacking

10 A student may appeal the verdict and/or the sanctions of his/her case to the University President in cases of dismissal or expulsion from the university, or to the VP-LS in cases of lesser sanctions.
11 The sub-section headings regarding categories of offenses are guides in organizing the proceeding list. They are not to be treated as restrictions to the interpretation of the spirit and nature of an actual offense.
12 Section 33-a of Republic Act No. 8792, otherwise known as the “Electronic Commerce Act of 2000” states: “...Hacking or cracking which refers to unauthorized access into or interference in a computer system/server or information and communication system; or any access in order to corrupt, alter, steal, or destroy using a computer or other similar information and communication devices, without the knowledge and consent of the owner of the computer or information and communications system, including the introduction of computer viruses and the like, resulting in the corruption, destruction, alteration, theft or loss of electronic data messages or electronic document...”
7. Engaging in endangering behavior, defined as any action that might lead to loss of life or injury, whether intentionally or as a result of recklessness or gross negligence (as with removing fire alarms, tampering with fire extinguishers, sitting on ledges, dropping objects from buildings, refusing to conform to safety protocols, reckless driving, etc.)

B. Offenses Against Persons

1. Acts of disrespect or discourtesy
2. Proselytizing or promoting one’s faith by attacking or denigrating others’ religious beliefs
3. Acts of misconduct of a sexual nature
4. Physical assault
5. Issuing threats or acting in a threatening manner, defined as using words or engaging in actions which can cause a person to reasonably fear for his/her own or another’s life, safety, wellbeing, property, and/or good name (e.g. making bomb jokes, threatening/insinuating physical harm, false claims, public humiliation, etc), for the purpose of intimidation, and/or unwarranted compliance
6. Engaging in a pattern of conduct that vexes or compromises the physical/psychological wellbeing of a person, as with acts of harassment, stalking, coercion, goading, ridicule, discrimination, etc.
7. Preventing members of the University community from discharging their duties, which include attending classes, submitting requirements or entering school premises
8. Instigating and/or engaging in activities resulting in injury or moral damage to persons
9. Any act by word or deed that degrades or debases the dignity of a person

C. Offenses Against Property

1. Disobeying school regulations on the care of the university environment (cf Section I-I of the Code of Conduct)
2. Gross negligence with personal property, especially when the same becomes involved in, or the object of, a violation or incident (e.g. leaving belongings unattended at length; repeated, unreasonable losses of one’s LS ID within 1 school year, etc.)
3. Stealing and/or unauthorized possession of others’ property
4. Selling/disposing of/tampering with stolen property
5. Acts of vandalism/defacement of school, personal or public property, in whatever form (whether physical or digital)
6. Instigating and/or engaging in activities resulting in damage to school property

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Refer to Section II, B. Procedures for Major Offenses, 1.4e of the Code of Conduct for cases of sexual harassment in particular
D. Offenses Against Order

1. Wearing attire inappropriate to the academic nature of the University. Administrators and faculty members, acting individually or in groups (for instance, as a Department, or as a School) may stipulate more precisely the appropriate modes of attire in designated classrooms or other areas and for designated events or occasions.

2. Disturbing or disrupting a class or a school function without just cause.

3. Profiteering and/or engaging in disreputable or unfair business practices, especially when done with the use of the Ateneo name, school resources and/or affiliations.

4. Preventing the circulation of a recognized student publication.

5. Gambling within school premises, during or in relation to school sanctioned events, and/or through University resources (e.g. LS LAN).

6. Bribery, or acceptance of a bribe, or any act meant to give or obtain favor or advantage illegally or unfairly, whether attempted, frustrated, or consummated.

7. Illegally obtaining or gaining access to and/or using restricted school documents, facilities or equipment.

8. Invasion of privacy, as with unauthorized use of recording equipment or access to facilities, especially when the same is likely to cause distress.

9. Dereliction of duty, especially when resulting in loss or damages.

10. Obstructing the conduct of necessary administrative processes.

11. Committing/insinuating acts of retaliation due solely to the filing of a report or participation in administrative procedures/investigations.

12. Organizing or being involved in groups or organizations which

   a. Use violence, or

   b. Require members/applicants to act in any manner that is personally degrading and not directly related to what the group or organization is aiming to accomplish, or

   c. Express their exclusion of others through disrespect for and disregard of the rights and dignity of members and/or non-members.

13. Disregarding the Code of Conduct by repeatedly failing to perform, or acting in gross negligence of student responsibilities, and/or frequently committing offenses.


15. Repeatedly violating rules and regulations of the University or Auxiliary units.

16. Deliberate disregard or defiance of a penalty or a sanction imposed by the Office for Student Services/Discipline or by pertinent authority.
17. Committing, inside the campus and/or during a school function, any acts considered crimes under the laws of the land

18. Committing acts outside the campus which affect the good name, order or welfare of the school or have direct and immediate effect on the discipline, morale, or general welfare of the school, especially acts considered crimes under the laws of the land of which the person has been formally charged or convicted

19. Gaining undue advantage over others for personal benefit by illegitimate means

20. Aiding in the violation of the Code of Conduct by another student or any school rule or law of the land, whether wittingly or unwittingly (e.g. sharing a copy of one’s paper/exam which is then used for an act of academic dishonesty; negligence in the treatment of one’s ID which is then used for misrepresentation, etc.)

21. Violation of official policies and measures implemented against the use of dangerous drugs

22. Unreasonable repeated and/or willful failure to comply with official summonses issued by administration offices and/or academic departments

23. Compromising data integrity and processes by altering information, deleting files, causing system delays, etc.

24. Failure to perform responsibilities as students as listed in Section I (Basic Responsibilities)

E. Offenses Involving Dishonesty.

Dishonesty runs counter to the very essence of the Ateneo de Manila University as an educational institution. All cases involving dishonesty will be treated as major cases.

1. Any form of dishonesty committed in the context of an academic exercise. This includes but is not limited to the following:
   a. Dishonest behavior during examinations or tests. Dishonest behavior is manifested by but not limited to:
      i. any form of unauthorized communication
      ii. making unnecessary noise (e.g. talking to one’s self)
      iii. calling the attention of others; looking at the papers of others
      iv. making one’s test paper visible to others
      v. Possession, or presence attributed to the person, and/or use of unauthorized notes or of any materials or equipment that may have relevance or usefulness to the subject of an ongoing examination, or that may be used in a dishonest act related to the examination

14 Cheating in any major course requirement will merit an academic penalty of F in the course and will be regarded as a major disciplinary offense. Major course requirements would include mid-term or final examinations, or any other academic requirements that constitute twenty (20) percent or more of the final grade in the course. Cheating in any other course requirement will merit a minimum academic penalty of F in that academic requirement, and will be subjected to the usual review befitting a disciplinary case.
b. Plagiarism

c. Fabrication or submission of falsified data, information, citation, source/s, or results in an academic exercise

2. Deception or providing false information (e.g. providing a false reason for failure to meet a deadline, or falsely claiming to have submitted documents, giving false testimony, feigning ignorance, etc.)

3. Tampering with and/or falsifying school or public documents and/or communication, whether physical or electronic, especially those that are part of, or affect, the official processes of the University

4. Use of someone else’s personal data/identifying characteristics/personal effects to commit fraud

5. Committing any form of misrepresentation

F. Offenses Against Public Morals

1. Accessing, possessing or distributing pornographic materials on campus, whether in physical or electronic form

2. Initiating, engaging in, or promoting indecent and/or offensive behavior in public, especially when resulting in scandal

3. Moral turpitude, defined as gross disregard of moral standards expected of a human being while engaging in some activity or in the commission of a violation

IV. Data Privacy

Student disciplinary matters are sensitive personal information. They shall only be gathered, generated, and/or otherwise processed in a manner that is consistent with laws of the land, as well as promulgated Ateneo policies (cf Section III of the Student Handbook Companion). Data acquired are intended solely for the internal use of the University in the fulfilment of its constitutional mandate to form the good character of its students.

V. Clearance and Hold Orders

Clearance to enroll every semester, or to leave the University at any time, requires satisfaction of pending academic and non-academic obligations. Students who have not resolved their disciplinary cases or have inadequately served their sanctions will not be allowed to proceed with enrollment, transfer or graduation.  

15 The signatures of the Director for Student Services and the Director of Student Discipline are part of the requirements for clearance.
SPECIFIC POLICIES, RULES AND GUIDELINES OF THE LOYOLA SCHOOLS

I. Student ID-related Policies

1. The ID - Wearing Rule

Students are required to wear their IDs upon entry into the Ateneo campus. It is a vital component of the Loyola Schools security system that identifies its wearer as a bonafide member of the Loyola Schools.

Every student must help in the effort to keep the campus safe for everyone by displaying his/her Ateneo ID visibly and clearly on his/her person at all times while inside the Loyola Schools premises. This constitutes a basic act of social responsibility given that campus safety and security is the responsibility of all members of the Ateneo community.

The ID is considered an official school document to be treated with care and respect. It is NOT to be defaced, altered, or misused in any way, shape or form. It is non-transferable, not to be lent or copied, nor discarded indiscriminately.

A. The following practices are considered minor violations in the use of the ID:
   1. Wearing the ID underneath one’s clothing (shirt, jacket, etc.)
   2. Carrying the ID inside a personal article, for example, a bag, notebook or wallet
   3. Hanging the ID on your bag instead of wearing it on your person

B. The following are considered Major offenses in the use of the ID (meriting a major discipline case):
   1. Tampering with the ID Card (i.e. defacing ID picture, putting stickers, changing info)
   2. Using another person’s ID or allowing another person to use one’s ID
   3. Making a fake Loyola Schools student ID card

C. For one’s protection, the loss of the ID should immediately be reported to the Office for Student Services (OSS).

D. Students who forget to bring their ID are asked to sign an ID-violation sheet and provide a secondary ID as proof of identity before entering school premises. Students must proceed directly to OSS to get a temporary ID for the violation to be nullified. Failure to do so will merit an ID violation in the student’s record of conduct, where violations are cumulative within the school year and may result in minor penalties or a major offense depending on the accumulated record of neglect.
E. Students who lose their ID should proceed to the OSS to check if their ID has been recovered. If it has not been found in three (3) days, a replacement ID must be applied for. Follow the procedure in securing a new Ateneo ID card.

2. The ID - Validation Rule

ID Validation is the final stage of the registration process. Student IDs without a validation sticker for the current semester will not be honored.

All student IDs should have a validation sticker for it to be valid for the current semester. This should be stuck on the ID by designated OSS personnel only. The sticker should be of the current semester for the ID to be considered valid. A minor violation is incurred when the ID is not validated after the specified deadline announced each semester for the registration procedure.

Penalties for ID-Related Violations

The following are the sanctions for each violation related to the student ID:

1. Late ID Application: 2 hours of community service16
2. Late ID Validation: 2 hours of community service17
3. ID Wearing Violation Sanctions

<table>
<thead>
<tr>
<th>Violations w/in 1 SY</th>
<th>Verbal Reprimand</th>
<th>Letter of Apology addressed to OSS</th>
<th>Fines</th>
<th>Mandatory work in the form of community service</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st violation</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd violation</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd violation</td>
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<td></td>
<td>4 hours</td>
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</tr>
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<td>✓</td>
<td>✓</td>
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</tbody>
</table>

16 The deadline for ID application is the last day of late registration
17 The deadline for ID validation is the last day of registration
18 Fine may be converted to 8 hours of community service
ID Replacement/Temporary ID

Loss of ID should be reported immediately to the Office for Student Services (OSS). The OSS receives lost IDs regularly. Check if your ID has been turned over. If not, obtain a temporary ID. If it has not been found in three (3) days, apply for an ID replacement.

Temporary IDs are only valid for the day of the application. The 10th instance within one school year will result in a recorded violation in the name of the student, and the forced replacement of his/her ID.

If your ID is damaged, get an ID replacement immediately from the OSS Office.

Students are advised to take good care of their Ateneo ID and ensure that it is not used by others, damaged or lost.

Penalties for Lost or Damaged ID

In the event that the ID is damaged or lost, the following penalties apply:

1. Lost ID
   a. First instance: P 300.00
   b. Second instance: P 500.00
   c. Third instance: P1,000.00
   d. Aside from the fine, the student must also submit a letter of explanation to the OSS on how the ID was lost

2. Damaged ID
   a. A fine of P 150.00 will be charged for IDs that are damaged through the negligence of the student.
   b. IDs with damage brought about by normal wear and tear, e.g. fading ink, will be replaced without cost.
   c. IDs with defective barcodes will be replaced without cost.

Procedure for Applying for a Replacement ID Due to Loss

1. Submit a formal letter addressed to the Director of the OSS explaining how the ID got lost. A Charge Slip will be issued to the requesting student.
2. Pay the necessary amount at the Cashier’s Office.
3. Present official receipt of payment to the OSS. A temporary ID will be issued to the student until the new ID is available.
4. Pick up the new ID after 1 to 2 work days.
Procedure for Applying for a Temporary ID

1. Proceed to the OSS, G/F Xavier Hall
2. Fill out the application form for a Temporary ID
3. Get a charge slip from the OSS
4. Pay at the Cashier’s Office
   a. Php 50 for the 1st to 5th request in one school year
   b. Php 60 for the 6th to 9th request in one school year
5. Present the Charge Slip and the official receipt of payment to the OSS to claim the Temporary ID.

II. The Loyola Schools Dress Code

In accordance with the Implementing Guidelines of the Loyola Schools Dress Code released by the Office of the Vice President for the Loyola Schools last 6 December 200719, students are expected to dress simply, appropriately, and decently at:

a. All official functions and events of and in the Ateneo de Manila University, including commencement exercises, convocations, conferences, receptions, and assemblies;
b. The office of all Ateneo Administrators (Heads of offices of Central Administration and the school units; Heads of auxiliary units, affiliated units, and centers; Department Chairs and Program Directors), as well as any meetings, appointments, or transactions with Ateneo administrators outside of their offices;
c. All LS Administrative offices, including adjacent corridors and waiting areas;
d. The Rizal Library and the Ateneo Art Gallery;
e. The Registrar’s Office;
f. All events and activities in major Audio-Visual Rooms, such as the Irwin Theater, Arete, Faura AVR, Escaler Hall, and Leong Hall Auditorium;
g. All functions, events, and activities where the Ateneo de Manila University is represented, except those that clearly require other attire, such as in sports tournaments.

Schools or Departments may also come out with a more specific guidelines for implementation in their respective areas or jurisdictions.

### LS Dress Code Violations

<table>
<thead>
<tr>
<th>Violations w/in 1 SY</th>
<th>Verbal Reprimand</th>
<th>Letter of Apology addressed to OSS</th>
<th>Fines</th>
<th>Mandatory work in the form of community service</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st violation</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd violation</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd violation</td>
<td>✓</td>
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<td>4 hours</td>
<td></td>
</tr>
<tr>
<td>4th violation</td>
<td>✓</td>
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<td>8 hours</td>
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</table>

### III. Loyola Schools No - Smoking Policy

The Loyola Schools is committed to provide a healthy learning and working environment for students, faculty, administrators and staff.

**Aims of the Policy**

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of students, faculty, staff and visitors.
- Comply with the provisions of R.A. 9211 which prohibits smoking in public places including schools, colleges and universities.

**Definition**

The No Smoking Policy covers all types of burnt and smoked products including cigarettes, tobacco and non-tobacco cigarette products.

**Restrictions on Smoking**

Smoking is not permitted in any Loyola Schools premises* or grounds at any time, by any person regardless of their status or business** in the University.

*Vehicles

*Smoking is not permitted in any vehicle when within Loyola Schools premises.*

**Visitors

*All visitors, contractors and delivery personnel are likewise required to abide by the no smoking policy. Security guards and Loyola Schools personnel are expected to inform visitors of the no smoking policy.*
Notification

Appropriate signages to indicate that the Loyola Schools has a no smoking policy are put up in conspicuous places so that everyone is duly informed.

Penalties

<table>
<thead>
<tr>
<th>Violations w/in 1 SY</th>
<th>Verbal Reprimand</th>
<th>Letter of Apology addressed to OSS</th>
<th>Fines (*in accordance with RA 9211)</th>
<th>Other forms of sanctions</th>
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</thead>
<tbody>
<tr>
<td>1st violation</td>
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<td>500</td>
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</tr>
<tr>
<td>2nd violation</td>
<td>✓</td>
<td>✓</td>
<td>1,000</td>
<td>Mandatory participation in Smoking Cessation Program</td>
</tr>
<tr>
<td>3rd violation and above</td>
<td>✓</td>
<td></td>
<td>5,000</td>
<td>Mandatory participation in Smoking Cessation Program</td>
</tr>
</tbody>
</table>

Monitoring and Review

Compliance with the no smoking policy will be monitored by the Office of Student Services.

IV. CAMPUS MOBILITY, TRAFFIC & PARKING REGULATIONS

There are many ways to get around campus but the school encourages walking from building to building, hence the expanded walkways and brick roads. If you must ride, an E-Jeep also makes the rounds of the campus.

Students who intend to bring a vehicle to school are required to have a Gate Pass sticker, which allows them to enter and park on school premises. Bringing a vehicle on campus entails assuming responsibility for driving safely, considerate use of roads and parking spaces, and respect for regulations and those who implement them.

Student -drivers and persons who enter campus on such students’ behalf must know and follow the Traffic & Parking Rules enforced by the University through the Campus Safety & Mobility Office (CSMO), which include:
Parking on campus is on a first-come, first served basis. A Gate Pass allows you to park in the COLLEGE STUDENT PARKING designated areas, but does NOT guarantee you a parking spot. Parking in RESERVED spots (for Carpoools, Faculty, Administrators, Visitors, etc.) is strictly prohibited and entail a hefty fine, as well as a violation in the student-driver’s name. Repeat violators will merit a Major Offense of the Code of Conduct. Overnight parking (i.e. keeping your car on campus after the cut-off for the specific lot you are parked on) is also disallowed -- except in emergencies, which ought to be brought to the attention of the OSS or the CSMO before the cut-off to follow the procedure to request for Overnight parking.

### Traffic/Parking Violations

<table>
<thead>
<tr>
<th>Violations w/in 1 SY</th>
<th>Verbal Reprimand</th>
<th>Letter of Apology addressed to OSS</th>
<th>Fines</th>
<th>Mandatory work in the form of community service</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st violation</td>
<td>✓</td>
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<td>✓</td>
<td>(varies per violation°)</td>
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<tr>
<td>2nd violation</td>
<td>✓</td>
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<td>3rd violation</td>
<td>✓</td>
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<td>4 hours</td>
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<tr>
<td>4th violation</td>
<td>✓</td>
<td></td>
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<td>8 hours</td>
</tr>
</tbody>
</table>

° 12 midnight for parking lots other than the Northwest (near Arete) which closes at 10pm.

°° Refer to CSMO Traffic & Parking Primer 2017 for listing downloadable at vims.ateneo.edu
Section III:

Holistic Formation
STUDENT FORMATION

The Office of the Associate Dean for Student Formation (OADSF)

The Office of the Associate Dean for Student Formation (OADSF) oversees the design, implementation, and evaluation of integrated formation programs and services that facilitate the personal, social, spiritual, communal, physical and leadership development of undergraduate students of the Loyola Schools.

It supervises and coordinates the work of the Formation Cluster which is composed of the:

1. Office for Social Concern and Involvement
2. Office of Campus Ministry
3. Office of Placement and Career Services
4. Office of Student Activities
5. Office of College Athletics
6. Office of Student Discipline
7. Physical Education Program/ROTC
8. Coordinator for Faculty Social Involvement

Together with the above units, and through formation programs and services inspired by the Ignatian charism, the OADSF seeks to form students to become men and women dedicated to the service of others, especially the poor and marginalized.

THE INTEGRATED ATENEO FORMATION (InAF) PROGRAM

The Loyola Schools’ InAF program is aimed towards the formation of persons-for-and-with-others who will contribute meaningfully to the transformation of Philippine society as servant-leaders engaged in various fields of endeavor.

In line with the formation of the whole person characteristic of Jesuit education, the InAF program seeks to provide students with opportunities that can help develop and integrate the personal, academic, socio-cultural, and spiritual dimensions that comprise each student’s person.

In forming students to be professionals-for-and-with-others, the InAF program seeks to develop graduates who are: able to apply their academic competence and training in the service of nation building; conscious of their responsibilities as global citizens; guided by Ignatian discernment and rooted in a personal relationship with God; strongly oriented to faith and justice; and critically rooted in their culture.

To achieve the abovementioned goals, all undergraduate students of the Loyola Schools undergo four programs as part of their holistic formation—the Introduction to Ateneo Culture and Traditions (InTACT), the National Service Training Program—Preparatory Leadership Undertaking for Sophomores (NSTP-PLUS), the Junior Engagement Program (JEEP), and the Senior Integration
Introduction to Ateneo Culture and Traditions (InTACT): First Year

The InTACT program aims to help freshmen develop self-awareness and self-empowerment by providing them with opportunities to take a closer look at themselves and at how they relate to their family, friends, school, country, and God. As freshmen are welcomed into the Ateneo community and introduced to the university’s culture and traditions—which are rooted in Filipino, Catholic and Jesuit values—they not only go through a journey of self-discovery but one of formative growth as well.

The InTACT program is designed to assist students in their academic adjustment to college life; raise their self-awareness; introduce them to the value of Ignatian Spirituality; and develop their sense of community and awareness of social realities.

National Service Training Program – PLUS (NSTP-PLUS): Second Year

The NSTP-PLUS was conceived in response to the National Service Training Program (NSTP) Act of 2001 or Republic Act 9163, which seeks to “promote civic consciousness among the youth and ... develop their physical, moral, spiritual, intellectual and social well-being. It shall inculcate in the youth patriotism, nationalism, and advance their involvement in public and civic affairs.” As such, the program seeks to develop the ethics of social involvement and patriotism among sophomores as they undergo training in any of the following components—Civic Welfare Training Service (CWTS), Literacy Training Service (LTS), or Reserved Officers Training Corps (ROTC).

Through the guidance of formators and faculty from their home departments, students render 3 hours of discipline-based or interest-related service to a particular community or partner institution for the entire school year. These weekly engagements are analyzed further via processing sessions and reflected upon more deeply through sessions for prayer and Ignatian discernment.

A homeroom adviser (H.A.), partnered with a student facilitator (S.F.), handles each block. Through weekly homeroom sessions, freshmen are guided through modules to get to know themselves better as they undergo the Ateneo brand of holistic formation. The H.A. and S.F. also hold individual consultations with each freshman to continuously look out for their well-being.
Junior Engagement Program (JEEP): Third Year

To enable third year students to further engage the world beyond the self, the JEEP aims to help juniors develop a deeper awareness of their responsibility towards the “other” and of their role as members of society.

The JEEP is designed to provide opportunities that will allow students to critically engage in the life experiences of people who experience, or work to address the reality of marginalization. Through these experiences, it is hoped that students will gain an understanding of the various contexts of the “other” in relation to economic, political, and socio-cultural realities as well as grow in social responsibility.

Senior Integration Program (SIP): Fourth Year

The SIP is designed to form leaders who possess a strong sense of their personal giftedness, competence in their respective fields of study, a genuine desire and commitment to be of service to the nation, and a capacity to ground their decisions in Ignatian discernment.

The SIP aims to help graduating students reflect on and integrate their Ateneo college experience in light of their personal vocation and the call to help build the nation. By helping seniors discern how their respective disciplines and future career decisions can respond effectively to societal needs, the program seeks to form graduates who will be catalysts for change as professionals-for-and-with-others.

Several activities comprise the SIP:

- Through the PRAXIS program—a two-and-a-half-day immersion experience with marginalized communities coursed through their Theology classes—students analyze Philippine social reality in light of the Church’s social teachings and the social dimension of Christian witness, and reflect on the demands such a reality makes on their lives.

- Through a recollection, seniors are provided an opportunity to look back at their years in the Ateneo, to prepare to deepen their commitment and involvement during their senior year, and to reflect on their future with the help of Ignatian Discernment talks.

- Through guidance testing, placement talks and a job fair, future graduates are provided an opportunity to meaningfully explore career options.
Finally, through the culminating ritual known as the “Pabaon,” the graduating students are led through a prayerful reflection about the meaning of their Ateneo education and formation and receive an inspiring send-off as they venture forth from the Ateneo to be professionals-for-and-with-others.

CONTACT US:  
Office of the Associate Dean for Student Formation  
G/F MVP, Rm 102  
(632) 426-6001 loc. 5008  
Email: adsf.ls@ateneo.edu

STUDENT FORMATION OFFICES AND OFFERINGS

LS Office of Campus Ministry (OCM)

The LS Office of Campus Ministry, as animators of spiritual formation in the Ateneo de Manila University, is faithful to the Catholic identity, rooted in Ignatian spirituality, and open to dialogue with other traditions and beliefs. Centered on Christ, the office nurtures the spiritual growth of the members of the Loyola Schools, ignites them to share in the mission of forming persons-for-others, and as one community sheds light to the world.

Spiritual Formation Programs

- Recollections, prayer sessions and discernment talks for the Integrated Ateneo Formation (InAF) program from first to fourth year
- Ignatian Retreats
- Retreat in Daily Life/First Spiritual Exercises
- Spiritual Direction and Pastoral Counseling
- Workshops on Prayer and Spirituality

Other offerings:

- Use of Blessed Sacrament Room and Prayers Rooms
- Training for Mass Service
- Mass Cards, Mass Intentions and Mass Sponsorship
- Rupert Mayer Library of Spiritual Formation Resources

CONTACT US:  
Office of Campus Ministry  
G/F MVP, Rm 109  
(632) 426-6001 loc. 5161  
Email: campusministry.ls@ateneo.edu  
Fax: (632) 426-6522  
https://www.facebook.com/Ls.ocm

Liturgy and Sacraments:

- Daily Masses and Regular Confessions at the College Chapel
- Special Community Liturgies (St. Ignatius, Freshmen OrSem, Holy Spirit, Immaculate Conception, Christmas, Ash Wednesday and Baccalaureate Masses)
Office for Social Concern and Involvement (OSCI)

Following the Ignatian Pedagogical Tradition, the Office for Social Concern and Involvement (OSCI) seeks to deepen social awareness and intensify the passion for social involvement among Loyola School students in order to create positive impact among marginalized communities through:

1. Raising awareness of the reality of poverty and fostering solidarity action and advocacy work;
2. Utilizing service-learning as a pedagogical strategy across various academic disciplines; and
3. Serving as a principal link of the Loyola Schools to marginalized communities.

As such, OSCI Formators take the lead in all the social involvement components of each of the InAF programs, with the goal of developing Filipino citizens and world leaders who possess a critical consciousness and the “heart” for the marginalized, in living a life of faith that does justice.

CONTACT US:  
G/F MVP, Rm 104  
(632) 426-6001 loc. 5090-93  
http://www.ateneo.edu/ls/office-social-concern-and-involvement-osci

Office of Student Activities (OSA)

The Ateneo brand of Transformative Leadership underlies the multitude of opportunities afforded students of the Loyola Schools to apply and sharpen skills learned in the classroom through participation in student organizations and activities. As leaders and members of diverse groups, in engaging different community and nation building initiatives, students hone real-world competencies, live out Ignatian principles, and develop personal character, towards the actualization of Ateneo ideals.

The formation, supervision, and recognition of student organizations and their members, in relation to the extra- and co-curricular activities in the areas of leadership development, socio-civic involvement, culture and arts, and publications, to name a few, fall under the responsibility of the Office of Student Activities.

Programs and Offerings

1. Leadership formation programs and activities for current leaders of student groups.
2. Leadership development programs for prospective and emerging leaders
3. Accreditation of student organizations
4. Organizational guidance for recognized and non-recognized student groups on campus
Others:

- Legislates and implements the Guidelines for Student Activities (i.e. policies and process related to on and off-campus activities).
- Provides administrative services that are complementary to the formation goals for student organizations (e.g. finance services, MVP-CSL building administration, etc).

**CONTACT US:**

G/F MVP, Rm 100  
(632) 426-6001 loc. 5050-52  
http://ateneo.edu/ls/osa

**Office of Student Activities**

Email: osa.ls@ateneo.edu  
Fax: (632) 426-0795  
https://www.facebook.com/ateneo.ls.osa

**LS Office of Placement and Career Services (LSOPCS)**

The Loyola Schools career guidance programs and services aim to help students transition from the academe to the workplace through career consultation. Committed to helping ensure graduates find employment appropriate to their individuality for positive contribution to self, family, and society, the Office of Placement and Career Services (LSOPCS), through Career Development Programs and networking with the four market sectors--business, government, non-government and education -- assists in the formation of students as professionals-for-others within a globally competitive environment.

In addressing the student’s transition from the world of school to the world of work, LSOPCS maintains systematic contact with its graduates and alumni, and involves them in its programs and services for job placement, continuing education and community involvement. Formal linkages are maintained and expanded with the employment sector for systematic recruitment and orientation of graduating students, and follow-up studies of graduates are made to track their whereabouts and provide feedback for program evaluation in terms of preparedness for work and work performance.

Programs and Offerings:

- **Self-assessment Sessions**
  To identify strengths and weaknesses in the areas of abilities, personality traits, interests, and values.

- **APEx (Ateneo Placement Exposure) Sessions**
  To match one’s individuality with occupational interests by listening to career stories of alumni and captains of industry from various fields, and by going on company tours.

- **G.O.T. Work (General Orientation on Transitioning to Work)**
  To polish one’s job application through resume-writing, job interview tips, and networking skills.
• On-Campus Recruitment
To acquaint and provide students with employment and Practicum/Internship opportunities in the 4 market sectors through Career Fair, Career Talks,Mock Interview Sessions, Testing, Job Postings, Company Presentations, and Graduate Listing.

• Career Consultation
To help take into account career thoughts, plans and objectives in discerning, and making goals and action plans through individual and group career consultation sessions.

CONTACT US:  
2/F SocSci Bldg, Rm 265  
(632) 426-6001 loc.5040 & 5041  
http://placement.ateneo.edu

Office of Placement and Career Services
Email: placement.ls@ateneo.edu  
Fax: (632) 426-6077  
https://www.facebook.com/AteneoLSOPCS

Office of Student Discipline (OSD)
The role of the office proceeds from the Constitutional mandate for educational institutions to address the character formation of the students. The Ateneo De Manila Loyola Schools, As a Filipino catholics and jesuit institution of higher education, extols not only intellectual virtue but moral excellence. As the guardian of the Code of Conduct that provides the basic framework of normative rules to facilitate the total formation of the student according to the christian ideal of the human person, the OSD is tasked to address all major offenses of the code of any student of the Loyola schools, undergraduate band graduate alike. Through personnel and processes. The OSD attends to all requirements of due process, ensuring rationality and order in discipline cases with adherence to a restorative framework - one that addresses formative issue in student misconduct through a community - based approach that emphasize the common good, social fabric, institutional values, and the development of the individual to become person-for others.

CONTACT US:  
Lower Level, MVP Building  
(632) 8426-6001 loc. 5023 & 5024

Office of Student Discipline
Email: Studentdiscipline.ls@ateneo.edu

Office of College Athletics (OCA)
Athletics is an effective and powerful tool for developing character and leadership as well as physical prowess, as proven by generations of Ateneo student athletes.
The University recognizes different sports as legitimate venues for student development, and supports the formation of varsity teams that are allowed to carry the University’s official name and represent the institution in University-sanctioned athletics competitions in an extension of its Formative responsibility to students.
The Office of College Athletics (OCA) is responsible for the effective and efficient implementation of all athletic activities and programs in the Loyola Schools. It concerns itself with the total development of the student-athlete, ensuring their safety and well-being in the process of proudly representing the ADMU.
Programs and Offerings:

1. Varsity sports in Arnis, Badminton, Baseball, Basketball, Beach Volleyball, Chess, Cheerleading, Fencing, Football, Golf, Judo, Lawn Tennis, Rowing, Shooting, Softball, Swimming, Track and Field, Table Tennis, Taekwondo and Volleyball

2. Academic Support and Services for Student-Athletes

3. Administrative representation and Organizational support in sports leagues

4. Accident insurance for athletes

5. Awards and recognition for outstanding performance (e.g. the Ambrossio Padilla Student-Athlete of the Year, Athlete’s Night Awards)

6. School spirit rallies (Blue Eagle Cheer Rally)

**Physical Education Program**

The Physical Education Program of the Ateneo de Manila Loyola Schools is a program committed to:

- the growth and excellence in the areas of service and academic programs in P.E. sports, fitness recreation, and health geared towards the total development of the individual;
- being respected and recognized as an authority in the department’s areas of specialization; and
- being responsible to the needs of the country by actively contributing to the educational enhancement of professionals in the same field of specialization.

As an integral part of the Jesuit education, the Physical Education Program seeks to:

- enhance its services and expand its academic thrusts through various educational programs and activities geared towards the development of the individual;
- elevate the level of competence of the program’s faculty pursuant to its desire to be recognized as a leading entity in the field of sports, physical education, fitness, recreation, and health; and
- make itself relevant to society by contributing to the formation and scientific education of professionals who will serve as agents of change in allied fields of specialization.
Student Services

Driven by the Jesuit spirit of *cura personalis*, or care for the person, the Loyola Schools is dedicated to providing a sturdy support system and dynamic services for students in all aspects of their University life.

Under the supervision of the **Associate Dean for Student and Administrative Services (ADSAS)** are the units for Campus Events Management, Office for Student Services, Office of Health Services, Office of Guidance and Counseling, Office of Management Information Systems, Office of Facilities and Sustainability, and Maintenance Unit, and the Loyola Schools Bookstore.

HEALTH AND WELLBEING SERVICES

The **LS Office of Health Services** is dedicated to promoting optimal health and wellness of the LS community by providing quality, accessible primary outpatient medical services and relevant health programs to foster a healthy campus in partnership with students and in collaboration with other student-centered offices of the University.

*What medical services are available for students at OHS?*

- **Acute Care Services**
  Doctors and nurses are available for varied health care needs that students encounter while in school. Referrals to other health care units/providers can also be made when necessary.

- **Comprehensive Health Assessment**
  LSOHS does annual physical examinations and history taking for students at various year levels, assisting adolescents and young adults in dealing with critical health issues and developmental concerns.

- **Immunization Advice**
  LSOHS promotes the control and prevention of serious communicable diseases by reviewing requirements for active immunization on entry of students. The LSOHS health professionals can advise students on the recommended vaccines they need to receive in accordance with national guidelines for vaccinations required for the adolescent and young adults.

- **Drug Abuse Prevention, Testing and Treatment Monitoring**
  LSHS is the lead office in the implementation of the school’s Collaborative Anti-Drug Abuse Program (CADAP). The program includes educational fora and Random Drug Testing activities of students in accordance with the mandate given to schools by RA 9165 (Comprehensive Dangerous Drugs Act of 2002) to employ reasonable means to ensure a healthy, drug-free environment. Under the CADAP, LSOHS works closely with the LS Guidance and Counseling Office and the Office of Student Services to execute the three-pronged approach involving awareness, random drug testing, & intervention.

**Clinic hours:**
- Mon-Fri: 8am-7pm
- Sat: 8am-4pm

For medical emergencies outside of these hours, call any member of security for the assistance of ARMU (Ateneo Risk Management Unit: local 4911)
Education, Promotion and Advocacy on Health and Wellness

OHS also conducts trainings and workshops on specific topics. Multi-media use is also maximized to communicate important health messages to students.

**CONTACT US:**
1/F SocSci Bldg, Rm 105
(632) 426-6001 loc.5106 / 0918-9445997

The **Loyola Schools Office of Guidance & Counseling (LSOGC)** offers programs and services designed to equip the students with the necessary tools for self-actualization in the context of personal, familial and societal realities. The office assists in the formation of the students through the developmental stages of self-awareness, self-exploration, self-enhancement, and self-offering.

LSOGC professionals have two teams. Guidance counselors conduct the routine interviews and partner with OSS, OCM, OSCI for the Integrated Ateneo Formation programs (INTACT, NSTP-plus, JEEP, and SIP). School psychologists handle special concerns of students.

**Who can I approach if I need to talk to someone about academic and socio-emotional concerns?**

The LSOGC provides counseling services for students to address concerns which include but are not limited to the following:

- Academic Concerns (struggling academically in a class, missing classes, fear of public speaking)
- ADHD
- Addiction (substances, video games, etc.)
- Adjustment to College (homesickness, difficulty being in an extroverted environment as an introvert, etc.)
- Adjustment Returning from an Off-campus Program
- Anxiety/Panic Attacks
- Boundaries
- Cutting/Self-Injury
- Dating/Loss of a Relationship
- Depression/Mood Swings
- Difficulty with Living Situations
- Divorce/Separation of Parents
- Eating Concerns/Body-Image Concerns
- Family Issues
- Grief and Loss
- History of Abuse
- OCD
- Identity Questions
- Perfectionism (pervasive sense of not feeling good enough, need to ensure others see you in a positive light, tendency to over-commit even when feeling overwhelmed)
- PTSD
- Relationship Concerns
- Self-Image
- Sexual Assault/Rape
- Sleep Disturbance
- Stress (feeling overwhelmed, can’t keep up)
- Sexuality
- Stress related to role as an RA, athlete or other campus leader
- Uncontrollable Thoughts or Feelings
How do I make arrangements to talk to a guidance counselor or psychologist?

Appointments can be made in person or scheduled over the phone. Walk-ins are also welcome from Monday-Friday, 8:00am to 6:00pm, and Saturdays from 8:00am to 12:00nn.

CONTACT US:
2/F SocSci Bldg, Rm 266
(632) 426-6001 loc.5031-32

Office of Guidance and Counseling
Email: guidance.ls@ateneo.edu

SAFETY, SECURITY AND GENERAL WELFARE SERVICES

The Office for Student Services (OSS) oversees the delivery of basic services to the LS student body. These encompass a wide range, covering daily student life, emergency scenarios, and everything in between, in the fulfilment of the general mandate to attend to the variety of concerns related to the overall welfare of students.

In general, OSS attends to:

1) The systematic approach to LS security
   • Processing of all ID-related requests
   • Processing of Traffic/Parking tickets/appeals
   • Processing of all student complaints and incidents
   • Liaising with Central Administration and the ADMU Security Office regarding LS security concerns
   • Representation of student concerns involving external groups (e.g. Loyola Heights Barangay, Tricycle Unions, etc)

2) The integrity of Student Information
   • Processing of requests for student information from various offices
   • Record keeping of minor student violations

3) The dissemination of student-related announcements and bulletin
   • Releasing of memos, email and official announcements on social media channels, including those related to suspension of classes/special schedules
   • Updating of the Ateneo Student Blueboard on Facebook
   • Management of the Ateneo SMS broadcast service for LS students
   • Information campaigns for care for belongings, travel safety, etc.

Inspection of Student Property.

The school has the right to inspect student property on campus in the presence of the student concerned, if the following conditions are met:

• There is a signed testimony by a witness that a violation of school regulations have been committed
• The OSS and an officially designated representative of the Sanggunian agree that there is sufficient reason to inspect the student property

In cases considered as being in flagrante delicto, (caught in the act of committing the offense) the students property will be confiscated by school officials, i.e. campus security personnel, faculty, staff and professionals, and turned over to the Office for Student Services for processing and inquiry. Proper measures shall be taken to ensure the security of the student’s property.
4) Specialized Services related to:
   • Persons with Disabilities
   • Situational assistance (for calamities, personal tragedies, etc.)

5) Responses to emergent concerns related to student welfare
   • Emergency response
   • Security assistance
   • Dispute resolution assistance
   • Student accident insurance processing
   • Investigation and processing of complaints
   • Processing of minor violations
   • Referral to service providers

What do I do if I can't go to my classes because of a calamity or personal tragedy?
OSS can help students and their families in times of unexpected strain, offering concrete assistance in terms of the varied areas (physical, psychological, academic, etc.) affected by an emergent tragedy, calamity, or adverse situation, in order to help the student get back on his/her feet.

Does the LS provide support for students with disabilities?
Upon entry to the LS, students are asked to disclose any conditions they have been diagnosed with that may affect their studies in the ADMU. Upon disclosure, teachers are briefed about what issues might present themselves, and the student is also monitored periodically.

List of Window Services:

- ID application, validation & replacement
- Temporary ID application
- Bodyguard/Chaperone IDs
- Special (temporary) Parking Pass (for Disabilities/injuries or repairs)
- Applications for the Certificate of Good Moral Character
- Lost and Found
- Theft reports
- Student Insurance Claims
- Special Needs/PWD assistance
- Security concerns
- Filing of complaints / incident reports
- Emergency assistance
- Settling of minor violations (e.g. ID-wearing violations & Traffic/Parking Tickets)

CONTACT US:
G/F Xavier Hall, Rm 103
(632) 426-6001 loc.5020-22 / 0920-9142372
Office for Student Services
Email: oss.ls@ateneo.edu
Fax: (632)4266098
The **Office of Facilities and Sustainability (OFS)** is responsible for ensuring that the planning, design, construction, operation, and maintenance of all Loyola Schools’ facilities, equipment and grounds are met in coordination with the sustainability initiatives of the university. In particular, the OFS has the following responsibilities:

- **Sustainability:** (1) provides facilities that would advance AIS’ initiatives on sustainability (e.g. water treatment and materials recovery); (2) provides education/information on eco-friendly efforts that would promote a cleaner and greener environment
- **Project Management:** (1) recommends and implements physical improvements on facilities; (2) provides safe and sound structures
- **General Housekeeping and Maintenance (Minor Repairs):** (1) provides cleaning services; (2) provides manpower & technical assistance (e.g. hauling needs, equipment and facility repairs and troubleshooting)
- **Security:** serves as LS coordinator to CSMO for security and safety matters

**CONTACT US:**

Office of Facilities and Sustainability
2/F Gonzaga Hall, Rm 103
(632) 426-6001 loc.5101-03
Email: ofs.ls@ateneo.edu
Fax: (632) 426-5666

The **OADSAS-Campus Events Management (CEM) Division** offers specialized services aimed at LS students and offices who hold official activities and events on campus on various scales. As a central hub for the effective planning of official campus events, it offers the following standard services:

1. Facilities and equipment reservation
   - screening and processing of requests for use of facilities and equipment
2. Activity/Event Assessment
   - on-the-spot feedback and pointers are provided to further enhance the overall impact of the proposed activity/project

**CONTACT US:**

Office of the ADSAS Campus Events Management Division
2/F Gonzaga Rm 208
(632) 426-6001 loc. 5012
Email: events.adsas.ls@ateneo.edu

The following CONTRACTED SERVICES are available subject to schedule and human resources considerations:

1. Activity/Event Consultancy
2. Activity/Event Coordination
3. Supplier Linkages
4. Events Management Learning Sessions

For details, please visit G208.

The **Office for Food Safety and Quality Assurance (OFSQA)** subjects all food service providers (whether an in-house food concessionaire a sub-concessionaire, external food providers, and student-run foodservice operators) in the LS to assessment and approval in terms of safety, nutrition and quality (in terms of both product and service).
The OFSQA has 10 core functions:

1. Water quality and food safety monitoring (University Cafeteria Faucets and Drinking Fountains)
2. Food, Facility and Personnel Hygiene Monitoring of all Food Business Operators
3. Promote Environmental Sustainability Advocacies on Food Packaging Materials
4. Support Services for Student Formation (Student Groups, SOMBA and LS 126&127)
5. Equipment and Utilities Surveillance and Monitoring including Vending Machines
6. Training and Development of Food Business Operators Personnel and Management including the Ateneo Food Safety and Nutrition Advisory Council & Cafeteria Committee
7. Food Complaint Investigation
8. Support Services on the Screening, Approval and Accreditation of Food Concessionaires
9. Monitoring and Control of Food Borne Outbreak
10. Nutrition Assessment & Development of Health Policies (Food Safety, Nutrition)

What type of foods are not allowed for food sales?

Alcohol and Tobacco, Fried Rice unless cooked on the spot, like rice toppings, Dairy Products like: Ice cream which make use of pressurized machines or dispensers, Mixed Balls: FishBalls, Kikiam etc. with their sauces, Dishes with coconut cream and/or milk, Pasta with Tomato-based sauce, Items bought in wet markets in portions (Bagoong, Peanut Butter, etc.) Desserts with Fresh Coconut shavings (ex. Buko Pandan), Mango Crepes and Lechon paksiw.

What packaging materials are allowed?

Reusable materials like melamine and ceramic tableware, metal cutlery, glassware and polycarbonate tumblers, non-wax paper, aluminum foil and natural material (banana leaves, chopsticks, coconut shell, etc.)

What packaging materials are not allowed?

Disposable materials such as Styrofoam, Laminate and Plastic plates, spoon & fork, cups, bowls etc. Reusable but not durable containers such as a microwavable containers.

What do I do if I fell ill after consumption of food/beverage from a food service provider inside Ateneo?

Immediately report to the Loyola School Office of Health Services (LSOHS). They will attend to your medical needs and will follow protocol regarding food complaints. As much as possible bring any portion/leftover of the food/beverage consumed for laboratory analysis and submit to LSOHS.
**What should I do if I have concerns regarding the food/beverage product I ordered or the food service operator?**

For any quality related or food business operations concerns, immediately report this to the Food Safety Compliance Officer (FSCO) or the General Manager/Owner of the food establishment. If you think you were not given proper assistance, submit the Food Incident Form to OFSQA at fsqa@ateneo.edu. The Food Incident Form may be filled up online at the OFSQA website.

**What do I do if I have doubts about the food item I bought?**

If you sense a problem with any food and/or beverage item bought from the school cafeteria or student/departmental/university activities you attended, whether a catered or food sales event, don’t consume it. Approach the manager or a school administrator and report your concern.

**CONTACT US:**
Office of Food Safety and Quality Assurance
2/F Faber Hall, Rm 202
(632) 426-6001 loc. 4175-76
Email: fsqa@ateneo.edu

**REGISTRATION AND DOCUMENT SERVICES**

The **Office of the Registrar** is the central repository of student and curricular information. It is composed of two units -- Records and Registration, and Liaison and Document Services -- that cohesively offer services related to enrollment and the academic/scholastic records of students. It serves the(1) currently enrolled students, (2) alumni, and (3) those who left the University without finishing a degree. Primary services are registration, record management, student evaluation, curricular maintenance, and document and liaison services.

Services offered:

- **Registration**
- **Records Management**

Records management is the efficient and timely implementation of a systematic process for recording, maintaining/updating, monitoring, evaluating, releasing (when necessary and relevant), and safekeeping student records.

The management of records also covers maintaining the integrity of the data contained in the AISIS and the ability to access relevant information when needed.

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22 Refer to Section 5 of this Handbook (ESL1) for a detailed explanation about the Registration process.
The information contained in the AISIS and/or in hard copies are the bases for screening the student’s eligibility to request for documents such as transcripts of records and certifications.

<table>
<thead>
<tr>
<th>Personal records</th>
<th>Academic Records</th>
<th>Other Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth certificate</td>
<td>Form 137/Form 138,</td>
<td>Enrollment records</td>
</tr>
<tr>
<td>Marriage certificate</td>
<td>transcripts of records from previously enrolled schools</td>
<td>Editions of curricula</td>
</tr>
<tr>
<td>Alien Certificate of Registration</td>
<td>transfer credentials</td>
<td>Course descriptions</td>
</tr>
<tr>
<td>study permits</td>
<td>Clearance forms</td>
<td>Commencement programs</td>
</tr>
<tr>
<td>visa</td>
<td>Grade reports</td>
<td>Gov’t regulations</td>
</tr>
<tr>
<td>passport</td>
<td>Application for admission</td>
<td></td>
</tr>
</tbody>
</table>

• **Student Evaluation**

Student evaluation is the process that determines and assesses the credentials and monitors the accomplishment of the academic requirements of a student to ensure eligibility to enroll in the next semester and to graduate.

It involves the analysis of the educational history of students, especially those who attended several schools. It also covers the proper sequencing and transfer of credentials and the sufficiency, and validity and authenticity of credentials.

It also includes:

• Checking the validation of subjects taken by students in another school to ensure that they are credited for equivalent subjects in the LS

• Ensuring that the standard equivalencies of academic credits/units from foreign schools/ universities is applied by the academic departments.

• Confirmation of the correctness of the curricular versions applicable to each student and the consequent evaluation of the students’ Individual Program of Study.

• Tracking of curricular requirements in the event the student shifts to another degree program, changes concentration, adds a minor or specialization or pursues double major.

4. **Curriculum Maintenance**

Curriculum maintenance is the process that ensures the proper implementation of the students’ curricular requirements based on the applicable curricular version to each student. In a larger spectrum, curricular maintenance also covers curriculum development.
and processing to ensure compliance to CHED’s requirements, i.e., completeness of curriculum documentation to be submitted to CHED. Its scope includes the introduction of new courses and degree programs, the revision of existing degree programs, and the introduction of minors and specializations.

5. **Document Services**

Standard document requests include the Diploma, transcript of records, certifications (i.e., enrollment, graduation, English as a medium of instruction, course description, candidacy for graduation, etc.), English translation of diploma, etc.

**Important requirements:**

1. Official documents will be processed/released to the student upon settlement of all financial, disciplinary, academic, and documentary liabilities with the school and upon full payment of the documents requested.

2. The claim stub and official receipt must be presented when claiming the requested document/s.

3. Representatives must present an authorization letter with a copy of the student’s valid ID with picture and signature and a copy of the representative’s valid ID with picture and signature.

4. Unclaimed documents beyond 90 days from due date will be destroyed and payments made will be forfeited.

6. **Liaison Services**

Liaison services include establishing and/or maintaining business relationships with specific government agencies (i.e., CHED, DFA, BI, etc.) to ensure curricular development and maintenance, certification and authentication of documents, and visa processing. This specifically includes providing certification and authentication services of documents, particularly, the transcript of records and the certified true copy of the diploma of students/alumni by submitting these documents to CHED, who in turn will forward the same to the Department of Foreign Affairs. The student/alumni will be given a claim stub which will enable them to pick up the CHED/DFA authenticated documents.

**Remember:**

Students are responsible for ensuring the timely completion of his/her degree. The student must be aware of all specific courses that need to be completed for graduation.

Liaison activities also cover providing documents and endorsements necessary for visa and ICard processing services for international students.

- International students must coordinate with the Office of International Relations regarding submission of student visa requirements and payment of visa fees.
- The processing of the ICards can be done after the student visas have been issued.

**CONTACT US:**

G/F SocSci Bldng
(632) 426-6001 loc.5130-39
http://www.ateneo.edu/ls/registrar

**Office of the Registrar**

Email: registrar.ls@ateneo.edu
Fax: (632) 426-6123
INFORMATION TECHNOLOGY SERVICES

The Office of Management Information Systems (OMIS) oversees the development, implementation, and maintenance of the Information Systems of the Loyola Schools.

In collaboration with the University IT -- Information Technology Resource Management Office (ITRMO), the OMIS oversees the development of the academic and administrative Information Systems (IS) for the Loyola Schools, takes care of the education of the students, faculty and staff who will be involved in the IS, assists the departments and offices in the implementation of the IS and ensures the security and maintenance of the school records.

**What is AISIS?**

The Ateneo Integrated Student Information System (AISIS) is the official online system for Ateneo students. Through AISIS, officially enrolled Ateneo students may view pertinent school information including their basic information, official curriculum and their Individual Program of Study (IPS), grades, class schedules and the like. Students may also enlist online and eventually complete their registration using AISIS.

**What is OBF?**

Each incoming student is assigned a Google Apps Ateneo OBF Account which he or she is expected to use throughout their stay in the Loyola Schools. Each OBF account gives the student access to Gmail, Google Drive, Google Docs, Google Forms, and other apps within the Google Apps ecosystem that encourages online collaboration.

All important school announcements, circulars, and memos are sent to the OBF email. Students with un-activated OBF email accounts are likely to miss important school announcements. Students may keep their accounts even after graduating from the Ateneo.

**Can I connect my devices for Wifi?**

WiFi connectivity is available at most common areas on campus, such as the cafeteria, Rizal Library, Study Halls, and most classrooms. Students can register one laptop or mobile device to connect to the WiFi network in the Loyola Schools campus. To do this, they must obtain the Media Access Control (MAC) address of their device and register it. You may access the link as a guide: http://itrmo.ateneo.edu/wlansignup.html

**Got Office?**

Students have access to Microsoft Office 365 (O365), which can be used for school work. Each account contains installers for Microsoft Word, Excel, PowerPoint, Publisher, and many more. This can be activated by going to http://www.office.com/getOffice365 and entering your OBF Email Account at the prompt. An O365 account enables them to install the latest version of Microsoft Office 365 on their computers (Windows, Mac) and mobile devices (Android, iOS). Your Office 365 Accounts will remain active during your entire stay in the University.

CONTACT US:

3/F Faber Hall, Rm305
(632) 426-6001 loc. 5170-71

Office of Management Information Systems

Email: omis.ls@ateneo.edu
STUDENT HOUSING

Dormitories on campus provide comfortable and sanitary living quarters for students living away from home. On-campus resident students are supervised by professionally-trained resident managers and directors, enjoy support services and programs organized and managed by the Loyola Schools Residence Halls (RH). University residential life is also kept enriching, vibrant and dynamic with the help of the Ateneo Resident Students Association (ARSA).

Cervini Hall and Eliazo Hall house 200 male and 160 female freshmen respectively. The twin towers of the University Dormitory has a 600-bed capacity for upperclassmen.

Alternatively, there are many off-campus living arrangements available for students nearby. Inquiries about these off-campus housing can be made through the Office for Student Services (OSS).

CONTACT US:
G/F Cervini Hall, Rm 101
(632) 426-6001 loc. 5900 / (632) 426-6119
www.ateneo.edu/residence-halls

LIBRARY SERVICES

The Rizal Library’s mission is to facilitate learning by providing information services to the Loyola Schools, enabling the members to excel in the three areas of University life, namely, research, teaching, and community service.

Who can use the Rizal Library?

Only students, faculty, staff, alumni, administrators, and officials of the Loyola Schools and the Ateneo de Manila University (ADMU) may use the library upon presentation of a valid identification card. Grade school and high school students, including those from the ADMU are not allowed to use the facilities except during pre-arranged visits. Researchers from other institutions may use the library for a nominal fee and upon presentation of a valid ID and/or a letter of introduction from the librarian of his/her institution.

Students are required to present their identification cards upon entry to the Library. The identification card is required to be worn within the library premises and presented for all transactions in the library. The identification card is the document that allows users to enter the Library and use its resources and services. Anybody found without a valid ID may be requested to leave the Library premises and anybody caught using the ID of another person to gain entry into, borrow materials from, or avail of the services of the Library may be recommended for disciplinary action.

23 Some rooms are occasionally available for exchange students, visitors and transients
24 The Library Director or any member of the staff has the right to request any person within the premises of the Library to present his/her ID or to confiscate it for violation of library rules.
Before leaving the library, students should make sure that they do not still have in their possession any material that has not been properly borrowed. Unauthorized taking out of the library materials is considered unauthorized possession of others’ property/stealing.

Who can borrow books from the Rizal Library?

Only currently-enrolled students of the Loyola Schools; faculty, staff, administrators, and officials of Ateneo de Manila University (ADMU) may borrow materials from the library upon presentation of a valid identification card. Only books from the general circulation and the Reserve Section may be borrowed for home use.

Number of Books, Loan Period, and Overdue Fines

<table>
<thead>
<tr>
<th>Type of Material</th>
<th>Number</th>
<th>Loan Period</th>
<th>Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation Books</td>
<td>15</td>
<td>2 weeks</td>
<td>P5.00/day</td>
</tr>
<tr>
<td>Multimedia</td>
<td>2</td>
<td>2 days</td>
<td>P50.00/day</td>
</tr>
<tr>
<td>Reserved Books</td>
<td>1</td>
<td>overnight</td>
<td>P10.00/hr</td>
</tr>
</tbody>
</table>

Rizal Library DONTs

1. Don’t engage in unnecessary discussion
2. Don’t make noise
3. Don’t distract other library users from their studies (e.g. by playing games, lying down on the floor/sofa, engaging in public displays of affection)
4. Don’t eat/drink inside the facility
5. Don’t Litter
6. Don’t leave your belongings unattended
7. Don’t hog the space or materials
8. Don’t use someone else’s ID
9. Don’t deface/damage any of the materials/furniture/equipment

Grave/repeated offenses will result in ejection from the facilities and/or other disciplinary/administrative action.

Rizal Library Dos:

1. Share RL materials by returning them on time
2. Respect the academic space by keeping your activities limited to those that are consistent with the nature of the Library
3. Be sensitive of others around you
4. Keep the environment clean
5. Treat the materials, equipment and facilities and personnel with due respect
6. Be responsible for your own belongings
7. Follow RL protocols to avoid confusion and violations
8. Practice honesty at all times
9. In cases of loss or damage, report the incident and pay the costs*25

CONTACT US:

Email: rizal.library.ls@ateneo.edu
(632) 426-6001 loc. 5551-5582
www.facebook.com/rizallibrary

Rizal Library

(632) 426-5961
www.rizal.library.ateneo.edu
twitter: @Rizal_Library

25 The student is required to pay the fines incurred before the book was reported lost, the cost of the replacement copy, and processing charges. If a replacement copy is not yet purchased when the book is found and returned by the student, only the cost of the replacement copy is reimbursed to the student. If however, a replacement copy has been purchased, no amount is reimbursed to the student.
INTERNATIONAL STUDENT & STUDY ABROAD SERVICES

The Loyola Schools acknowledges the special needs of its international students. The Office of International Relations (OIR) is dedicated to be of service to international students of the various units of the Ateneo. Orientation programs are offered to facilitate adjustment to the country and campus in cooperation with representatives from the Office of the Associate Dean for Academic Affairs (ADAA), Office of Student Services (OSS), Office and Guidance and Counseling (OGC), and Health Services (OHS).

The Office of International Relations assists (1) international undergraduate and graduate degree students, (2) international undergraduate and graduate exchange students (non-degree), (3) student participants of short-term programs on language and cultural immersions, overseeing their attainment of their educational goals, seeing to their general welfare, and assisting in daily concerns of student life in the Loyola Schools.

As an International Student, what assistance can I expect through OIR?

OIR provides the following basic services for International Students:

- Facilitation of the processing of student visas, special study permits, and other related documents for endorsement to the Commission on Higher Education (CHED), Bureau of Immigration (BI), and the Department of Foreign Affairs (DFA). This includes checking completeness of requirements for international students as may be required by government agencies. Validity of documents (e.g. visa, passport) is also monitored.

- Country and campus orientations

- Temporary lodging identification, booking and transfer assistance (on and off-campus)

- Information dissemination regarding changes in processes (e.g. visa application and immigration rules)

- Liaising with foreign embassies and consulates in Manila on behalf of international students in case of emergencies and other concerns.

- Facilitation of academic enlistment for non-degree exchange and visiting students

- Home country communication needs assistance through in-house courier services in cooperation with the Purchasing Office

- Community building through platforms where international students can interact with one another and with members of the Ateneo community with the help of the student organization Ateneo Student Exchange Council (ASEC)

Anticipate:
- The Annual Study Abroad Fair
- Information Sessions on study opportunities from Embassies and foreign universities
- Information bulletins on available international grants/scholarships for student mobility programs and further studies (Masters and Ph.D.)
What opportunities are available for LS students to study abroad?

OIR facilitates the following international programs for LS Students:

- Junior Term Abroad (JTA) program in coordination with LS JTA Coordinators
- Summer Term Abroad (STA) program
- Internship opportunities with partner universities abroad
- Short-term international programs/conferences organized by Ateneo partner universities and international education networks

What kind of support can I expect from the LS if I participate in these?

- Assistance in the application requirements of universities abroad under the JTA/STA programs
- Liaising with JTA coordinators to address administrative concerns of students such as course validation process, learning agreements, etc.
- Liaising with foreign universities on behalf of Ateneo students for application processing and academic registration
- Provision of copies of transcripts of records from JTA/STA host universities abroad
- Pre-departure orientation seminars for students participating in JTA and STA programs
- Logistic support for student representatives in international youth conferences abroad
- Liaising with Philippine embassies and consulates abroad on behalf of Ateneo students in case of emergencies and other concerns

CONTACT US:
3/F Faber Hall, Rm 304
(632) 426-6001 loc. 4036-38
http://www.ateneo.edu/oir

Office of International Relations
Email: oir@ateneo.edu
Fax: (632) 426-5907
https://www.facebook.com/OIR-Ateneo-de-Manila

STUDENT FINANCIAL AID

For over five decades now, the Ateneo College Scholarship Program for deserving but financially challenged students continues to thrive — thanks to the University’s unwavering commitment and the constant support of many generous alumni and other benefactors. Around 18% of the total college population enjoy various scholarship support. The Ateneo College Scholarship Program is under the auspices of the Office of Admission and Aid (OAA).

26 Requests for student subsidies may be made through the Office for Student Services
What scholarships are available to students?

Merit Scholarships

The Ateneo Freshman Merit Scholarship is an academic distinction awarded yearly to the top freshman applicants who have excelled in the Ateneo College Entrance Test, have distinguished themselves in their respective high schools, and who also show great promise for the future.

The San Ignacio de Loyola Merit Scholarship for public high school students is awarded yearly to the top freshman applicants from public or state-supported high schools across the country. These students must have distinguished themselves in both their academics and co-curricular involvement and more importantly, show potential to become future leaders and catalysts for national development.

The Merit Scholarship Awards include a full tuition and fees grant for any undergraduate degree of the awardee’s choice.

Director’s List Scholarship

The Loyola Schools Director’s List Scholarship is a grant awarded to the top freshman applicants of the Loyola Schools who have stood out and have done very well in the Ateneo College Entrance Test (ACET), in their academics, as well as in co-curricular activities. For School Year 2015-16, each Director’s List Scholarship recipient was awarded a P50,000 scholarship grant.

Academic Scholarships

The Fr. Thomas B. Steinbugler, S.J. Academic Scholarship is an academic grant awarded to Valedictorians and Salutatorians of Jesuit High Schools who are accepted to the Loyola Schools.

The Fr. Bienvenido F. Nebres, S.J. Science Academic Scholarship is an academic grant awarded to Valedictorians and Salutatorians of science high schools who are accepted to the Loyola Schools in any degree program under the School of Science and Engineering.

For both academic scholarships, upon presentation of a certification from the high school principal, a Valedictorian receives a 100% Tuition and Fees Scholarship, while a Salutatorian receives a 50% Tuition and Fees Scholarship.

Athletic Scholarships

Athletic Scholarships are awarded to student-athletes who have excelled in sports and academics. Aside from being financially challenged, applicants must have outstanding athletic ability and must be a recipient of awards in their specific sport. Applicants must complete the Athletic Scholarship Application Form from the University Athletics Office and secure the recommendation of the Ateneo coach and program head for the sport.
Financial Aid Scholarships

Financial Aid grantees are selected on the basis of:

a. Financial need as clearly evident in the Scholarship/Financial Aid Questionnaire
b. Intellectual ability and proven consistent academic performance
c. Service to the community and potential for greater service in the future

Financial aid grants are awarded to students in all undergraduate programs of study in the Loyola Schools. The grant is given for a year only but may be renewed upon evaluation of the student’s continued financial need and above satisfactory academic performance. It covers Intersession terms and introductory courses if these are required.

Can upperclassmen apply for financial aid?

Upper class applicants (or current students) may fill out a Scholarship/Financial Aid Questionnaire to request either a 25% TF or 50% TF grant. Issuance of the questionnaire will be from March to June of the current school year. Application results will be released by July of the same school year. Furthermore, the grant takes effect starting the first semester of the next school year.

What other services and opportunities can scholars avail of through OAA?

1. Psychosocial support for scholars – For scholars who need someone to talk to, have difficulty coping with ADMU life, or find themselves in a crisis
2. Emergency Medical Assistance – Support for medicines, lab & other medical tests, immunizations, doctor and therapist fees, etc.
3. Meal and Food Discount Coupons – Assistance provided by the Ateneo Multi-Purpose Cooperative (AMPC) and Ateneo Alumni Scholars Association (AASA).
4. Retreat Subsidy – Financial subsidy for graduating scholars who participate in the Seniors’ Retreat handled by the Campus Ministry Office.
5. Mentoring – Academic guidance and counseling
6. Tutorials – Academic assistance for difficult subjects through the assistance of upperclassmen scholars who are tapped as tutors.
7. Support for participation in contests and conferences abroad, etc. – Monetary assistance for their official, school-endorsed travel abroad.
8. Support for management entrepreneurial project, thesis, etc. – Financial support for scholars required to undertake special projects or thesis with huge expenses projected

Types of Grants

Financial Aid takes various forms:

a. 25% tuition and fees
b. 50% tuition and fees
c. 75% tuition and fees
d. 100% tuition and fees
e. Book and/or transportation allowance
f. Dormitory assistance
9. Petty Cash Loan - Loan for P500 or less for emergency personal needs (payable within a week of borrowing).

10. Allowance Opportunities – Ateneo offices coordinate with the OAA in providing various part-time jobs in the campus for selected scholars. Student rate is P50/hour. Tutoring other students to earn additional allowance may also be arranged.

11. Incentive for Honor Students – An incentive of P4000 is awarded to scholars who have a perfect 4.0 QPI every semester.

12. Allowance support during calamities – Families of scholars affected by calamities such as strong typhoons, flood and earthquakes may request for emergency assistance for the needs of the scholar concerned.

A handbook for scholars which includes policies and procedures is distributed to freshman scholars each year.

**CONTACT US:**
G/F Kostka Hall
(632) 426-6001 loc. 5154 to 5155 / (632) 426-6075
http://www.facebook.com/ADMUadmissions

**Office of Admission and Aid**
Email: admissions.ls@ateneo.edu
Fax: (632) 426-1214
www.ateneo.edu/ls/undergraduate-programs
Section V:

Essentials of Student Life
THE REGISTRATION PROCESS

I. Registration is the process that provides the student with an official capacity in the university. The complete registration process involves:
   i. Enlistment in advised classes
   ii. Payment of assessed fees
   iii. ID validation

II. A student is assigned his/her AISIS (Ateneo Integrated Student Information System) account prior to registration and upon confirmation of his/her slot for admission. A username and password are sent to the student.

III. Registration/enlistment can be done online or manually.
   A. Online registration/enlistment is done through the AISIS. By logging in to http://aisisonline.ateneo.edu a student can enlist in classes, assess and pay tuition online, update student information, view pertinent school information including his/her Individual Program of Study (IPS), grades, class schedules and important announcements/notices.
   B. Manual or Regular registration is performed if a student is unable to complete registration online. Manual or regular registration requires students to be on campus. In most instances, regular registration is done by students who:
      1. Missed their online batching schedule and the free-for-all enlistment
      2. Failed to enlist online because of technical difficulties
      3. Failed to enlist online because of an existing HOLD ORDER
   C. Late registration is performed if a student is unable to register during the designated schedule for regular registration. The student proceeds to the Office of the Registrar to secure his/her late registration form, then, proceeds to the different departments to sign up and secure approval for the courses they intend to take during the semester/term. The student returns registration form to the Office of the Registrar for enlistment and secures an endorsement for assessment and payment of tuition and miscellaneous fees.

Students may use services of the Loyola Schools only upon completion of registration. Otherwise they may not borrow books from the library, use parking and internet facilities, join student organizations, participate in graduation exercises, or avail themselves of any other facilities of the Loyola Schools. Most importantly, students may only participate in and receive grades for classes they have officially enrolled in.
IV. The following must be noted:

A. Random numbers are systems-generated to determine the order in which students will enlist online for their classes or line up during regular registration.

B. Online enlistment is done by batching. Students may enlist only during their enlistment schedule determined by their specified random number.

C. Regular registration is also done by batching. Students may enlist during their enlistment schedule determined by their specified random number and their school’s ETA. ETA stands for “Expected Time of Arrival” at the designated registration waiting areas. The ETA indicates the estimated earliest time that the random numbers will be served for registration. Students are expected to be at their waiting areas at the specified ETA.

D. A Hold Order prohibits a student from enrolling/registering. If a student has a hold order, it will appear in his/her AISIS account. All hold orders must be settled before the designated schedule of online registration.

E. Registration by proxy or representative will be allowed during registration proper with the following requirements to be presented:

1. Ateneo ID or any ID with picture and signature of the student being proxied
2. Typewritten or Word-Processed Authorization Letter
3. Any ID with picture and signature of the Proxy
4. AISIS Account Password of the student being proxied

F. To avoid long lines at the Cashier’s Office, payment of tuition and miscellaneous fees may be made through the following:

1. Electronic Payment System
   0.1 BPI  (www.bpiexpressonline.com)
   0.2 BDO  (www.bdo.com.ph)
   0.3 BancNet  (www.bancnetonline.com)
   0.4 Metrobank  (https://personal.metrobankdirect.com)
   0.5 Unionbank  (www.unionbankph.com)

2. Over-the-Counter deposit at any branch of the following banks:
   2.1 BPI
   2.2 BDO
   2.3 Metrobank
   2.4 Unionbank

There is no need to line up at the Cashier’s Office to get your Tuition Receipt. On the 2nd banking day after payment, the receipt can be downloaded from the AISIS:

1. Log in to AISIS.
2. Click on PRINT TUITION RECEIPT link.
3. Choose school year and semester.
4. Receipt may be viewed and printed or saved as PDF by clicking on the corresponding links.
THE MAGNA CARTA OF UNDERGRADUATE STUDENT RIGHTS

Introduction

As a locus of critical and systematic search for the truth, the Ateneo de Manila Loyola Schools upholds the rights of all students as one of its foundational principles.

The right of students to proactively participate in their education to ensure its high quality and standard is recognized. Their right to be involved in the shaping of school policies and their right to organize according to their directions and goals are granted, that they may be formed in creative and responsible leadership. Their fundamental constitutional rights are respected that they too may respect the rights of others, become men and women with a sensitive social conscience, truly a leaven in the renewal of society.

True to its nature as a university and faithful to its Filipino, Catholic, and Jesuit tradition of service and excellence, the Ateneo de Manila Loyola Schools enacts the Magna Carta of Undergraduate Students’ Rights.

Article I. GUIDING PRINCIPLES

Section 1. The provisions of the Magna Carta of Undergraduate Students’ Rights shall be interpreted in the light of the University’s Mission Statement. Its meaning shall also be interpreted in a spirit of dialogue between and among the various sectors of the school, acting as one community sharing the same mission.

Section 2. The provisions of the Magna Carta of Undergraduate Students’ Rights shall be taken in the context of students’ responsibilities found in various University documents. Students shall exercise their rights responsibly and with due regard for the rights of others.

Article II. ACADEMIC RIGHTS

Section 1. Academic Freedom. Students’ academic freedom shall consist of but not be limited to the following rights:

a. To choose their field of study from among existing curricula, given the specific conditions and requirements for acceptance in a certain field.
b. To conduct research and to freely discuss and publish their findings and recommendations as long as they present them as their own.

c. To express their opinion inside and outside the classroom in a manner acceptable to the academic community.

d. To resort to procedures, as provided for in the Students’ Handbook and the Faculty and Administrative Manuals, for the redress of their grievances concerning teachers, grades, class policies, and other academic-related matters.

Section 2. Academic Procedures.

a. **Student Handbook.** Students shall be given a copy of the Student Handbook, along with the Manual on Academic Procedures, upon entry into the Loyola Schools.

b. **Academic Advisement.** Students shall have the right to complete information on their individual program of study. They are encouraged to keep updated records of their academic records and their academic curriculum.

c. **Class Schedules.**

   i. Classes should follow the schedule issued by the Registrar. Should there be any change of schedule initiated by the teacher, the official approval of the Registrar must be secured. If the change is initiated after the deadline for submission of load revision forms, the official approval of the Registrar and the consent of the class must be secured without undue prejudice to the rights of individual students.

   ii. Within the prescribed time, students may effect changes in their prescribed load according to their departmental requirements.

   iii. Regular classes shall not be scheduled during co-curricular activity hours prescribed by the Office of the Associate Dean for Academic Affairs.

   iv. Students shall not be obliged to attend an academic activity during university mandated and/or national holidays.

d. **Course Syllabus.** Students shall be provided with a written course syllabus at the beginning of every semester. The syllabus shall contain the following:

   i. course description

   ii. course outline

   iii. course policies

   iv. course requirements

   v. grading system

   vi. teacher’s consultation hours


e. **Academic Evaluation.** Students shall have the right to be graded according to their merits.
i. Students shall have the right to know at the start of the semester how they shall be evaluated in their course.

ii. Should there be any change of requirements initiated by the teacher, the approval of the departmental chair and the consent of the class must be secured without undue prejudice to the rights of individual students.

iii. Absences shall not be taken against the grades of student unless they have gone over the prescribed number of allowable cuts.

f. **Class Performance.** Students shall have the right to know their class performance data during the semester.

   i. They shall have the right to see their graded quizzes, exams, projects, among others, before final examinations.

   ii. They shall have the right to an explanation concerning the bases of their grades for particular items, especially essays, oral exams, and group work.

   iii. In the case of group work, it is the right of students to be provided a system of marking by the teacher that ensures just and equitable grading of individual members of the group.

g. **Major Requirements.**

   i. Major Exams. Students shall be informed of long examinations one (1) week in advance, and midterms and/or finals at least two (2) weeks in advance.

   ii. Other Major Requirements. Students shall be informed of major papers and projects (including timetable for submission) within the first three (3) weeks of the semester.

   iii. Students shall have the right to do make-up work, pending the presentation of relevant documents, in the event that they cannot accomplish major requirements because of some grave reason or because they are representing the school in an official capacity (such as student seminars, cultural performances, debates, athletic competitions, among others.)

h. **Final Examination.**

   i. Students shall have the right to see their papers and the computation of their final grades after the distribution of corrected final marks within the prescribed period for appeals for change of grade.

   ii. All students shall be issued exam permits upon the completion of requirements. In cases where the students are unable to comply with such requirements, they can make necessary arrangements with the respective offices.

   i. **Final Grades.** Students shall have the right to know their final grades at the date appointed by the Registrar.
j. Consultation. Students shall have the right to consult their teachers. The faculty should inform the students of their consultation hours within the first week of classes.

**Section 3. Security of Tenure.** Students shall have the right to complete their program of study in the school, except in cases of academic deficiency, violation of disciplinary regulations, or non-payment of tuition and fees.

**Section 4. Evaluation of Teachers.** Students shall have the right to excellent education through competent and committed teachers as evidenced by their regular presence and punctuality in their classes, their expertise in their field, the quality of their course content, and their teaching competence and effectivity. They shall have the right to make a written evaluation of the performance of teachers toward the end of the semester.

**Section 5. Evaluation of Courses.** Students shall have the right to evaluate their program of study, and through their official representatives, to propose the creation and deletion of courses, and to participate in the progressive updating of the curriculum.

**Section 6. Faculty Hiring Procedures.** All departments are encouraged to have teaching demonstrations in the hiring of new faculty, where students are allowed to participate and give feedback.

**Section 7. School Facilities.**

a. It is the right of the students to have adequate academic facilities. It is the responsibility of the school authorities to provide the students with adequate classrooms, library, research, laboratory, and physical education facilities. The school shall also provide students with open spaces for student academic interactions.

b. The school administration shall ensure that the existing housing facilities for students within campus are safe, clean, and affordable.

c. The school administration shall provide a list of accredited adjacent housing/dormitories. There shall be a Dormitory Committee that shall supervise the accreditation of off-campus dormitories and ensure that the requirements for dormitory facilities are met.

**Article III. ACCESS TO INFORMATION**

**Section 1. Access to Official and Public Documents.** Students shall have access to all official public information on matters directly affecting their individual and/or collective welfare.

**Section 2. Access to School Records and Other Vital Documents.** On the condition that all requirements and obligations have been settled, all students shall have access to their own school records, confidentiality of which the school shall maintain and preserve. Students shall have the right to be issued official certificates, diplomas, transcripts of records, grades, transfer credentials, and other similar documents within thirty (30) days from the filing of request and accomplishment of all pertinent requirements.
Section 3. Access to Information on Tuition and Fees.

a. Students shall have the right to be informed of tuition fees, special fees, and their breakdown, as well as deadlines for payments.

b. Students shall have the right to be properly informed of the periods during which refunds can be claimed for laboratory breakage fees and other such fees. School authorities shall mount a reasonable number of prominent notices in the most frequented locations within the school campus informing them of such periods. The information campaign shall start at least one (1) week before the refunds are given.

Article I V. FREEDOM OF EXPRESSION

Section 1. Right Against Prior Restraint. Students shall have the right to express their views and opinions freely in a manner acceptable to the academic community. Furthermore, opposition to school policies detrimental to students’ interest shall not be a ground for denying or withdrawing scholarship grants and privileges of deserving students.

Section 2. Right to Privacy of Communication. The privacy of communication and Correspondence of students is inviolable. However, any form of private communication and correspondence that violates class policies is not allowed.

Section 3. Rights of Student Publications.

a. Students shall have the right to publish student newspapers and other similar publications, as guided by Republic Act 7079 (otherwise known as the “Campus Journalism Act”). These rights shall be exercised without fear of persecution from authorities, and without threat of being in any way penalized or punished by authorities for any view responsibly expressed. The student publication shall not be subjected to any kind of coercion, bribe, or duress.

b. The selection of the student editor-in-chief and his/her staff shall be made by annual competitive examinations to be administered by representatives of the respective publications according to official procedures. School authorities and other governing bodies shall not interfere in, nor influence, the decisions of each publication's selecting body.

c. The editor and the editorial staff, unless removed for a just cause and with due process, shall be assured of security of tenure for the duration of their term.

Section 4. Right to Peaceably Assemble.

a. Students shall have the right to peaceably assemble and petition school authorities and/or government authorities for the redress of any grievances.
b. Military elements and/or policemen in uniform or in plain clothes and school security forces shall not interfere with any legitimate student activity, particularly peaceful mass actions inside the school campus.

Section 5. Right to Religious Formation and Practice.

a. Students shall have the right to proper religious formation. As a Catholic university, the administration is responsible for providing students with adequate Catholic religious services and facilities.

b. Students shall have the right to practice their respective religions as long as they do not impede the practice of other faiths and beliefs and they do not transgress the University’s Vision and Mission.

Section 6. Right to Dress. Students shall have the right to dress according to their individual tastes outside the classroom while keeping within the academic context of the University. Teachers have the prerogative to implement this rule according to certain specifications inside the classroom.

As a Jesuit and Catholic university, the Ateneo de Manila urges students to promote a lifestyle that is simple, value-oriented, and spirit-inspired. Students are required to dress simply, appropriately, and decently.

Administrators and faculty members, acting individually or in groups (for instance, as a Department, or as a School) may stipulate more precisely the appropriate modes of attire in designated classrooms or other areas and for designated events or occasions.

Article V. RIGHT TO PARTICIPATE IN POLICY-MAKING

Section 1. Observer Status in the Board of Trustees. The students of the Loyola Schools, through their elected representative, shall have the right to observe the meetings of the Board of Trustees in the discussion of formal policies directly concerning students. The President of the Student Council or any designated representative chosen from and by the Student Council may act as the observer.

Section 2. Representation in the School Council and Committees. Students shall have voting and deliberating rights in the following committees of the Loyola Schools.

a. School Council (2 representatives)
b. School Forum (2 representatives)
c. Administrative Council (2 representatives)
d. Standards Committee (1 representative)
e. Curriculum Committee (1 representative)
f. Discipline Committee (2 representatives)
g. Budget Committee (2 representatives)
h. Committee on Social Involvement (2 representatives)
i. Agenda Setting Committee (1 representative)
j. Dormitory Committee (2 representatives)
k. Cafeteria Committee (2 representatives)

The Student Council shall appoint the representatives to the aforementioned councils and committees. If a committee is dissolved or the number of students in the committee is increased, the Magna Carta shall be amended accordingly.

Section 3. On the Matter of Tuition and School Fees.

a. The Loyola Schools Budget Committee shall act on a proposal to adjust tuition fees only after students and their parents have been consulted at least thirty (30) days before the start of the academic year when the adjustments are to take effect.

b. The students shall have the right to be consulted on any proposed increase or creation of school fees as well as their justification. There shall be dissemination of adequate information regarding tuition and school fees. Any necessary adjustments and objections shall be discussed in consultative meetings which shall be properly documented and circulated.

c. In justifying any tuition adjustments before the Loyola Schools Budget Committee, the School Administration shall be required to present the pertinent financial statements for the last five (5) years immediately preceding the proposal for such adjustments.

d. The school shall not impose involuntary contributions from students.

Section 4. Students’ Initiative. Students shall have the right to initiate the formulation, modification, and rejection of a school policy affecting students by making proper representation to official bodies.

Section 5. Right to Consultation. Beyond the student representation in the different committees, students shall have the right to be consulted before any school rule affecting them is approved and implemented.

Article VI. RIGHT TO ORGANIZE

Section 1. Student Organizations.

a. Students shall have the right to form, assist, or join any campus organization, alliance, or federation for the promotion of Ateneo ideals.
b. Student groups shall have the right to seek accreditation subject to set standards as determined by the Office of Student Activities and the Council of Organizations of the Ateneo.

c. Student organizations shall enjoy autonomy. This means that they have their own leadership structure; they shall set their own directions and goals; they shall plan and manage their accounts. The student organization moderators act in an advisory capacity. The Office of Student Activities sets the parameters within which the organizations shall operate.

Section 2. Student Council.

a. The school shall ensure the democratic and autonomous existence of the Student Council. Pursuant thereto, there shall be one supreme body, the Student Council, which shall be the official representative of the student body and which shall be given recognition by the Loyola Schools. It shall have its own set of officers, both elected and/or appointed. It shall have the right to determine its policies and programs on matters within its jurisdiction, guided by its duly ratified constitution and policies.

b. The school shall also provide, free of charge, a space or a hall to house the office/s of the Student Council.

Section 3. Security of Tenure of Student Leaders. Student leaders shall be assured of security of tenure in their positions for the duration of their term, unless removed due to academic cases, disciplinary cases, or impeachment.

Section 4. Student Activities Finances.

a. Collection of Student Publication Fees and Student Activity Fees. On behalf of the Student Council and the Student Publications, the school shall collect the student activities fee and the student publication fee.

b. Allocation of Student Activity Fund and Student Publication Fund. The allocation of student activity fund and student publication fee shall be agreed upon by the Office of Student Activities, Student Council, and the Student Publications. The allocation shall be subject to the auditing procedures of the OSA and the Accounting Office.

Section 5. Allocation of Facilities for Student Activities.

a. The School shall provide, free of charge, a space, hall, or building to house the offices of the different recognized student organizations and athletic teams within the campus.

b. Excessive charges for the use of school facilities shall be prohibited. Whenever possible, the School shall allow student organizations and athletic teams to use school facilities free of charge, to support and encourage student participation in co-curricular and extra-curricular activities.
Article VII. RIGHT TO SECURITY

Section 1. Rights Against Unreasonable Searches and Seizures. Every student of the Loyola Schools shall be free from any form of unreasonable search and seizure as defined by law.

Section 2. Rights to Security of Person and Honor. All students shall have the right to be treated with courtesy and respect. They shall have the right to be free from physical and sexual harassment. Moreover, they shall have the right to be protected from libelous and slanderous statements.

Section 3. Rights Against the Militarization of the School Campus. The pursuit of Academic excellence and exercise of academic freedom can be attained only in an atmosphere free from fear and unreasonable restraint. Pursuant thereto, no military detachment shall be installed or maintained in the school campus, except in the case of national or local emergencies, such as war, natural calamities, or if the prevailing situation so requires.

Article VIII. RIGHT TO DUE PROCESS IN DISCIPLINARY PROCEEDINGS

Section 1. Right to Due Process.

a. Students shall have the right to be informed of their offense, to defend themselves, and to be rendered an impartial decision.

b. Penalties of suspension, exclusion, or expulsion shall not be meted out unless the following rights have been observed and accorded the student:

   i. The right to be presumed innocent until proven otherwise
   ii. The right to be informed in writing of the charge(s)
   iii. The right to full access to the evidence in the case
   iv. The right to defend oneself and to be defended by a representative or counsel of one’s choice. (The counsel may be a faculty member, a counselor, or a fellow student.) Adequate time as prescribed by the Discipline Committee shall be given for the preparation of the defense.
   v. The right to appeal decisions of the Vice President of the Loyola Schools to the University President.
   vi. The right to have their parents witness the presentation of their defense during the hearing conducted by the Discipline Committee.

Section 2. Rights in Disciplinary Proceedings

a. To safeguard the right of students against arbitrary enforcement of rules, the Associate Dean for Student Affairs shall consult the members of the Discipline Committee to determine the nature of all reported cases without precedent.
b. In cases which may merit suspension, exclusion, or expulsion, the Discipline Committee is convened for final proceedings.

c. All decisions in any disciplinary proceeding of the student involved must be rendered on the basis of relevant and substantial evidence and testimonies.

d. The gravity of disciplinary sanctions must be proportionate to the seriousness of the violation committed.

e. The Discipline Committee and the Office of the Associate Dean for Student Affairs shall post notices when necessary of acts which are deemed violations of school rules and the corresponding disciplinary sanctions, provided that such rules and sanctions do not violate the rights guaranteed herein and under the Constitution.

Article IX. GENERAL PROVISIONS

Section 1. Right Against Enactment of ex post facto policy. No policy shall be enforced ex post facto.

Section 2. Right to File an Appeal. Students shall have the right to file an appeal on any policy and decision of the school, in accordance to existing structures and procedures.

Article X. FINAL PROVISIONS

Section 1. Rules and Regulations. The Student Council, the School Administration, faculty and staff shall uphold, promulgate, and publish the necessary rules and regulations to implement the provisions of this act.

Section 2. Separability Clause. If any provision of this act is declared invalid, the remainder thereof is not affected.

Section 3. Repealing Clause. Rules and regulations inconsistent with the provisions of this act are hereby repealed or modified accordingly.

Section 4. Effectivity. The provisions of this Magna Carta shall take effect in the regular semester after its approval.

Section 5. Amendments and Revisions. The Magna Carta can be amended two school years after the semester in which it has taken effect, unless justifiable causes warrant amending it outside the prescribed timeframe. Any sector of the Loyola Schools, through its official representatives, may propose amendments through the School Forum, and these shall be approved in the School Council.

Section 6. Final Interpreter of Provisions. The School Council, as the highest policy-making body of the Loyola Schools, shall be the final interpreter of the Magna Carta.

Approved: August 2001
ACADEMIC PROCEDURES AND SERVICES

This section describes the conditions and procedures for academic processes and services that students might need to complete during their stay in the Loyola Schools. These are divided into three main categories: (1) General Academic Procedures and Services, (2) Procedures Involving Load Revision, and (3) Procedures Involving the Standards Committee.

GENERAL ACADEMIC PROCEDURES AND SERVICES

The following requests fall under General Academic Procedures:

1. Change of Degree Program (Shifting)
2. Clearance
3. Cross-Enrollment
4. Double Degree
5. INC or NE Grade
6. Leave of Absence
7. Minor or Specialization
8. Taking an Advanced Final Exam
9. Taking a Deferred Final Exam
10. Transfer Credentials
11. Validation of Courses for Transferee Students

Each request is discussed by first enumerating the conditions that allow it, and second, by noting the steps undertaken to effect such a request.

Change of Degree Program (Shifting)

Conditions

i. A change of degree program required/recommended by a department may be processed at any time. However, a change of degree program initiated by the student must be done within the period prescribed by the Office of the ADAA and the Office of the Registrar.

ii. The student should inquire from the department/program concerned about any shifting requirements that have to be met before he/she can be accepted into a degree program.
iii. A student who shifts will likely be on an irregular status, with some back subjects still to be taken. It is therefore advisable for him/her to adjust his/her program of study in consultation with his/her new degree program’s adviser or coordinator. This can be done at the time he/she is accepted into the program or shortly thereafter. In the following semesters, he/she should adhere to this program of study as faithfully as possible in order to avoid any further or unnecessary delays in graduation.

iv. If the student is enrolled at the time the change in his/her degree program is effected, the student should continue attending all his/her classes even if some of these may no longer be required in his/her new degree program. Should the student decide to withdraw from any of his/her enrolled classes, he/she must first get the approval of his/her home department chair/program director and then accomplish a Load Revision Form. The deadline for withdrawal from a course with permission must be strictly observed. See the section on WITHDRAWAL WITH PERMISSION FROM A COURSE for the procedure to be followed.

Procedure

i. The student, with a particular degree program in mind, proceeds to the department concerned and inquires about the requirements for shifting into that degree program.

ii. The student submits all needed documents and completes other requirements (e.g., interview with the Department Chair/Program Director) for shifting into a particular degree program.

iii. Upon receiving favorable advice, the student downloads from AISIS and accomplishes the Form for Change of Degree Program or Application for Minor/Specialization. The student must obtain all the signatures required for his/request as indicated in the form.

iv. The student submits the completed form to the Office of the Registrar.

Clearance

a. Clearance is the process by which students are made to ensure that they have settled all hold orders, accountabilities, and/or financial liabilities. It is a process that a student must undergo if he/she intends to:
   i. Cease studies
   ii. Transfer to another school
   iii. Graduate

Note: Students who do not complete clearance may not be eligible for transfer to another school. Clearance is also a requirement for inclusion in the official list of graduates and commencement exercises. Students who do not complete academic clearance will also not be allowed to receive official scholastic documents such as academic transcripts, certifications, and diploma.
b. Students who decide to cease studying in the Loyola Schools without completing the requirements of their degree program and will transfer to another school will need to secure a clearance form from the Office of the Registrar, then, proceed to secure the signatures from authorized personnel of the different offices specified in the clearance form. Securing all the signatures in the clearance form will allow the student to be eligible for transfer and have his/her credentials transferred to another school.

c. Graduating students will be able to generate the clearance form from their respective AISIS accounts, then, proceed to secure the signatures from authorized personnel of the different offices specified in the clearance form where he/she has pending liabilities.

Cross-Enrollment

Conditions

i. The course to be taken in another school is not a core curriculum course.

ii. The course is not offered in the college during the particular semester.

iii. The total number of units of the courses registered in Ateneo and cross-enrolled course(s) must not exceed the prescribed maximum load of the student’s degree program for that particular semester.

iv. Approval of the Home Department Chair/Program Director and approval of the Department Chair/Program Director who will validate the course to be cross-enrolled are required.

v. Unless the cross-enrolled course is to be validated as a free elective, it must have an equivalent in Ateneo and can be validated for a specific Ateneo Course Catalogue Number.

vi. Endorsement to cross-enroll in another institution does not automatically mean approval of validation of the course for its Ateneo equivalent. The validating department may require a minimum final grade or a validation exam before the course is validated as an Ateneo subject. It would help a student if these conditions for validation are determined before proceeding with cross-enrollment.

vii. The grade for the validated course is not computed into the QPI.

viii. The grade for the course to be entered in the transcript is the grade given by the receiving institution.

Procedure

i. Accomplish three (3) copies of the Permit to Cross Enroll Form, which may be obtained from the Office of the Associate Dean for Academic Affairs (OADAA).

ii. Obtain the approval and signatures of the Department Chair/Program Director, the Associate Dean for Academic Affairs, and the Registrar. Leave one copy each of this form with the Office of the ADAA and the Office of the Registrar. Submit the third copy to the receiving institution.

iii. Once the course(s) is/are completed, process the OADAA Validation Form. Submit the Validation form and the Transcript of Records from the receiving institution to the Office of the Registrar before the registration period of the semester following the cross-enrollment.
Double Degree

Conditions

i. Only three (3) major courses from the first degree may be credited as major courses of the second degree.

ii. Free Electives in the first degree may be used towards fulfilling the requirements of the student’s double degree and vice versa.

Procedure

i. Inform your home Department Chair/Program Director of your intention to take a double degree.

ii. Seek the advice of the Department Chair/Program Director that you wish to take a double degree in, particularly for the major courses required for the second degree and any pre-requisites required for admission into the program.

iii. Upon consultation with both Department Chairs/Program Directors, prepare a program of study for the remainder of your stay in the Loyola Schools. This program of study should plot the courses required for the completion of both degrees and should also follow the maximum semestral loads of your first degree.

iv. After receiving the endorsement of both Department Chairs/Program Directors for your proposed program of study, submit a letter requesting for your double degree to the Associate Dean for Academic Affairs. The following documents must be attached to the request: (1) the curriculum of first degree, (2) the curriculum of second degree, and (3) the program of study combining the curricula of the two degrees as endorsed by both Department Chairs/Program Directors. The letter must also indicate up to three courses (if any) that are double-counted towards both degree programs.

v. If approved, the Office of the Associate Dean for Academic Affairs forwards a copy of your documents to the Office of the Registrar.

INC or NE Grade

In extraordinary circumstances, when some requirement(s) of a course (except the final examination) have not been met, the student will be given the temporary grade of INC (INCOMPLETE). If the requirement is not completed within two weeks after the distribution of grades, the grade will be changed automatically to F (FAILURE). A grade of INC may cause a delay in enrolling for the following semester if the INC grade was given in a subject that is a pre-requisite of another subject or if the required yearly QPI has not been met on account of the INC grade.

The grade of NE is reported to the Registrar for every subject in which a student was absent from the final exam.

If a student is on academic probation, he/she should not get a grade of INC or NE so as not to cause delay in the computation of his/her yearly QPI.
**Conditions**

i. An INC/NE mark must be removed within two weeks after the electronic release of grades.

ii. Any request for an extension of the INC/NE grade should be made by accomplishing the Request for Extension of INC/NE Grade form, which is available at the Office of the ADAA.

**Procedure for INC**

i. Coordinate with the teacher about accomplishing the incomplete requirement(s).

ii. Submit the completed work to the teacher. The teacher evaluates the work and submits the new grade to the Department Chair/Program Director by accomplishing a Completion form.

iii. The completion form is submitted to the Registrar within two weeks after the distribution of grades.

iv. If the grade is submitted after the deadline for completing grades, the Completion form should be submitted to the Associate Dean for Academic Affairs, who takes note of the change from INC to the final grade. The Office of the ADAA then forwards the Completion form to the Office of the Registrar.

**Procedure for NE**

i. Seek permission from the teacher concerned about taking a make-up final exam.

ii. If the absence from the final exam was caused by grave circumstances, submit papers/documents that will support/testify to the validity of the reason for your failure to take the final exam. If the reason is medical in nature, submit a medical certificate from your attending physician stating the reason for the absence from the final exam.

iii. If the teacher approves the request, the arrangement for the exam depends on the teacher concerned.

iv. The completed grade is submitted to the Registrar within two weeks after the electronic release of final grades.

v. If the grade is submitted after the deadline for completing grades, the Completion form should be submitted to the Associate Dean for Academic Affairs, who takes note of the change from NE to the final grade. The Office of the ADAA then forwards the completion form to the Office of the Registrar.

**Procedure for Requesting for an Extension of INC/NE Grade**

i. Obtain the Request for Extension of INC/NE form from the Office of the ADAA.

ii. Use one form for each course/subject.

iii. The request should be filed within one week after the electronic release of final grades.

iv. Submit the completed form to the Department/Program where the subject is offered, together with the pertinent documents. Upon endorsement by the teacher and the Department Chair/Program Director, the Department will handle its transmission to the Office of the ADAA.
Leave of Absence

A student may apply for leave of absence if he/she wishes to temporarily separate himself/herself from the university for non-academic and non-disciplinary reasons.

Conditions

i. The student should be in good academic and disciplinary standing at the time when the request is made.

ii. Enrolling or studying in another school during the leave of absence is prohibited.

iii. The leave of absence is normally secured only once during a student’s entire stay in college.

iv. A leave of absence (LOA) can be granted for a period no shorter than one semester. The time of leave normally does not exceed one academic year.

v. A student who cannot enroll for an Intersession Term need not apply for a leave of absence. The student should instead request for an adjustment of his/her Individual Program of Study (IPS) so that the subjects that he/she is required to take during the Intersession can be moved to a succeeding term.

vi. If the student has not yet enrolled for a particular semester, and wishes to take a leave of absence (LOA) starting that semester, he/she should accomplish and submit his/her LOA paper work (letter of application and completed form) before the last day of registration.

Procedure

i. Submit a letter of request signed by your parent(s) to the Associate Dean for Academic Affairs. The reason and the duration of the request should be indicated in the letter.

ii. Attach other pertinent documents, e.g., a medical certificate from the student’s attending physician, if the reason for the leave is medical in nature.

iii. The request is subject to approval of the ADAA.

iv. Once approved, accomplish three (3) copies of the Leave of Absence form.

v. If currently enrolled, accomplish the Load Revision form to officially withdraw from the classes. See the section on WITHDRAWAL FROM A COURSE WITH PERMISSION.

Note: If a student is returning from an (official) Leave of Absence, he/she must submit a letter of intent to re-enroll to the Associate Dean for Academic Affairs (ADAA). The student must also submit any additional documents that may be required by the ADAA. For example, if the reason for the LOA was medical in nature, the student must submit a medical certificate from his/her attending physician stating his/her fitness to resume his/her studies. The request is subject to approval of the ADAA.

The letter and accompanying documents should be submitted to the Office of the ADAA one month before the registration period for the semester in which the student plans to re-enroll.
Minor or Specialization

Procedure

i. The student informs the Department Chair/Program Director of his/her degree program that he/she wishes to take a minor.

ii. The student then seeks the advice of the department that administers his/her intended minor.

iii. Once the student has been accepted into the minor program, he/she should download and accomplish the Form for Change of Degree Program or Application for Minor/Specialization. The student must obtain all the signatures required for his/her request as indicated in the form.

iv. The student submits the completed form to the Office of the Registrar.

Taking an Advanced Final Exam

Conditions

i. Taking an advanced final exam is a privilege that is NOT AUTOMATICALLY GRANTED TO STUDENTS. The conditions depend on the teacher concerned.

Procedure

i. Submit a letter of request to take an advanced final exam to the Associate Dean for Academic Affairs for approval of his/her request.

ii. The letter must be endorsed by the teacher and the Department Chair/Program Director of the subject concerned.

iii. The arrangement for taking the advanced final exam depends on the teacher concerned.

Taking a Deferred Final Exam

Conditions

i. If the absence from the final exam was caused by grave circumstances, the student can request for a deferred exam.

Procedure

i. Submit a letter of request to the Associate Dean for Academic Affairs no later than the second day following the examination. The letter must be endorsed by the teacher and the Department Chair/Program Director of the subject concerned.

ii. Attach papers/documents that will support/testify to the validity of the reason for his/her failure to take the exam.

Note:

1. A deferred final exam is a privilege that is not automatically granted to one who failed to take a Final Exam.

2. The grade “NE” (No Exam) is reported to the registrar for every subject in which a student was absent from the final exam.
iii. If the reason for the request for deferment is medical in nature, submit a medical certificate from one’s attending physician.

iv. When, in the judgment of the Associate Dean for Academic Affairs, the reason for the absence has been sufficiently justified, the student will be granted a deferred final exam.

**Transfer Credentials**

**Conditions**

i. If a student withdraws from the Loyola Schools and intends to transfer to another school, he/she may apply for Transfer Credentials

ii. Transfer Credentials consists of the Certificate of Eligibility to Transfer and Transcript of Records for evaluation purposes is issued to student.

iii. Transfer Credentials indicate that a student:
   a. is free from all financial/property accountabilities
   b. has an orderly and complete admission credentials
   c. is not serving a penalty of suspension or expulsion

**Procedure**

i. Accomplish a clearance form obtained from the Office of the Registrar.

ii. If currently enrolled, withdraw from courses by accomplishing a Load Revision Form.

iii. Obtain the Certificate of Eligibility to Transfer and a copy of Transcript of Records marked “For evaluation purposes” from the Office of the Registrar.

**Validation of Courses for Transferees**

**Conditions**

i. Validation of subjects taken from one’s previous college/university must be done within the first semester of one’s stay in the Ateneo.

ii. No more than one third of the (academic) units earned from the previous college/university may be validated.

iii. Double crediting of courses is not allowed (e.g., a course validated as a major elective may not be validated as a free elective as well).

iv. Standard equivalencies are to be observed in the validation of courses taken from foreign universities/colleges.

**Procedure**

i. Seek advice from your home department as to which subjects you are advised to validate.

ii. Proceed to the concerned departments/programs to determine the requirements for validation of their courses/subjects.

**Note:** Official copy of Transcript of Records for transfer purposes will be sent upon the request of the admitting school.
iii. Bring with you several copies of your Transcript of Records and the course descriptions of the courses/subjects taken and passed in your previous college/university.

iv. Accomplish the necessary steps (e.g. take the validation exam) required by the concerned departments/programs for the validation of courses/subjects.

v. Return to the concerned departments/programs after the release of the results of the validation exam. Bring with you Validation of Courses/Subjects for Transfer Students form. Obtain the necessary signatures from the departments/programs concerned.

vi. Submit to the Office of the Associate Dean for Academic Affairs (ADAA) the duly accomplished Form for Validation of Courses/Subjects for Transfer Students together with a copy of your Transcript of Records from your previous college/university. This should be done by deadline set by the Office of Admission and Aid (OAA). The OADAA will forward a copy of your accomplished Form for Validation of Courses/Subjects for Transfer Students to the Office of the Registrar.

vii. Your validated courses will be reflected on AISIS upon receipt by the Office of the Registrar of your official Transcript of Records.

**PROCEDURES INVOLVING LOAD REVISION**

Load revision refers to the process of officially changing a student’s academic load after the student has been officially enrolled. In particular, load revision involves the following requests:

1. Addition of course(s)
2. Change of section(s)
3. Change of course status from audit to credit or from credit to audit
4. Leave of absence
5. Overloading
6. Transfer Credentials
7. Withdrawal from a Course with Permission

For each of the above academic procedures/requests, the Load Revision Form should be accomplished.

**General Guidelines**

i. The Load Revision form (LRF) is downloadable from the student’s AISIS account once he/she is officially enrolled (i.e., the student has (1) enlisted in advised classes, (2) paid the assessed tuition and fees, and (3) had his/her ID validated).

ii. The student obtains the signatures indicated on the form as required for his/her request. Signatures must be obtained in the sequence indicated in the LRF.
iii. If the student wishes to keep a copy of the form, he/she must photocopy the form before submitting it to the Office of the Registrar.

iv. While the request is pending, the student must attend all classes in which he/she is officially enrolled in.

Each load revision request is discussed by first enumerating the conditions that allow it, and second, by noting the steps undertaken to effect such a request.

**Addition of Course(s)**

*Conditions*

i. Addition of course(s) must be done within the load revision period prescribed by the Office of the ADAA and the Office of the Registrar. (The dates are indicated in the Academic Calendar of the Loyola Schools and the Registration Reminders sent out by the Office of the Registrar.)

ii. For each degree program, there is an official CHED-approved curriculum, indicating the courses and the corresponding units to be taken for each semester. The units in the curriculum correspond to the maximum load for a particular semester.

iii. Addition of courses is allowed provided a student remains within the maximum semestral load of his/her degree program.

iv. A student is deemed to have an overload if his/her total semestral load is beyond the maximum load required for his/her degree program. For the conditions covering enrollment beyond one’s maximum load, see the section on OVERLOADING.

*Procedure*

i. Accomplish the Load Revision Form and submit the completed form on or before the deadline prescribed by the Office of the ADAA and the Office of the Registrar.

ii. Obtain all the signatures required for the request as indicated in the form.

iii. Submit the completed form to the Office of the Registrar.

**Change of Section(s)**

*Conditions*

i. The student should make sure that the class to be entered is still open.

ii. If the class is still open, the student should inquire about the possibility of changing sections from the department/program offering the class.

iii. If the student receives a favorable reply, he/she must formalize the change of section by accomplishing a Load Revision Form.

*Note:* Requests for change of section do not require the signature of the Associate Dean for Academic Affairs, Central Accounting Office, and Cashier. Load Revision forms for change of section are submitted directly to the Office of the Registrar, within the prescribed deadline, after obtaining approvals from the concerned teacher, department chair/program director, and the student’s home department chair/program director.
**Procedure**

i. Accomplish the Load Revision Form and submit the completed form on or before the deadline prescribed by the Office of the ADAA and the Office of the Registrar.

ii. Obtain all the signatures required for the request as indicated in the form.

iii. Submit the completed form to the Office of the Registrar.

**Change of Status from Credit to Audit or Audit to Credit**

**Condition**

i. Changing a course from credit to audit status or audit to credit status should be done within the period prescribed by the Office of the ADAA and the Office of the Registrar. (The dates are indicated in the Academic Calendar of the Loyola Schools and Registration Reminders sent out by the Office of the Registrar.)

**Procedure**

i. Accomplish the Load Revision Form and submit the completed form on or before the deadline prescribed by the Office of the ADAA and the Office of the Registrar.

ii. Obtain all the signatures required for the request as indicated in the form.

iii. Submit the completed form to the Office of the Registrar.

**Leave of Absence**

Please refer to the entry on Leave of Absence under General Academic Procedures and Services in this section. A student who is applying for a Leave of Absence, and is currently enrolled, must accomplish a Load Revision Form to withdraw from all of his/her classes.

**Overloading**

**Conditions**

The following students are automatically granted permission to carry an overload:

i. An honor student (i.e., a student who has a QPI of at least 3.35 in the previous semester with at least 15 academic units) is allowed to overload up to 3 units beyond his/her maximum load for a semester

ii. A graduating student (i.e., a student in his 4th year of a 4-year program or a student in his 5th year of a 5-year program, provided his/her total load (regular load + overload) does not exceed twenty four (24) units for each semester of the final year of his/her program.

Exceptions to the above guidelines are subject to the approval of the Associate Dean for Academic Affairs.

**Note:** Courses graded on an audit basis have no bearing on the computation of the QPI.
Procedure for Graduating Students

i. Graduating students are authorized to overload by academic advisement. Advisements should include all advised courses within and beyond the regular load. All advisements must be inputted into AISIS within the period prescribed by the Office of the Registrar.

ii. Graduating students may enlist for all their subjects (including overload subjects) during the regular registration period.

Procedure for Honor Students

i. Honor students should obtain and accomplish a Load Revision Form (LRF) within the period prescribed by the Office of the ADAA and the Office of the Registrar.

Transfer Credentials

i. Please refer to the entry on Transfer Credentials under General Academic Procedures and Services in this section. A student who is applying for Transfer Credentials, and is currently enrolled, must accomplish a Load Revision Form to withdraw from all of his/her classes.

Withdrawal from a Course with Permission

Conditions

i. Freshman and Sophomore students are not allowed to withdraw from any core curriculum courses designated by their program. Exceptions to this rule shall be made by the Associate Dean for Academic Affairs.

ii. Juniors and Seniors shall not be allowed to withdraw from courses such that their total load falls below twelve (12) units.

iii. Withdrawal with Permission of course(s) must be done within the period prescribed by the Office of the ADAA and the Office of the Registrar. (The dates are indicated in the Academic Calendar of the Loyola Schools and Registration Reminders sent out by the Office of the Registrar.)

iv. For Withdrawal from a course with permission, the student must not have exceeded the maximum number of allowable absences for that course.

v. At the end of the semester, the student will get a grade of WP mark (Withdrawn with Permission) for that particular course. The WP grade has no bearing on the QPI.

Procedure

i. Accomplish the Load Revision Form and submit the completed form on or before the deadline prescribed by the Office of the ADAA and the Office of the Registrar.

ii. Obtain all the signatures required for the request as indicated in the form.

iii. Submit the completed form to the Office of the Registrar.

Note: Freshman and Sophomore students seeking exception to prohibition against withdrawing with permission from a core curriculum courses must submit a letter of request to the Associate Dean for Academic Affairs.
PROCEDURES INVOLVING THE STANDARDS COMMITTEE

The Committee on Academic Standards (also known as the Standards Committee) interprets the published undergraduate academic regulations of the Ateneo de Manila University Loyola Schools. The Loyola Schools include the School of Humanities, the John Gokongwei School of Management, the School of Science and Engineering, and the School of Social Sciences.

This Committee reviews all cases of an academic nature, i.e., honors for graduation, program awards, departmental QPI requirements beyond the minimum set by the Loyola Schools, status of deficient students, probation, readmission, the exceptions to a given rule, change of grade, etc.

All appeals must be made in writing and submitted through the Associate Dean for Academic Affairs (ADAA) by the deadline set by the ADAA.

Among the procedures involving the Standards Committee are:

1. Appeal for Probation
2. Request for Change of Grade (Student-Initiated)
3. Request for Change of Grade (Teacher-Initiated)

Each of the above-listed requests/appeals is discussed; first, by enumerating the conditions that allow it and second, by noting the steps undertaken to effect such a request.

Appeal for Probation

Conditions

i. An appeal for probation may be done when a student did not obtain the required QPI for his/ her year.

ii. There is no such thing as a “right to probation.” The essence of probation is that since a student is having difficulty adjusting to college, he/she is given a chance to do so. Hence, probation is seen primarily as an aid for freshmen.

iii. The Standards Committee, the body that deliberates on the requests, is stringent when it comes to sophomores and juniors who request for probation.

iv. If a student, after not having been granted probationary status, studies elsewhere and does well, he/she may apply for readmission to the college. A checklist on readmission is available at the Office of the ADAA.

v. A student should check with Office of the ADAA for the actual deadlines for submission of appeals for probation.

vi. The Loyola Schools allow only one probation. If the student has previously been on probation, he/she is ineligible to apply for probation.
Procedure

i. Accomplish the Appeal for Probation form. This will be treated with strict confidentiality.

ii. Attach any supporting documents, e.g., a medical certificate from the student’s attending physician, if the reason for the appeal is medical in nature.

iii. Students granted probationary status have to obtain the required yearly QPI, as indicated by the Standards Committee in the student’s condition letter.

iv. Students who were not granted probationary status must file for clearance and Transfer Credentials with the Office of the Registrar.

Request for Change of Grade
(Student-Initiated)

This applies to students who think that there was a miscalculation of the final grade or typographical error in the transfer of grade to the official grade sheet by the teacher.

Conditions

i. Appeals for change of grade must be made within the semester following the electronic release of final grades (Check with the Office of the ADAA for actual deadlines.)

ii. An appeal for change of grade should be substantiated with available test papers, reports, assignments, and projects.

iii. Opinions such as “I feel I deserve a better grade” are not valid as reasons in themselves. Even if the student succeeds in convincing his/her teacher of the opinion, but it is not supported by material evidence, then the appeal is not endorsed by the Standards Committee.

iv. Having a perfect attendance record is not in itself a valid reason for a change of grade.

Procedure

i. Accomplish the Appeal for Change of Grade form (Student Initiated).

ii. Support the form by attaching available test papers, reports, assignments, projects and other material evidence.

iii. Submit the completed form to the Department where the subject is offered, together with all the pertinent documents.

iv. The teacher and the Department Chair /Program Director will indicate their recommendation on the form.

v. The Department of the subject concerned handles the transmission of the form to the Office of the Associate Dean for Academic Affairs.

vi. The Standards Committee deliberates on the appeal.

vii. Check with the Office of the ADAA for the Standards Committee’s decision on the appeal.

Note:

All appeals for change of grade (student-initiated), whether or not these are endorsed by the teacher and/or department chair/program director, must be submitted to the Standards Committee for deliberation.
Request for Change of Grade
(Teacher-initiated)

A request for a change of grade may also be teacher-initiated if the teacher inadvertently made a mistake in the calculation or recording of a student’s grade.

Conditions

i. Appeals for change of grade must be made within the semester following the electronic release of final grades (Check with the Office of the ADAA for actual deadlines.)

ii. The appeal for change of grade should be substantiated with test papers, reports, assignments, and projects, and other documents that may be required by the Standards Committee.

Procedure

i. The teacher accomplishes the Appeal for Change of Grade Form (Teacher-Initiated).

ii. The teacher substantiates the appeal by attaching test papers, reports, assignments, projects and other material evidence.

iii. The teacher attaches the following documents:
   a. Class syllabus with grading scheme (indicating both letter and percentage equivalence)
   b. A photocopy of the class record and the submitted grading sheet
   c. Computation of the final grade:
      ▪ Give the original computation
      ▪ Give the revised computation indicating where the change was made
      ▪ Explain how the final mark was arrived at

iv. The teacher submits the appeal to his/her Department Chair/Program Director for his/her recommendation.

v. The Department handles the transmission of the form to the Office of the Associate Dean for Academic Affairs.

vi. The Standards Committee deliberates on the appeals for change of grade.

vii. Check with the Office of the ADAA for the Standards Committee’s decision on the appeal.

Note:

All appeals for change of grade (teacher-initiated), whether or not these are endorsed by the department chair/program director, must be submitted to the Standards Committee for deliberation.
ESL4: Always wear your LS Student ID when on campus

The STUDENT ID is a vital component of the Loyola Schools security system as it identifies you as a bonafide member of the Loyola Schools. It should be worn visibly and clearly on your person at all times while in the Loyola Schools premises. This constitutes a basic act of social responsibility given that campus safety and security is the responsibility of all members of the Ateneo community.

The ID is considered an official school document to be treated with care and respect. It is NOT to be defaced, altered, or misused in any way, shape or form. It is non-transferable, not to be lent or copied, nor discarded indiscriminately.

<table>
<thead>
<tr>
<th>Examples of MINOR ID violations</th>
<th>Examples of MAJOR ID-related Offenses</th>
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</thead>
<tbody>
<tr>
<td>• Wearing the I.D. underneath one’s clothing (shirt, jacket, etc.)</td>
<td>• Tampering with the I.D. Card (ie. defacing ID picture, putting stickers, changing info)</td>
</tr>
<tr>
<td>• Carrying the I.D. inside a personal article, for example, a bag, notebook or wallet</td>
<td>• Using another person’s ID or allowing another person to use one’s ID</td>
</tr>
<tr>
<td>• Hanging the I.D. on your bag instead of wearing it on your person</td>
<td>• Making a fake LS Student ID card</td>
</tr>
</tbody>
</table>

Why do I have to get my ID validated?

ID Validation is the final stage of the registration process. Student IDs without a validation sticker for the current semester will not be honored. Deadlines for validation are announced each semester.

What do I do if I lose my ID?

For your own protection, report the loss of your ID immediately the Office for Student Services. You should then secure a temporary ID if your ID cannot be replaced immediately. Sometimes lost IDs are recovered and returned to OSS. If it has not been found in 3 days, apply for a replacement ID.

ADMINISTRATIVE PENALTIES

- Late ID application: 2 hours of mandatory work
- Late ID validation: 2 hours of mandatory work

The deadline for ID application and validation is the last day of late registration.
What will happen if I forget my ID at home?

Students are required to have their IDs upon entry into the Ateneo campus. Those who forget theirs are asked to sign an ID-violations sheet and provide a secondary ID as proof of identity. If you sign your name and proceed directly to OSS to get a temporary ID, the violation will be nullified. If you do not, this will count as an ID violation in your record of conduct where violations are cumulative within the school year and may result in minor penalties or a major offense depending on the accumulated record of neglect.

ESL5:

Dress decently and appropriately given the academic nature of the University

The **LOYOLA SCHOOLS DRESS CODE**. In accordance with the Implementing Guidelines of the Loyola Schools Dress Code, students are expected to dress simply, appropriately, and decently at:

1. all official functions and events of and in the Ateneo de Manila University, including commencement exercises, convocations, conferences, receptions, and assemblies;
2. the offices of all Ateneo administrators (Heads of offices of Central Administration and the school units; Heads of auxiliary units, affiliated units, and centers; Department Chairs and Program Directors), as well as any meetings, appointments, or transactions with Ateneo administrators outside of their offices;
3. all LS Administrative offices, including adjacent corridors and waiting areas;
4. the Rizal Library and the Ateneo Art Gallery;
5. the Office of the Registrar;
6. all events and activities in major Audio-Visual Rooms, such as the Irwin Theater, Faura AVR, Escaler Hall, and Leong Hall Auditorium;
7. all functions, events, and activities where the Ateneo de Manila University is represented, except those that clearly require other attire, such as in sports tournaments.

Schools or Departments may also come out with more specific guidelines for implementation in their respective areas of jurisdiction.

Sanctions for Dress Code violations are specified in the **Code of Conduct**

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*27 Please refer to the Student Handbook Companion (School Memoranda)*
Always update:
- Personal cellphone/s
- Parent’s mobile number/s and landline/s
- Emergency contacts (e.g. guardian for students living away from home)

ESL6: 
Keep your AISIS information up-to-date

It is of vital importance that you keep your AISIS information current. This is how you will be contacted by the various departments and offices for important notices, and how the school can get in touch with your next of kin/guardians during emergency situations. So if you change cellphone numbers or move residences, make sure to update your online information. Neglect and dishonesty here can have serious consequences.28

ESL7: 
Stay up-to-date with Ateneo news and announcements

The LS, through the Office for Student Services, has set up several channels for you to stay updated of important news and announcements related to the classes, events, inclement weather, emergency situations, etc. School Bulletins and Announcements are posted on the Ateneo Student Blueboard on Facebook (www.facebook.com/AteneoSBB).

Important announcements during the start of the semester are also posted on AISIS Online and whenever necessary, sent through e-mail through your Ateneo OBF email. For emergency bulletins, a textblast service called the Atenista Ka App (AKApp)29 is used to send an official SMS to all students.

Other channels to check for official announcements:
- Sanggunian Facebook Page - FB/ADMUSanggu
- Ateneo de Manila Facebook Page - FB/Ateneodemanila

28 This may also constitute a violation of the Code of Conduct
29 Students are registered for the service when they tick the “OPT IN” box during online registration using AISIS. OSS can handle further inquiries about the service.
CAMPUS MOBILITY, TRAFFIC & PARKING. There are many ways to get around campus but the school encourages walking from building to building, hence the expanded walkways and brick roads. If you must ride, an E-Jeep also makes the rounds of the campus.

Bringing a car on campus is a huge RESPONSIBILITY -- one which includes driving safely, considerate use of roads and parking spaces, and respect for regulations and those who implement them. You’ll need a Gate Pass sticker to be able to enter and park. Traffic during peak hours can be very heavy though, so best to find ways to get around being stuck (like carpooling). You need to know ALL the rules imposed by Central Administration, and orient anyone entering campus for you because students will be held responsible for the behavior of those who enter campus on their behalf.

For starters, REMEMBER the following:

- Parking on campus is on a first-come, first served basis.
- A gate pass allows you to park in the COLLEGE STUDENT PARKING designated areas, but does NOT guarantee you a parking spot (Being a responsible student includes coming early so you don’t end up late for class because you have to search for legitimate student parking).
- Don’t even try to park in a RESERVED spot (for Carpools, Faculty, Administrators, visitors, etc) unless you want a hefty fine as well as a violation in your name. Repeat violators will also merit a Major Offense of the Code of Conduct.
- Overnight parking (i.e. keeping your car on campus after the cut-off for the specific lot you are parked on) is also disallowed -- except in emergencies, which ought to be brought to the attention of security personnel as soon as possible, before the cut-off, for advice on what to do.

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30 Available through the Campus Safety and Mobility Office (CSMO) at the Blue Eagle Gym
31 Check out the carpool options with DSWS at G/F MVP building
32 Acceptance of guidelines is part of the Gate Pass sticker application process. A list of the violations and fines are printed on the violation tickets.
33 Refer to the Code of Conduct, Section I: Responsibilities
34 12 midnight for parking lots other than the Northwest (near Arete) which closes at 10pm.
**ESL9:**

*Your body and brain need fuel to function properly*

**DINING OPTIONS.** The following are the Food Business Operators in the Loyola Schools:

<table>
<thead>
<tr>
<th>FOOD BUSINESS OPERATOR</th>
<th>LOCATION</th>
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</thead>
<tbody>
<tr>
<td>Ateneo Multi-Purpose Cooperative (AMPC)</td>
<td>Ground Floor, Gonzaga Building</td>
</tr>
<tr>
<td>Blue and Gold Catering Services</td>
<td>2nd Floor, Gonzaga Hall</td>
</tr>
<tr>
<td>JGSOM Student Enterprise Center (JSEC) stalls</td>
<td>School of Management (SOM Mall)</td>
</tr>
<tr>
<td></td>
<td>1st Floor, Rizal Library</td>
</tr>
<tr>
<td></td>
<td>Ground Floor, MVP Building</td>
</tr>
<tr>
<td></td>
<td>2nd Floor, Mateo Ricci Building</td>
</tr>
<tr>
<td>Ebai’s</td>
<td>University Residence Halls</td>
</tr>
<tr>
<td>Ignacio</td>
<td>Jose Mari Chan Hall, Level 1</td>
</tr>
<tr>
<td></td>
<td>University Residence Halls</td>
</tr>
<tr>
<td>Manang’s Clubhouse</td>
<td>Physical Education (PE) Complex</td>
</tr>
</tbody>
</table>

You’ll also chance upon food sales and the like throughout the school year care of the different fund raising activities of orgs, or the student business accelerator start-ups.

**ESL10:**

*Expect to be tested*

All members of the University share in the duty to create and maintain a healthy learning environment through a safe, drug-free campus. As part of our efforts towards this goal, the Loyola Schools developed the comprehensive, **Collaborative Anti-Drug Abuse Program (CADAP)** that includes the conduct of our own random drug testing which expands the scope of RA 9165 (the “Comprehensive Dangerous Drugs Act of 2002”) by covering a more diverse range of drugs, and a larger percentage of our student population.

Consistent with the spirit of the Commission on Higher Education (CHED) Memorandum Order (CMO) 19, Series of 2003, measures, programs and campaigns are in continuous development at the LS. These are aimed at increasing awareness of the perils of dangerous drug use, towards the greater aim of encouraging our students to conscientiously opt for choices that contribute to their overall well-being and positive development.

Random Drug Testing is only one of the three prongs of the CADAP, with Awareness and Intervention rounding out the comprehensive approach to the problem of drug use. As an educational institution, the LS believes that punishment alone is an insufficient response, and emphasizes measures (both medical and disciplinary) that best enable wellness while continuously considering public welfare and the common good.
Some FAQs:

1. What is a random drug test (RDT)?
   - A random drug test is a urine test done to detect possible exposure to drugs.

2. Which drugs are tested during the RDT?
   - Tetrahydrocannabinoids (Marijuana), Methamphetamine (shabu), MDMA (Ecstasy), and Benzodiazepines.

3. How are students chosen for RDT?
   - Students are chosen through a computer-generated randomization procedure witnessed by parents, a faculty representative, a student representative from the Sanggunian ng Mag-aaral, with the Office of Health Services.

4. Can a student be chosen more than once for RDT?
   - Yes.

5. Who conducts the RDT?
   - Specimen collection and testing is done under the supervision of licensed medical technicians who are under a drug testing agency accredited by the Dept. of Health (DOH), under the auspices of our own LSOHS.

6. What happens if a student’s screening test is positive?
   - The school follows procedures outlined by the Commission on Higher Education, which outlines the school’s compliance with the law (RA9165). Findings are considered a health issue. As students are interviewed by a doctor at the Office of Health Services. A Confirmatory test is done to rule out the possibility of the intake of other substances with parental consent. Quantitative levels are also determined.

7. What happens if a confirmatory test is positive?
   - The student, in counsel with parents, is required to undergo a drug dependency evaluation by a Dangerous Drugs Board accredited physician. Counseling sessions follow.

What can I expect from the Random Drug Testing (RDT) Procedures?

1. At any time within the school year, you may get notice that you have been selected for RDT.
2. If selected, you are expected to present yourself at the testing venue by your next free period. The process takes around 20 minutes or so.
3. Make sure to follow the protocols given in submitting your urine sample and fill up the paperwork (declaration of meds) properly.

The following are considered violations of the Code of Conduct (incidents will be submitted for investigation as a disciplinary complaint):

1. Failure to respond to summons
2. Failure to abide by standard protocols for RDT
3. Refusal to cooperate with measures implemented against the use of dangerous drugs
4. Committing any form of misrepresentation
5. Tampering with any part of the RDT process
6. Any disrespect towards RDT/school personnel
7. Possession, use or distribution of dangerous drugs and their paraphernalia.
8. Repeated drug use.
The school abides by the recommendations of the physician. Random monitoring tests are done throughout the remaining semesters of the student’s stay at the Ateneo.

8. Who shoulders the cost of drug testing?
   • The fee for the standard RDT is integrated in the tuition fee and is subsidized by all students. Subsequent tests if confirmed positive, however, are at the expense of the student concerned.

9. What if I am confirmed positive for a second time?
   • Cases of repeated use of dangerous drugs are reported to the Student Discipline Office for processing as a disciplinary case

**ESL11: Know the emergency protocols by heart**

Remember: Preparedness makes sense. The Loyola Schools has set in place, safety protocols for various levels of emergencies and calamities, whether natural or man-made, which require the cooperation of our general student body for preparedness, response and possible relief and recovery operations. In this regard, regular drills are scheduled and carried out during the school year which train students to handle:

- Fire and/or Earthquake
- Shelter in Place (eg. mass shooting involving an armed attacker)
- Campus Shutdown (general evacuation eg. bomb threat)

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### Emergency Numbers

- **Office for Student Services (OSS) Helpline**
  - 0920-9142372

- **Campus Emergency Hotline / Ambulance Service**
  - 426-6001 loc. 4911

- **Campus Security Mobile Hotline**
  - 0999-9925715 (Smart)
  - 0917-5628641 (Globe)

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### Earthquake Evacuation

- Duck, cover and hold!
- Evacuate to designated assembly area
- Wait for confirmation that it is safe to return to the building

### Fire Evacuation

- Evacuate to designated assembly area
- Wait for confirmation that it is safe to return to the building

### Shelter in Place

- Lock all doors, window blinds
- Turn off lights
- Keep cellphones on silent mode
- Seek cover

### Campus Shutdown

- Immediately evacuate campus in a calm and orderly manner (do not return for your vehicle or belongings until the campus is cleared of potential threats)
ESL12: 
Know your Sanggu and what it can do for you

The Sanggunian ng mga Paaralang Loyola ng Ateneo de Manila, commonly known as the Sanggunian (or Sanggu for short), is the sole autonomous student government of the Ateneo de Manila University Loyola Schools. It operates under the four pillars of student representation, basic services, students’ rights, and student mobilization.

The Sanggunian is committed to:
- Protecting the rights and advancing the general welfare of the student body
- Empowering the Atenean in becoming a critically aware and proactive individual who can respond to issues affecting society and the environment
- Developing the means for effective student participation in all aspects of University life
- Cultivating a sense of University spirit through its structures, projects and other initiatives.

In essence, Sanggu is the VOICE of the study body, in whatever context that voice is needed or called upon:
- In school legislation (through representation in policy-making)
- In judicial decision-making (through membership in committees)
- In the building blocks student life (through corner-stone departments like the Department of Student Welfare Services)
- In emergent challenges (through dispute assistance and liaising with administrative bodies)
- As responsible members of the Loyola Heights community (through involvement in Loyola Heights issues and concerns)
- As committed Filipino citizens engaged in nation-building (through initiatives spanning national issues in light of Ateneo’s Transformative Leadership in the youth sector)

If I have a concern or problem, how can the Sanggunian help me?

Sanggunian representatives are available for consultation from 9:00am – 6:00pm during weekdays at MVP200. Sanggu reps are there to listen to your concerns, help you sort out what you can do next, and assist in coming to a resolution by bridging you with the appropriate offices or individuals.

Long term solutions can also be sought with problems that cut across individuals by addressing school policy and/or the creation of comprehensive programs.

What concerns can Sanggu assist me with?

ANYTHING related to the right to quality education – curriculum concerns, academic demands, Faculty issues, student-to-student disputes, sexual harassment and gender-equality issues, traffic, violations, etc. Even if it’s beyond their capabilities, they’ll know who can help.
Why join Sanggu?

Because **student government is only as strong as student participation**. Whether you run for a top position or course representative, or apply to be part of a department (e.g. Department of Student Welfare and Services, Department of Finance, Department of Communications etc.), or just volunteer in task forces (e.g. DReaM Team, Intellectual Property Task Force) and project teams (e.g. Constitutional Convention, school camps), you give your fellow students a voice, strengthen your own, and ultimately amplify the Ateneo’s voice in the spirit of Lux-in-Domino.

**CONTACT US:**

2/F MVP Bldng, Rm 200  
(632) 426-6001 loc. 5400  
http://www.facebook.com/ADMUSanggu

**Sanggunian Office**

Email: sanggusecgen@gmail.com  
(632) 929-1029  
twitter.com/ADMUSanggu

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**ESL13:**

**Take care of your personal belongings**

Your stuff is your responsibility. While the school attempts to ensure security for all, negligence is a huge factor in how people lose their belongings. Lost items found by security and maintenance personnel are usually turned over to the OSS on a daily basis. Do NOT assume that if you leave your bag with a group of friends that they will stay in that place until your return. Do NOT use your stuff to save a spot in the cafeteria, library, study hall or benches. As much as it is about being careful with your things and respectful to those who provide it for you, it’s also about being sensitive to those who may not have as much as you.35

---

**Lost and Found**

OSS is the primary repository of all valuables (e.g. Student IDs, phones, cash, jewelry and electronic devices, etc). Items that are of significantly less value, ie. clothing, books and school supplies are turned over to the Department of Student Welfare and Services (DSWS) at the G/F of the MVP Building.

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**ESL14:**

**Be street smart and alert to your surroundings**

- Keep an eye on your personal belongings and never leave them unattended, especially in establishments outside of the Ateneo. Neither should you hand over your personal belongings to strangers for whatever reason

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35 Refer to Offenses Against Property in the *Code of Conduct*
• Avoid walking alone along Katipunan at night unless completely necessary. Carry a whistle with you to call attention to yourself or a problem.
• Do take note of tricycles body number or taxi license plates if you commute and text it to a friend.
• Avoid using your cellphone (and other devices) while walking along Katipunan or commuting. It can attract the wrong kind of attention and can distract you from your surroundings.
• Avoid interacting with strangers especially at night. Never divulge personal information to complete strangers especially those who try to draw you into a questionable discussion (e.g. budol-budol modus operandi)
• Do not share your passwords / PINs with anyone.

What do I do if I am the victim of a crime?
Whenever harassed or held up along Katipunan, seek assistance from the nearest security guard (at footbridges or commercial establishments) or barangay tanod. If possible go back inside campus and report to Ateneo Security (G/F Blue Eagle Gym near Gate 1) After the fact, proceed to the OSS to report the incident. OSS, as liaison between LS students and the ADMU Security Office, guides and supports students through whatever processes are necessary to address the concerns to the extent possible within the context of the school.

What do I do if I witness an emergency situation or threatening scenario with no school personnel nearby?
Campus Security has several 24/7 Hotline for emergencies.

In case is no one in the immediate vicinity to assist you, or you suspect immediate danger for the Ateneo community, call the Hotlines -
8426 - 6001 local 4911 / 4111
0917 - 5628641 (Globe)
0999 - 9925715 (Smart)
and report what you witnessed. The concern will be directed to the appropriate agency or personnel as necessary.

If robbed or harassed along Katipunan, you may also contact the 24/7 Barangay Hotline (02) 666-6603

In case of serious injury / life threatening condition (e.g. epilepsy attack, difficulty breathing or risky behavior):
• Call the attention of the nearest security personnel.
• Keep the victim still and comfortable. In cases of physical trauma, DO NOT MOVE THE VICTIM. ONLY TRAINED PERSONNEL SHOULD PROVIDE TREATMENT (eg. artificial respiration, first aid, CPR)
• Ask: “Are you ok?”, “How do you feel?” and “What is wrong?”
• Continue to assist the victim until emergency personnel arrive.
DIGITAL INTEGRITY AND RESPECT FOR INTELLECTUAL PROPERTY. It’s an increasingly digital world we live in and we may have learned to take certain things for granted – like what we post online, what digital images we share, or whose intellectual property we have appropriated for our own use. The antidote to complacency is awareness, so remember:

1. Post, comment and share RESPONSIBLY:

<table>
<thead>
<tr>
<th>Cool</th>
<th>NOT Cool</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Self-expression</td>
<td>• Cyberbullying</td>
</tr>
<tr>
<td>• Connecting with friends</td>
<td>• Cyberlynching, stalking</td>
</tr>
<tr>
<td>• Selling stuff you don’t need anymore</td>
<td>• Profiteering and selling contraband</td>
</tr>
<tr>
<td>• Sharing what you think about an issue</td>
<td>• Spreading misinformation</td>
</tr>
<tr>
<td>• Putting up pictures and posting hugot lines</td>
<td>• Oversharing and disregarding notions of privacy (yours and others’)</td>
</tr>
<tr>
<td>• Ranting judiciously</td>
<td>• Degrading the dignity of others and lying</td>
</tr>
<tr>
<td>• Light-hearted joking around</td>
<td>• Pretending to be someone else</td>
</tr>
</tbody>
</table>

2. If it’s not yours, GIVE CREDIT TO THE SOURCE

<table>
<thead>
<tr>
<th>Cool</th>
<th>NOT Cool</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Using an existing image as a “peg” for inspiration</td>
<td>• Zero creativity</td>
</tr>
<tr>
<td>• True originality</td>
<td>• Passing off a copy of someone else’s idea as your own</td>
</tr>
<tr>
<td>• Loving someone’s opinion or way of saying things</td>
<td>• Claiming it as your own by neglecting to give proper credit (i.e. committing plagiarism)</td>
</tr>
</tbody>
</table>

3. Bootleg products and unlicensed use of copyrighted material deprive the original artist/legitimate institution of the RIGHT TO PROFIT FROM HARD WORK

<table>
<thead>
<tr>
<th>Cool</th>
<th>NOT Cool</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Utilizing texts and products for educational purposes only, within the legal bounds of replication</td>
<td>• Disregard of limits of use</td>
</tr>
<tr>
<td>• Asking permission before using the name of the Ateneo in any product</td>
<td>• Commercially profiting from unauthorized use or bootlegging of originals</td>
</tr>
</tbody>
</table>

---

36 Most of these behaviors are covered by the Code of Conduct and a student may be subject to complaint, depending on the gravity and context of his/her actions
37 Refer to the separate Student’s Guide to the Code of Academic Integrity for elaboration
38 Inquire with the University Business Affairs Office at 2/F, Xavier Hall (4266001 loc 4056)
DATA PRIVACY is important. Given today’s digital lifestyle and interactions, it is easy to overlook or take for granted the people, the institutions, and/or the applications we give personal information to. Do you even blink when an app on your phone asks for permission to access your contacts, or if a personality test on Facebook requests for your permission to post on your behalf, or how a new restaurant asks you to plug in your email to avail of its discounts and promos? Swimming in the digital stream, we forget that anyone who asks for information from you, probably stores that information about you. It can then create a fairly accurate profile ranging from your basic personal information (e.g., name, birthdate, contact number, etc.), preferences (e.g., brands you like, companies you patronize), and even some sensitive personal information (e.g., age, religion, political leanings, violations/offenses, medical conditions and treatment, etc.). These bits and pieces of data may seem insignificant at first glance, but tied to your real-world identity, they can be used to cause you actual harm and injury via discrimination, fraud, and other similar practices.

To help address this problem, the Data Privacy Act (Republic Act No. 10173) was passed in 2012. The law aims to protect individuals and their personal data by prescribing stringent standards and policies that entities that using such data must comply with. Those who fail to do so may be required to pay damages and even face prosecution.

The Loyola Schools takes Data Privacy seriously:

1. The University Data Protection Office (UDPO), a unit under the Office of the President, ensures the compliance by ADMU with the Data Privacy Act, its Implementing Rules and Regulations, and other applicable privacy and data protection laws and policies, including issuances by the National Privacy Commission (NPC). Its mandate includes:
   a. developing and implementing policies and procedures designed to protect all personal data under the control or custody of the University
   b. monitoring the data processing activities of the University
   c. conducting Privacy Impact Assessments

REMEMBER:
1. There must be a proper balance between data privacy and the free flow of information.
2. Processing of personal data must be carried out in a manner that is consistent with the principles of TRANSPARENCY, LEGITIMATE PURPOSE, and PROPORTIONALITY.
3. There are several grounds for the lawful processing of personal data. Consent of an individual is only one of them.
4. Every individual has rights over his or her personal data! (see: Section 16 of the DPA)
d. ensuring proper management of security incidents that involve personal data under the control or custody of the University.

e. Informing and cultivating awareness on privacy and data protection in the University

2. The Loyola Schools implements additional measures to ensure the confidentiality and security of all personal data it gathers and uses, including:

   a. Privacy Notices
   b. Consent Forms
   c. Non-disclosure Agreements

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Contact Us:
Room 200, Manila Observatory
(632) 426-6001 loc. 4801

University Data Protection Office (UDPO)
Email: info.udpo@ateneo.edu

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ESL17:
Settle your violations immediately to avoid hold-orders & further penalties

Minor violations are settled with the Office for Student Services. The most common of these are the ID-wearing violations, and Traffic/Parking violations.

In the case of **ID-wearing violations**, the student who has been asked to sign a violations sheet for failure to wear his/her valid ID on his/her person should proceed to the OSS windows after each instance. Office personnel will assist the student in what needs to be done to settle the violation.

For **Traffic/Parking violations**, the student should bring the traffic/parking ticket issued to OSS. It the student accepts culpability for the offense, he/she is to pay the fine and serve any other accompanying penalties for the violation. In case of protest, the student may submit a **formal written appeal (with supporting evidence)** addressed to the Director of the OSS within ten (10) calendar days of the issuance of the violation ticket. Investigation into the claims (including interviews and ocular inspections) will then proceed and the appeal will be deliberated upon by the Director and/or a Committee constituted for such purpose. The issue will then be decided upon with finality and the student will be informed of the decision and the student will need to resolve penalties, if any, prior to registration/graduation/transfer.

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39 Please refer to the Code of Conduct for details
Complaints of all kinds (e.g. against fellow students, school personnel, establishments, etc) can be filed with OSS in relation to its mandate to assist in student welfare in general. OSS personnel can help in the general assessment of the scenario and redirect the complaint if necessary to the appropriate venues (e.g. the ADAA for academic concerns, FMO for facilities, the School Deans for Faculty, etc.) and provide support in that process.

For complaints against fellow students, OSS, upon the filing of a written complaint or incident report, will investigate claims, ask the other party to respond, and decide on how to address the concern with fairness, practicality, judiciousness, speed and regard for all parties concerned. It may forward sensitive cases to other offices for counseling, recommend dispute resolution procedures if appropriate and agreed upon by all parties, decide on minor violations and their penalties, or forward the case for adjudication as a major offense to the Student Discipline Office.

THE LOYOLA SCHOOLS BOOKSTORE

The Loyola Schools Bookstore is a one-stop shop for basic school supplies, including PE and NSTP shirts, lab gowns and exam bluebooks. It’s also the hub for textbook orders for the LS, with in-store printing and photocopying services available.

You can browse through books from Ateneo publishers, as well as other titles courtesy of the National Bookstore section, and shop for official Ateneo merchandise. It also houses the i-Campus store which offers discounts to Ateneo students and employees for Mac products.

CONTACT US:
Basement MVP
(632) 426-6001 loc. 5184 to 87
http://www.facebook.com/LoyolaSchoolsBookstore

LS Bookstore
Email: bookstore.ls@ateneo.edu
(632) 426-2951

40 Also consult the Code of Conduct for processes and offenses
ARETÉ

Areté is the creativity and innovation hub of Ateneo de Manila University.

It has spaces and programs designed to foster collaboration across disciplines and among different sectors in the hopes of developing solutions to the problems of today and to realize the innovations that will shape our tomorrow.

It houses in its facility the Ateneo Art Gallery (a museum of Philippine Modern and Contemporary Art), Hyundai Hall (an 850 seat proscenium theater), The Doreen Black Box (a space for more experimental productions), the university’s Fine Arts Department, the Ateneo Laboratory for Learning Sciences, SALT (Science and Art of Learning and Teaching) Institute, the Joseph and Gemma Tanbuntiong performing arts studio, the William and Claire Tan Untiong performing arts studio, the National Bookstore Atelier (a painting studio), the Eugenio Lopez, Jr. Makerspace, and the Eduardo J. Aboitiz Sandbox Zone, (a co-working and conversation space for the for the realization and implementation of research projects).

Its programming is all about brokering reinvigorated pursuits of significant objectives as well as unforeseen aspirations for exciting outcomes.

Areté is the platform for those working on projects that require the intervention of those from other disciplines as well as from other sectors.

The one thing we require from our partners is openness—to sharing ideas and to the ideas of others, to working with those complementary and to those who may not always be.

Ultimately, Areté is an invitation if not a dare—a challenge to realize the possibilities that can only be unlocked by deliberate play, collaborative experimentation, and thoughtful processes that are never exempt from constant reimagining.

CONTACT US:
Ateneo Art Gallery
2nd Floor, Innovation Wing
(632) 426-6001 loc. 5391 / (632) 937-2344
Email: arete@ateneo.edu
Fax: (632) 937-2344

THE ATENEO ART GALLERY

Widely recognized today as the first museum of Philippine modern art, the Ateneo Art Gallery was established in 1960 through Fernando Zóbel’s bequest to the Ateneo of his collection of works by key Filipino post war artists. Through the years, other philanthropists and artists followed Zobel’s initiative, filling in the gaps so that the collection now surveys every Philippine art movement in the post war era: from neo-realism and abstract expressionism to today’s post-modern hybrid tendencies.
Artists represented in the collection include Fernando Zóbel, Vicente Manansala, David Cortez Medalla, HR Ocampo, Galo Ocampo, Arturo Luz, Roberto Chabet, Raymundo Albano, Marciano Galang, BenCab, Federico Aguilar Alcuaz, Impy Pilapil, Danilo Dalena, Jose Tence Ruiz, Pablo Baen Santos, Antipas Delotavo, Egai Fernandez, Brenda Fajardo, Julie Lluch Fil Delacruz, Jonathan Olazo, Alfredo and Isabel Aquilizan, Kiri Dalena, Rodel Tapaya, Maria Taniguchi, Mark Salvatus, Yason Banal and Raffy T Napay among many others.

Now in its new home in the Arts Wing of Areté, the Ateneo Art Gallery has expanded the scope of its exhibition programs to feature more of its permanent collection at the upper ground and second floor galleries, presented in different thematic contexts. The third-floor galleries are ideal spaces for more contemporary and experimental art projects such as the annual Ateneo Art Awards as well as survey and historical exhibitions. The Ben Chan ArtSuite, a multi-purpose venue, provides a space dedicated for educational activities and other public programs such as workshops, lectures, seminars, and film screenings.

The new AAG venues are:
- Upper Ground Floor: Mr & Mrs Ching Tan Gallery, Mr & Mrs Chung Te Gallery, and Ernesto and Susan Tanmantiiong Gallery
- 2nd Floor: Wilson L Sy Prints and Drawings Gallery and the Ben Chan ArtSuite
- 3rd Floor: Alicia P Lorenzo Gallery, Ambeth R Ocampo Gallery, Elizabeth Gokongwei Gallery and The Curve Gallery

**Museum Rules:**
Please abide by the following to protect the artworks on view and to allow everyone to enjoy their museum experience:
- Do not touch works of art.
- Keep a safe distance between you and each work of art
- No leaning on walls, pedestals, or cases (whether for physical support, to write, etc).
- Non-commercial photography and video are allowed except where noted otherwise. Use of flash, tripods and selfie sticks is not allowed.
- No food, drink or gum is allowed in the premises
- Running, pushing, rough-housing are not allowed
- Backpacks, laptop bags, large bags and umbrellas must be checked in.

**CONTACT US:**
Arts Wing, Areté
(632) 426-6001 loc. 4160 / (632) 426-6488
http://ateneoartgallery.org

Ateneo Art Gallery
Email: aag@ateneo.edu
Fax: (632) 426-6488
As the official student newspaper of the Ateneo, the GUIDON chronicles Ateneo history as it happens, delivering the burning issues and events that matter. Through fair, accurate and responsible campus journalism, the Guidon seeks to enlighten and inspire Ateneans to make a change. The organization molds its members into skilled and principle leaders, as the Guidon looks into the life inside Ateneo and beyond.

What to expect:
1. Monthly distribution of the school paper
2. Seminars on Campus Journalism
3. Coverage of notable events inside and outside the campus
4. Breaking news on relevant happenings

As the official literary and artistic publication of the Ateneo, HEIGHTS aims to continue and contribute more to the Ateneo literary and artistic tradition of excellence through developing a community of readers, artists, and writers within and outside the University.

What to expect:
1. Quarterly distribution of the literary folio magazine
2. Creative writing seminars and workshops
3. Talks on literature and arts

As the official Filipino magazine of the Loyola Schools, MATANGLAWIN seeks to be an eye that is critical of the pressing issues present in Philippine society. The publication also seeks to illuminate sectors that lie on the fringes by giving voice to them. Lastly, Matanglawin aims to pose probing questions regarding prevailing systems and structures of the society.

What to expect:
1. Bi-monthly distribution of the magazine
2. Fora on pertinent local issues
3. Seminars on Campus Journalism in Filipino
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Section VI:

Quickfire Procedures
The following tables contain quick references for the most common processes one will encounter in undergraduate student life. They provide the basic information regarding the different procedures at a glance – including the host office, location, costs (if any), requirements and basic steps – for ease of understanding. However, the list is meant as a SUMMARY of procedures – not to be regarded as either exhaustive or constricting. Validation and queries about the details of anything contained here should be made with the office concerned, especially given possible modifications by the department post-production of this guide.
<table>
<thead>
<tr>
<th>Objective</th>
<th>Apply for Temporary ID</th>
<th>Apply for Replacement ID</th>
<th>Settle minor ID violations and traffic/ parking tickets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ofc concerned</td>
<td>OSS</td>
<td>OSS</td>
<td>OSS</td>
</tr>
<tr>
<td>Location</td>
<td>Xavier Hall, Window12</td>
<td>Xavier Hall, Window12</td>
<td>Xavier Hall, Window9</td>
</tr>
<tr>
<td>Fees</td>
<td>Fine of: Php50–1st–5th in 1SY Php50–6th-9th in 1SY</td>
<td>Php 300 (1st instance) Php500 (2nd instance) Php 1000 (3rd instance)</td>
<td>Variable according to offense</td>
</tr>
<tr>
<td>Processing time</td>
<td>While you wait</td>
<td>While you wait</td>
<td>Variable</td>
</tr>
<tr>
<td>Other requirements</td>
<td></td>
<td></td>
<td>Each offense has a prescribed requirement for settlement, depending on frequency</td>
</tr>
<tr>
<td>Notes</td>
<td>• Temporary IDs are only valid for the day of the application • The 10th instance within 1SY will result in a minor offense in the name of the student, and the forced replacement of his ID</td>
<td>• Php150 if due to damage (damaged ID must be surrendered) • A temporary ID will be issued to the student until the new ID is available.</td>
<td></td>
</tr>
<tr>
<td>Objective</td>
<td>Request for Special Temporary Car/Parking Pass</td>
<td>File Accident insurance claim</td>
<td>Report Theft/loss</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>------------------------------------------------</td>
<td>------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td><strong>Ofc concerned</strong></td>
<td>OSS</td>
<td>OSS</td>
<td>OSS</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Xavier Hall, Window12</td>
<td>Xavier Hall, Window12</td>
<td>Xavier Hall, Window 9</td>
</tr>
<tr>
<td><strong>Fees</strong></td>
<td>Php50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Standard process**                          | 1. Submit request at window, along with supporting documents  
2. Submit accomplished form with required documents.  
3. Student claim is forwarded to insurance provider.  
4. Student will be informed when reimbursement is ready or upon denial of request.  |
| **Processing time**                           | 1-2 days                                       | 1-2 weeks from submission of complete documents | Variable          |
| **Other requirements**                        | Proof of repair from a legitimate repair shop, letter of request from parent/s, police report, medical certificate, etc. | For Accident claims:  
1. Medical Certificate from attending physician  
2. Official Receipt of Medical expenses and medications  
3. Endorsements (if any)  
For Death claims:  
1. Death Certificate  
2. Funeral/Burial Receipts  
3. Medical Certificate (if hospitalized) |                   |
| **Notes**                                     | Qualifications:  
• Temporary car repairs for vehicle with existing pass  
• Medical condition or injury that necessitates one be allowed access near buildings  
• Verifiable existent threat to person | All undergraduate students enrolled with the Loyola Schools (except those enrolled in a non-degree course) pay a student accident insurance fee as part of their miscellaneous fees. Students are covered 24 hours a day, anywhere in the world. Students, or their representatives, can claim for reimbursement of accident-related medical and other expenses covered by the insurance policy. | If a member of the community is identified based on evidences presented, it is transmitted to the Office of the Discipline. |
<table>
<thead>
<tr>
<th><strong>Objective</strong></th>
<th><strong>Apply for Certificate of Good Moral Character</strong></th>
<th><strong>Appear for Probation</strong></th>
<th><strong>Apply for Leave of Absence</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ofc concerned</strong></td>
<td>OSD</td>
<td>OADAA</td>
<td>OADAA</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>MVP Lower Ground floor</td>
<td>G/F Kostka Hall</td>
<td>G/F Kostka Hall</td>
</tr>
<tr>
<td><strong>Fees</strong></td>
<td>Php 80/per copy</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Standard Process</strong></td>
<td></td>
<td>1. Accomplish the Appeal for Probation form and submit to the Standards Committee c/o the OADAA. 2. If approved, students should make an appointment with the ADAA regarding the conditions of his/her probation.</td>
<td>1. Submit letter of request signed by student’s parents to the ADAA. The reason and duration for the LOA should be indicated. 2. Upon approval of request, secure and accomplish 3 copies of the Leave of Absence form. 3. Also secure the Load Revision form if currently enrolled, and accomplish the Load Rev in order to officially withdraw from all classes.</td>
</tr>
<tr>
<td><strong>Processing Time</strong></td>
<td>3 working days</td>
<td>Varies (Students should check with the OADAA for the deadlines.)</td>
<td>A few days to one week</td>
</tr>
<tr>
<td><strong>Other Requirements</strong></td>
<td>1. Accomplish e-form or Scan QR code provided  a. Provide name, year &amp; course &amp; ID number  b. Indicate the purpose of the request  c. Indicate number of copies requested  2. Pay at cashier using charge slip</td>
<td>Other pertinent documents, such as medical certificates, must be attached to the appeal for probation form.</td>
<td>Other pertinent documents, such as a medical certificate, must be attached to the letter of request.</td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td>Requests may be made by email. Send the request containing the information in Item #1 above to <a href="mailto:studentdiscipline.ls@ateneo.edu">studentdiscipline.ls@ateneo.edu</a> and confirm the request by calling or sending a text message to the Office of Student Discipline Helpline - 0929-220-6236. CGMC requested through e-mail may still be claimed at the OSD or may be mailed at the expense of the requesting party.</td>
<td>• Students granted probationary status have to obtain the required yearly QPI, as indicated by the Standards Committee in the student’s condition letter. • Students who are not granted probationary status must file for their Transfer Credentials with the Office of the Registrar.</td>
<td>• Upon returning from LOA, student must submit a letter of intent to re-enroll. • Additional documents may be required. • All of the above must be submitted to the OADAA before the registration period for the semester in which the student plans to re-enroll.</td>
</tr>
<tr>
<td><strong>Objective</strong></td>
<td><strong>Apply for Double Degree</strong></td>
<td><strong>Request for:</strong> Transcript of Records, Certifications, (enrollment, graduation, QPI, ranking, etc.) and Diploma</td>
<td><strong>Accomplish Clearance for Graduation</strong></td>
</tr>
<tr>
<td>---------------</td>
<td>----------------------------</td>
<td>-------------------------------------------------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td><strong>Ofc concerned</strong></td>
<td>OADAA</td>
<td>Registrar</td>
<td>Registrar</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>G/F Kostka Hall</td>
<td>G/F Soc Sci Bldg</td>
<td>G/F Soc Sci Bldg</td>
</tr>
</tbody>
</table>
| **Standard process** | 1. Inform your home department of your intent to take a double degree.  
2. Seek advice from the department that you wish to take a double degree in.  
3. Upon consultation with both department chairs, prepare a program of study for the remainder of your stay in the Loyola Schools.  
4. Submit a letter to the ADAA requesting for approval of your double degree. It must be endorsed by both department chairs/program directors. If approved, the OADAA forwards a copy of your documents to the Office of the Registrar. | 1. Fill up form over the counter or email registrar.ls@ateneo.edu  
2. Pay on campus at the Cashier or deposit payment through BPI Acct #3083-6478-83  
3. Present Official Receipt or email scanned copy of deposit slip to the Registrar  
4. Claim documents on assigned due date | 1. Download from respective AISIS account during the designated period.  
2. Securesignatures from the offices specified in the form.  
<p>| <strong>Processing time</strong> | Varies | 3 working days | Alotted period for processing is 1 week |
| <strong>Other requirements</strong> | A copy of the curriculum of the first and second degrees must be submitted with your double major application. | Representatives must present an authorization letter and ID with picture and signature of the students and ID with picture and signature of the representative |  |
| <strong>Notes</strong> | Only 3 major courses from the first degree may be credited as major courses of the second degree. Free Electives in the first degree may be used towards fulfilling the requirements of the student's double degree and vice versa. | The Registrar also provides CHED/DFA Document Authentication and Verification services. | Clearance is a requirement for inclusion in the official list of graduates and commencement exercises. |</p>
<table>
<thead>
<tr>
<th>Objective</th>
<th>Request for Transfer Credentials</th>
<th>Apply for a Food/Beverage event</th>
<th>Reserve Facilities/Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ofc concerned</strong></td>
<td>Registrar</td>
<td>FSQA</td>
<td>ADSAS - CEM</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>G/F SocSci Bldg</td>
<td>Faber Hall, Rm202</td>
<td>Gonzaga Hall, Rm 208</td>
</tr>
<tr>
<td><strong>Fees</strong></td>
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<tr>
<td>• Certificate of Eligibility to Transfer -Php90.00</td>
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<td>• Transcript for Evaluation Purposes -Php200</td>
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<tr>
<td>• Transcript for Transfer Purposes –Php200</td>
<td></td>
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</tr>
<tr>
<td><strong>Standard process</strong></td>
<td>1. Secure and process clearance. 2. File request for certification and transcript 3. Pay on campus at the Cashier or deposit payment through BPI Acct # 3083-6478-83 4. Present Official Receipt or email scanned copy of deposit slip to the Registrar 5. Claim documents on assigned due date</td>
<td>1. Fill out F-QA-01 Food Event Application Form (Form1) downloadable at <a href="http://www.ateneo.edu/ofsq">http://www.ateneo.edu/ofsq</a>. 2. Secure required documents based on Part II: Requirement checklist per type of event. 3. Fill out page 2 of the form signed by each participating food business operator. 4. Secure endorsement from concerned Unit/Office/Adviser by having him/her sign page 3 of Form1. 5. Submit Form1 and corresponding requirements to OFSQA for assessment and approval.</td>
<td>1. View facilities and equipment’s availability online by logging-on to <a href="http://www.ateneo.edu/oas">www.ateneo.edu/oas</a> 2. Fill out the LS Facility and Equipment Request Form (short form/request slip) or LS Facilities/Equipment Reservations Submission Form (checklist) 3. Attach necessary documents (e.g. program flow, layout, etc.) 4. Secure the necessary endorsements/signatures (depending on nature of request) prior to submission of request (e.g. FSQA approval of menu, etc) 5. Return to CEM for online encoding of the request. 6. Successful online requests will be issued a Request (Reference) Number. Write the Request Number/s on the space provided on the request form. 7. Await approval</td>
</tr>
<tr>
<td><strong>Processing time</strong></td>
<td>3 working days</td>
<td>Dependent on size of event applied</td>
<td>Upto 2 working days for large events</td>
</tr>
<tr>
<td><strong>Other requirements</strong></td>
<td>Representatives must present an authorization letter and ID with picture and signature of the students and ID with picture and signature of the representative</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td>You only need to submit Form1 for events with 50 and above expected attendees, and only 1 accomplished Form1 per event.</td>
<td></td>
<td>Requests with incomplete documentation / signatures will not be processed. “Availability” of facility/equipment does not automatically mean approval; reservations remain subject to approval</td>
</tr>
</tbody>
</table>
Did you know that...

Up to the time that the Ateneo de Manila had moved to Loyola Heights, the school anthem was “Hail Ateneo, Hail”, a song of triumph, of marching on to victory with loyalty. However, the move from Padre Faura to Loyola Heights seems to have evoked change. The new campus stood for something new, something nobler.

Fr. James Reuter, S.J. wrote a song that seemed to embody the “newness” that permeated the new Ateneo. It, perhaps, better suited what the school is all about.

Its music is adapted from Calixa Lavalée’s music to the hymn “O Canada”, composed in 1880, which is why many people believe that the Ateneo copied the music of Canada’s national anthem. However, it is interesting to note that Canada only adopted “O Canada” as its own national anthem in 1980. The Ateneo de Manila adopted “A Song for Mary” as its alma mater song three decades earlier.

“A Song for Mary” speaks more clearly and more ardently from the Atenean’s heart. Life is not merely about competition or about assailing enemies “in strong array.” The struggle is, as in chivalry, for one’s Lady. And the Ateneo’s own Lady is no less than Mary, the Mother of God, and our own mother. The aim is not merely victory, but steadfast faith and commitment—to keep “constantly true”, whether we win or lose.

The song also speaks of a purpose higher than to “win our laurels bright,” a greater challenge than being able to “do or die.”

The song declares that we go “down from the hill, down to the world,” to live, to give, and to serve.

That is the Ateneo way.

Source: www.ateneo.edu
Parking Guide

North Parking for LS students only. Parking for carpool slots also available.

Northwest Parking for LS students, faculty, visitors

Bellarmine Parking for students & faculty

Lower East Parking for LS students

Upper East Parking for LS students

Central Parking for LS students
Electronic Shuttle (E-JEEP) Routes

LINE A:
AGS → G2.5 → Leong Hall → Xavier Hall → Old Comm → LHS → AGS
LINE B:
NW Parking → Xavier Hall → AHS → SDC → NW Parking
# Campus Directory

## Central Administration
- Office of the President: 4000/4002
- Academic Vice President: 4030/4032
- VP, Finance and Treasurer: 4060/4061
- Art Gallery: 4160
- Campus Network Group: 4185
- Central Accounting: 4141
- Central Purchasing: 4130
- University Dev’t./Alumni Relations: 4080/4081
- Office of Mission & Identity: 4011
- Campus Safety and Mobility Office: 4104/4107
- Facilities Management Office: 4100/4101
- University Athletics: 4191
- University Press: 4613

## Loyola Schools Administration
- VP For the Loyola School: 5000
- Associate Dean for Academic Affairs: 5011
- Associate Dean for Graduate Programs: 5140
- Administrative Services: 5101
- Admission and Aid: 5151
- Campus Ministry Office: 5160
- College Athletics: 5080
- College Infirmary: 5110
- LS Guidance: 5030/5031
- LS Bookstore: 5185
- Management Info Systems: 5170
- Physical Education Program: 5016
- Placement: 5040
- Registrar: 5130
- Residence Halls: 5901
- Rizal Library: 5551
- ALIWW: 5561
- Circulation: 5561
- Computer Lab: 5568
- Filipiniana: 5558
- Matteo Ricci: 5571
- Reference: 5559
- Reserve: 5557
- Social concerns and Involvement: 5090
- Student Activities: 5050
- Student Discipline: 5023
- Student Services: 5020/5021

## School of Humanities
- Office of the Dean: 5303
- English: 5310
- Filipino: 5321
- Fine Arts: 5331
- Interdisciplinary Studies: 5340
- Modern Languages: 5350
- Philosophy: 5360
- Theology: 5370
- Theology FIRE: 5372

## John Gokongwei School of Management
- Office of The Dean: 5504
- Finance and Accounting: 5511
- Leadership & Strategy: 5521
- Marketing & Law: 5531
- QMIT: 5541

## School of Science and Engineering
- Office of the Dean: 5602
- Biology: 5610
- Chemistry: 5620
- ECCE: 5641
- Environmental Science: 5650
- DISCS: 5660
- Mathematics: 5683
- Physics: 5691

## School of Social Sciences
- Office of the Dean: 5202
- Chinese Studies: 5280
- Communication: 5210
- Development Studies: 5238
- Economics: 5221
- Education: 5230
- European Studies: 5238
- History: 5241
- Japanese Studies: 5248
- Political Science: 5250
- Psychology: 5260
- Sociology & Anthropology: 5271
Emergency Numbers

**CAMPUS SECURITY** ........................................ 8426 6001  *Locals* 4111 / 4911
8426 5930
0999 9925715 (Smart)
0917 5628641 (Globe)

Loyola Schools Health Services (Infirmary) .............. 8426 6001  *Locals* 5110 / 5106 / 5180 to 81

Office for Guidance & Counseling .......................... 8426 6001  *Locals* 5030 / 5031

**LOYOLA HEIGHTS BARANGAY CENTER** ................. 8466 1180 / 8425 1434

24/7 Bantay Barangay ........................................... 8666 6603

Bgy. Loyola Heights, Q.C.

**POLICE**

Quirino Police Station (PS-9) .............................. 8434 3687 / 8434 3942 (fax)
Anonas Rd., Project 2, Quezon City
www.qcpd.pnp.gov.ph

**FIRE DEPARTMENT** ......................................... 8928 8363 / 8924 1922

Agham Road, Brgy. Bagong Pag-Asa, Q.C.

**HOSPITALS**

Medical City ...................................................... 8988 7000 / 8988 1000 (ER)
Ortigas Avenue, Pasig City

Quirino Memorial Medical Center (QMMC) .............. 8721 3089 / 8913 4759
Katipunan Road, Q.C.

World City Medical Center ................................... 8913 8380 / 8438 4580
Aurora Boulevard, Q.C.

U.P Infirmary ..................................................... 8920 5301  *Local* 2848
U.P Campus, Diliman, Q.C.
8981 8500  *Local* 2702
8928 3608
CONTRACT

Date: ______________________

To: The Ateneo de Manila University Loyola Schools

I have read, studied and understood the contents of the Ateneo de Manila Loyola Schools Student Handbook 2018 and will abide by the school policies.

Signature of the Student:

____________________________________________

Printed Name of the Student:

____________________________________________

Year and Course:

____________________________________________

ID#:
LOYOLA SCHOOLS
Student Handbook Companion
Revised 2019 Edition
Office of the Vice President for the Loyola Schools
Ateneo de Manila University

Telephone No: (632) 426-6001 local 5000

Address: Ground Floor, Xavier Hall
Ateneo de Manila University
Katipunan Avenue
Loyola Heights, Quezon City
Philippines

Email: vployola@ateneo.edu

Photos: Office of the Vice President for the Loyola Schools
University Communication and Public Relations Office

Cover design: Joanna Ruiz

Layout: Bebs Pavia
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SECTION I:

Student Government
The 2016 Constitution of the Undergraduate Students of the Ateneo de Manila Loyola Schools

Preamble
We, the Undergraduate Students of the Ateneo de Manila Loyola Schools, asserting our capacity to represent ourselves through an autonomous body that shall safeguard our dignity, uphold our academic freedom, advance our interests, inspire us to collaborate towards the development of a just and inclusive society, and strive for the greater glory of God, do ordain and promulgate this Constitution.

Article I
Loyola Schools Student Body
All undergraduate students of the Loyola Schools are members of the Loyola Schools Student Body. Auditors, Cross-registrants, Public Servants, and Special Students are not under the jurisdiction of this Constitution, but may seek its protection with policies and bodies instituted in this Constitution.

Article II
Student Rights
Section 1. Every student has the right to invoke the provisions found in the Magna Carta of Undergraduate Student Rights of the Ateneo de Manila Loyola Schools.

Section 2. Every student has the right to invoke other rights, privileges, and immunities that the student possesses and reserves inherently or through laws and issuances.

Section 3. Every student has the right to representation in and through the Sanggunian ng mga Mag-aaral ng mga Paaralang Loyola ng Ateneo de Manila.

1 Exchange students and part-time students are now a part of the Loyola Schools student body.
2 Students taking non-credit (audit) classes in the Loyola Schools.
3 Students from other Colleges and Universities taking up classes in the Loyola Schools towards a degree in their home institution.
4 Government employees studying in the Loyola Schools under programs between the Ateneo and the Philippine government.
5 The specific rights contained in this Article (Sections 2-8) are in addition to those enshrined within the Magna Carta of Undergraduate Student Rights.
Section 4. Every student has the right to vote members of the student body into Sanggunian through a fair and just elections.

Section 5. Every student who meets the requirements on candidacy stipulated by the Commission on Elections has the right to run for office in the Sanggunian.

Section 6. Every student has the right to directly initiate veto action against undesirable acts of the governing bodies of the Sanggunian through a student’s initiative that is approved by majority (50% + 1) of the concerned constituency;

Section 7. Every student has the right to directly initiate the recall and impeachment of appointed and elected officials of the Sanggunian on any of the following grounds:

7.1 Any willful violation of the Constitution or its by-laws;
7.2 Gross neglect of duty;
7.3 Abuse of power, usurpation of authority, or insubordination
7.4 Misuse of funds, unconscionable expenditures, or fraud committed in the course of official duties;
7.5 Mismanagement, inefficiency, or incompetence;
7.6 Graft and corruption;
7.7 Gross moral misconduct in the course of official duties.

Section 8. Every student has the right to seek accountability from its Sanggunian through the actions of the Student Judicial Court, Office of the Ombudsman, and Commission on Audit.

Article III

Sanggunian ng mga Mag-aaral ng mga Paaralang Loyola ng Ateneo de Manila

Section 1. The student government instituted under this constitution shall be known as the Sanggunian ng mga Mag-aaral ng mga Paaralang Loyola ng Ateneo de Manila; which shall hereinafter be referred to as the Sanggunian.

Section 2. All undergraduate students of the Loyola Schools shall be under the jurisdiction of the Sanggunian. Auditors, Cross-registrants, Public Servants, and Special Students are not under the jurisdiction of the Sanggunian, but may avail of its protection and services.

Section 3. The Sanggunian is the sole autonomous government of the Loyola Schools Student Body and all of its powers emanate from and belong ultimately to the said body. Such powers are exercised through the governing bodies instituted in this Constitution.
Section 4. The Sanggunian shall commit itself to:

4.1 Protecting the rights and advancing the general welfare of the Ateneo Student Body;
4.2 Raising the Ateneo student body’s critical awareness of and proactive response to issues affecting society and the environment;
4.3 Striving to develop a cultural sense of University spirit and effective student participation in its activities.

Section 5. The Sanggunian shall fulfill the aforementioned commitments through:

5.1 Ensuring fair and effective representation in all University bodies whose activities and decisions concern the welfare of the students;
5.2 Establishing essential, effective, and adequate student services;
5.3 Espousing reforms toward relevant education and a continuing public review of the undergraduate curriculum;
5.4 Pursuing a policy of dialogue and solidarity with movements, student councils, and marginalized sectors of society;
5.5 Creating stands on different local, national, and global issues;
5.6 Encouraging issue-based and vision-oriented party pluralism;
5.7 Mobilizing student power when necessary;
5.8 Serving as the official coordinating channel of the Loyola Schools student body with the University Administration, Faculty, Non-academic personnel, parents, and other sectors of the society.

Article IV

The Composition and Functions of the Sanggunian

Section 1. The Sanggunian shall be composed of the President, Vice-President, School Representatives, Course Representatives, Sectoral Representatives, and other special units.

1.1 The President shall:

1.1.1 Act as the Official Representative of the Student Body and overseer of its affairs;
1.1.2 Act as also the Official Spokesperson of the Sanggunian at any function, meeting or assembly;
1.1.3 Call and preside for meetings of the entire Sanggunian or any part thereof as necessary;
1.1.4 Create or dissolve departments, committees, projects, and/or task forces, that s/he may deem necessary to discharge the functions of the Sanggunian;
1.1.5  Oversee the performance of the departments, committees, projects, and task forces created by the Sanggunian.

1.1.6  The President may veto the decisions of the Sanggunian Assemblies, or any fraction or member thereof.⁶

1.1.6.1  The President has three (3) regular school days after the decision is made to communicate the veto to the involved party.

1.1.6.2  If no action is made within this time, the decision is considered approved.

1.2  The Vice-President shall:

1.2.1  Act as the Official Chairperson of the Central Assembly;

1.2.2  Supervise the internal⁷ affairs of the Sanggunian and determine necessary structures ⁸ and procedures to fulfill this function;

1.2.3  Create or dissolve committees that s/he may deem helpful to discharge his/her functions as Vice-President;

1.2.4  Assume the responsibilities of the President if the President is absent or incapacitated;

1.2.5  Automatically assume the Presidency in the event that such office is permanently vacated;

1.2.6  Serve such other functions the President may direct.

1.3  School Representatives shall:

1.3.1  Act as the Official Representative of their school constituency;

1.3.2  Act as the Official Chairperson of their School Assembly;

1.3.3  Oversee affairs involving their respective school including Committees and/or projects initiated by the course representatives of their respective school;

1.3.4  Call and preside for meetings of the course representatives of their school;

1.3.5  Formulate and implement policies, stands, resolutions, and programs concerning their constituency and/or the entire university;

1.3.6  Create or dissolve committees and/or projects that they may deem helpful to discharge the functions of their respective schools;

1.3.7  Aid and participate in the committees and/or the project teams of the Sanggunian.

---

⁶ The following special units: Commission on Elections, Student Judicial Court, Office of the Ombudsman, Commission on Audit, Council of Organizations of the Ateneo, and Ateneo Resident Students Association shall enjoy separability from this clause to maintain their autonomy.

⁷ The Vice Presidents duties in Internal Affairs are outlined in, but not limited to, this document.

⁸ The Vice President may appoint his/her own staff and deputy necessary to operate this function;
1.4 Course Representatives shall:

1.4.1 Act as the Official Representative of their courses’ constituency;

1.4.2 Maintain liaison between their constituency and their respective home/course department.

1.4.3 Formulate and implement policies, stands, resolutions, and programs concerning their constituency;

1.4.4 Create or dissolve committees that they may deem helpful to discharge their functions;

1.4.5 Aid and participate in the committees and/or the project teams of the Sanggunian.

1.5 Sectoral Representatives shall:

1.5.1 Act as the Official Representative of the students and groups belonging to their sector;

1.5.2 Maintain liaison between their sector and the Sanggunian;

1.5.3 Formulate and implement policies, stands, resolutions, and programs concerning their constituency and/or the entire university;

1.5.4 Create or dissolve committees and/or projects that they may deem helpful to discharge their functions;

1.5.5 Aid and participate in the committees and/or the project teams of the Sanggunian;

1.5.6 Take charge in the application of renewing their status as a recognized unit in the Sanggunian.

1.6 Council of Organizations of the Ateneo (COA) Representative shall:

1.6.1 Act as the Official Representative of the accredited organizations of the Ateneo;

1.6.2 Be the highest ranking officer of Council of Organizations of the Ateneo Central Board;

1.6.3 Formulate and implement policies, stands, resolutions, and programs concerning their constituency and/or the entire university;

1.6.4 Create or dissolve committees and/or projects that they may deem helpful to discharge their functions;

1.6.5 Aid and participate in the committees and/or the project teams of the Sanggunian;

1.7 Ateneo Resident Students Association (ARSA) Representative shall:

1.7.1 Act as the Official Representative of the Ateneo Resident Students Association.

---

9 A group from the student body, organized and pursuing representation, with distinct needs.
1.7.2 Be the highest ranking officer of Ateneo Resident Students Association;
1.7.3 Formulate and implement policies, stands, resolutions, and programs concerning their constituency and/or the entire university;
1.7.4 Create or dissolve committees and/or projects that they may deem helpful to discharge their functions;
1.7.5 Aid and participate in the committees and/or the project teams of the Sanggunian;

Section 2. Other Units

2.1 Departments
2.1.1 Units created only by the President wherein its composition shall be of non-elected members of the student body and upon the discretion of the President;
2.1.2 The creation of such departments must be communicated by the President to the student body;
2.1.3 Shall take up administrative functions within the Sanggunian.

2.2 Committees
2.2.1 Units created by and composed of elected members of the Sanggunian and its Sectoral Representatives;
2.2.2 The creation of such departments must be communicated by the involved member/s to the student body;
2.2.3 Shall take up agenda or policy-based functions.\textsuperscript{10}

2.3 Project Teams
2.3.1 Units created by elected members of the Sanggunian or its Sectoral Representatives;
2.3.2 Shall be composed of elected and/or non-elected members of the student body;
2.3.2.1 The Project Head is to be appointed by the said elected member or Sectoral Representative and;
2.3.2.2 The composition of the Project Team shall be upon the discretion of the Project Head;
2.3.3 The creation of such project teams must be communicated by the involved member/s to the student body;
2.3.4 Shall take up the functions of executing directed projects.

\textsuperscript{10} Agenda or policy-based functions could also refer to representative (Standards, Nutrition, Curriculum, Discipline, etc.), advocacy-oriented (Persons-With-Disabilities, Gender, Scholar, Multi-faith, etc.), and other important functions.
2.4 Task Forces

2.4.1 Units created only by the President wherein its composition shall be upon the discretion of the President (may be of elected or non-elected members of the student body);

2.4.2 Shall take up the functions of university-wide efforts as response to external needs.11

2.5 The existence of the abovementioned units is coterminous with the President and Vice-President.

Article V

Attainment of Office and Tenure

Section 1. All electoral procedures and requirements for candidacy shall be governed by the rules and regulations set by the Commission on Elections.

Section 2. Number of Officers to be Elected

2.1 The President and Vice-President are to be elected at large. There shall only be one (1) President and one (1) Vice-President of the Sanggunian.

2.2 The School Representatives are to be elected by their respective Constituencies. There shall only be one (1) School Representative per Loyola School.

2.3 The Course Representatives are to be elected by their respective Constituencies. There shall be at least one (1) Course Representative per year level per course.

Section 3. Elections

3.1 The officers of the Sanggunian except the Sectoral Representative shall be elected. The election of an officer may be rendered invalid by a protest of a majority (50% + 1) of the constituency no later than two (2) weeks following the regular elections.

3.2 In case of a tie, the Commission on Elections shall organize a special election for the involved candidates no later than two (2) weeks following the regular elections.

3.3 The student body’s right to abstain must always be respected in all electoral exercises. Should abstentions garner the majority (50% + 1) of votes, the contested position shall remain vacant.

Section 4. Recognition of Sectors 12

4.1 The members of recognized sectors shall be free to choose their own representatives.

4.2 There shall only be one (1) Sectoral Representative per sector.

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11 Any external needs (e.g. disaster-relief, sociopolitical campaigns) that warrant ad hoc effort.

12 A group from the student body, organized and pursuing representation, with distinct needs and whose interests are consonant with the commitments, thrusts, and vision of the Sanggunian.
4.3 Sectors are recognized through a referendum, a petition signed by ten percent (10%) of the student population.

4.3.1 A referendum may be initiated anytime during the school year and shall be resolved by the Commission on Elections.

4.3.2 A referendum should be completed within thirty (30) days of its initiation. If the referendum does not pass, the sector may not seek another referendum for another thirty (30) days.

4.3.3 Resolutions made by the Commission on Elections through such referendum shall be recognized by the Sanggunian and the remaining student body.

4.4 For a sector to maintain their recognized status in the Sanggunian, the Sectoral Representative shall adhere with the renewal process subject to the guidelines prescribed by the Commission on Elections and the Electoral Code.\(^\text{13}\)

\section*{Section 5. Term of Office}

The term of office of an officer of the Sanggunian shall commence upon taking their oath of office and shall end upon the induction of the officer.

\textbf{ARTICLE VI}

\textit{Vacancies}

\section*{Section 1. Abstention}

In the case of vacant positions due to abstention, Special Elections shall be held.

\section*{Section 2. Rule of Succession}

2.1 In the case of a vacant presidency due to death, unfortunate disability, resignation, impeachment or disposition from the University, the Vice President shall assume Office and appoint a new Vice President from the pool of School Representatives subject to the approval of majority (50% + 1) of all Course Representatives.

2.2 The vacant position of a School Representative shall be filled by appointment from the pool of Course Representatives by the President subject to the approval of majority (50% + 1) of the Course Representatives of the involved school.

2.3 The vacant position of a Course Representative shall be filled by Special Elections, or upon arrangement with a representative of the same year level from the recognized Home Organization\(^\text{14}\) of that course.\(^\text{15}\)

\footnotesize

\(^{13}\) Guidelines for Sectors are reviewed and revised regularly through the Commission on Elections and its Electoral Code. See Article 12, Section 4.

\(^{14}\) Home organizations are those recognized by Course Departments as a representative collection of all members of that course. The names of these recognized Home Organizations may be collated in a document for reference upon consultation with the departments.

\(^{15}\) The inclusion of an option for a representative from a Home organization was done in recognition of the already working structures between Home Organizations and their Course Departments. This however does not limit representative power as the chosen representative shall also be understood to take on the responsibility of a Course Representative of that year level, which shall not be limited to his organization.
2.4 In the case of vacancies for both President and Vice President due to death, unfortunate disability, resignation, impeachment or disposition from the University, the School Representatives shall decide among themselves who will fill the aforementioned offices, and the rule of succession shall apply accordingly.

**Article VII**

**Sanggunian Assemblies**

Section 1. The Central Assembly and School Assembly are the Official Deliberating Bodies of the Sanggunian.

1. The Central Assembly shall be composed of the Vice President, School Representatives, Sectoral Representatives, the COA Representative, the ARSA Representative, and appointed Committee Heads from the Course Representatives.

1.1 The Central Assembly shall be chaired by the Vice President. S/he cannot vote, except to break ties. 16

1.1.2 The Central Assembly shall meet as often as necessary to discharge their functions.

1.2 Each School Assembly shall be composed of its respective Course Representatives and the School Representative of their constituency.

1.2.1 The School Assemblies shall be chaired by its respective School Representative. S/he cannot vote, except to break ties. 17

1.2.2 The School Assemblies shall meet as often as necessary to discharge their functions.

Section 2. The Central Assembly shall:

2.1 Review, approve and/or reject decisions of Creation of Committees and Projects made by any member of the Central Assembly;

2.2 Review, approve and/or reject submissions of Resolutions, Policies, Programs, and Stands made by any member of the Central Assembly;

2.3 Try, investigate and impeach magistrates of the Student Judicial Court;

2.4 Have the power to override a presidential veto against a decision made in university or sectoral-level shall be repealed through the vote of majority (50% + 1) consolidating all elected representative of the Sanggunian overriding the veto. This overriding action must be made following the communication of the veto.

16 All members specified are entitled to a vote.

17 All members specified are entitled to a vote.
Section 3. The School Assembly shall:

3.1 Review, approve and/or reject decisions of Creation of Committees and Projects made by any members of the School Assembly;

3.2 Review, approve and/or reject submissions of Resolutions, Policies, Programs, and Stands made by any member of the School Assembly;

3.3 Have the power to override a presidential veto against a decision made in school-wide or course-level shall be repealed through a two-thirds (⅔) vote consolidating all elected representatives from the involved school overriding the veto. This overriding action must be made following the communication of the veto.

**Article VIII**

**The Student Judicial Court**

Section 1. The Student Judicial Court is the Official Judicial Arm of the Sanggunian. The Official Judicial Arm shall enjoy fiscal autonomy.

1.1 There shall only be seven (7) Magistrates of the Student Judicial Court and one (1) Chief Magistrate to be elected from them.

1.2 The Student Judicial Court shall:

   1.2.1 Sit *en banc*, hear, try, and resolve complaints involving matters of constitutionality, legality, and jurisdiction over acts, policies, and resolutions committed by the Sanggunian;

   1.2.2 Adopt its own Code of Internal Procedures and Rules of Court, determine its own necessary structures and procedures concurrent with this Constitution;

   1.2.3 Appoint Court Officers necessary to operate the different offices of the Student Judicial Court;

   1.2.4 Work together with the Office of the Ombudsman and the Commission on Audit as necessary to render the accountability of the Sanggunian, its units and its members;

   1.2.5 Review, approve and/or reject decisions of appointments made by any members of the Sanggunian;

   1.2.6 Summon and order investigations, suspensions, and impeachments/recalls of Sanggunian Officials;

1.3 The Chief Magistrate of the Student Judicial Court shall:

   1.3.1 Preside over all proceedings of the Student Judicial Court and;

   1.3.2 Act as the official spokesperson of the Student Judicial Court.

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18 Whether an act, policy, or resolution violates any provisions of this constitution.
19 Whether an act violates any previous resolution or legally binding agreement.
20 Whether an act does not fall within the jurisdiction of a particular body of the Sanggunian.
Section 2. Attainment of Office and Tenure

2.1 Qualifications

A student shall only serve as Magistrate if they have not committed any major offense as defined by the Loyola Schools’ Student Handbook and carry the minimum university load requirement for regular students.

2.2 Non-affiliation Clause

All Magistrates shall be prohibited from appointed or elected positions in any Sanggunian unity or instrumentality, or from being members of any political party or coalition.

2.3 Appointment

2.3.1 Magistrates of the Student Judicial Court are to be appointed into office by all outgoing magistrates, not seeking reappointment.

2.3.2 The Chief Magistrate is to be elected by all magistrates of the Student Judicial Court and chosen from among them. The Chief Magistrate should be a second (2nd) term Magistrate unless any of the following should occur, in which case any Magistrate shall be qualified for the position:

2.3.3.1 All Magistrates are first time appointees; or
2.3.3.2 All 2nd term Magistrates decline the position of Chief Magistrate.

2.3.3 Should the Chief Magistrate take a leave of absence, the remaining magistrates may elect an acting Chief Magistrate of the Student Judicial Court from among themselves.

2.3.4 The completion of appointment of the Magistrates shall be at most ten (10) regular school days after the General Elections.

2.4 Term of Office

2.4.1 The term of the Magistrates shall be from the end of the second semester of the current school year up to the end of the second semester of the succeeding school year.

2.4.2 No student may serve as Magistrate for more than two (2) terms of office.

Section 3. Procedures on Accountability

3.1 The Student Judicial Court shall order investigations of cases of impeachment and recall at its own discretion or on the basis of written complaints from any member of the student body within seven (7) regular school days. The Court shall then decide whether to initiate impeachment or recall proceedings or not. Should the Court fail to meet this deadline, complaints shall be automatically dismissed.

3.2 The Student Judicial Court shall serve a notice of impeachment or recall to the official concerned at least seven (7) days before the set hearing date. Any Ateneo
Sanggunian official must take a leave of absence once notice of impeachment or recall is served.

3.3 The Student Judicial Court shall impose necessary sanctions and all its decisions on matters of impeachment and recall are final.

3.4 Should any Magistrate of the Student Judicial Court be the subject of an impeachment complaint, he or she must take a leave of absence before any investigation of the complaint is conducted. The Central Assembly shall try the magistrate/s concerned and resolve the matter within three (3) weeks.

3.5 In the event that a Magistrate of the Student Judicial Court has been filed an impeachment complaint during a period where the Student Judicial Court is hearing another complaint, it is ruled that the current complaint placed before the Court be settled first.

Section 4. Decision Rules

4.1 For non-impeachment cases, the Court shall sit en banc or in divisions and resolve the matter by a simple majority vote; and

4.2 For impeachment cases, the Court shall sit en banc or in divisions and resolve the matter by a vote of 50%+1.\textsuperscript{21}

\textbf{ARTICLE IX}

\textbf{The Office of the Ombudsman}

Section 1. The Office of the Ombudsman is the Official Investigative\textsuperscript{22} Arm of the Sanggunian. The Official Investigative Arm shall enjoy fiscal autonomy.

1.1 There shall be only be one (1) Ombudsman and at least six (6) Prosecutors to be appointed by the Student Judicial Court.

1.2 The Office of the Ombudsman shall:

\begin{enumerate}
  \item Be charged to facilitate the check and balance of the Sanggunian and ensure accountability from its members and offices;
  \item Work together with the Student Judicial Court and the Commission on Audit as necessary to render the accountability of the Sanggunian, its units and its members;
  \item Adopt its own Code of Internal Procedures and determine its own necessary offices and procedures concurrent with this Constitution;
  \item Delegate to its members authorities to ensure the effective exercise of powers, duties, and responsibilities of the Office of the Ombudsman;
\end{enumerate}

\textsuperscript{21} Simple majority does not count the votes of Magistrates who inhibit.

\textsuperscript{22} Investigative power refers to the essentially discretionary ability to request official documents and/or testimony from members of the Sanggunian.
1.2.5 Investigate at its own discretion or on complaint, request official documents and/or testimony from members of the Sanggunian;

1.2.6 Initiate legal action 23 for the recovery of ill-gotten wealth and recommend removal, suspension, censure, and/or prosecution when acts or omission appears to be unconstitutional, illegal, unjust, inefficient, or outside respondent body’s jurisdiction.

1.3 The Ombudsman shall:

1.3.1 Preside over all proceedings of the its Office and;

1.3.2 Act as the Chief Executive Officer and official spokesperson of the Office of the Ombudsman.

Section 2. Attainment of Office and Tenure

2.1 Qualifications

A student shall only serve as Ombudsman or prosecutor if they have not committed any major offense as defined by the Loyola Schools’ Student Handbook and carry the minimum university load requirement for regular students.

2.2 Non-affiliation Clause

All member of Office the Ombudsman shall be prohibited from appointed or elected positions in any Sanggunian unit or instrumentality, or from being members of any political party or coalition.

2.3 Appointment

2.3.1 The Ombudsman and the Prosecutors of the Office shall be appointed by all outgoing magistrates of the Student Judicial Court, not seeking reappointment.

2.3.2 Should the Ombudsman take a leave of absence, the magistrates of the Student Judicial Court shall appoint an acting Ombudsman from among the remaining prosecutors.

2.3.3 The completion of appointment of the Ombudsman shall be at most ten (10) regular school days after the General Elections.

2.4 Term of Office

2.4.1 The term of members of the Office of the Ombudsman shall be from the end of the second semester of the current school year up to the end of the second semester of the succeeding school year.

2.4.2 No student may serve as Ombudsman for more than two (2) terms of office.

23 To initiate and enforce punishments in full concordance to University Administrative rules, the Sanggunian’s Code of Internal Procedures and this Constitution.
Section 3. Procedures on Accountability

3.1 To initiate legal action \(^{24}\) against a member or unit of the Sanggunian implicated or found negligent of duty;

3.2 To investigate inefficiencies, red tape, mismanagement, fraud, and corruption in the Sanggunian;

3.3 To take testimony in investigations and bring evidence for any petition or inquiry at the request of the Student Judicial Court;

3.4 To file subpoena and/or subpoena for production of evidence for any petition or inquiry at the request of the Student Judicial Court;

3.5 To direct any unit or member of the Sanggunian to furnish official documents and copies of documents relating to contracts or transactions entered into by office, involving the disbursement or use of Sanggunian funds or properties and report imprudence to the Commission on Audit for legal actions;

3.6 To publicize matters covered by its investigation when circumstances so warrant and with due discretion determine what cases may not be made public: Provided further, that any publicity issued by the Office shall be balanced, fair, and true;

3.7 To call for the Student Judicial Court to accept an ex parte motion\(^{25}\) for preventive suspension of an implicated party for the duration of not more than fourteen (14) regular school days.\(^{26}\) Noncompliance of the said party will be considered an offense and may be brought up to the Student Judicial Court;

3.8 Should any members of the Office of the Ombudsman be the subject of an impeachment complaint, he or she must take a leave of absence before any investigation of the complaint is conducted. The Student Judicial Court shall initiate impeachment proceedings on the units concerned and resolve the matter within three (3) weeks.

**ARTICLE X**

**The Commission on Audit**

Section 1. The Commission on Audit is the Official Auditing Arm of the Sanggunian. The Official Auditing Arm shall enjoy fiscal autonomy.

1.1 There shall be only be one (1) Commissioner on Audit and at least six (6) Auditors to be appointed by the Student Judicial Court.

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\(^{24}\) To initiate and enforce punishments in full concurrence to University Administrative rules, the Sanggunian’s Code of Internal Procedures and this Constitution.

\(^{25}\) A motion that is made in a court with no notice being given to the implicated party.

\(^{26}\) The Preventive Suspension is the time period given for the Ombudsman to investigate with full access to the Sanggunian official’s cooperation and files, such suspension would be to ensure that pertinent evidence remains uncorrupted.
1.2 The Commission on Audit shall:
   1.2.1 Work together with the Student Judicial Court and the Office of the Ombudsman as necessary to render the accountability of the Sanggunian, its units and its members.
   1.2.2 Monitor the financial expenditures of the Sanggunian and ensure that the latter maintains its transparency. All complaints, discrepancies, and reports made shall be turned over to the Ombudsman for proper action.

1.3 The Commission on Audit shall:
   1.3.1 Work together with the Student Judicial Court and the Commission on Audit as necessary to render the accountability of the Sanggunian, its units and its members;
   1.3.2 Adopt its own Code of Internal Procedures and determine its own necessary offices and procedures concurrent with this Constitution;
   1.3.3 Be charged with ensuring accountability in the management of funds, revenues, expenditures, and disbursements of every Sanggunian unit;
   1.3.4 File a petition or complaint to the Student Judicial Court against any Sanggunian official accused of misappropriating funds;
   1.3.5 Publicize and submit semestral reports to the President, Chief Magistrate, and Ombudsman.

1.4 The Commissioner on Audit shall:
   1.4.1 Preside over all proceedings of the Commission on Audit and;
   1.4.2 Act as the Chief Executive Officer and official spokesperson of the Commission on Audit.

Section 2. Attainment of Office and Tenure

2.1 Qualifications
   A student shall only serve as Commissioner or auditor if they have not committed any major offense as defined by the Loyola Schools’ Student Handbook and carry the minimum university load requirement for regular students.

2.2 Non-affiliation Clause
   All members of the Commission on Audit shall be prohibited from appointed or elected positions in any Sanggunian unit or instrumentality, or from being members of any political party or coalition.

2.3 Appointment
   2.3.1 The Commissioner on Audit and the Auditors shall be appointed by all outgoing magistrates of the Student Judicial Court, not seeking reappointment.
2.3.2 Should the Commissioner on Audit take a leave of absence, the magistrates of the Student Judicial Court shall appoint an acting commissioner from among the remaining auditors.

2.3.2 The completion of appointment of the Commission on Audit shall be at most ten (10) regular school days after the General Elections.

2.4 Term of Office

2.4.1 The term of members of Commission on Audit shall be from the end of the second semester of the current school year up to the end of the second semester of the succeeding school year.

2.4.2 No student may serve as Commissioner for more than two (2) terms of office.

Section 3. The Audit Manual

The Commission on Audit shall create an Audit Manual in full concurrence with this Constitution. In the event of non-concurrence, this Constitution shall supersede the particular article or section in question of the Audit Manual.

Section 4. The Commission on Audit shall review the Audit Manual for possible amendments every year. Revisions and amendments made upon the Audit Manual are subject to the approval of the Student Judicial Court.

ARTICLE XI

The Commission on Elections

Section 1. The Commission on Elections is the Official Electoral Body of the Sanggunian.

1.1 There shall only be five (5) Commissioners of the Commission on Elections and one (1) Chief Commissioner to be elected from them.

1.2 The Commission on Elections shall:

1.2.1 Adopt its own Code of Internal Procedures and determine its own necessary structures and procedures concurrent with this Constitution;

1.2.2 Be charged with the administration and facilitation of Sanggunian elections, special elections, plebiscites, and/or referenda;

1.2.3 Hear and resolve all protests, appeals, and complaints pertaining to the conduct of candidacy, campaign, elections, and referenda;

27 Commissioners may appoint their own deputy commissioners and staff necessary to operate the different offices of the commission. The Commission on Elections may discharge offices and functions similar to that or of Human Resources, Logistics, Communications, and Finance.
1.2.4 Interpret and enforce the Electoral Code and exercise the body’s powers, duties, and responsibilities to assure free honest and clean elections, plebiscites, and/or referenda;

1.2.5 Be granted access, during the election period, to all lines of communication to the student body held by the Sanggunian for uses limited to promotion and information dissemination.

1.3 The Chief Commissioner on Elections shall:

1.3.1 Preside over all proceedings of the Commission on Elections and;

1.3.2 Act as the Chief Executive Officer and official spokesperson of the Commission on Elections.

Section 2. Attainment of Office and Tenure

2.1 Qualifications

A student shall only serve as Commissioner if they have not committed any major offense as defined by the Loyola Schools’ Student Handbook and carry the minimum university load requirement for regular students.

2.2 Non-affiliation Clause

All members of the Commission on Elections shall be prohibited from appointed or elected positions in any Sanggunian unit or instrumentality, or from being members of any political party or coalition.

2.3 Appointment

2.3.1 Commissioners on Elections are to be appointed into office by all outgoing magistrates of the Student Judicial Court, not seeking reappointment, and all outgoing commissioners of the Commission on Elections, not seeking reappointment.

2.3.2 The Chief Commissioner on Elections is to be elected by all commissioners of the Commission on Elections and chosen from among them. The Chief Commissioner on Elections should be a second (2nd) term Commissioner unless any of the following should occur, in which case any Commissioner shall be qualified for the position:

2.3.2.1 All Commissioners are first time appointees; or

2.3.2.2 All 2nd term Commissioners decline the position of Chief Commissioner on Elections.

2.3.3 Should the Chief Commissioner take a leave of absence, the remaining commissioners may elect an acting Chief Commissioner on Elections from among themselves.
2.3.4 The completion of appointment of the Commissioners shall be at most ten (10) regular school days after the General Elections.

2.4 Term of Office

2.4.1 The term of members of the Commission on Elections shall be from the end of the second semester of the current school year up to the end of the Second semester of the succeeding school year.

2.4.2 No student may serve as Commissioner for more than two (2) terms of office.

Section 3. The Electoral Code

The Commission on Elections shall create an Electoral Code in full concurrence with this Constitution. In the event of non-concurrence, this Constitution shall supersede the particular article or section in question of the Electoral Code.

Section 4. The Board of Commissioners shall review the Electoral Code for possible amendments every year. Revisions and amendments made upon the Electoral Code are subject to the approval of the Student Judicial Court.

ARTICLE XII

Amendments

Section 1. A group composed of members from the Sanggunian and capable third party individuals shall review this Constitution for possible amendments every year.

Section 2. Amendments to or revisions of this constitution may be proposed by:

2.1 Any member from the Sanggunian upon a vote of three-fourths (3/4) of all its elected members and the Sectoral Representatives;

2.2 At least ten percent (10%) of the student body;

2.3 A Constitutional Commission 28 called by any member from the Sanggunian; or

2.4 A Constitutional Convention 29 called by any member from the Sanggunian;

Section 3. Any such proposed amendments or revisions shall be ratified by a majority (50% + 1) of the votes cast in a plebiscite.

28 Composed of members who have been elected or appointed into position in the governing bodies of the Sanggunian or any of its affiliate units.

29 Composed of members who have not been elected or appointed into position in the governing bodies of the Sanggunian or any of its affiliate units.
Section 4. No member of the Sanggunian, Constitutional Commission, and/or the Constitutional Convention may run for newly created positions passed through amendments:

4.1 During their term of office; and/or

4.2 During the first year of implementation of the newly-created position.

**Article XIII**

**Separability Clause**

If any provision of this Constitution is declared invalid, the remainder thereof not affected thereby shall continue in full force and effect.

**Article XIV**

**Transitory Provisions**

Section 1. To facilitate the transition of powers within the Sanggunian after the ratification of this constitution:

1.1 All incumbent and elected members of the Sanggunian shall remain in office until after the newly-elected set of Sanggunian officers shall have taken their oaths of office.

1.2 All incumbent members of the Commission on Election shall remain in office until the end of their term under the previous constitution.

Section 2. All By-laws of the Sanggunian, including the Constitution and Codes of Internal Procedures of its bodies, are immediately repealed, amended or modified accordingly.

Section 3. This constitution shall take effect immediately after its ratification and shall supersede all previous Sanggunian constitutions.

**Article XV**

**Effectivity**

This Constitution shall take effect the school year following the ratification by a majority of fifty percent plus one votes cast by the members of the Sanggunian at a plebiscite called for by this purpose and shall supersede all previous constitutions.
DEFINITION OF TERMS

PRESIDENT
The official representative of the student body and overseer of all of the Sanggunian’s affairs. He/she oversees and may create or dissolve departments, committees, projects, and task forces. He/she has the power to veto decisions of either assembly, or a faction or member of either assembly.

VICE PRESIDENT
The Vice President oversees the internal affairs of the Sanggunian, and serves as chair of the Central Assembly. He/she fills in for the President when the latter is otherwise indisposed.

SCHOOL REPRESENTATIVES
The official representatives of their respective schools. They oversee course representatives from their respective school, and serves as chairs of their respective school assemblies.

COURSE REPRESENTATIVES
The official representatives of their respective courses. They liaison between their constituents and their home department. They create and execute policies, stands, resolutions, and programs concerning their respective course.

SECTOR REPRESENTATIVES
The official representatives of their respective sectors. They liaison between their sector and the Sanggunian. They create and execute policies, stands, resolutions, and programs concerning their constituents.

CENTRAL ASSEMBLY
The official deliberating body of the Sanggunian for University-wide concerns and issues. They review, approve, and/or reject the creation of new projects, committees, resolutions, policies, programs, and stands in the University level.

SCHOOL ASSEMBLIES
The official deliberating bodies of the Sanggunian for school-wide concerns and issues. They review, approve, and/or reject the creation of new projects, committees, resolutions, policies, programs, and stands for their respective schools.

DEPARTMENTS
They are composed of non-elected members of the student body. They are mainly concerned with administrative functions of the Sanggunian.
STUDENT JUDICIAL COURT (SJC)*
The official judiciary arm of the Sanggunian. They hear, try, and resolve matters of constitutionality, legality, and jurisdiction over acts, policies, and resolutions created by the Sanggunian. They also review, approve, and/or reject appointments made by Sanggunian members. They may order investigations, suspensions, and impeachments/recalls of Sanggunian officers.

CHIEF MAGISTRATE
The Chief Magistrate is tasked to preside over proceedings of the SJC. He/she is also the official spokesperson of the SJC.

COMMISSION ON ELECTIONS (COMELEC)
The official electoral body of the Sanggunian. They organize free, honest, and clean elections, plebiscites, and/or referenda.

CHIEF COMMISSIONER ON ELECTIONS
The chief executive officer and official spokesperson of the Commission on he/she presides over all proceedings of the COMELEC.

OFFICE OF THE OMBUDSMAN*
The official investigative arm of the Sanggunian. They facilitate check and balance of the Sanggunian and ensure the accountability of its members.

OMBUDSMAN
The chief Executive officer of the Office of the Ombudsman. He/she is the official spokesperson of the Office of the Ombudsman.

COMMISSION ON AUDIT*
The Commission on Audit is tasked with monitoring financial accountability in the handling of funds, revenues, expenditures, and disbursements of every transaction in order to ensure transparency.

COMMISSIONER ON AUDIT
The chief executive officer of the Commission on Audit. He/she presides over the proceedings of the Commission on Audit.

* The Student Judicial Court, Commission on Audit, and Office of the Ombudsman work closely together in order to ensure that all Sanggunian members and units are accountable in their performance of duty.
SECTION II:

Student-related laws, ordinances, administrative acts and implementing guidelines
EXCERPT FROM
THE EDUCATION ACT OF 1982

Students’ Responsibilities

Section 15. Duties and Responsibilities of Students. In addition to those provided for under existing laws, every student shall:

1. Exert his utmost to develop his potentialities for service, particularly by undergoing an education suited to his abilities, in order that he may become an asset to his family and to society.

2. Uphold the academic integrity of the school, endeavor to achieve academic excellence and abide by the rules and regulations governing his 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 community and in the attainment of a just, compassionate and orderly society.

5. Exercise his rights responsibly in the knowledge that he is answerable for any infringement or violation of the public welfare and of the rights of others.
NATIONAL SERVICE TRAINING PROGRAM ACT  
[Republic Act No. 9163]  

AN ACT ESTABLISHING THE NATIONAL SERVICE TRAINING PROGRAM (NSTP) FOR TERTIARY LEVEL STUDENTS, AMENDING FOR THE PURPOSE REPUBLIC ACT NO. 7077 AND PRESIDENTIAL DECREE NO. 1706, AND FOR OTHER PURPOSES  

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 “National Service Training Program (NSTP) Act of 2001.”  

SECTION 2. Declaration of Policy. It is hereby affirmed the prime duty of the government to serve and protect its citizens. In turn, it shall be the responsibility of all citizens to defend the security of the State and in fulfillment thereof, the government may require each citizen to render personal, military or civil service.  

Recognizing the youth’s vital role in nation-building, the State shall promote civic consciousness among the youth and shall develop their physical, moral, spiritual, intellectual, and social well being. It shall inculcate in the youth patriotism, nationalism, and advance their involvement in public and civic affairs.  

In pursuit of these goals, the youth, the most valuable resource of the nation, shall be motivated, trained, organized, and mobilized in military training, literacy, civic welfare, and other similar endeavors in the service of the nation.  

SECTION 3. Definition of Terms. For purposes of this Act, the following are hereby defined as follows:  

a. “National Service Training Program (NSTP)” is a program aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of its three (3) program components. Its various components are specially designed to enhance the youth's active contribution to the general welfare.  

b. “Reserve Officer's Training Corps (ROTC)” is a program institutionalized under Sections 38 and 39 of Republic Act No. 7077 designed to provide military training to tertiary level students in order to motivate, train, organize, and mobilize them for national defense preparedness.  

c. “Literacy Training Service” is a program designed to train students to become teachers of literacy and numeracy skills to school children, out of school youth, and other segments of society in need of their service.
d. “Civil Welfare Training Service” refers to programs of activities contributory to the general welfare and the betterment of life for the members of the community or the enhancement of its facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation, and morals of the citizenry.

e. “Program component” shall refer to the service components of the NSTP as enumerated in Section 4 of this Act.

Section 4. **Establishment of the National Service Training Program.** There is hereby established a National Service Training Program (NSTP), which shall form part of the curricula of all baccalaureate degree courses and of at least two (2)-year technical-vocational courses and is a requisite for graduation, consisting of the following service components:

1. The Reserve Officer’s Training Corps (ROTC), which is hereby made optional and voluntary upon the effectivity of this Act

2. The Literacy Training Service


The ROTC under the NSTP shall instill patriotism, moral, virtues, respect for rights of civilians, and adherence to the Constitution, among others. Citizenship training shall be given emphasis in all three (3) program components. The Commission on Higher Education (CHED) and Technical Education and Skills Development Authority (TESDA), in consultation with the Department of National Defense (DND), Philippine Association of State Universities and Colleges (PASUC), Coordinating Council of Private Educational Associations (COCOPEA) and other concerned government agencies may design and implement such other program components as may be necessary in consonance with the provisions of this Act.

Section 5. **Coverage.** Students, male and female, of any baccalaureate degree course or at two (2)-year technical-vocational courses in public and private educational institutions shall be required to complete one (1) of the NSTP components as requisite for graduation.

Section 6. **Duration and Equivalent Course Unit.** Each of the aforementioned NSTP program components shall be undertaken for an academic period of two (2) semesters.

In lieu of the two (2)-semester program for any of the components of the NSTP, a one (1) summer program may be designed, formulated and adopted by the DND, CHED and TESDA.

Section 7. **NSTP Offering in Higher and Technical-Vocational Educational Institutions.** All higher and technical-vocational institutions, public and private, must offer at
least one (1) of the program components: Provided, That State Universities and Colleges shall offer the ROTC component and at least one (1) other component as provided herein: provided, further, that private higher and technical vocational education institutions may also offer the ROTC if they have at least three hundred and fifty (350) cadet students.

In offering the NSTP whether during the semestral or summer periods, clustering of affected students from different educational institutions maybe done, taking into account logistics, branch of service and geographical considerations. Schools that do not meet the required number of students to maintain the optional ROTC and any of the NSTP components shall allow their students to cross-enroll to other schools irrespective of whether or not the NSTP components in said schools are being administered by the same or another branch of service of the Armed Forces of the Philippines (AFP), CHED and TESDA to which schools are identified.

**SECTION 8. Fees and Incentives.** Higher and technical vocational institutions shall not collect any fee for any of the NSTP components except basic tuition fees, which shall not be more than fifty percent (50%) of what is currently charged by schools per unit. In the case of the ROTC, the DND shall formulate and adopt a program of assistance and/or incentive to those students who will take the said component. The school authorities concerned, CHED and TESDA shall ensure that group insurance for health and accident shall be provided for students enrolled in any of the NSTP components.

**SECTION 9. Scholarships.** There is hereby created a Special Scholarship Program for qualified students taking the NSTP, which shall be administered by the CHED and TESDA. Funds for this purpose shall be included in the annual regular appropriations of the CHED and TESDA.

**SECTION 10. Management of the NSTP Components.** The school authorities shall exercise academic and administrative supervision over the design, formulation, adoption and implementation of the different NSTP components in their respective schools: provided, that in case CHED or TESDA-accredited non-government organization (NGO) has been contracted to formulate and administer a training module for any of the NSTP components, such academic and administrative supervision shall be exercised jointly with that accredited NGO. Provided, further, that such training module shall be accredited by the CHED and TESDA.

The CHED and TESDA regional offices shall oversee and monitor the implementation of the NSTP under their jurisdiction to determine if the trainings are being conducted in consonance with the objectives of the Act. Periodic reports shall be submitted to the CHED, TESDA and DND in this regard.
Section 11. **Creation of the National Service Reserve Corps.** There is hereby created a National Service Reserve Corps, to be composed of the graduates of the non-ROTC components. Members of this Corps may be tapped by the State for literacy and civic welfare activities through the joint effort of DND, CHED and TESDA. Graduates of the ROTC shall form part of the Citizens Armed Force pursuant to Republic Act No. 7077.

Section 12. **Implementing Rules.** The DND, CHED and TESDA shall have the joint responsibility for the adoption of the implementing rules of this Act within sixty (60) days from the approval of this Act. These three (3) agencies shall consult with other concerned government agencies, the PASCU and COCOPEA, NGOs and recognized student organizations in drafting the implementing rules. The implementing rules shall include guidelines for the adoption of the appropriate curriculum for each of the NSTP components as well as for the accreditation of the same.

Section 13. **Transitory Provisions.** Students who have yet to complete the Basic ROTC except those falling under Section 14 of this Act, may either continue in the program component they are currently enrolled in or shift to any of the other program components of their choice.

Provided, that in case he shifts to another program component, the basic ROTC courses he has completed shall be counted for the purpose of completing the NSTP requirement; Provided, further, that once he has shifted to another program component, he shall complete the NSTP in that component.

Section 14. **Suspension of ROTC Requirement.** The completion of ROTC training as a requisite for graduation is hereby set aside for those students who despite completing all their academic units as of the effectiveness of this Act have not been allowed to graduate.

Section 15. **Separability Clause.** If any section or provision of this Act shall be declared unconstitutional or invalid, the other sections or provisions not affected thereby shall remain in full force and effect.

Section 16. **Amendatory Clause.** Section 35 of Commonwealth Act. No. 1, Executive Order No. 207 of 1939, Sections 2 and 3 of Presidential Decree No. 1706, and Sections 38 and 39 of Republic Act No. 7077, as well as all laws, decrees, orders, rules and regulations and other issuances inconsistent with the provisions of this Act are hereby deemed amended and modified accordingly.

Section 17. **Effectivity.** This Act shall take effect fifteen (15) days after its publication in two (2) newspapers of national circulation, but the implementation of this Act shall commence in the school year 2002-2003.
CHED STATEMENT ON FRATERNITIES

The Commission on Higher Education (CHED) strongly condemns any form of violence committed in the name of establishing fraternal bonds. Hazing, and all other forms and/or kinds of violence must be banned.

Fraternities must serve to forge not only brotherhood among their members, but must establish brotherhood as the ultimate bonding of all men and women inside and outside the confines of universities. Their talents and energies must be channeled and utilized for development of the larger collectivity and beyond their immediate small groups.

The universities and all other institutions must fully assume authority and responsibility in dealing with fraternities and all other student aggregations. The CHED supports firmly this position of universities and all institutions of higher education.

Towards this, the CHED would make available to these organizations fora to harness their potentials as development agents in campuses, specifically, and in society generally. These fora would similarly serve to discuss, settle differences, and differing organizations and students views to transform these organizations into constructive and productive entities.
ATENEO DE MANILA UNIVERSITY PRESIDENTIAL REGULATION ON ORGANIZATIONS AND SOCIETIES

Whereas, in the history of Jesuit schools there is a tradition of organizations or societies whose goals include the promotion of excellence on Christian life and various lines of endeavor;

Whereas, there are organizations or societies in the Philippine school system which have the practice of making prospective members undergo initiation rites entailing physical or moral violence on the person of neophytes or affronts on the dignity of the human person;

Whereas, such organizations or societies constitute a serious obstacle to the attainment of the goals of Jesuit and Christian education;

NOW THEREFORE, after having assessed the potential obstacles to the implementation of a regulation on the subject and confident in the moral strength and support of the Ateneo de Manila University community, I hereby promulgate the following disciplinary regulation:

1. After the promulgation of this regulation, any student who knowingly and by overt acts becomes a member, or remains a member of, or recruits prospective members for, any organization or society, whether open or secret, which requires tolerant acts of violence or affronts to personal dignity in any form on any person as part of the initiation rites or of other organization or society activities, or which maintains a tradition which requires or tolerates such acts or affronts as part of initiation rites or of other organization or society activities, shall be dismissed from the Ateneo de Manila University or denied re-enrollment.

2. Every faculty or staff member of the University is expected, as part of his or her responsibility, to respect this regulation and assist in its faithful implementation.

3. Nothing in this regulation shall be interpreted as a restriction on the right of the students to form unions, associations or societies for purposes not contrary to laws and to the ideals and regulations of the University.

4. The school unit heads are hereby instructed to formulate whatever supplemental regulations they may deem needed for purposes of faithful and effective implementation.

5. This regulation shall take effect today, February 28, 1991.

S. No. 1662
1-1. No. 6573

Republic of the Philippines

Congress of the Philippines

Metro Manila
Seventeenth Congress  
Second Regular Session  

Begun and held in Metro Manila, on Monday, the twenty-fourth day of July, two thousand and seventeen.

[REPUBLIC ACT No. 11053]

AN ACT PROHIBITING HAZING AND REGULATING OTHER FORMS OF INITIATION RITES OF FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS, AND PROVIDING PENALTIES FOR VIOLATIONS THEREOF, AMENDING FOR THE PURPOSE REPUBLIC ACT NO. 8049, ENTITLED “AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND ORGANIZATIONS AND PROVIDING PENALTIES THEREFOR”

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

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

“SECTION 1. Short Title. This Act shall be known as the “Anti-Hazing Act of 2018”.

SEC. 2. Section 1 of the same Act is hereby amended to read as follows:

“SEC. 2. Definition of Terms. — As used in this Act:

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

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

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

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

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

“SEC. 3. Prohibition on Hazing. — All forms of hazing shall be prohibited in fraternities, sororities, and organizations in schools, including citizens’ military training and citizens’ army training. This prohibition shall likewise apply to all other fraternities, sororities, and organizations that are not school-based, such as community-based and other similar fraternities, sororities, and organizations: Provided, That the physical, mental, and psychological testing and training procedures and practices to determine and enhance the physical, mental, and psychological fitness of prospective regular members of the AFP and the PNP as approved by the Secretary of National Defense and the National Police Commission, duly recommended by the Chief of Staff of the AFP and the Director General of the PNP, shall not be considered as hazing for purposes of this Act: Provided, further, That the exception provided herein shall likewise apply to similar procedures and practices approved by the respective heads of other uniformed learning institutions as to their prospective members, nor shall this provision apply to any customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective, subject to prior submission of a medical clearance or certificate.

“In no case shall hazing be made a requirement for employment in any business or corporation.”

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

“SEC. 4. Regulation of School-Based Initiation Rites. — Only initiation rites or practices that do not constitute hazing shall be allowed: Provided, That:

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

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

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

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

“(e) The application shall contain the names of the incumbent officers of the fraternity, sorority, or organization and any person or persons who will take charge in the conduct of the initiation rites;
“(f) The application shall be under oath with a declaration that it has been posted in the official school bulletin board, the bulletin board of the office of the fraternity, sorority, or organization, and two (2) other conspicuous places in the school or in the premises of the organization; and

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

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

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

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

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

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

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

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

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

“A newly established fraternity, sorority, or organization in a school shall immediately register with the proper school authorities during the semester or trimester in which it was established or organized: *Provided*, That the new fraternity, sorority, or organization has complied with the requirements prescribed by the school in establishing a fraternity, sorority, or organization: *Provided, further*, That schools shall promulgate their guidelines in the registration of fraternities, sororities, and organizations within their jurisdiction not later than sixty (60) days from the approval of this Act.

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

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

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

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

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

“The faculty adviser or advisers shall be responsible for monitoring the activities of the fraternity, sorority, or organization. Each faculty adviser must be a duly recognized active member, in good standing, of the faculty at the school in which the fraternity, sorority, or organization is established or registered.
“In case of violation of any of the provisions of this Act, it is presumed that the faculty adviser has knowledge and consented to the commission of any of the unlawful acts stated therein.

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

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

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

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

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

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

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

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

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

“SEC. 10. Regulation of Initiation Rites for Community-Based Fraternities, Sororities, or Organizations. — Only initiation rites or practices that do not constitute hazing shall be allowed: Provided, That:

“(a) A written application to conduct the same shall be made to the punong barangay in the barangay or the municipal or city mayor in the municipality or city where the community-based fraternity, sorority, or organization is based, not later than seven (7) days prior to the scheduled initiation date;
“(b) The written application shall indicate the place and date of the initiation rites and the names of the recruits, neophytes, or applicants to be initiated;

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

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

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

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

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

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

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

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

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

“SEC. 12. Nullity of Waiver and Consent. — Any form of approval, consent, or agreement, whether written or otherwise, or of an express waiver of the right to object to the initiation rite or proceeding which consists of hazing, as defined in this Act, made by a recruit, neophyte, or applicant prior to an initiation rite that involves inflicting physical or psychological suffering, harm, or injury, shall be void and without any binding effect on the parties.
“The defense that the recruit, neophyte, or applicant consented to being subjected to hazing shall not be available to persons prosecuted under this Act.”

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

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

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

“SEC. 14. Penalties. — The following penalties shall be imposed:

“(a) The penalty of reclusion perpetua and a fine of Three million pesos (P3,000,000.00) shall be imposed upon those who actually planned or participated in the hazing if, as a consequence of the hazing, death, rape, sodomy, or mutilation results therefrom;

“(b) The penalty of reclusion perpetua and a fine of Two million pesos (P2,000,000.00) shall be imposed upon:

“(1) All persons who actually planned or participated in the conduct of the hazing;

“(2) All officers of the fraternity, sorority, or organization who are actually present during the hazing;

“(3) The adviser of a fraternity, sorority, or organization who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if such adviser or advisers can do so without peril to their person or their family;

“(4) All former officers, nonresident members, or alumni of the fraternity, sorority, or organization who are also present during the hazing: Provided, That should the former officer, nonresident member, or alumnus be a member of the Philippine Bar, such member shall immediately be subjected to disciplinary proceedings by the Supreme Court pursuant to its power to discipline members of the Philippine Bar: Provided, further, That should the former officer, nonresident member, or alumnus belong to any other profession subject to regulation by the Professional Regulation Commission (PRC), such professional shall immediately be subjected to disciplinary proceedings by the concerned Professional Regulatory Board, the imposable penalty for which shall include, but is not limited to, suspension for a period of not less than three (3) years or revocation of the professional license. A suspended or revoked professional license pursuant to this section may be reinstated.
upon submission of affidavits from at least three (3) disinterested persons, good moral certifications from different unaffiliated and credible government, religious, and socio-civic organizations, and such other relevant evidence to show that the concerned professional has become morally fit for readmission into the profession: Provided, That said readmission into the profession shall be subject to the approval of the respective Professional Regulatory Board;

“(5) Officers or members of a fraternity, sorority, or organization who knowingly cooperated in carrying out the hazing by inducing the victim to be present thereat; and

“(6) Members of the fraternity, sorority, or organization who are present during the hazing when they are intoxicated or under the influence of alcohol or illegal drugs;

“(c) The penalty of reclusion temporal in its maximum period and a fine of One million pesos (P1,000,000.00) shall be imposed upon all persons who are present in the conduct of the hazing;

“(d) The penalty of reclusion temporal and a fine of One million pesos (P1,000,000.00) shall be imposed upon former officers, nonresident members, or alumni of the fraternity, sorority, or organization who, after the commission of any of the prohibited acts proscribed herein, will perform any act to hide, conceal, or otherwise hamper or obstruct any investigation that will be conducted thereafter: Provided, That should the former officer, nonresident member, or alumnus be a member of the Philippine Bar, such member shall immediately be subjected to disciplinary proceedings by the Supreme Court pursuant to its power to discipline members of the Philippine Bar: Provided, further, That should the former officer, nonresident member, or alumnus belong to any other profession subject to regulation by the PRC, such professional shall immediately be subjected to disciplinary proceedings by the concerned Professional Regulatory Board, the imposable penalty for which shall include, but is not limited to, suspension for a period of not less than three (3) years or revocation of the professional license. A suspended or revoked professional license pursuant to this section may be reinstated upon submission of affidavits from at least three (3) disinterested persons, good moral certifications from different unaffiliated and credible government, religious, and socio-civic organizations, and such other relevant evidence to show that the concerned professional has become morally fit for readmission into the profession: Provided, That said readmission into the profession shall be subject to the approval of the respective Professional Regulatory Board.”

“(e) The penalty of prision correccional in its minimum period shall be imposed upon any person who shall intimidate, threaten, force, or employ, or administer any form of vexation against another person for the purpose of recruitment in joining or promoting a particular fraternity, sorority, or organization. The persistent and repeated proposal or invitation made to a person who had twice refused to participate or join the
proposed fraternity, sorority, or organization, shall be *prima facie* evidence of vexation for purposes of this section; and

“(f) A fine of One million pesos (P1,000,000.00) shall be imposed on the school if the fraternity, sorority, or organization filed a written application to conduct an initiation which was subsequently approved by the school and hazing occurred during the initiation rites or when no representatives from the school were present during the initiation as provided under Section 5 of this Act: Provided, That if hazing has been committed in circumvention of the provisions of this Act, it is incumbent upon school officials to investigate *motu proprio* and take an active role to ascertain factual events and identify witnesses in order to determine the disciplinary sanctions it may impose, as well as provide assistance to police authorities.”

“The owner or lessee of the place where hazing is conducted shall be liable as principal and penalized under paragraphs (a) or (b) of this section, when such owner or lessee has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if they can do so without peril to their person or their family. If the hazing is held in the home of one of the officers or members of the fraternity, sorority, or organization, the parents shall be held liable as principals and penalized under paragraphs (a) or (b) hereof when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if such parents can do so without peril to their person or their family.

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

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

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

“Any person charged under this Act shall not be entitled to the mitigating circumstance that there was no intention to commit so grave a wrong.
“This section shall apply to the president, manager, director, or other responsible officer of businesses or corporations engaged in hazing as a requirement for employment in the manner provided herein.

“Any conviction by final judgment shall be reflected in the scholastic record, personal, or employment record of the person convicted, regardless of when the judgment of conviction has become final.”

SEC. 15. A new section to be denominated as Section 15 is hereby inserted in the same Act to read as follows:

“SEC. 15. Implementing Rules and Regulations (IRR). — The Commission on Higher Education (CHED), together with the Department of Education (DepED), Department of Justice (DOJ), Department of the Interior and Local Government (DILG), Department of Social Welfare and Development (DSWD), AFP, PNP, and National Youth Commission (NYC), shall promulgate the IRR within ninety (90) days from the effectivity of this Act.”

SEC. 16. Separability Clause. — If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provisions hereof shall remain valid and effective.

SEC. 17. Repealing Clause. — Republic Act No. 8049 and all other laws, decrees, executive orders, proclamations, rules or regulations, or parts thereof which are inconsistent with or contrary to the provisions of this Act are hereby amended or modified accordingly.

SEC. 18. Effectivity Clause. — This Act shall take effect fifteen (15) days after its publication in the Official Gazette or in at least two (2) national newspapers of general circulation.

Approved,

PANTALEON D. ALVAREZ
Speaker of the House of Representatives

AQUILINO “KOKO” PIMINTEL III
President of the Senate

This Act which is a consolidation of Senate Bill No. 1662 and House Bill No. 6573 was passed by the Senate and the House of Representatives on March 12, 2018 and March 13, 2018, respectively.

CESAR STRAIGHT PAREJA
Secretary General
House of Representatives

LUTGARDO B. BARBO
Secretary of the Senate

Approved: JUN 29 2018

RODRIGO ROA DUTERTE
President of the Philippines
THE CAMPUS JOURNALISM ACT OF 1991
[Republic Act No. 7079]

ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF
CAMPUSS JOURNALISM AND FOR OTHER PURPOSES

Be it enacted by the Senate and by the 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 declared policy of the State to uphold and protect the freedom of the press even on 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 the students concerned and promoting responsible and free journalism.

SECTION 3. Definition of terms.

School — An institution for learning in the elementary, secondary or tertiary level comprised of the studentry, administration, faculty, and non-faculty personnel.

Student Publication — The issue of any printed material that is independently published by, and which meets the needs and interests of the studentry.

Student Journalists — Any bonafide student enrolled for the current semester or teen who has passed or met the qualifications and standard of the editorial board. He must likewise maintain a satisfactory academic standing.

Editorial Board — In the tertiary level, the editorial board shall be composed of student Journalists who have qualified in the placement examinations. In the case of the elementary and high school levels, the editorial board shall be composed of a duly appointed faculty adviser, the editor who qualified and a representative of the Parents-Teachers Association, who will determine the editorial policies to be implemented by the editor and staff members of the student publication concerned. At the tertiary level, the editorial board may include a publication adviser at the option of its members.

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

Section 4. **Student Publications.** A student publication is published by the student body through an editorial board and publication staff composed of students selected by fair and competitive examinations. Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication 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 schools and other sources intended for the student publication. Subscription fees collected by the school administration shall be released automatically to the student publication concerned.

Section 6. **Publication Adviser.** The publication adviser shall be selected by the school administration from a list of recommendations 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 other status as a 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 performance of his or her duties in the student publication.

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

Section 9. **Rules and Regulations.** The Department of Education, Culture and Sports, in coordination with the officers of the national elementary, secondary, and tertiary organizations or official advisers of student publications, together with journalists at the tertiary level and existing organizations of student journalists, shall promulgate the rules and regulations necessary for the implementation of this act.
Excerpts from the
“Anti-Violence Against Women and
Their Children Act of 2004”
[REPUBLIC ACT NO. 9262]

AN ACT DEFINING VIOLENCE AGAINST WOMEN AND THEIR CHILDREN,
PROVIDING FOR PROTECTIVE MEASURES FOR VICTIMS,
PRESCRIBING PENALTIES THEREFORE, AND FOR OTHER PURPOSES

SECTION 1. Short Title.- This Act shall be known as the “Anti-Violence Against Women and Their Children Act of 2004”.

A. “Physical Violence” refers to acts that include bodily or physical harm;

B. “Sexual violence” refers to an act which is sexual in nature, committed against a woman or her child. It includes, but is not limited to:

   a. rape, sexual harassment, acts of lasciviousness, treating a woman or her child as a sex object, making demeaning and sexually suggestive remarks, physically attacking the sexual parts of the victim’s body, forcing her/him to watch obscene publications and indecent shows or forcing the woman or her child to do indecent acts and/or make films thereof, forcing the wife and mistress/lover to live in the conjugal home or sleep together in the same room with the abuser;

   b. acts causing or attempting to cause the victim to engage in any sexual activity by force, threat of force, physical or other harm or threat of physical or other harm or coercion;

   c. Prostituting the woman or child.

SECTION 5. Acts of Violence Against Women and Their Children.- The crime of violence against women and their children is committed through any of the following acts:

   a. Causing physical harm to the woman or her child;

   b. Threatening to cause the woman or her child physical harm;

   c. Attempting to cause the woman or her child physical harm;

   d. Placing the woman or her child in fear of imminent physical harm;

   e. Attempting to compel or compelling the woman or her child to engage in conduct which the woman or her child has the right to desist from or desist from conduct which the woman or her child has the right to engage in, or attempting to restrict or restricting the woman’s or her child’s freedom of movement or conduct by force or threat of force, physical or other harm or threat of physical or other harm,
or intimidation directed against the woman or child. This shall include, but not limited to, the following acts committed with the purpose or effect of controlling or restricting the woman's or her child's movement or conduct:

1. Threatening to deprive or actually depriving the woman or her child of custody to her/his family;
2. Depriving or threatening to deprive the woman or her children of financial support legally due her or her family, or deliberately providing the woman's children insufficient financial support;
3. Depriving or threatening to deprive the woman or her child of a legal right;
4. Preventing the woman in engaging in any legitimate profession, occupation, business or activity or controlling the victim's own money or properties, or solely controlling the conjugal or common money, or properties;
5. Inflicting or threatening to inflict physical harm on oneself for the purpose of controlling her actions or decisions;
6. Causing or attempting to cause the woman or her child to engage in any sexual activity which does not constitute rape, by force or threat of force, physical harm, or through intimidation directed against the woman or her child or her/his immediate family;
7. Engaging in purposeful, knowing, or reckless conduct, personally or through another, that alarms or causes substantial emotional or psychological distress to the woman or her child. This shall include, but not be limited to, the following acts:
   1. Stalking or following the woman or her child in public or private places;
   2. Peering in the window or lingering outside the residence of the woman or her child;
   3. Entering or remaining in the dwelling or on the property of the woman or her child against her/his will;
   4. Destroying the property and personal belongingness or inflicting harm to animals or pets of the woman or her child; and
   5. Engaging in any form of harassment or violence;
8. Causing mental or emotional anguish, public ridicule or humiliation to the woman or her child, including, but not limited to, repeated verbal and emotional abuse, and denial of financial support or custody of minor children of access to the woman's child/children.
SECTION 6. Penalties. The crime of violence against women and their children, under Section 5 hereof shall be punished according to the following rules:

a. Acts falling under Section 5(a) constituting attempted, frustrated or consummated parricide or murder or homicide shall be punished in accordance with the provisions of the Revised Penal Code.

If these acts resulted in mutilation, it shall be punishable in accordance with the Revised Penal Code; those constituting serious physical injuries shall have the penalty of prison mayor; those constituting less serious physical injuries shall be punished by prision correccional; and those constituting slight physical injuries shall be punished by arresto mayor.

Acts falling under Section 5(b) shall be punished by imprisonment of two degrees lower than the prescribed penalty for the consummated crime as specified in the preceding paragraph but shall in no case be lower than arresto mayor.

b. Acts falling under Section 5(c) and 5(d) shall be punished by arresto mayor;

c. Acts falling under Section 5(e) shall be punished by prision correccional;

d. Acts falling under Section 5(f) shall be punished by arresto mayor;

e. Acts falling under Section 5(g) shall be punished by prision mayor;

f. Acts falling under Section 5(h) and Section 5(i) shall be punished by prision mayor.

If the acts are committed while the woman or child is pregnant or committed in the presence of her child, the penalty to be applied shall be the maximum period of penalty prescribed in the section.

In addition to imprisonment, the perpetrator shall (a) pay a fine in the amount of not less than One hundred thousand pesos (P100,000.00) but not more than three hundred thousand pesos (300,000.00); (b) undergo mandatory psychological counseling or psychiatric treatment and shall report compliance to the court.
Excerpts from
THE ANTI-SEXUAL HARASSMENT ACT OF 1995
[Republic Act No. 7877]

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

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

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

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

a. In a work-related or employment environment, sexual harassment is committed when:

1. The sexual favor is made as a condition in the hiring or in the employment, reemployment or continued employment of said individual, or in granting said individual favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee, which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee

2. The above acts would impair the employee's rights or privileges under existing labor laws, or

3. The above acts would result in an intimidating, hostile, or offensive environment for the employee.

b. In an education or training environment, sexual harassment is committed:

1. Against one who is under the care, custody, or supervision of the offender
2. Against one whose education, training, apprenticeship, or tutorship is entrusted to the offender.

3. When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or consideration, or

4. When the sexual advances result in an intimidating, hostile, or offensive environment for the student, trainee, or apprentice.

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

Section 4. Duty of the Employer or Head of Office in a Work-related, Education, or Training Environment. It shall be the duty of the employer or the head of the work-related, educational or training environment or institution, to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement, or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

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

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment. The said rules and regulations issued pursuant to this subsection (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment. The said rules and regulations issued pursuant to this subsection (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

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

In the case of a work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees.
In the case of the educational or training institution, the committee shall be composed of at least one (1) representative from the administration, the trainers, instructors, professors, or coaches, and students or trainees, as the case may be.

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

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

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

Section 7. **Penalties.** Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand pesos (P10,000) nor more than Twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court. Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

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

*Approved: February 14, 1995*
ATENEO DE MANILA UNIVERSITY’S
IMPLEMENTING RULES AND REGULATIONS
ON THE ANTI-SEXUAL HARASSMENT ACT OF 1995

Policy Statement on Sexual Harassment

The Loyola Schools of the Ateneo de Manila University believes that every member of the academic community must be treated with respect and dignity in accordance with Christian values. Sexual harassment impedes the pursuit of the ideals of the Loyola Schools of the Ateneo de Manila University. The Ateneo University regards sexual harassment as unacceptable behavior, because it is a violation of the foregoing policy and the Sexual Harassment Act of 1995.

Any administrator, faculty member, employee, or student who engages in sexual harassment is subject to disciplinary action, which may include termination of employment or dismissal.

Rules and Regulations Implementing the Anti-Sexual Harassment Act of 1995

Pursuant to the provision of Section 4 of Republic Act No. 7877 entitled “Anti-Sexual Harassment Act of 1995”, the following rules and regulations are hereby promulgated for the purpose of prescribing the proper decorum for administrators, faculty members, employees, and students of Loyola Schools of the Ateneo de Manila University and for the resolution, settlement, and disposition of cases of sexual harassment.

Rule I.

Section 1. Definition of Terms. As used in the Rules and Regulations, the following terms shall mean and be understood as indicated below:

a. Loyola Schools refers to the College and Graduate School of the Loyola Schools of the Ateneo de Manila University.

b. Vice President refers to the Vice President for the Loyola Schools of the Ateneo de Manila University.

c. Administrator refers to the Vice President, Deans, Associate Deans, Heads of Administrative Offices, Department Chairs, and Program Directors.

d. Faculty Member refers to any member of the faculty of Loyola Schools of the Ateneo de Manila University, whether on a full-time or part-time basis, and shall include any lecturer in classes entrusted with the supervision or training of students.
e. **Professional** refers to non-teaching personnel of the Loyola Schools that are responsible for providing specific student services for the needs and welfare of the students.

f. **Employee** refers to the non-teaching personnel belonging to the administrative, secretarial, and maintenance staff of the Loyola Schools including casuals, contractuals, etc.

g. **Student** refers to any person officially enrolled in Loyola Schools of the Ateneo de Manila University either as a student in the regular/special course, whether in a credit or audit basis, part-time or full-time, or thesis writer.

h. **Applicant Employee** refers to a person seeking employment in Loyola Schools of the Ateneo de Manila University.

i. **Applicant Student** refers to a person seeking admission in the Loyola Schools of the Ateneo de Manila University as a student in the regular and special courses.

j. **Complainant** refers to any administrator, faculty member, employee, applicant employee, student or applicant student who claims that an act of sexual harassment has been committed.

**Rule II. COVERAGE**

Section 1. **Officials and Employees.** These Rules and Regulations shall apply to any administrator, faculty member, non-teaching personnel, or applicant employee of the Loyola Schools who complains of or against whom a complaint for sexual harassment is filed.

Section 2. **Students and Applicant Students.** These Rules and Regulations shall also apply to students and student applicants who complain of sexual harassment committed by any administrator, faculty member, employee, or student.

Section 3. If it is the Vice President who complains of or against whom a complaint for sexual harassment is filed, the case shall be referred to the University President.

**Rule III. SEXUAL HARASSMENT**

Section 1. **Persons Liable.** Sexual harassment is committed by an administrator, faculty member, student, or against someone over whom he or she has authority, influence or moral ascendance, whether or not the demand, request, or requirement for submission to any act of sexual harassment is accepted by the alleged victim.

Section 2. **Other Parties Liable.** Any person who directs or induces another to commit any act of sexual harassment under Section I or who cooperates in the commission of
any such act, without which such act would not have been committed, shall also be liable for sexual harassment.

**SECTION 3. Acts of Sexual Harassment in Employment.** Sexual harassment is committed in a work-related environment whether or not the demand, request, or requirement for submission is accepted by the alleged victim, when:

a. A sexual favor is made as a condition in hiring or in the employment, re-employment, or continued employment, or in granting favorable compensation, terms, conditions, promotion, or privilege, and any other terms or condition of employment

b. The refusal to grant a sexual favor, demand, request or requirement results in limiting, segregating, or classifying an administrator, faculty member, employee or applicant employee which in any way will discriminate against, deprive or diminish the employment opportunities or otherwise adversely affect the alleged victim

c. The above acts will violate or impair the rights or privileges of the victim under existing labor laws

d. The above acts will result in an intimidating, hostile, or offensive environment for the victim.

**SECTION 4. Sexual Harassment against Students and Applicant Students.** Sexual harassment is committed against a student or applicant student, whether or not the demand, request, or requirement for submission is accepted by the victim, when:

a. The act of sexual harassment is committed against one who is under the care, custody, or supervision of the offender

b. The act of sexual harassment is committed against one whose education, training, apprenticeship, or tutorship is entrusted to the offender

c. A sexual favor is made a condition for admission to the school's regular or special courses; to the giving of a passing grade, or a higher grade; granting of honors and scholarships; the payment of a stipend; allowance or other benefits, privilege or consideration; the recommendation or appointment of a student as an officer of a student organization engaged in extracurricular activities; or for graduate studies or for employment; the approval of a thesis or the recommendation that a grade of a student be considered

d. The above acts will result in an intimidating, hostile or offensive environment for the victim.

**SECTION 5. Place of Commission.** Sexual Harassment may be committed in any work or education environment. It may include, but is not limited to, the acts of sexual harassment committed:
a. Within or outside the campus
b. At the school or training-related or education-related social functions
c. In the course of work assignments or course assignments outside the campus
d. During work-related, training-related or education-related conference, seminars, studies or sessions
e. During work-related, training related, or education-related travel.

**Rule IV. FORMS OF SEXUAL HARASSMENT**

*Acts of sexual harassment. Sexual harassment* may be committed in any of the following forms:

a. Overt sexual advances
b. Unwelcome or improper gestures of affection
c. Request or demand for sexual favors including but not limited to going out on dates, outings, or the like for the same purpose
d. Any other act or conduct of a sexual nature or for purposes of sexual gratification.

**Rule V. PROCEDURE**

Section 1. The Office of the Vice President for the Loyola Schools will receive all complaints regarding alleged sexual harassment in the Loyola Schools, subject to the limitation of Section 3 of Rule II.

Section 2. The Vice President will then constitute a Committee to investigate and hear the case, to prepare and submit reports, and to recommend a course of action. The Committee shall have at least five members representing the different sectors of the LS Community.

Section 3. The Committee shall promptly, thoroughly and fairly investigate the complaint, submit a report and recommend a course of action to the Vice President.

Section 4. The Vice President shall decide on the case.

Section 5. The decision of the Vice President may be appealed to the President of the Ateneo de Manila University whose decision shall be considered final.

Section 6. The proceedings of all sexual harassment cases shall be private and confidential.

**Rule VI. EFFECTIVITY**

These Rules and Regulations shall take effect upon approval of the Vice President.
Excerpts from
SPECIAL PROTECTION OF CHILDREN AGAINST ABUSE, EXPLOITATION AND DISCRIMINATION ACT
[Republic Act No. 7610]

AN ACT PROVIDING FOR STRONGER DETERRENCE AND SPECIAL PROTECTION AGAINST CHILD ABUSE, EXPLOITATION AND DISCRIMINATION, AND FOR OTHER PURPOSES

ARTICLE I.
TITLE, POLICY, PRINCIPLES, AND DEFINITIONS OF TERMS

SECTION 1. Title. This Act shall be known as the “Special Protection of Children against Abuse, Exploitation and Discrimination Act.”

SECTION 2. Declaration of State Policy and Principles. It is hereby declared to be the policy of the State to provide special protection to children from all forms of abuse, neglect, cruelty exploitation and discrimination and other conditions, prejudicial to their development; provide sanctions for their commission and carry out a program for prevention and deterrence of and crisis intervention in situations of child abuse, exploitation, and discrimination. The State shall intervene on behalf of the child when the parent, guardian, teacher, or person having care or custody of the child fails or is unable to protect the child against abuse, exploitation, and discrimination or when such acts against the child are committed by the said parent, guardian, teacher, or person having care and custody of the same. It shall be the policy of the State to protect and rehabilitate children gravely threatened or endangered by circumstances which affect or will affect their survival and normal development and over which they have no control. The best interests of children shall be the paramount consideration in all actions concerning them, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities, and legislative bodies, consistent with the principle of First Call for Children as enunciated in the United Nations Convention of the Rights of the Child. Every effort shall be exerted to promote the welfare of children and enhance their opportunities for a useful and happy life.

SECTION 3. Definition of Terms.

a. “Children” refers to persons below eighteen (18) years of age or those over, but are unable to fully take care of themselves or protect themselves from abuse, neglect, cruelty, exploitation, or discrimination because of a physical or mental disability or condition.
b. “Child abuse” refers to the maltreatment, whether habitual or not, of the child, which includes any of the following:

1. Psychological and physical abuse, neglect, cruelty, sexual abuse and emotional maltreatment
2. Any act by deeds or words which debases, degrades or demeans the intrinsic worth and dignity of a child as a human being
3. Unreasonable deprivation of his basic needs for survival, such as food and shelter, or
4. Failure to immediately give medical treatment to an injured child resulting in serious impairment of his growth and development or in his permanent incapacity or death.

c. “Circumstances which gravely threaten or endanger the survival and normal development of children” include, but are not limited to, the following:

1. Being in a community where there is armed conflict or being affected by armed conflict-related activities
2. Working under conditions hazardous to life, safety, and normal development which unduly interfere with their normal development
3. Living in or fending for themselves in the streets of urban or rural areas without the care of parents or a guardian or basic services needed for a good quality of life
4. Being a member of a indigenous cultural community and/or living under conditions of extreme poverty or in an area which is underdeveloped and/or lacks or has inadequate access to basic services needed for a good quality of life
5. Being a victim of a man-made or natural disaster or calamity, or
6. Circumstances analogous to those above-stated which endanger the life, safety, or normal development of children

d. “Comprehensive program against child abuse, exploitation, and discrimination” refers to the coordinated program of services and facilities to protect children against:

1. Child Prostitution and other sexual abuse
2. Child trafficking
3. Obscene publications and indecent shows
4. Other acts of abuses
5. Circumstances which threaten or endanger the survival and normal development of children.
**ARTICLE II.**

**PROGRAM ON CHILD ABUSE, EXPLOITATION, AND DISCRIMINATION**

**SECTION 4.** *Formulation of the Program.* There shall be a comprehensive program to be formulated by the Department of Justice and the Department of Social Welfare and Development, in coordination with other government agencies and private sector concerned, within one (1) year from the effectivity of this Act, to protect children against child prostitution and other sexual abuse; child trafficking, obscene publications and indecent shows; other acts of abuse; and circumstances which endanger child survival and normal development.

**ARTICLE III.**

**CHILD PROSTITUTION AND OTHER SEXUAL ABUSE**

**SECTION 5.** *Child Prostitution and Other Sexual Abuse.* Children, whether male or female, who for money, profit, or any other consideration, or due to the coercion or influence of any adult, syndicate or group, indulge in sexual intercourse or lascivious conduct, are deemed to be children exploited in prostitution and other sexual abuse.

**SECTION 6.** *Attempt to Commit Child Prostitution.* There is an attempt to commit child prostitution under Section 5, paragraph (a) hereof when any person who, not being a relative of a child, is found alone with the said child inside the room or cubicle of a house, an inn, hotel, motel, pension house, apartelle or other similar establishments, vessel, vehicle or any other hidden or secluded area under circumstances, which would lead a reasonable person to believe that the child is about to be exploited in prostitution and other sexual abuse.

**ARTICLE VI.**

**OTHER ACTS OF ABUSE**

**SECTION 10.** *Other Acts of Neglect, Abuse, Cruelty or Exploitation and Other Conditions Prejudicial to the Child’s Development.*

a. Any person who shall commit any other acts of child abuse, cruelty or exploitation or to be responsible for other conditions prejudicial to the child’s development including those covered by Article 59 of Presidential Decree No. 603, as amended, but not covered by the Revised Penal Code, as amended, shall suffer the penalty of prison mayor in its minimum period.

d. Any person, owner, manager or one entrusted with the operation of any public or private place of accommodation, whether for occupancy, food, drink or otherwise, including residential places, who allows any person to take along
with him to such place or places any minor herein described shall be imposed a penalty of prison mayor in its medium period and a fine of not less than Fifty thousand pesos (P50,000.00), and the loss of the license to operate such a place or establishment.

**Article X.**

**CHILDREN IN SITUATIONS OF ARMED CONFLICT**

Section 22. *Children as Zones of Peace.* Children are hereby declared as Zones of Peace. It shall be the responsibility of the State and all other sectors concerned to resolve armed conflicts in order to promote the goal of children as zones of peace. To attain this objective, the following policies shall be observed.

a. Children shall not be the object of attack and shall be entitled to special respect. They shall be protected from any form of threat, assault, torture or other cruel, inhumane, or degrading treatment.

... 

c. Delivery of basic social services such as education, primary health and emergency relief services shall be kept unhampered.

... 

e. Public infrastructure such as schools, hospitals, and rural health units shall not be utilized for military purposes such as command posts, barracks, detachments, and supply depots.

... 

**Article XI.**

**REMEDIAL PROCEDURES**

Section 27. *Who May File a Complaint.* Complaints on cases of unlawful acts committed against the children as enumerated herein may be filed by the following:

a. Offended party

b. Parents or guardians

c. Ascendant or collateral relative within the third degree of consanguinity

d. Officer, social worker, or representative of a licensed child-caring institution

e. Officer or social worker of the Department of Social Welfare and Development

f. Barangay chairman, or

g. At least three (3) concerned responsible citizens where the violation occurred.
SECTION 28. **Protective Custody of the Child.** The offended party shall be immediately placed under the protective custody of the Department of Social Welfare and Development pursuant to Executive Order No. 56, series of 1986. In the regular performance of this function, the officer of the Department of Social Welfare and Development shall be free from any administrative, civil, or criminal liability. Custody proceedings shall be in accordance with the provisions of Presidential Decree No. 603.

SECTION 29. **Confidentiality.** At the instance of the offended party, his name may be withheld from the public until the court acquires jurisdiction over the case. It shall be unlawful for any editor, publisher, and reporter, or columnist in case of printed materials, announcer or producer in case of television and radio broadcasting, producer and director of the film in case of the movie industry, to cause undue and sensationalized publicity of any case of violation of this Act which results in the moral degradation and suffering of the offended party.

SECTION 30. **Special Court Proceedings.** Cases involving violations of this Act shall be heard in the chambers of the judge of the Regional Trial Court duly designated as Juvenile and Domestic Court. Any provision of existing law to the contrary notwithstanding and with the exception of habeas corpus, election cases, and cases involving detention prisoners and persons covered by Republic Act No. 4908, all courts shall give preference to the hearing or disposition of cases involving violation of this Act.

*Approved: June 17, 1992*
STUDENTS’ RIGHT AGAINST UNREASONABLE SEARCHES AND SEIZURES

Except for the following instances, no search and seizures of students shall be deemed valid:

a. Searches made at the point of ingress and egress in the University and in the buildings of the University by authorized personnel of the school

b. Searches and seizures of the illegal articles as defined by the Revised Penal Code and other related penal laws and the Student Handbook

c. Searches and seizures of articles falling in plain view of duly authorized personnel

d. Searches made when the student is attempting to commit, is committing, has just committed, or has been committing a crime or a serious infraction of the school's rules and regulations

e. Searches made with a valid search warrant

f. Searches under any circumstance conducted on reasonable grounds.

NOTES

a. U.S. v. Arceo, 3 Phil. 381

b. Revised Penal Code and Pertinent Penal Statutes.


d. People v. Delos Santos, 200 SCRA 431, and People v. Gerente, 219 SCRA 756 e. Alvaro v. Dizon, 76 Phil. 837; Rules of Court, Rule 113

e. Terry v. Ohio
Excerpts from the
Electronic Commerce Act of 2000”.
[REPUBLIC ACT NO. 8792]

An act providing for the recognition and use of electronic commercial and non-commercial transactions and documents, penalties for unlawful use thereof and for other purposes

PART I:
SHORT TITLE AND DECLARATION OF POLICY

SECTION 1. Short Title. – This Act shall be known as the “Electronic Commerce Act of 2000”.

SECTION 2. Declaration of Policy. – The State recognizes the vital role of information and communications technology (ICT) in nation-building; the need to create an information-friendly environment which supports and ensures the availability, diversity and affordability of ICT products and services; the primary responsibility of the private sector in contributing investments and services in telecommunications and information technology; the need to develop, with appropriate training programs and institutional policy changes, human resources for the information technology age, a labor force skilled in the use of ICT and a population capable of operating and utilizing electronic appliances and computers; its obligation to facilitate the transfer and promotion of adaptation technology, to ensure network security, connectivity and neutrality of technology for the national benefit; and the need to marshal, organize and deploy national information infrastructures, comprising in both telecommunications network and strategic information services, including their interconnection to the global information networks, with the necessary and appropriate legal, financial, diplomatic and technical framework, systems and facilities.

SECTION 31. Lawful Access. – Access to an electronic file, or an electronic signature of an electronic data message or electronic document shall only be authorized and enforced in favor of the individual or entity having a legal right to the possession or the use of the plain text, electronic signature or file and solely for the authorized purposes. The electronic key for identity or integrity shall not be made available to any person or party without the consent of the individual or entity in lawful possession of that electronic key.
Section 32. **Obligation of Confidentiality.** - Except for the purposes authorized under this Act, any person who obtained access to any electronic key, electronic data message, or electronic document, book, register, correspondence, information, or other material pursuant to any powers conferred under this Act, shall not convey to or share the same with any other person.

Section 33. **Penalties.** - The following Acts shall be penalized by fine and/or imprisonment, as follows:

(a) Hacking or cracking which refers to unauthorized access into or interference in a computer system/server or information and communication system; or any access in order to corrupt, alter, steal, or destroy using a computer or other similar information and communication devices, without the knowledge and consent of the owner of the computer or information and communications system, including the introduction of computer viruses and the like, resulting in the corruption, destruction, alteration, theft or loss of electronic data messages or electronic document shall be punished by a minimum fine of one hundred thousand pesos (P100,000.00) and a maximum commensurate to the damage incurred and a mandatory imprisonment of six (6) months to three (3) years.
Excerpts from
COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002
[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 THEREFOR, AND FOR OTHER PURPOSES.

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

SECTION 2. **Declaration of Policy.** It is the policy of the State to safeguard and integrity of its territory and the well-being of its citizenry particularly the youth, from the harmful effects of dangerous drugs on their physical and mental well-being, and to defend the same against acts or omissions detrimental to their development and preservation. In view of the foregoing, the State needs to enhance further the efficacy of the law against dangerous drugs, it being one of today’s more serious social ills. Toward this end, the government shall pursue an intensive and unrelenting campaign against the trafficking and use of dangerous drugs and other similar substances through an integrated system of planning and implementation and enforcement of anti-drug abuse policies, programs, and projects. The government shall however aim to achieve a balance in the national drug control program so that people with legitimate medical needs are not prevented from being treated with adequate amounts of appropriate medications, which include the use of dangerous drugs. It is further declared the policy of the State to provide effective mechanisms or measures to reintegrate into society individuals who have fallen victims to drug abuse or dangerous drug dependence through sustainable programs of treatment and rehabilitation.

**ARTICLE I.**
DEFINITION OF TERMS

SECTION 3. **Definitions.** As used in this Act, the following terms shall mean:

a. **Administer** – Any act of introducing any dangerous drug into the body of any person, with or without his/her knowledge, by injection, inhalation, ingestion or other means, or of committing any act of indispensable assistance to a person in administering a dangerous drug to himself/herself unless administered by a duly licensed practitioner for purposes of medication.

b. **Board** – Refers to the Dangerous Drugs Board under Section 77, Article IX of this Act.
c. **Centers** – Any of the treatment and rehabilitation centers for drug dependents referred to in Section 34, Article VIII of this Act.

f. **Confirmatory Test** – 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.

g. **Controlled Delivery.** – The investigative technique of allowing an unlawful or suspect consignment of any dangerous drug and/or controlled precursor and essential chemical, equipment or paraphernalia, or property believed to be derived directly or indirectly from any offense, to pass into, through or out of the country under the supervision of an authorized officer, with a view to gathering evidence to identify any person involved in any dangerous drugs related offense, or to facilitate prosecution of that offense.

h. **Controlled Precursors and Essential Chemicals.** – Include those listed in Tables I and II of the 1988 UN Convention Against Illicit Traffic in Narcotic Drugs and Psychotropic Substances as enumerated in the attached annex, which is an integral part of this Act.

j. **Dangerous Drugs.** – Include those listed in the Schedules annexed to the 1961 Single Convention on Narcotic Drugs, as amended by the 1972 Protocol, and in the Schedules annexed to the 1971 Single Convention on Psychotropic Substances as enumerated in the attached annex which is an integral part of this Act.

k. **Deliver.** – Any act of knowingly passing a dangerous drug to another, personally or otherwise, and by any means, with or without consideration.

l. **Den, Dive or Resort.** – A place where any dangerous drug and/or controlled precursor and essential chemical is administered, delivered, stored for illegal purposes, distributed, sold or used in any form.

m. **Dispense.** – Any act of giving away, selling or distributing medicine or any dangerous drug with or without the use of prescription.

n. **Drug Dependence.** – As based on the World Health Organization definition, it is a cluster of physiological, behavioral and cognitive phenomena of variable intensity, in which the use of psychoactive drug takes on a high priority thereby involving, among others, a strong desire or a sense of compulsion to take the substance and the difficulties in controlling substance-taking behavior in terms of its onset, termination, or levels of use.

o. **Drug Syndicate.** – Any organized group of two (2) or more persons forming or joining together with the intention of committing any offense prescribed under this Act.
q. *Financier*. – Any person who pays for, raises or supplies money for, or underwrites any of the illegal activities prescribed under this Act.

s. *Instrument*. – Any thing that is used in or intended to be used in any manner in the commission of illegal drug trafficking or related offenses.

... 

v. *Cannabis or commonly known as “Marijuana” or “Indian Hemp” or by its any other name*. – Embraces every kind, class, genus, or specie of the plant *Cannabis sativa L.* including, but not limited to, *Cannabis americana*, hashish, bhang, guaza, churrus and ganjab, and embraces every kind, class and character of marijuana, whether dried or fresh and flowering, flowering or fruiting tops, or any part or portion of the plant and seeds thereof, and all its geographic varieties, whether as a reefer, resin, extract, tincture or in any form whatsoever.

w. *Methylenedioxymethamphetamine (MDMA) or commonly known as “Ecstasy”, or by its any other name*. – Refers to the drug having such chemical composition, including any of its isomers or derivatives in any form.

x. *Methamphetamine Hydrochloride or commonly known as “Shabu”, “Ice”, “Meth”, or by its any other name*. – Refers to the drug having such chemical composition, including any of its isomers or derivatives in any form.

y. *Opium*. – Refers to the coagulated juice of the opium poppy (*Papaver somniferum L.*) and embraces every kind, class and character of opium, whether crude or prepared; the ashes or refuse of the same; narcotic preparations thereof or therefrom; morphine or any alkaloid of opium; preparations in which opium, morphine or any alkaloid of opium enters as an ingredient; opium poppy; opium poppy straw; and leaves or wrappings of opium leaves, whether prepared for use or not.

z. *Opium Poppy*. – Refers to any part of the plant of the species *Papaver somniferum L.*, *Papaver setigerum DC*, *Papaver orientale*, *Papaver bracteatum* and *Papaver rhoeas*, which includes the seeds, straws, branches, leaves or any part thereof, or substances derived therefrom, even for floral, decorative and culinary purposes.

   aa. *PDEA*. – Refers to the Philippine Drug Enforcement Agency under Section 82, Article IX of this Act.

   ... 

cc. *Planting of Evidence*. – The willful act by any person of maliciously and surreptitiously inserting, placing, adding or attaching directly or indirectly, through any overt or covert act, whatever quantity of any dangerous drug and/or controlled precursor and essential chemical in the person, house, effects or in the immediate vicinity of an innocent individual for the purpose of implicating, incriminating or imputing the commission of any violation of this Act.

dd. *Practitioner*. – Any person who is a licensed physician, dentist, chemist, medical technologist, nurse, midwife, veterinarian or pharmacist in the Philippines.
ee. Protector/Coddler. – Any person who knowingly and willfully consents to the unlawful acts provided for in this Act and uses his/her influence, power or position in shielding, harboring, screening or facilitating the escape of any person he/she knows, or has reasonable grounds to believe on or suspects, has violated the provisions of this Act in order to prevent the arrest, prosecution and conviction of the violator.

ff. Pusher. – Any person who sells, trades, administers, dispenses, delivers or gives away to another, on any terms whatsoever, or distributes in transit or transports dangerous drugs or who acts as a broker in any of such transactions, in violation of this Act.

gg. School. – Any educational institution, private or public, undertaking educational operation for pupils/students pursuing certain studies at defined levels, receiving instructions from teachers, usually located in a building or a group of buildings in a particular physical or cyber site.

hh. Screening Test. – A rapid test performed to establish potential/presumptive positive result.

ii. Sell. – Any act of giving away any dangerous drug and/or controlled precursor and essential chemical whether for money or any other consideration.

jj. Trading. – Transactions involving the illegal trafficking of dangerous drugs and/or controlled precursors and essential chemicals using electronic devices such as, but not limited to, text messages, email, mobile or landlines, two-way radios, internet, instant messengers and chat rooms or acting as a broker in any of such transactions whether for money or any other consideration in violation of this Act.

kk. Use. – Any act of injecting, intravenously or intramuscularly, of consuming, either by chewing, smoking, snifffing, eating, swallowing, drinking or otherwise introducing into the physiological system of the body, and of the dangerous drugs.

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 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. Ten (10) grams or more of opium
2. Ten (10) grams or more of morphine
3. Ten (10) grams or more of heroin
4. Ten (10) grams or more of cocaine or cocaine hydrochloride
5. Fifty (50) grams or more of methamphetamine hydrochloride or “shabu”
6. Ten (10) grams or more of marijuana resin or marijuana resin oil
7. Five hundred (500) grams or more of marijuana
8. Ten (10) grams or more of other dangerous drugs such as, but not limited to, methylenedioxyamphetamine (MDMA) or “ecstasy”, paramethoxyamphetamine (PMA), trimethoxyamphetamine (TMA), lysergic acid diethylamine (LSD), gamma hydroxybutyrate (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 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 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 requirements; or three hundred (300) grams or more but less than five (500) grams of marijuana

3. Imprisonment of twelve (12) years and one 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 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 party, or at social gathering or meeting, or in the proximate company of at least two (2) persons, shall suffer the maximum penalties provided for in the Sec. 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 to one 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 his/her possession such quantity of any dangerous drug provided under Section 11 of this Act, in which case the provisions stated therein shall apply.

**ARTICLE III.**

**DANGEROUS DRUGS TEST AND RECORD REQUIREMENTS**

Section 36. **Authorized Drug Testing.** Authorized drug testing shall be done by any government forensic laboratories or by any of the drug testing laboratories accredited and monitored by the DOH to safeguard the quality of test results. The DOH shall take steps in setting the price of the drug test with DOH accredited drug testing centers to further reduce the cost of such drug test. The drug testing shall employ, among others, two (2) testing methods, the screening test, which
will determine the positive result as well as the type of the drug used, and the confirmatory test, which will confirm a positive screening test. Drug test certificates issued by accredited drug testing centers shall be valid for a one-year period from the date of issue and which may be used for other purposes. The following shall be subjected to undergo drug testing:

...  
  c. Students of secondary and tertiary schools.- Students of secondary and tertiary schools shall, pursuant to be related rules and regulations as contained in the school’s student handbook and with notice to the parents, undergo a random drug testing: Provided, That all drug testing expenses whether in private or public schools under this Section will be borne by the government.

**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
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 often forcing 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 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 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 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 students, the faculty, the parents, and the community.

**SECTION 46. Special Drug Education Center.** With the assistance of the Board, the Department of 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 offices a special education drug center for out-of-school youth and street children. Such Center, which shall be headed by the Provincial Social 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.

*Approved: June 7, 2002*
DANGEROUS DRUGS BOARD
BOARD REGULATION No. 3, SERIES OF 2009

SUBJECT: GENERAL GUIDELINES FOR THE CONDUCT OF RANDOM DRUG TESTING FOR STUDENTS OF SECONDARY, TERTIARY, VOCATIONAL AND TECHNICAL SCHOOLS, AMENDING BOARD REGULATION NO. 6, SERIES OF 2003

WHEREAS, Section 36 (c), Article III of Republic Act 9165, mandates that the students of secondary and tertiary schools shall undergo drug testing and that all drug testing expenses whether in public or private schools under this Section will be borne by the government;

WHEREAS, government already implemented a similar random drug testing activity in 2005 for secondary level students, and in 2007, for tertiary level students;

WHEREAS, there is a need to amend provisions of the implementing guidelines in order to adopt new policy directives and remedy perceived ambiguities in the previous issuance;

WHEREFORE, be it RESOLVED, as it is hereby RESOLVED, to amend Board Regulation No. 6, Series of 2003 specifically the following provisions thereof:

SECTION 1. Subject, is hereby amended by including “students of vocational and technical schools”, as among those covered by the guidelines which should now read as follows:

SUBJECT: “GENERAL GUIDELINES FOR THE CONDUCT OF RANDOM DRUG TESTING FOR STUDENTS OF SECONDARY, TERTIARY, VOCATIONAL AND TECHNICAL SCHOOLS”

SECTION 2. Letter A “Guiding Principles in the Implementation of Random Drug Testing in Schools and Management of Drug Test Results” is hereby amended by adding another paragraph as paragraph number 12.

12. Random drug testing for students is considered by the government as entirely a “health” issue and aims to provide appropriate interventions, to those who will be tested positive for dangerous drug use, which will help the student stop further use and/or abuse of the substance.

SECTION 3. Letter C “DEFINITION OF TERMS” is hereby amended to include the terms “CHAIN OF CUSTODY, INTERVENTIONS and LABORATORY, which shall be defined as follows:

CHAIN OF CUSTODY – refers to procedures to account for each specimen by tracking its handling and storage from point of collection to final disposal. These procedures require that the applicant’s identity is confirmed and that a Custody and Control Form is used from time of collection to receipt by the laboratory. Within the laboratory, appropriate chain of custody records must account for the samples until disposal.
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 at the individual or family level and structured rehabilitation programs. It may also include medical intervention of the afflicted student whenever necessary.

LABORATORY – refers to a DOH-Accredited private or government facility that is capable of testing a specimen to determine the presence of dangerous drugs therein.

SECTION 4. Letter D “PROCEDURES IN THE CONDUCT OF RANDOM DRUG TESTING” is hereby amended such that:

Item 2.a. should read as: “The Supervising Agency shall inform all schools on their inclusion in the random drug testing program.”

Item 4. on Treatment of Random Drug Test Results is hereby amended in its entirety such that it shall read as follows:

4. TREATMENT OF RANDOM DRUG TEST RESULTS

a. The results of the test shall be strictly confidential. No school shall publish or post results whether positive or negative.

b. Any person who violates the rules of confidentiality of the results and selection shall be liable under Section 72 of RA9165 and such other appropriate laws.

c. In case the test results are positive at the screening level, the same specimen shall immediately be submitted for confirmation observing all strict chain of custody procedures and confidentiality of records.

d. If a student is “confirmed” to be using a dangerous drug, the following shall be observed:

i. The Laboratory, places results in a sealed envelope for transmission to the Central Office of the Supervising Agency

ii. The Supervising Agency shall then transmit the results to the concerned school/institution by informing the particular school/institution’s random drug testing (RDT) Coordinator previously assigned by the selection board.

1. The Supervising Agency shall remind the RDT Coordinator of the confidential nature of the results and strict handling of the “chain of custody” of the information should be observed.
iii. The school/institution’s RDT Coordinator shall then inform the parent and the student of the results and how the information is regarded with utmost secrecy and confidentiality
   1. The Coordinator shall remind the student that divulging the results with anybody will be at his own risk; and
   2. That if possible, the information should remain in the confines of their house.

iv. The parent, the RDT Coordinator and the student shall then prepare for a case conference to discuss issues of drug use and possible dependency.

v. The Drug Testing Coordinator shall refer the student and his/her parent to a government-owned DOH-accredited facility or DOH-accredited government physician to determine the student’s dependency level.

vi. A date and venue shall be selected for the case conference
   1. Date should be agreeable to all concerned in the case conference (Parent, Student, RDT Coordinator and the DOH Accredited Physician).
   2. Venue should have a semblance of privacy (preferably in a room, with an office table where group discussions and individual sessions can be done).
   3. Whichever is more convenient for the student and parent, venue could be as follows:
      a. Regional Office or hospital of the DOH
      b. Regional Office of the Supervising Agency
      Othercdesignated venue which can assure privacy

vii. The RDT Coordinator shall inform Supervising Agency Central Office coordinator on the possible dates and venue for further discussions of options.

viii. Once, finalized, the group shall proceed as planned with the case conference.
   1. Drug dependency level of the student shall be evaluated;
   2. Cross reference of information shall be validated from the parent and RDT Coordinator;
   3. Treatment planning for the student shall be discussed and presented to the student and parent;
   4. Options for treatment should be presented to the parent and student;
5. If a student (below 18 years of age) is found to be a drug dependent, the school authority shall refer him/her to the Department of Social Welfare and Development (DSWD) or a local social worker for counseling and other intervention;

6. The parent and the student may choose to enroll the student in a private rehabilitation center or program or opt to avail of the rehabilitation services of the government through a DOH-accredited facility.
   a. If child opts for government service, the DOH treatment and rehabilitation centers nearest to the area can provide services;
   b. If the parent and student would opt for private services, appropriate referrals will be done, taking note of the progress of treatment on a regular basis;

7. Trained guidance counselors can also be utilized.

   e. If a student is “confirmed” negative from dangerous drug use, the following shall be observed:
      1. Names per school/institution of all who tested negative will be summarized in a result form.
      2. The Summarized result form shall be transmitted to the Supervising Agency concerned.
      3. Supervising Agency Central Office shall forward the same to the concerned school/institution’s RDT Coordinator.
      4. The RDT Coordinator and/or teacher adviser/and/or guidance counselor shall individually inform each student and parent concerned regarding the results.

   f. Positive confirmatory drug test result under this Regulation shall not be a ground for expulsion or any disciplinary action against the student and should not be reflected in any and all academic records. Under no circumstances shall the results be used to incriminate any student for further legal action which may result to administrative/civil/criminal liabilities.

   Likewise, consistent with the requirements of confidentiality, the results of drug tests conducted pursuant to this Board Regulation, shall not be used as evidence in any court or tribunal, where the subject student stands to be accused of any crime or felony, and for any other purpose.

   g. The student shall then undergo the prescribed intervention program under the supervision of the DOH-accredited facility or physician, or private practitioners,
or social worker, in consultation with the parent. Such process of observation and counseling shall be done in coordination with the Drug Counselor of the school.

h. If student shows no signs of improvement, recovery or fails the drug test the second time, the DOH- accredited facility or physician, may make a recommendation to the student, parent, and Drug Testing Coordinator to have the student referred to a DOH- accredited facility suited to the student’s level of dependency. If another drug testing is conducted for another period on the same student population, and the student is found positive the second time, the school shall proceed in accordance with Section 61, R.A. 9165.

If the parents refuse to act, the school shall proceed in accordance to Sec. 61 of RA 9165 without prejudice to the provision of Section 73, RA 9165.

SECTION 5. Letter F ”TRAINING OF GUIDANCE COUNSELORS” is hereby amended such that letter F shall read as follows:

F. TRAINING OF GUIDANCE COUNSELORS

The Department of Education (DepEd), Commission on Higher Education (CHED), Technical Education and Skills Development Authority (TESDA), the Philippine Drug Enforcement Agency (PDEA) and Dangerous Drugs Board (DDB) in coordination with each other, shall formulate and conduct the training program for guidance counselors for the purpose of enhancing their skills in handling drug abuse prevention programs and handling drug dependency cases. The school guidance counselors and other qualified medical personnel shall be encouraged to undergo DOH accreditation.

SECTION 6. Letter H ”ENFORCEMENT AND COMPLIANCE” is hereby amended to delete the phrase “impose sanction” and change it with the phrase “implement interventions” and adding as additional sentence “Interventions should be consistent with the provisions of this Board Regulation and it’s guiding principles of the first paragraph and adding as third paragraph thereof the phrase; “Supervising Agencies should encourage institutionalization of Drug Testing Activities in schools/institutions concerned over-and-above the random drug testing program conducted by the government. The Supervising Agencies and the DOH should help build up capacities of schools/institutions to achieve competencies and self-reliance on random drug testing. Schools who initiated the conduct of similar drug testing activities shall submit reports to the Supervising Agencies for proper accreditation of the Department of Health.” So that letter H of the Guidelines should now read as follows;

H. ENFORCEMENT OF COMPLIANCE

Students who refuse to undergo random drug testing shall be dealt with in accordance with the rules and regulations of the schools; provided that at no
time refusal to undergo testing shall not give rise to a presumption of drug use or dependency; provided further that the school may implement interventions on such refusal other than the offense of drug use or dependency. Interventions should be consistent with the provisions of this Board Regulation and its guiding principles.

Schools that refuse to implement the random drug testing program shall be liable under Section 32 of RA 9165 without prejudice to other administrative sanctions imposed by the Supervising Agencies. The Supervising Agency shall report the same to the Philippine Drug Enforcement Agency (PDEA) and the Dangerous Drugs Board (DDB).

Supervising Agencies should encourage institutionalization of Drug Testing Activities in schools/institutions concerned over-and-above the random drug testing program conducted by the government. The Supervising Agencies and the DOH should help build up capacities of schools/institutions to achieve competencies and self-reliance on random drug testing. Schools who initiated the conduct of similar drug testing activities shall submit reports to the Supervising Agencies for proper accreditation of the Department of Health.

Attached is the flow chart of activities which shall be an integral part of this Regulation.

All issuances, including Board Regulation No. 6, s. 2003 or part thereof inconsistent herewith, are deemed repealed or modified accordingly.

SECTION 7. Effectivity – This Regulation shall take effect after fifteen (15) days after its publication in two (2) newspapers of general circulation and after its registration with the Office of the National Administrative Register (ONAR), UP Law Center, Quezon City.

APPROVED and ADOPTED, this 3rd day of June, in the year of Our Lord, 2009 in Quezon City.

(Sgd) Secretary VICENTE C. SOTTO III
Chairman, Dangerous Drugs Board
AN EXCERPT FROM
CHED MEMORANDUM ORDER NO. 19 SERIES OF 2003

SECTION D. PROCEDURES IN THE CONDUCT OF RANDOM DRUG TESTING

1. Notification
   a. The Supervising Agency through an appropriate order that includes these guidelines on random drug testing, shall inform all schools under its supervision about the government’s actions against illegal drugs.
      The schools’ administration shall be required to explain these provisions and their procedures to the school community and when applicable, include these in the schools’ handbook or listing of procedures.
   b. All students and their parents shall be notified in writing on the process and manner by which the random drug testing shall be conducted. Such notification may be sent at any time during the school term. Failure to return the acknowledgment receipt shall not be a bar to the conduct of the drug testing.

2. Samples
   a. The Supervising Agency shall inform randomly selected schools on their inclusion in the random drug testing program.
   b. The whole student population of the school selected shall be included in the random sampling.
   c. The number of samples should yield a statistical 95% confidence level for the whole student population.

3. Selection of Samples
   a. The Drug Testing Coordinator shall convene the Selection Board within five days from the receipt of notice from the Supervising Agency stating that the school is included in the program.
   b. On the day of the testing, the Selection Board shall conduct the random selection of those to be tested.
   c. The Selection Board shall ensure the confidentiality and integrity of the random selection process.
   d. The selection process shall be random through a lottery, which may be computerized, or in any other manner that shall be agreed upon by the Board.
   e. The random selection of students and the drug testing shall be done on the same day. Prior to testing, the selected students shall be asked to reveal the prescription medicines, vitamins, food supplements that they had ingested within the past five
(5) days. The Drug Testing Coordinator shall keep the listing and utilize this in the evaluation of the confirmatory drug test.

g. The laboratory shall follow the DOH prescribed guidelines in the collection of urine specimens. Universal precautions shall be observed at all times. DOH Prescribed Guidelines shall be posted in strategic places/visible areas of the school.

h. The monitor assigned to ensure the integrity of the collection process should be of the same sex as the student.

i. The drug testing shall be done in the school and conducted by a duly accredited drug-testing laboratory. The school, through its respective health personnel, shall assist the Drug Testing Laboratory in the conduct of the drug testing.

j. The Drug Testing Coordinator shall ensure the confidentiality and integrity of the random drug testing for the students, teachers, administration and personnel of the school. It is strongly recommended that the drug testing for students, the teachers, administration and personnel be done simultaneously.

4. Treatment of Random Drug Test Results

a. The results of the test shall be strictly confidential. No school shall publish or post results whether positive or negative.

b. Any person who violates the rules of confidentiality of the results and selection shall be liable under Section 72 of RA9165 and such other appropriate laws.

c. The laboratory shall place the drug test result in a sealed envelope and deliver the same via personal service to the Drug Testing Coordinator. The Drug Testing Coordinator shall then inform all the students tested individually of the test results.

d. In case the test results are positive, the Drug Testing Coordinator shall inform both the student and parent concerned that a confirmatory test shall be conducted. The student shall be told to inform his/her parents of the scheduled conference with the Drug Testing Coordinator. The student shall be advised to refrain from revealing the test results to other persons.

e. During the scheduled conference, the Drug Testing Coordinator shall relay to the parents full information on the process that shall be undertaken for the confirmatory test. In the event that the parents do not appear on the scheduled conference, the student shall be informed of the schedule of the confirmatory test.

f. The confirmatory drug test shall be conducted in the same manner as the initial drug test.

g. The results of the confirmatory test shall be transmitted by the laboratory in a sealed envelope and handed directly to the Drug Testing Coordinator.

h. The Drug Testing Coordinator shall inform both the parents and the student of the results of the test.
i. The Drug Testing Coordinator shall not delegate such task of informing the student and parent to any other person, nor shall the Drug Testing Coordinator reveal the results of the test to any person other than the student and parent.

j. First time positive confirmatory drug test result shall not be a ground for expulsion or any disciplinary action against the student.

k. The Drug Testing Coordinator shall refer the student and his/her parent to government-owned DOH-accredited facility or DOH-accredited government physician to determine the student’s dependency level.

l. The student may opt for a private DOH-accredited facility or physician for this initial determination provided it is at his/her own expense.

m. In the event that it is determined that the student is a drug dependent, the school may impose the appropriate sanctions against the student as provided for in the school’s Student Handbook and the Manual of Regulations for Private Schools, provided that in the case of public secondary schools, if the student is later on found to have been rehabilitated, the student shall then be allowed to re-enroll.

n. The student shall then undergo a three (3) month observation and counseling period under the supervision of the DOH-accredited facility or physician in consultation with the parent. Such process of observation and counseling shall be done in coordination with the Drug Counselor of the school.

o. At the end of the three months, it is hoped that with the counseling done, the student will be properly rehabilitated.

If student shows no signs of improvement, recovery or fails the drug test the second time, the DOH-accredited facility or physician, may make a recommendation to the student, parent, and Drug Testing Coordinator to have the student referred to a DOH-accredited facility suited to the student’s level of dependency. If another drug testing is conducted for another period on the same student population, and the student is found positive the second time, the school shall proceed in accordance with Section 61, R.A. 9165.

The parent and the student may choose to enroll the student in a private rehabilitation center or program or opt to avail of the rehabilitation services of the government through a DOH-accredited facility.

If the parents refuse to act, the school shall proceed in accordance to Sec. 61 of RA 9165 without prejudice to the provision of Section 73, RA 9165.
EXCERPTS FROM
CHED MEMORANDUM ORDER NO. 64 SERIES OF 2017
(Requiring Drug Testing of Students)

In accordance with the pertinent provisions of Republic Act (R.A.) No. 7722 otherwise known as the “Higher Education Act of 1994” and R.A. No. 9165 otherwise known as the “Comprehensive Dangerous Drugs Act of 2002,” and in support of the government’s call on the “war against illegal/dangerous drugs,” and by virtue of Commission en Banc Resolution No. 539-2017 dated 18 July 2017, the Commission hereby issues, adopts and promulgates the policies, guidelines and procedures for Higher Education Institutions (HEIs) requiring drug testing of students.

ARTICLE II

STATEMENT OF POLICIES

Section 2. The State recognizes the primary responsibility of the family, particularly the parents for the education and awareness of its members of the ill effects of dangerous drugs;

2.1. It is a government policy to foster, at all times, 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, in the realization that only in such an atmosphere can be 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 and evaluate the effectiveness of the overall impact of the dangerous drug abuse prevention program through their respective regional/field offices and enlist the assistance of any government agency or instrumentality to carry out the objectives of the education 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 drinking environment of alcoholic beverages and substance abuse; and provide healthy environment not only inside the campus but also outside school premises as stipulated in CHED Memorandum Order (CMO) No. 09, s. 2013.

2.4. The State recognizes the academic freedom of all institutions of higher learning which includes the freedom and authority to adopt its own student admission and retention policies including a mandatory drug testing of students as part of its institutional requirements.
(a) In keeping with the guaranteed rights on academic freedom of HEIs, Local Government Units (LGUs), the Philippine National Police (PNP), or any other law enforcement agency may carry out any drug-related operation within the school premises but only upon prior written approval and coordination with the HEI.

2.5. The State also recognizes the complementary roles of public and private institutions in the educational system especially in the acquisition of the essential educational foundation of an individual’s development into a productive and versatile citizen. In this light, the HEIs are also partners of the government in carrying out the responsibility to provide life skills and values to their students. The strong partnership of the government and the HEIs are always for the welfare and interest of the students especially in providing the appropriate intervention to drug-afflicted students. Thus, treating the students and preventing them from further addiction and protecting their whole well-being are a primordial concern.

2.6. While the drug test under Sec. 36(c), (d) and (f) of R.A. 9165 for secondary and tertiary level students is mandatory to all schools, the actual testing shall be random.

2.7. The random drug testing under DOB Board Regulation No. 6, s. 2003 and No. 3, s. 2009 shall: ensure that it is implemented primarily for prevention and rehabilitation; and guarantee and respect the personal privacy and dignity of the students. The drug test results shall be treated with utmost confidentiality and not be used in any criminal proceedings.

SCOPE AND COVERAGE

Section 4. These policies, guidelines and procedures in the adoption of drug testing policy as a requirement for students shall apply to all HEIs.

ARTICLE V

DEFINITION OF TERMS

Section 5. For the purpose 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 “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 declaration of the government to the HEI as clear of drugs that has been subjected to the conduct of the drug testing and with the following parameters, among others:

- 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 that is capable of testing a specimen to determine the presence of dangerous drugs therein.

5.16 **Mandatory drug testing** - refers to compulsory submission of a student for drug testing as required by R.A. 9165.
5.17 Prevention - is the promotion of drug-free lifestyle thru strategies such as advocacy, information, dissemination, and capability building through training.

5.18 Random drug test - refers to unannounced schedule of testing with each student having an equal chance of being selected for testing.

5.19 Random selection - refers to the unbiased process of selecting students who are to undergo drug testing.

5.20 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.

5.21 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).

5.22 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.

ARTICLE VI

MANDATORY RANDOM DRUG TESTING PROGRAM IN ALL HEIS

Section 6. Pursuant to Section 32 of R.A. 9165, all HEIs are mandated to implement the random drug testing program under DOB Board Regulation No. 6, s. 2003 and No. 3, s. 2009 titled “General Guidelines for the Conduct of Random Drug Testing for Secondary and Tertiary Student,” and “General Guidelines for the Conduct of Random Drug Testing for Students of Secondary, Tertiary, Vocational and Technical Schools, Amending Board Regulation No. 6, s. 2003,” respectively.

Section 7. The provisions of DDB Board Regulation No. 6, s. 2003 and No. 3, s. 2009 titled “General Guidelines for the Conduct of Random Drug Testing for Secondary and Tertiary Student,” and “General Guidelines for the Conduct of Random Drug Testing for Students of Secondary, Tertiary, Vocational and Technical Schools, Amending Board Regulation No. 6, s. 2003,” is hereby adopted to supplement all HEI rules and regulations and these policies, guidelines and procedures in so far as they are consistent and relevant.
ARTICLE VII

MANDATORY DRUG TESTING OF STUDENTS IN HEIS

Section 8. While R.A. 9165 mandates random drug testing of secondary and tertiary students, HEIs are not precluded from implementing a mandatory drug testing of students in the valid exercise of its academic freedom, subject to the policies, guidelines and procedures set forth in this Memorandum Order and other governing laws.

ARTICLE VIII

CONFIDENTIALITY CLAUSE

Section 17. All HEIs shall guarantee the strict confidentiality and integrity of the drug test results and shall not publish or post results whether positive or negative.

17.1 All records must strictly be held confidential as provided for under the pertinent provisions of R.A. 9165. The HEIs should also ensure the provision of non-discriminatory intervention services.

17.2 The provisions of R.A No. 10173 otherwise known as “Data Privacy Act of 2012” shall also be observed specifically Chapter III. “Processing of Personal Information” to protect vitally important interests of the data subject, including life and health.

ARTICLE IX

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, impose the appropriate sanctions depending on the nature and seriousness of the violation or non-compliance of the HEIs and students.

Section 19. Any 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 as may be provided by the school policy, be liable under Section 72 of R.A. No. 9165 and other appropriate laws.

Section 20. The refusal of the student to undergo mandatory drug testing shall be subject to the relevant sanctions as provided in the Student Handbook of the HEI, provided that in no case shall such refusal to undergo drug testing give rise to a presumption of drug use or dependency.
ARTICLE X
MONITORING AND EVALUATION

The implementation of this CMO shall be monitored and evaluated periodically to ensure that the goal of a “drug-free” campus is met.

Section 21. Higher Education Institutions (HEIs)

21.1 All HEIs shall submit to CHED Regional Offices a compliance report on the drug testing activities conducted on their students. The data should include among others the number of students who have already undergone testing, the dates and names of the drug testing laboratories that conducted the test implementation of intervention program, if any.

21.2 The HEIs shall monitor the students especially in preventing them to engage in dangerous drug-related activities and those undergoing the appropriate interventions for the intention of treating and rehabilitating them.

21.3 A committee or assessment team may be tasked for this purpose.

21.3.1 Establishment of a Drug-Free Committee (DFC)

a. All HEIs shall establish a Drug-Free Committee (DFC) which shall formulate the HEI’s drug testing program in accordance with the pertinent provisions of R.A. 9165. The program shall include, among others the drug education/ awareness, prevention and control initiatives that will promote a “drug-free” campus.

b. The head of the HEI shall be the head of the DFC and shall duly appoint a drug testing coordinator (OTC) who shall handle the drug testing program.

c. The names and composition of the DFC shall be submitted to CHEDROs.

d. The DFC shall have the following responsibilities:

1. Compose the Selection board for the conduct of the drug testing with the DTC as the chairperson, one representative each from the students, faculty and parents as members.

2. Closely coordinate with identified partner agencies to access official list of DOH-accredited drug facilities, physicians or private medical practitioners duly accredited to administer drug testing shall conduct the necessary drug testing.

3. Always ensure the confidentiality and integrity of the drug test results and handles the reportorial requirements and any relevant information that is needed for submission to the respective CHEDRO.
4. Determine the level of preparedness of its institution in terms of the provision of interventions which depends on the results of the drug testing.

5. Closely coordinate with identified partner agencies to establish appropriate institution-level interventions and referrals.

6. Monitor the students especially in preventing them to engage in dangerous drug-related activities and those undergoing appropriate interventions for the intention of treating and rehabilitating them.

7. The DFC, including all Guidance Counselors of HEls shall be trained for the purpose of enhancing their skills in handling drug abuse prevention programs and handling drug dependency cases.

ARTICLE XIII

EFFECTIVITY

Section 28. This set of policies, standards and guidelines shall be implemented effective Academic Year (AY) 2018-2019 and shall take effect fifteen (15) days from publication in a newspaper of general circulation or in the Official Gazette.

ARTICLE XIV

TRANSITORY PROVISION

Section 29. All HEls currently implementing a mandatory drug testing as part of its admission and/or retention policy shall be required to comply with the relevant provisions of this CMO on mandatory drug testing effective AY 2018-2019.

Section 30. All HEls shall be encouraged to train their physicians and guidance counselors; prepare for accreditation of their clinics, if necessary; and rigidly campaign for advocacy of programs for drug education, prevention and control.

Issued this August 2, 2017, Quezon city, Philippines.

For the Commission:

PATRICIA B. LICUANAN, Ph.D.
Chairperson
Excerpts from
Tobacco Regulation Act of 2003
[REPUBLIC ACT NO. 9211]

AN ACT REGULATING THE PACKAGING, USE, SALE, DISTRIBUTION AND ADVERTISEMENTS OF TOBACCO PRODUCTS AND FOR OTHER PURPOSES

SECTION 1. Short Title. – This Act shall be known as the Tobacco Regulation Act of 2003.

SECTION 2. Policy. – It is the policy of the State to protect the populace from hazardous products and promote the right to health and instill health consciousness among them. It is also the policy of the State, consistent with the Constitutional ideal to promote the general welfare, to safeguard the interests of the workers and other stakeholders in the tobacco industry. For these purposes, the government shall institute a balanced policy whereby the use, sale and advertisements of tobacco products shall be regulated in order to promote a healthful environment and protect the citizens from the hazards of tobacco smoke, and at the same time ensure that the interests of tobacco farmers, growers, workers and stakeholders are not adversely compromised.

SECTION 3. Purpose. – It is the main thrust of this Act to:

a. Promote a healthful environment;

b. Inform the public of the health risks associated with cigarette smoking and tobacco use;

c. Regulate and subsequently ban all tobacco advertisements and sponsorships;

d. Regulate the labeling of tobacco products;

e. Protect the youth from being initiated to cigarette smoking and tobacco use by prohibiting the sale of tobacco products to minors;

f. Assist and encourage Filipino tobacco farmers to cultivate alternative agricultural crops to prevent economic dislocation; and

g. Create an Inter-Agency Committee on Tobacco (IAC-Tobacco) to oversee the implementation of the provisions of this Act.

SECTION 4. Definition of Terms – As used in this Act:

a. “Advertisement” – refers to any visual and/or audible message disseminated to the public about or on a particular product that promote and give publicity by words, designs, images or any other means through broadcast, electronic, print or whatever form of mass media, including outdoor advertisements, such as but
not limited to signs and billboards. For the purpose of this Act, advertisement shall be understood as tobacco advertisement.

b. “Advertising” – refers to the business of conceptualizing presenting, making available and communicating to the public, through any form of mass media, any fact, data or information about the attributes, features, quality or availability of consumer products, services or credit.

For the purpose of this Act, advertising shall be understood as tobacco advertising. This shall specifically refer to any messages and images promoting smoking; the purchase or use of cigarette or tobacco products; and cigarette or tobacco trademarks, brand names, design and manufacturer’s names;

c. “Advertiser” – refers to a person or entity on whose account or for whom an advertisement is prepared and disseminated by the advertising agency, which is a service established and operated for the purpose of counseling or creating and producing and/or implementing advertising programs in various forms of media;

d. “Cigarette” - refers to any roll or tubular construction, which contains tobacco or its derivatives and is intended to be burned or heated under ordinary conditions of use;

e. “Distributor”- refers to any person to whom a tobacco product is delivered or sold for purposes of distribution in commerce, except that such term does not include a manufacturer or retailer or common carrier of such product;

f. “Mass Media” – refers to any medium of communication designed to reach a mass of people. For this purpose, mass media includes print media such as, but not limited to, newspapers, magazines, and publications; broadcast media such as, but not limited to, radio, television, cable television, and cinema; electronic media such as but not limited to the internet;

g. “Minor” - refers to any person below eighteen (18) years old;

h. “Manufacturer” – refers to any person or entity, including a re-packer, who makes, fabricates, assembles, processes, or labels a finished product;

i. “Package” – refers to packs, boxes, cartons or containers of any kind in which any tobacco product is offered for sale to consumers;

j. “Person” – refers to an individual, partnership, corporation or any other business or legal entity;

k. “Point-of-Sale” – refers to any location at which individual can purchase or otherwise obtain tobacco products;

l. “Promotion” – refers to an event or activity organized by or on behalf of a tobacco manufacturer, distributor or retailer with the aim of promoting a brand of tobacco product, which event or activity would not occur but for the support given to it by
or on behalf of the tobacco manufacturer, distributor or retailer. It may also refer to the display of tobacco product or manufacturer’s name, trademark, logo, etc. on non-tobacco products. This includes the paid use of tobacco products bearing the brand names, trademarks, logos, etc. in movies, television and other forms of entertainment. For the purpose of this Act, promotion shall be understood as tobacco promotion;

m. “Public Conveyances” – refer to modes of transportation servicing the general population, such as, but not limited to, elevators, airplanes, buses, taxicabs, ships, jeepneys, light rail transits, tricycles, and similar vehicles;

n. “Public Places” – refer to enclosed or confined areas of all hospitals, medical clinics, schools, public transportation terminals and offices, and buildings such as private and public offices, recreational places, shopping malls, movie houses, hotels, restaurants, and the like;

o. “Retailer” – refers to any person who or entity that sells tobacco products to individuals for personal consumption;

p. “Smoking” – refers to the act of carrying a lighted cigarette or other tobacco products, whether or not it is being inhaled or smoked;

q. “Sponsorship” – refers to any public or private contribution to a third party in relation to an event, team or activity made with the aim of promoting a brand of tobacco product, which event, team or activity would still exist or occur without such contribution. For the purpose of this Act, sponsorship shall be understood as tobacco sponsorship;

r. “Tobacco” – refers to agricultural components derived from the tobacco plant, which are processed for use in the manufacturing of cigarettes and other tobacco products;

s. “Tobacco Product” – refers to any product that consists of loose tobacco that contains nicotine and is intended for use in a cigarette, including any product containing tobacco and intended for smoking or oral or nasal use. Unless stated otherwise, the requirements of this Act pertaining to cigarettes shall also apply to other tobacco products;

t. “Tobacco Grower” – refers to any person who plants tobacco before the enactment of this Act and classified as such by the National Tobacco Administration (NTA); and

u. “Warning” – refers to the notice printed on the tobacco product or its container and/or displayed in print or aired in broadcast or electronic media including outdoor advertising and which shall bear information on the hazards of tobacco use.
HEALTHFUL ENVIRONMENT

Section 5. Smoking Ban in Public Places. – Smoking shall be absolutely prohibited in the following public places:

a. Centers of youth activity such as play schools, preparatory schools, elementary schools, high schools, colleges and universities, youth hostels and recreational facilities for persons under eighteen (18) years old;

b. Elevators and stairwells;

c. Locations in which fire hazards are present, including gas stations and storage areas for flammable liquids, gas, explosives or combustible materials;

d. Within the buildings and premises of public and private hospitals, medical, dental, and optical clinics, health centers, nursing homes, dispensaries and laboratories;

e. Public conveyances and public facilities including airport and ship terminals and train and bus stations, restaurants and conference halls, except for separate smoking areas; and

f. Food preparation areas.

Section 6. Designated Smoking and Non-smoking Areas. - In all enclosed places that are open to the general public, private workplaces and other places not covered under the preceding section, where smoking may expose a person other than the smoker to tobacco smoke, the owner, proprietor, operator, possessor, manager or administrator of such places shall establish smoking and non-smoking areas. Such areas may include a designated smoking area within the building, which may be in an open space or separate area with proper ventilation, but shall not be located within the same room that has been designated as non-smoking area.

All designated smoking areas shall have at least one (1) legible and visible sign posted, namely “SMOKING AREA” for the information and guidance of all concerned. In addition, the sign or notice posted shall include a warning about the health effects of direct or secondhand exposure to tobacco smoke. Non-smoking areas shall likewise have at least one (1) legible and visible sign, namely: “NON-SMOKING AREA” or “NO SMOKING.”

PENAL PROVISIONS

Section 32. Penalties. – The following penalties shall apply:

a. Violation of Sections 5 and 6. On the first offense, a fine of not less than Five hundred pesos (Php500.00) but not more than One thousand pesos (Php1,000.00) shall be imposed.
On the second offense, a fine of not less than One thousand pesos (Php1,000.00) but not more than Five thousand pesos (Php5,000.00) shall be imposed.

On the third offense, in addition to a fine of not less than Five thousand pesos (Php5,000.00) but not more than Ten thousand pesos (Php10,000.00), the business permits and licenses to operate shall be cancelled or revoked.

PROGRAMS AND PROJECTS

SECTION 33. Programs and Projects. – For a period not exceeding five (5) years, the National Government and the concerned departments and agencies shall provide the following programs and projects:

h. Withdrawal Clinics – The DOH shall establish smoking withdrawal clinics to provide counseling regarding the hazardous health effects of tobacco/cigarette smoking and to rehabilitate smokers from the hazardous effects of such products.

If a smoker-minor voluntarily submits himself for treatment, counseling, or rehabilitation in a smoking withdrawal clinic located in any medical institution in the Philippines, or through his parent/guardian, the expenses incurred shall be a reimbursable outpatient service of the Philippine Health Insurance Corporation.

INFORMATION PROGRAM

SECTION 34. Information Drive. – Consistent with the provisions of this Act, the DOH shall, in cooperation with the DepEd and with the assistance of the Philippine Information Agency (PIA), undertake a continuous information program on the harmful effects of smoking.

The DOH shall enlist the active participation of the public and private sectors in the national effort to discourage the unhealthy habit of smoking.

SECTION 35. Instruction on the Hazardous Effect of Smoking as Part of School Curricula. – Instruction on the adverse effects of cigarette/tobacco smoking, including their health, environmental and economic implications, shall be integrated into the existing curricula of all public and private elementary and high schools.

The DepEd Secretary shall promulgate such rules and regulations as may be necessary to carry out the above stated policy hereof, and, with the assistance of the Secretary of Health, and with the approval of the IAC-Tobacco, shall cause the publication and distribution of materials on unhealthy effects of smoking to students and the general public.

This Act, which is a consolidation of Senate Bill No. 1859 and House Bill No. 5950 was finally passed by the Senate and the House of Representatives on June 3, 2003 and June 2, 2003, respectively.
Excerpts from
Magna Carta for Disabled Persons
[REPUBLIC ACT NO. 7277]

AN ACT PROVIDING FOR THE REHABILITATION, SELF-DEVELOPMENT AND SELF-RELIANCE OF DISABLED PERSONS AND THEIR INTEGRATION INTO THE MAINSTREAM OF SOCIETY AND FOR OTHER PURPOSES.

CHAPTER I: BASIC PRINCIPLE

Section 1. Title. — This Act shall be known and cited as the “Magna Carta for Disabled Persons.”

Section 2. Declaration of Policy — The grant of the rights and privileges for disabled persons shall be guided by the following principles:

(a) Disabled persons are part of Philippine society, thus the State shall give full support to the improvement of the total well-being of disabled persons and their integration into the mainstream of society. Toward this end, the State shall adopt policies ensuring the rehabilitation, self-development and self-reliance of disabled persons. It shall develop their skills and potentials to enable them to compete favorably for available opportunities.

(b) Disabled persons have the same rights as other people to take their proper place in society. They should be able to live freely and as independently as possible. This must be the concern of everyone — the family, community and all government and non-government organizations. Disabled persons’ rights must never be perceived as welfare services by the Government.

(c) The rehabilitation of the disabled persons shall be the concern of the Government in order to foster their capacity to attain a more meaningful, productive and satisfying life. To reach out to a greater number of disabled persons, the rehabilitation services and benefits shall be expanded beyond the traditional urban-based centers to community based programs, that will ensure full participation of different sectors as supported by national and local government agencies.

CHAPTER II EDUCATION

Section 12. Access to Quality Education. — The State shall ensure that disabled persons are provided with access to quality education and ample opportunities to develop their skills. It shall take appropriate steps to make such education accessible to all disabled persons. It shall be unlawful for any learning institution to deny a disabled person admission to any course it offers by reason of handicap or disability.
The State shall take into consideration the special requirements of disabled persons in the formulation of educational policies and programs. It shall encourage learning institutions to take into account the special needs of disabled persons with respect to the use of school facilities, class schedules, physical education requirements, and other pertinent consideration.

The State shall also promote the provision by learning institutions, especially higher learning institutions of auxiliary services that will facilitate the learning process for disabled persons.

SECTION 13. Assistance to Disabled Students. — The State shall provide financial assistance to economically marginalized but deserving disabled students pursuing post secondary or tertiary education. Such assistance may be in the form of scholarship grants, student loan programs, subsidies, and other incentives to qualified disabled students in both public and private schools. At least five percent (5%) of the allocation for the Private Education Student Financial Assistance Program created by virtue of R.A. 6725 shall be set aside for disabled students pursuing vocational or technical and degree courses.
Excerpts from
Ecological Solid Waste Management Act of 2000
[REPUBLIC ACT NO. 9003]

AN ACT PROVIDING FOR AN ECOLOGICAL SOLID WASTE MANAGEMENT PROGRAM, CREATING THE NECESSARY INSTITUTIONAL MECHANISMS AND INCENTIVES, DECLARING CERTAIN ACTS PROHIBITED AND PROVIDING PENALTIES, APPROPRIATING FUNDS THEREFOR, AND FOR OTHER PURPOSES

CHAPTER I BASIC POLICIES

Article 1

General Provisions

Section 1. **Short Title** - This Act shall be known as the “Ecological Solid Waste Management Act of 2000.”

Section 2. **Declaration of Policies** - It is hereby declared the policy of the State to adopt a systematic, comprehensive and ecological solid waste management program which shall:

(a) Ensure the protection of the public health and environment;

(b) Utilize environmentally-sound methods that maximize the utilization of valuable resources and encourage resource conservation and recovery;

(c) Set guidelines and targets for solid waste avoidance and volume reduction through source reduction and waste minimization measures, including composting, recycling, re-use, recovery, green charcoal process, and others, before collection, treatment and disposal in appropriate and environmentally sound solid waste management facilities in accordance with ecologically sustainable development principles;

(d) Ensure the proper segregation, collection, transport, storage, treatment and disposal of solid waste through the formulation and adoption of the best environmental practice in ecological waste management excluding incineration;

(e) Promote national research and development programs for improved solid waste management and resource conservation techniques, more effective institutional arrangement and indigenous and improved methods of waste reduction, collection, separation and recovery;

(f) Encourage greater private sector participation in solid waste management;

(g) Retain primary enforcement and responsibility of solid waste management with local government units while establishing a cooperative effort among the national
government, other local government units, non-government organizations, and the private sector;

(h) Encourage cooperation and self-regulation among waste generators through the application of market-based instruments;

(i) Institutionalize public participation in the development and implementation of national and local integrated, comprehensive, and ecological waste management programs; and

(j) Strengthen the integration of ecological solid waste management and resource conservation and recovery topics into the academic curricula of formal and non-formal education in order to promote environmental awareness and action among the citizenry.

**ARTICLE 2**

**Definition of Terms**

**SECTION 3.** Definition of Terms - For the purposes of this Act:

(a) Agricultural waste shall refer to waste generated from planting or harvesting of crops, trimming or pruning of plants and wastes or run-off materials from farms or fields;

(b) Bulky wastes shall refer to waste materials which cannot be appropriately placed in separate containers because of either its bulky size, shape or other physical attributes. These include large worn-out or broken household, commercial, and industrial items such as furniture, lamps, bookcases, filing cabinets, and other similar items;

(c) Bureau shall refer to the Environmental Management Bureau;

(d) Buy-back center shall refer to a recycling center that purchases of otherwise accepts recyclable materials from the public for the purpose of recycling such materials;

(e) Collection shall refer to the act of removing solid waste from the source or from a communal storage point;

(f) Composting shall refer to the controlled decomposition of organic matter by micro-organisms, mainly bacteria and fungi, into a humus-like product;

(g) Consumer electronics shall refer to special waste that includes worn-out, broken, and other discarded items such as radios, stereos, and TV sets;

(h) Controlled dump shall refer to a disposal site at which solid waste is deposited in accordance with the minimum prescribed standards of site operation;

(i) Department shall refer to the Department of Environment and Natural Resources;
(j) Disposal shall refer to the discharge, deposit, dumping, spilling, leaking or placing of any solid waste into or in an land;

(k) Disposal site shall refer to a site where solid waste is finally discharged and deposited;

(l) Ecological solid waste management shall refer to the systematic administration of activities which provide for segregation at source, segregated transportation, storage, transfer, processing, treatment, and disposal of solid waste and all other waste management activities which do not harm the environment;

(m) Environmentally acceptable shall refer to the quality of being re-usable, biodegradable or compostable, recyclable and not toxic or hazardous to the environment;

(n) Generation shall refer to the act or process of producing solid waste;

(o) Generator shall refer to a person, natural or juridical, who last uses a material and makes it available for disposal or recycling;

(p) Hazardous waste shall refer to solid waste management or combination of solid waste which because of its quantity, concentration or physical, chemical or infectious characteristics may:

January 26, 2001
CHED Memorandum Order No. 15, Series of 2012

CLARIFICATORY GUIDELINES FOR THE SUSPENSION OF CLASSES IN HIGHER EDUCATION INSTITUTIONS (HEIs) DUE TO TYPHOONS/STORMS, FLOODING AND OTHER WEATHER DISTURBANCES

SUBJECT: AMENDMENT TO CMO 34, SERIES OF 2010 TITLED “CLARIFICATORY GUIDELINES FOR THE SUSPENSION OF CLASSES IN HIGHER EDUCATION INSTITUTIONS (HEIs) DUE TO TYPHOONS / STORMS, FLOODING AND OTHER WEATHER DISTURBANCES”

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the “Higher Education Act of 1994, and in view of Malacañang Executive Order 66 entitled “PRESCRIBING RULES ON THE CANCELLATION OR SUSPENSION OF CLASSES AND WORK IN GOVERNMENT OFFICES DUE TO TYPHOONS, FLOODING, OTHER WEATHER DISTURBANCES, AND CALAMITIES,” guidelines for the suspension of classes in higher education institutions are hereby updated as follows:

1. CHED does not issue cancellation or suspension of classes.
2. Classes at the collegiate level, including graduate school, in the affected area, are automatically cancelled or suspended when Signal No. 3 is raised by the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAG-ASA) and announced through various media outlets.
3. Classes at the collegiate level, including graduate school, may be cancelled or suspended at the discretion of local chief executives of Local Government Units and/or heads of HEIs if special circumstances in their area such as flooding, road damage, etc. warrant it. HEIs are also advised to monitor National Disaster Risk Reduction and Management Council (NDRRMC) announcements where disasters and calamities are present.
4. Local chief executives and/or HEI heads or their duly authorized representatives shall make the announcement for the cancellation or suspension of classes not later than 4:30AM of the day when cancellation or suspension shall take effect, using all available media outlets, (radio, TV, SMS, website and other forms of social media). For midday suspensions, the announcement shall be made not later than 11:00AM. School heads are advised to use proper discretion since there are times it is safer to keep the students in school rather than expose them to greater danger.
5. Even without the cancellation or suspension of classes, students who are unable to report to class or participate in scheduled activities such as exams due to inclement weather shall be given consideration and be allowed to make up for the missed class or activity.

This guideline shall remain in effect until revoked or amended.

For immediate dissemination and strict compliance of all concerned.

Issued this 1st day of June 2012, Quezon City, Philippines.

For the Commission:
PATRICIA B. LICUANAN, Ph.D.
Chairperson
In accordance with the pertinent provisions of Act (R.A.) No. 7722 otherwise known as the Higher Education Act of 1994, Batas Pambansa Blg.232, the constitution which estates that “The State shall exercise reasonable supervision over all higher education institutions,” and by virtue of Commission en Banc Resolution No. 540-2017 dated July 18, 2017, the following policies and guidelines on local off-campus activities are hereby adopted.

**Article I**

**RATIONALE**

In the Philippines, Higher Education Institutions (HEIs) ensure sustainable teaching and learning delivery process through the conduct of off-campus activities. These are activities conducted by HEIs to supplement and facilitate a more meaningful learning experience for students in addition to the regular classroom instructional programs that are in accordance with specific degree program requirements. These also include non-curricular activities. They are intended to broaden the students’ learning opportunities and allow them a feel of the real world, and therefore serve as powerful motivator to strengthen the academe-industry linkage. These learning situations include: internships, educational tours or fieldtrips, field studies, educational linkages, student development activities, non-curricular-based activities such as mission-based, immersion/reach-out programs, conventions, conferences, trainings, volunteer work, interschool competitions, cultural performances and team development activities, among others.

**Article II**

**STATEMENT OF POLICIES**

Section 1. CHED recognizes the academic freedom of the HEIs in promoting quality education for the continuing intellectual growth, the advancement of learning and research, and the education of high level professionals while enriching historical and cultural heritage through the conduct of off-campus activities as part of the curriculum.

Section 2. All HEIs are given the authority to design, determine and approved the conduct of off-campus activities a) as part of a duly approved curriculum as noted by CHED or b) as part of the HEI’s particular context or paramount consideration given to the safety and welfare of the student participants.
Section 3. It is the obligation of the HEIs to: a) adopt mechanisms for safety and welfare of all participants to the off-campus activities; and b) observe due diligence and strict adherence to the requirements stipulated in the CMO and the joint Memorandum Circular (JMC)

Section 4. To ensure the well-being and safety of all students in the higher education and guarantee the quality of their learning and exposure, CHED, in partnerships with the department of tourism (DOT), Department of the Interior and Local Government (DILG), Land Transportation and Franchising and Regulatory Board (LTFRB), League of Cities of the Philippines (LCP), AND League of Municipalities of the Philippines (LMP), shall issue separate guidelines for the conduct of all off-campus activities, if needed.

**ARTICLE III**

**OBJECTIVES**

Section 5. These set of policies and guidelines aim to guide HEIs in the conduct of off-campus activities in order to develop the holistic experience of students and to provide:

5.1 access to efficient and learning for students through meaningful off-campus activities as part of their program requirement embodied in the approved curriculum;

5.2 quality off-campus activities necessary to the acquisition of relevant knowledge, skills, and values;

5.3 mechanisms to exercise due diligence prior, during and after the activities for safety and welfare of the students and HEIs’ personnel and

5.4 mechanisms for the implementation of parallel activities to those students who will not be participating in the activity.

**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
   - Visit to reputable firms or government sites and other areas identified by the concerned local government units (LGU’s) 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. participation in sports activities;
   e. activities initiated by recognized various student groups;
   f. interschool competitions/tournaments; or
   g. 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 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 activity 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 activity refer to activities which include all authorized HEI curricular and non-curricular activities undertaken outside the premises of the institution.
ARTICLE VI

EXCLUSIONS

The following off-campus activities shall be excluded from this CMO. However, HEIs shall properly undertake mechanisms to assure due diligence in the conduct of all off-campus activities for the safety and security of the academic community.

Section 8. International Educational Tours or Field Trips

International educational tours 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

It is the obligation of government agencies, based on their respective mandates, to provide necessary services, actions, and assistance relative to off-campus activities:

10.1 Commission on higher Education (CHED);
10.2 Department of tourism (DOT);
10.3 Department of the Interior and Local Government (DILG)
10.4 Land Transportation Office (LTO)
10.5 Land Transportation Franchising and Regulatory Board (LTFRB)
10.6 League of Cities of the Philippines (LCP); and
10.7 League of Municipalities of the Philippines (LMP)

Section 11. Higher Education Institution (HEIs)

11.1 Responsibilities and obligations:

The HEIs shall:

a. Design, determine and approved the activities for the conduct of off campus activity 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. B. Adopt and implement its own institutional policies, including adherence to requirements under this COM, as part of its duty to observe due diligence in the conduct of off-campus activities. Failure to do shall be a cause for imposition of the sanctions as provided in the CMO without prejudice to the 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 vehicle:

   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, 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 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).

j. 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

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>PROOFS</th>
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<tbody>
<tr>
<td><strong>a.1.1 Curriculum</strong></td>
<td>Course Syllabus which reflects the relevance of requiring an educational tour and field trip</td>
</tr>
</tbody>
</table>
| The curriculum should include the off-campus activity with corresponding unit credits and time-allotment whether lecture or laboratory hours, specifying course title and unit credits | ...
| **a.1.2 Destination** | Appropriate report |
| 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, 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 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. | ...
| **a.1.3 Handbook or Manual** | Handbook or Manual |
| The requirements and guidelines of the conduct of local off-campus activities should be updated and be included in the students’ handbook or manual. | ...
| **a.1.4 Consent of the Parents or Student’s Guardian** | Duly notarized / subscribed consent |
| | ...
| **a.1.5 Medical Clearance of the Students** | Medical clearance of the students, if appropriate duly signed by the HEI or government Physician |
| | ...
| **a.1.6 Personnel In-Charge** | Designation or order from the Dministration indicating personell-in-charge’s role and responsibilities before, during and after the off-campus activities Relevant certificate on first-aid training |
| The designated personnel-in-charge must be an employee of the institution and must have the appropriate qualifications and 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. | ...
| **a.1.7 First Aid Kit** | First-aid kit |
| The HEI should provide a complete first-aid kit. | ...
| **a.1.8 Fees/Fund Source** | Duly approved schedule of fees |
| The fees to be collected from the students must be duly approved and disseminated to concerned stakeholders. | ...
<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>PROOFS</th>
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<tbody>
<tr>
<td>There should be a breakdown of fund source and other resources properly</td>
<td>Appropriate report</td>
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<td>secured and accounted for.</td>
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<tr>
<td><strong>a.1.9 Insurance</strong></td>
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<tr>
<td>The HEI should provide insurance (individual or group) provision for</td>
<td>Proof of insurance provision</td>
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<td>students, faculty and other concerned stakeholders, for the purpose of</td>
<td></td>
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<td>the activity.</td>
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<td><strong>a.1.10 Mobility of Students</strong></td>
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<tr>
<td><strong>a.1.10.1 Owned by the HEI</strong></td>
<td>Updated/valid documents pertaining to registration, insurance coverage,</td>
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<td></td>
<td>driver’s license, assurance of roadworthiness, among others.</td>
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<tr>
<td><strong>a.1.10.2 Third party or sub-contracting</strong></td>
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<tr>
<td><strong>a.1.10.2.1 Franchise</strong></td>
<td>Certification from the LTFRB for the validity of the franchise of the</td>
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<td></td>
<td>proposed operator (i.e. legitimate, current and up-to-date), if</td>
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<td>applicable</td>
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<td>Special Permit from LTFRB if transportation is out-of-line</td>
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<tr>
<td>Updated/valid documents pertaining to registration, insurance coverage,</td>
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<tr>
<td>driver’s license, assurance of roadworthiness, etc.</td>
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<tr>
<td><strong>a.1.10.2.2 Travel and Tour Operator</strong></td>
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<tr>
<td>In cases where the service of Travel and Tour Operator is used, it should</td>
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<td>be duly accredited by the DOT.</td>
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<td>If applicable, the HEI must engage an accredited tourist transport</td>
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<td>vehicle and/or tourist with the appropriate permits.</td>
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<tr>
<td><strong>a.1.11 LGUs/NGOs</strong></td>
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<tr>
<td>The HEI should duly coordinate with appropriate LGUs/NGOs</td>
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<tr>
<td>Whenever necessary for the safety and convenience of the touring party,</td>
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<td>advance and proper coordination with the local government units with</td>
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<td>acknowledged letter from the concerned government agency shall be</td>
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<td>secured before the scheduled dates of the activity.</td>
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<tr>
<td>• Copy of the letter sent to the LGUs</td>
<td></td>
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<tr>
<td>• Copy of the acknowledgement letter from the LGUs</td>
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<tr>
<td>REQUIREMENTS</td>
<td>PROOFS</td>
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<tr>
<td><strong>a.1.12 Activities</strong></td>
<td>Minutes and attendance of the briefing and consultation conducted to concerned students, faculty and stakeholders</td>
</tr>
<tr>
<td><strong>a.1.12.1 General orientation to students</strong></td>
<td>Minutes and attendance of the briefing and consultation conducted to concerned students, faculty and stakeholders</td>
</tr>
<tr>
<td><strong>a.1.12.2 Consultation to concerned students, faculty and stakeholders with attached minutes of consultation and attendee’s signature</strong></td>
<td>• Letters to parents, students and adult companion preferably faculty • Appointment with conforme of Personnel-in-charge</td>
</tr>
<tr>
<td><strong>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</strong></td>
<td>• Itinerary • Handy information materials for students</td>
</tr>
<tr>
<td><strong>a.1.12.4 Briefing to concerned faculty and students and provide the needed info materials before the trip</strong></td>
<td>• Itinerary • Handy information materials for students</td>
</tr>
<tr>
<td><strong>a.1.12.5 Learning journals for students</strong></td>
<td>• Standard format of learning journals students</td>
</tr>
<tr>
<td><strong>1.1.12.6 Emergency Preparedness Plan to be given to students and stakeholders</strong></td>
<td>• Appropriate report</td>
</tr>
<tr>
<td><strong>a.2 During the off campus activity</strong></td>
<td></td>
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<tr>
<td><strong>a.2.1 Personnel-in-charge, identify overall leader (when necessary) with the following tasks:</strong></td>
<td>List of students and / or attendance</td>
</tr>
<tr>
<td><strong>a.2.1.1 Accompany the students from the time they assemble for the off-campus activity up to debriefing</strong></td>
<td>List of personnel or attendance</td>
</tr>
<tr>
<td><strong>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)</strong></td>
<td>Contract of service with the third party</td>
</tr>
<tr>
<td><strong>a.2.1.3 Ensure that program of activities is properly followed as planned or activities is be adjusted as the need arises.</strong></td>
<td></td>
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<tr>
<td><strong>a.3 After the off-campus activity</strong></td>
<td></td>
</tr>
<tr>
<td><strong>a.3.1 Learning journals of students</strong></td>
<td>Appropriate report / grades</td>
</tr>
<tr>
<td><strong>a.3.2 Assessment report / Evaluation Report</strong></td>
<td>Assessment report by faculty including the breakdown of expenses</td>
</tr>
<tr>
<td><strong>a.3.3 Expenditure report</strong></td>
<td>Breakdown of expenses</td>
</tr>
<tr>
<td><strong>a.3.4 Debriefing of concerned faculty to students to be able to assess acquisition of learning</strong></td>
<td>Report on de briefing program conducted.</td>
</tr>
</tbody>
</table>
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. (Please refer to Annex A)

b.2 Report of Compliance. A report of compliance must be certified correct by the PIC, reviewed by the Dean of the 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 (16) days before the activity. (Please refer to Annex B)

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. (please refer to Annex C)

c. Exemption from submission of reports 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 III shall be exempted from submitting Report of Compliance, but are required to submit the Certificate of Compliance (refer to Annex A)

c.2 Submission of reports shall not be required for non-curricular off-campus activities and field study/experimental 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, finding and noteworthy experiences.

12.2 Imposition of sanctions for non-performance/violation, of above-mentioned actions should be in accordance with the HEI’s policies
ARTICLE VIII

MONITORING AND EVALUATION

Section 13. The CHEDROs shall conduct a monitoring of the compliance vis-a-vis obligations and liabilities of the HEIS to the documentary requirements and activities undertaken.

Section 14. All HEIs awarded as Autonomous, Deregulated, Centers of Excellence / Centers of Excellence / Centers of Development, or with at least Level II accredited programs, and SUCs with at least level III shall be exempted from the monitoring and evaluation, except when there are complaints related to the conduct of off-campus activities.

Section 15. CHEDROs shall submit a summary of monitoring report of the HEIs within their respective region and submit the same to the Office of the Executive Director (OED) through the Office of Student Development and Services (OSDS).

ARTICLE IX

Section 16. Students should only be for actual costs of transportation, entrance fees and related expenses, subject to consultation. General information on fees to the conduct of off-campus activities should be included in the student handbook or manual.

ARTICLE X

VIOLATIONS AND SECTIONS

Section 17. Violations. The following are consider 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 report to CHEDDRO;
   g. Submission of requirements per requires 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.
Section 18. Sanctions.

18.1 The CHEDROs, after due process, may impose the following appropriate sanctions depending on the nature and seriousness of the violation/s or non-compliance of the HEIs with the policies and guidelines stated in this CMO:

a. written warning
b. cancellation of the activity
c. order the refund of collected fees

Thereafter, CHEDROs are qualified to submit within thirty (30) days to the CHED Legal and Legislative Service (LLS) actions taken in pursuance of this provision.

18.2. For violation/s or non-compliance of the HEIs affecting the general public and/or national interest, the Commission en Banc, taking into consideration the recommendation of the CHED LLS, may impose the following sanctions depending on the nature and seriousness of the violation/s or non-compliance of the HEIs:

a. Blacklisting of the third party (franchisee or tour operator);
b. Suspension from conducting off-campus activities for a period of time as determined by the CEB; and
c. Repeated violations of the CMO may result to the imposition of penalties such as revocation of permits, downgrading of status, phase-out and such other penalties may be validly imposed by the Commission to the concerned HEIs.

18.3 This is without the right of the concerned students/injured party/ies to file necessary criminal or civil charges or administrative charges against the school and/or its administrators under the civil code or other applicable laws.

Article XI

REPEALING CLAUSE

Section 19. This CMO supersedes CMO No. 17, s. 2017 entitled “Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students.” All previous issuances or part thereof inconsistent with provisions of this CMO are deemed repealed, revoked or rescinded accordingly.

Article XII

TRANSITORY PROVISION

Section 20. All HEIs, including SUCs and LUCs, shall immediately fully comply with all the requirements in this CMO upon its effectivity.

Section 21. The moratorium on the conduct of educational tours and field trips entitled “Imposition of Moratorium on Field Trips and other Similar Activities Covered Under CHED
Memorandum Order No. 17, Series of 2017, and Review of the Policy to Strengthen Mechanisms the Safeguard All Students at All Levels and Faculty Members in activities included in the Curricular, Research and Extension Programs of Higher Education Institutions” shall also be deemed lifted upon the effectivity of this CMO.

**ARTICLE XIII**

**EFFECTIVITY**

Section 22  This is CMO shall take effect fifteen (15) days after is publication in the Office Gazette or in a newspaper of general circulation and filing with the office of National Administrative Register (ONAR) and shell remain in force and effect until Revoked or amended.

Issued this 25 day of July in Quezon City

For the Commission :

**PATRICIA B. LUCUANAN, PH.D**
Chairperson

*Annexes:*

ANNEX A - Certificate of Compliance
ANNEX B - Report of Compliance
ANNEX C – Comprehensive Semestral/Term Report
Excerpts from
CHED Memorandum Order No. 26, Series of 2015

POLICIES AND GUIDELINES ON INTERNATIONAL EDUCATIONAL TRIPS

SUBJECT: “POLICIES, GUIDELINES AND PROCEDURES ON INTERNATIONAL EDUCATIONAL TRIPS (IET) OF UNDERGRADUATE AND GRADUATE STUDENTS”

In accordance with the pertinent provisions of Batas Pambansa Blg. 232, Republic Act (R.A) 7722 otherwise known as the Higher Education Act of 1994, provision in the Constitution which states that “The State shall exercise reasonable supervision over all Higher Education Institutions”, and pursuant to Commission en Banc Resolution No. 775-2014 dated December 17-18, 2014 and Joint ManCom and Commission en Banc Meeting on July 20, 2015 the following policies, guidelines and procedures are hereby adopted.

Article I:

STATEMENT OF POLICIES

Section 1. It is the policy of the state to create and sustain a complete, adequate and integrated system of education relevant to the needs of the people and society. In line with this, the higher education’s contribution to generate global awareness and career orientation is recognized towards the attainment of the goals of human development.

Section 2. The Philippines, in keeping with the growing internalization of higher education and in pursuance of its bilateral and multilateral commitments is promoting the mobility of students both inbound and outbound. Mobility opportunities promotes overall student experience through international educational tours regardless of duration. Hence, there is a need to establish a mechanism to safeguard the students while undergoing International Educational Trips.

Section 3. It is also the policy of the state to uphold all the laws and other measures preventing acts of public officers and private persons alike which constitute graft or corrupt practices or which may lead thereto.

Section 4. The Commission on Higher Education (CHED) recognizes the academic freedom of the participating Higher Education Institutions (HEIs) hence, they will assume responsibility over the students who will undergo International educational trips.
**Article II:**

**Definition of Terms**

**International Educational Trip** – an extended educational activity in which the students will comply the required learning outcome in the approved curriculum involving the travel of students outside the Philippines.

**Center of Excellence (COE)** – refers to a designation granted by the Commission on Higher Education in recognition of a unit’s exemplary performance in its teaching, research and extension functions.

**Center of Development (COD)** – refers to a designation granted by the Commission on Higher Education in recognition of a unit’s evident above average performance in teaching, research and extension functions.

**Level II Accreditation** – Programs which have at least been granted initial accredited status by accrediting bodies.

**Exchange Visitors Program (EVP)** – an international exchange program administered by the United States of America to implement the Mutual Education and Cultural Exchange Act of 1961, as amended, Public Law 87-256.

**Appeal** - an earnest request for aid, support, sympathy, mercy, etc.; entreaty, petition, plea, or a request or reference to some person or authority for a decision.

**Meritorious Cases** – refer to conditions that prevent the students to join the International Education Trips such as: financial difficulty, medical conditions, legal impediments and similar conditions.

**Article III:**

**Objectives**

**Section 5.** These set of policies and guidelines aim to rationalize the conduct of International Educational Trips among HEIs in order to:

5.1 provide access to efficient and interactive learning of students through meaningful International Educational Trips as indicated in their program requirement embodied in the approved curriculum;

5.2 ensure that all Higher Education Institutions provide quality International Educational Trips relevant to the acquisition of the necessary knowledge skills, and values for student;

5.3 promote understanding of culture and working environment in different countries by the students;
5.4 help provide international experiences for the students especially who are directly involved in the mobility program, and unique and different learning environment for the students; and

5.5 protect and safeguard students undergoing International Educational Trips.

Article IV:

COVERAGE

Section 6. These policies, guidelines and procedures shall cover the International Educational Trips duly required in the approved curriculum of authorized higher education programs of both public and private HEIs. These shall apply to all higher education students both graduate and undergraduate programs duly authorized by the concerned HEI to handle International Educational Trips. The HEIs must either have accreditation Level II of the program, Autonomous, deregulated, COE, and COD or with ISA classification in order to be allowed to conduct International Educational Trips.

The said International Educational Trips are voluntary in nature on the part of the students.

In such an event and upon meritorious cases, the affected student may opt to undergo local educational trips.

Section 7. Students under Exchange Visitors Program (EVP) are not covered by this CMO since this is governed by the Commission on Filipino Overseas. Other International Educational Trips sponsored by the Philippine Government are not covered by these guidelines.

Article V:

STUDENTS

Section 8. Higher education students shall assess their capability to undertake such International Educational Trips since they are considered as young adults. HEIs shall require the concerned students to submit a medical clearance before allowing them to join the given International Educational Trips. The medical clearance must be issued by the concerned HEIs as part of their free services to the students.

Section 9. For students who cannot join the International Educational Trips, they must be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies and achieves other learning objectives.
ARTICLE VI:

DESTINATION

SECTION 10. In order to minimize cost, the nearest possible country or countries belonging to the Association of Southeast Asian Nations (ASEAN) should be considered provided that the objectives of the International Educational Trips can be attained.

SECTION 11. When the international educational trips require additional cost on the part of students, prior consultation with concerned students/parents/guardian/spouse shall be undertaken. Hence, all these information shall form part of the student handbook so that the same shall be explained during the General Orientation of freshmen and ongoing students before the start of classes, including the details of the International Educational Trips.

SECTION 12. Whenever necessary and for the safety and convenience of the tripping party, CHED Regional Office (CHEDRO) shall endorse the list of tripping students together with the basic information to the Bureau of Immigration (BI) copy furnished Office of Student Development and Services (OSDS) and the Department of Foreign Affairs (DFA).

ARTICLE VII:

RESPONSIBILITIES OF PARTIES

SECTION 13. STUDENTS

13.1. Undergo the required orientation for International Educational Trips conducted by the HEI;

13.2. Submit to the HEI the terminal report and other school requirements upon completion of the trips: and

13.3. Report to CHED through nearest Philippine Foreign Service Post any complaints or grievances as appropriate.

SECTION 14. PARENTS

14.1. Attend the pre-departure seminar or orientation together with the student; and

14.2. Sign the consent paper allowing their children/spouse to leave the Philippines to attend an International Educational Trip.

SECTION 15. HIGHER EDUCATION INSTITUTIONS (HEIS)

15.1. Implement the appropriate International Educational Trips in accordance with the specific degree program requirement as submitted to the CHEDROs at least one month prior to the opening of classes of the Academic Year of implementation.
As part of the curriculum/course, a Proto-type Observation Guide during International Educational Trips must be required and to be accomplished, giving emphasis on the relevant competencies and lessons learned from the stated trips. An assessment of learning outcomes must also be accomplished following the institutional policy on grading system. The same shall be submitted to CHEDROs;

15.2. Assign a designated and qualified faculty member who will be responsible for all aspects of the International Educational Trips program including the implementation, monitoring and evaluation;

15.3. Secure and protect the students. HEI authorities shall inform parents or guardians on the HEI guidelines on the conduct of International Educational Trips;

15.4. Conduct orientation on cost requirements before enrolment;

15.5. Conduct briefing and debriefing program before and/or after the International Educational Trips. Briefing shall include among others, precautionary measures that will be undertaken by the concerned HEI with the concerned students and parents/guardians (if the student is a minor) and the standard accommodation and accessible facilities for student with disabilities, insurance, basic laws and rules of the country being visited, cultural ethic among others. Also, Risk Assessment Procedures for educational trips must also be discussed with concerned students including parents and/or guardians. As a general requirement, the HEIs following their institutional policy should require the students to submit their parent’s/guardian/spouse’ consent. Debriefing program should include among others, reflection of the learning experiences duly documented in the learning journal;

15.6. Inform the CHEDROs on the nature of the International Educational Trips to include purpose, schedule, destinations, and cost and submit a report on the matter to the CHEDROs concerned at least one month before the opening of classes for every academic year including proper coordination with other government agencies. HEI’s report should include among others the filled-in undertaking form that the International Educational Trip is not conducted to unduly benefit or accommodate any of the establishments enumerated in the list owned by an HERI or employee or by an owner who is a relative with the third civil degree of consanguinity or affinity to an HEI owner or employee having any involvement in the conduct of International Educational Trips. In turn, all CHEDROs are hereby directed to consolidate these reports of the HEIs within their respective jurisdictions and submit the same to the Executive Office (Attention: The Director, Office of Student Development and Services);

15.7. Include HEI guidelines for International Educational Trips in their student’s handbook, distribute copies of these guidelines to students and display in conspicuous places for guidance and reference;
15.8. Facilitate the processing of the documents on behalf of the students. They shall assume full responsibility over the students while having their International Educational Trips. No waiver shall be required by HEI to be submitted by parents/students regarding the non-liability of school on safety and security of concerned students;

15.9. Ensure that students avail the students services even while in another country such as but not limited to:

- health services; and
- guidance and counseling services

15.10. Submit to the CHED Regional Office, the following requirements for endorsement to BI and copy furnish the Office of Student Development and Services (OSDS) and Department of Foreign Affairs (DFA):

- Notarized letter of intent of the students to participate in International Educational Trips;
- Roundtrip ticket with flight detail upon favorable evaluation by CHEDRO;
- Written consent from parent/guardian or spouse;
- Approved documents from the Host Country from the said International Educational Trips (if applicable); and
- Any other necessary documents duly authenticated by the Philippine Foreign Service Post as may be required by CHED.

It shall be unlawful for an HEI employee to personally profit from International Educational Trips. HEI employee who violated this section may be terminated for Grave Misconduct. If any of the service companies mentioned in the preceding sections is established as a laboratory or practicum training outfit, the provision of the immediately preceding sections shall not apply.

**ARTICLE VIII:**

**IMPLEMENTING GUIDELINES AND PROCEDURES**

**SECTION 20. Requirements for Parties Involved**

20.1. Participating HEIs:

- Must have either accreditation Level II of the program, autonomous, deregulated, COE, COD or with ISA classification;
- Must ensure that educational trip is part of the requirements in the duly noted/approved curriculum;
- Must have a designated qualified faculty member or any authorized coordinator to manage the trips; and
• Must assume all other requirements and responsibilities of the international educational trips.

20.2. Participating Students must:
• Hold a valid passport. In case of foreign students check with the Bureau of Immigration (BI) the other requirements needed;
• Be currently enrolled in a Philippine higher education institution;
• Be at least 18 years old at the time of the International Educational Trips. If the participating Filipino student is minor, secure certification from the Department of Social Welfare and Development (DSWD);
• Be in good academic standing as certified by the HEI;
• Have medical certificate issued by the physician of the concerned HEI;
• Be able to communicate in English or in the language spoken in the host country;
• Have written consent from parent/guardian/spouse; and
• Have endorsement letter from the HEI President.

Article IX:

FEES

Section 22. Fees and scheme of payment shall be determined during the consultation of all parties before the beginning of the semester where the International Educational Trips will be pursued.

Article X:

VIOLATIONS

Section 23. HIGHER EDUCATION INSTITUTIONS

Any HEI that shall be found to have committed the following violations of these guidelines shall be meted with the appropriate sanctions stated in Section 24.

23.1. Allowing students to undergo International Educational Trips even they are not accredited Level II of the program/Autonomous/Deregulated/COE and COD or with ISA classification;

23.2. International Educational Trips conducted were not part of the curriculum/course;

23.3. No designated and qualified faculty;

23.4. Failing to monitor welfare of student;
23.5. No orientation conducted before enrolment regarding the cost requirements;
23.6. Not giving pre-departure orientation for students and parents/legal guardian;
23.7. Not informing CHEDROs on the nature of the International Educational Trips one month before the opening of the classes;
23.8. International Educational Trips were not included in the student’s handbook;
23.9. Imposing waiver from parents/students regarding the non-liability of school on safety and security of concerned students;
23.10. Allowing students to undertake International Educational Trips without securing a valid endorsement from CHED to BI;
23.11. Failure to submit the required reports/documents such as:
   Notarized letter of intent of the students to participated in International Education Trips;
   • Roundtrip ticket with flight detail upon favorable evaluation by CHEDRO;
   • Written consent from parent/guardian or spouse;
   • Approved documents from the Host Country from the said International Educational Trips (if applicable); and
   • Any other necessary documents duly authenticated by the Philippine Foreign Service Post as may be required by CHED.

**ARTICLE XII:**

**REPEALING CLAUSE**

**SECTION 25.** All previous issuances inconsistent with these guidelines are deemed repealed, revoked or rescinded accordingly.

**ARTICLE XIII:**

**EFFECTIVITY**

**SECTION 26.** These guidelines shall take effect 15 days after publication in the Official Gazette or newspaper of general circulation and should be observed by all HEIs starting AY 2016-2017.

Issued this 4th day of August 2015 in Quezon City.

PATRICIA B. LICUANAN, Ph.D.

Chairperson
Excerpts from
CHED Memorandum Order No. 01, Series of 2015

ESTABLISHING THE POLICIES AND GUIDELINES ON GENDER AND DEVELOPMENT IN THE COMMISSION ON HIGHER EDUCATION AND HIGHER EDUCATION INSTITUTIONS (HEIs)

RATIONALE AND MANDATES

The Philippines, being a State Party to the United Nations (UN). Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW), which it signed on July 15, 1980 and ratified on August 5, 1981, is obligated to pursue and implement programs, projects and activities that will contribute to the achievement of women’s empowerment and gender equality.

Known as the International Bill of Rights of Women, the CEDAW was adopted by the UN General Assembly in 1979 and entered into force as an international treaty on September 3, 1981. Consisting of a preamble and 30 articles, it defines what constitutes discrimination against women and sets up an agenda for national action to end such discrimination.

The CEDAW defines discrimination against women as “any distinction, exclusion or restriction made on the basis of sex which has the effect or purpose of impairing or nullifying the recognition, enjoyment or exercise by women, irrespective of their marital status, on a basis of equality of men and women, of human rights and fundamental freedoms in the political, economic, social, cultural, civil, or any other field.” (CEDAW, Part 1, Article 1)

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Part I.

GENERAL POLICY AND COVERAGE

Gender mainstreaming is one of the major strategies in educating and informing various sectors of society on the need to recognize and respect rights of women and men. Educating more women translates to additional socio-economic gains that benefit entire societies, including increased economic productivity, higher family incomes, more informed members of society, and respect for the rights of women. Research has shown that investments in education facilitate the achievement of most other development goals including sustainable growth (USAID, “Education Strategy: Improving Lives through Learning,” 2005) Gender mainstreaming in higher education is therefore essential not only to individual but also national development, higher education being the central site for facilitating the skills, knowledge and expertise important to economic and social development. HEIs are instrumental in the globalized knowledge economy, the initial and continuing training of professionals, national wealth
creation, and innovations in science and technology. HEIs are also a potent intermediary for the promotion of the core value of family and the preservation of women’s role as transmitters of Philippine culture and heritage.

These Guidelines seek to introduce and institutionalize gender equality, and gender responsiveness and sensitivity in the various aspects of Philippine higher education. The Guidelines shall apply to CHED, i.e., the Central and Regional Offices, and to all higher HEIs, private and public. In terms of scope, the Guidelines include enabling mechanisms that CHED and HEIs shall establish, such as the GAD Focal Point System or GFPS, and the integration of the principles of gender equality in the triological functions of higher education: (1) curriculum development, (2) gender-responsive research programs, and (3) gender-responsive extension programs.

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PART II.

DEFINITION OF TERMS

As defined in these Guidelines, the following terms shall be understood to mean:

**Beijing Platform for Action (BFPA)** – refers to the resulting document of the Fourth World Conference on Women in Beijing, China in 1995 adopted in consensus by the United Nations. It represents the international community’s commitment towards the promotion of women’s welfare and aims at accelerating the implementation of the Nairobi Forward-Looking Strategies for the Advancement of Women (PCW)


**Gender** – refers to the roles and responsibilities of men and women that are created in the family, society and culture. The concept of gender also includes the expectations held about the characteristics, aptitudes and likely behaviors of both women and men (femininity and masculinity). Gender roles and expectations are learned. They can change over time and they vary within and between cultures. Systems of social differentiation such as political status, class, ethnicity, physical and mental disability, age and more, modify gender roles. The concept of gender is vital because, applied to social analysis, it reveals how women’s subordination (or men’s domination) is socially constructed. As such, the subordination can be changed or ended. Gender is not biologically predetermined nor is it fixed forever. ([UNESCO](https://en.wikipedia.org/wiki/Gender))
**Gender Analysis** – refers to a framework to compare the relative advantages and disadvantages faced by women and men in various spheres of life, including the family, workplace, school, community and political system. It also takes into account how class, age, race, ethnicity, culture, social and other factors interact with gender to produce discriminatory results. (PCW MC 2011-01)

**Gender and Development (GAD)** – refers to the development perspective and process that are participatory and empowering, equitable, sustainable, free from violence, respectful of human rights, supportive of self-determination and actualization of human potential. It seeks to achieve gender equality as a fundamental value that should be reflected in development choices; seeks to transform society’s social, economic, and political structures and questions the validity of the gender roles ascribed to women and men; contends that women are active agents of development and not just passive recipients of development assistance; and stresses the need of women to organize themselves and participate in political processes to strengthen their legal rights. (MCW)

**GAD Focal Point System** – refers to an interacting and interdependent group of people in all government instrumentalities tasked to catalyze and accelerate gender mainstreaming. It is a mechanism established to ensure and advocate for, guide, coordinate, and monitor the development, implementation, review and updating of their GAD plans and GAD-related programs, activities and projects. (PCW MC 2011-01)

**GAD Resource Center (GRC)** – refers to institutional mechanisms employed earlier by the PCW, then still called the National Commission on the Role of Filipino Women, as depositories of gender-related information and materials in select state universities and colleges in the regions. (GAD Planning and Budgeting—Adding Value to Governance: GAD Budget Policy Compliance Report 2001-2002, NCRFW, 2002)

**Gender Equality** – refers to the principle asserting the equality of men and women and their right to enjoy equal conditions realizing their full human potential to contribute to and benefit from the results of development, and with the State recognizing that all human beings are free and equal in dignity and rights. (MCW and PCW MC 2011-01)

**Gender Mainstreaming** – refers to the strategy to make women’s as well as men’s concerns and experiences an integral dimension of the design, implementation, monitoring, and evaluation of policies and programs in all political, economic, and social spheres so that women and men benefit equally and inequality is not perpetuated. It is the process of assessing the implications for women and men of any planned action, including legislation, policies, or programs in all areas and at all levels. (MCW and PCW MC 2011-01)
Gender-Responsive Curricular Program (GRCP) – refers to a curriculum that shall prevent all forms of gender-based discrimination in instruction, research, extension, as well as in marketing methods and the use of promotional materials. It ensures the promotion of “women’s empowerment” to be undertaken through the “provision, availability, and accessibility of opportunities, services, and observance of human rights which enable women to actively participate and contribute to the political, economic, social and cultural development of the nation.” (CHED)

Gender-Responsive research Program (GRRP) – refers to a collaborative, purposive research activity or activities conducted by various members of HEIs to contribute to the empowerment of identified communities that they may eventually, by themselves, achieve gender-responsive development and inclusive growth. It envisions a community of people possessing the core value of gender equality. GRRP is part of the GAD and Research programs of HEIs that are intended to initiate, catalyze and sustain the development of various individuals or communities using the institutions’ expertise and available resources. (CHED)

Magna Carta of Women (Republic Act No. 9710) – refers to the Philippines’ comprehensive women’s human rights law that seeks to eliminate discrimination against women by recognizing, protecting, fulfilling and promoting the rights of women, especially those in marginalized sector. The law, which is a consolidation of Senate Bill No. 2396 and House Bill No. 4273, was passed by the Senate and the House of Representatives on May 19, 2009 and May 20, 2009, respectively. It was signed into law by President Gloria Macapagal-Arroyo on August 14, 2009. (PCW and Civil Service Commission)

Marginalized – refers to the basic, disadvantaged, or vulnerable persons or groups who are mostly living in poverty and have little or no access to land and other resources, basic social and economic services such as health care, education, water and sanitation, employment and livelihood opportunities, housing, social security, physical infrastructure, and the justice system. (MCW)

Social Protection – refers to policies and programs that seek to reduce poverty and vulnerability to risks and enhance the social status and rights of all women, especially the marginalized by promoting and protecting livelihood and employment, protecting against hazards and sudden loss of income, and improving people’s capacity to manage risk. Its components are labor market programs, social insurance, social welfare, and social safety nets. (MCW)

Substantive Equality – refers to the full and equal enjoyment of rights and freedoms contemplated under the Magna Carta of Women. It encompasses de jure and de facto equality and also equality in outcomes. (MCW)
Women’s Empowerment – refers to the provision, availability, and accessibility of opportunities, services, and observance of human rights which enable women to actively participate and contribute to the political, economic, social, and cultural development of the nation as well as those which shall provide them equal access to ownership, management, and control of production, and of material and informational resources and benefits in the family, community, and society. (MCW)

It is the process and condition by which women mobilize to understand, identify and overcome gender discrimination so as to achieve equality in welfare and equal access to resources. In this context, women become agents of development and not just beneficiaries, enabling them to make decisions based on their own views and perspectives. (PCW MC 2011-01)

Violence Against Women – refers to any act of gender-based violence that results in, or is likely to result in, physical, sexual, or psychological harm or suffering to women, including threats of such acts, coercion, or arbitrary deprivation of liberty, whether occurring in public or in private life. It shall be understood to encompass, but not be limited to, the following:

- Physical, sexual, psychological, and economic violence occurring in the family, including battering, sexual abuse of female children in the household, dowry-related violence, marital rape, and other traditional practices harmful to women, non-spousal violence, and violence related to exploitation;
- Physical, sexual, and psychological violence occurring within the general community, including rape, sexual abuse, sexual harassment, and intimidation at work, in educational institutions and elsewhere, trafficking in women, and prostitution; and
- Physical, sexual, and psychological violence perpetrated or condoned by the State, wherever it occurs. It also includes acts of violence against women as defined in republic Acts No. 9208 and 9262. (MCW)

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Part XIV.

Compliance with laws and issuances on women empowerment

RULE I: SEXUAL HARRASSMENT AND OTHER RELATED SEXUAL OFFENSES

Section 1: Policy and Coverage. All HEIs shall ensure the necessary policies and mechanisms are in place to prevent and punish sexual harassment and other related sexual offenses. The provisions herein shall govern the creation of the Committee on Decorum and Investigation (CODI) in all public and private HEIs, as well as the procedures to be followed in the prosecution and investigation of sexual
harassment and other related sexual offenses in HEIs, in compliance with the Anti-
Sexual Harassment Act of 1995 (Republic Act 7877), the Civil Service Commission
(CSC) Memorandum Circular No. 17 (23 July 2001), Department of Labor and
Employment (DOLE) Administrative Order No. 250 (21 June 1995), the Anti-Rape
(Republic Act No. 8505). The said procedures shall not be bound by technical rules
of evidence but by those governing administrative cases.

...  

SECTION 2: The CODI and Its Functions. A CODI shall be created in all HEIs, The CODI shall perform the following functions:

a. Receive complaints of sexual harassment or other related sexual offenses;

b. Investigate complaints of sexual harassment complaints or other related sexual offenses in accordance with the prescribed procedure;

c. Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision.

d. Lead in the conduct of discussions about sexual harassment and other related sexual offenses within the institution to increase the community’s understanding of, and prevent incidents of, sexual harassment and other related forms of sexual offenses; and

e. Conduct such other activities that would engender a safe environment for women in school campuses and training-related programs in HEIs.

SECTION 3: Composition. The CODI shall composed of at least one (1) representative each from the administration, employees or non-teaching personnel, trainers/coaches, teaching personnel (teachers, instructors, professors), and students or trainees, as the case may be, duly selected by the school’s disciplining authority.

The HEI may formulate its own rules on the term of office of CODI members, which should not be more than two (2) years, and on other matters pertaining to the functions of the committee as contemplated in RA7877 not otherwise provided in the Rules below.

SECTION 4: Definition. For the purpose of these Rules, the administrative offense of sexual harassment is an act, or a series of acts, involving any unwelcome sexual advance, request or demand for a sexual favor, or other verbal or physical behavior of a sexual nature, committed by an employee or official in the work -, training- or education-related environment of this person complained of.

Education- or training related sexual harassment is committed against one who is under the actual or constructive care, custody or supervision of the offender, or
against one whose education, training, apprenticeship, internship or tutorship is directly or constructively entrusted to, or is provided by, the offender, when:

a. Submission to, or rejection of, the act or series of acts can be used as a basis for any decision affecting the complainant, including, but not limited to, the giving of a grade, the granting of honors or a scholarship, the payment of a stipend or allowance, or giving of any benefit, privilege or consideration.
b. the act or series of acts have the purpose or effect of interfering with the performance, or creating an intimidating, hostile or offensive academic environment of the complaint; or
c. the act or series of acts might reasonably be expected to cause discrimination, insecurity, discomfort, offense or humiliation to a complainant who may be a trainee, apprentice, intern, tutee or ward of the person complained of.

Other forms of sexual offenses shall include verbal, physical and cyber harassment of sexual nature, the use of lewd language, voyeurism, and texting and bullying with sexual content.

The persons liable to commit sexual harassment and other related sexual offenses are those of the same or opposite sex who are:

a. Having authority, influence or moral ascendancy over another in any aspect of academic or administrative work, such as an officer, faculty member, employee, coach or trainer;
b. In peer relationships, and
c. Students harassing faculty members or employees.

Section 5: Site. Sexual harassment may take place

a. Within the premises of the school or training institution
b. In any place where the parties were found as a result of education or training responsibilities or relations;
c. At any education or training-related social function;
d. While on official business outside the school or training institution or during school or training-related travel
e. At official conferences, for a, symposia or training sessions; or
f. By telephone, cellular phone, fax machine, electronic mail or social media

Section 6: Assistance to Complaints. The HEI may adopt mechanisms to provide assistance to an alleged victim of sexual harassment or other related sexual offense, as may be appropriate, which may include the following:
a. Guidance and spiritual counseling;
b. Referral to an agency offering professional help;
c. Support from GAD Focal Committee;
d. Coordination with women’s organization and advocacy groups; and
e. Available legal support.

HEI may provide professional counseling to the alleged offender if so desired.

SECTION 7: Duty to Report and document. Any or all persons who have knowledge of any acts of education- or training-related sexual harassment or other related sexual offenses shall report the same to the Head of Institution.

SECTION 8: Duty of Head of Institution on Complaints Filed or Reported Incidents. All Guidance and Counseling Offices of the HEIs shall have appropriate facilities and registered guidance counselors to handle sexual harassment cases and related behavioral problems.

The head of the Institution shall create the CODI to ensure the efficient implementation of this particular CMO Guideline.

In addition, the head of the Institution shall ensure that a program to capacitate the officials and staff of student services unit and the human resources department on the efficient and professional handling of sexual harassment cases or other related sexual offenses is institutionalized.

A Head of Institution who fails to act on the complaint within ten (10) days of receipt of a complaint of sexual harassment properly filed against any employees in that institution may be charges with neglect of duty in an appropriate forum with jurisdiction to hear administrative, civil or criminal cases.

SECTION 9: Standard Procedural Requirements and Compliance with Due Process. HEIs shall formulate their own rules and standard procedural requirements on the CODI.

The HEIs may adopt the following minimum requirements:

a. Complaint: The complaint may be filed with the disciplining authority of the HEI or with the CODI. Upon receipt of the complaint by the disciplining authority, the same shall be transmitted to the CODI. The complaint must be in writing, signed and sworn to by the complainant and shall contain he following:
   1. The full name and address of the complainant;
   2. The full name, address and position of the respondent;
   3. A brief statement of the relevant facts;
   4. Evidence in support of the complaint, if any; and
   5. A certification of non-forum shopping.
In the absence of any one of the abovementioned requirements, the complaint shall be dismissed without the prejudice to its re-filing upon full compliance with requirements.

Complaints sent by telegram, electronic mail or similar means of communication shall be considered non-filed unless the complainant shall comply with the requirements within ten (10) days of receipt of the notice of compliance.

The withdrawal of the complaint at any stage of the proceedings shall not preclude the CODI from proceeding with the investigation where there is obvious truth or merit to the allegations in the complaint or where there is documentary or direct evidence that can prove the guilt of the person complained of.

b. Action on the Complaint: Upon receipt of the complaint that is sufficient in form and substance, the CODI shall require the person complained of to submit a Counter Affidavit/Comment shall be considered as not filed.

c. Preliminary Investigations: A preliminary investigation shall be conducted by the CODI. The CODI shall examine all documents submitted by the complainant and the person complained of, as well as documents readily available from other sources. The parties may submit affidavits and counte0 affidavits. All proceedings before the CODI shall be held under strict confidentiality.

Upon receipt of the counter affidavit or comment under oath, the CODI may recommend whether a prima facie case exists to warrant the issuance of a formal charge.

d. Duration of Investigation: A preliminary investigation shall commence not later than five (5) from receipt of the complaint by the CODI and shall be terminated within fifteen (15) working days thereafter.

e. Investigation Report: Within five (5) working days of the termination of the preliminary investigation, the CODI shall submit the Investigation Report and the complete records of the case to the disciplining authority.

f. Decision or Resolution after preliminary Investigation: If a prima facie case is established during the investigation, a formal charge shall be issued by the disciplining authority within three (3) working days of receipt of the investigation report.

In absence of a prima facie case, the complaint shall be dismissed within the same period.

g. Formal charge: After finding a prima facie case, the disciplining authority shall formally charge the person complained of. The formal charge shall contain a specification of the charge(s): a brief statement of materials or relevant facts, accompanied by certified true copies of the documentary evidence, if any; sworn statements covering the testimony of witness; a directive to answer the
charge(s) in writing under oath in not less than seventy-two (72) hours from receipt thereof; an advice for the respondent to indicate in his/her answer whether or not he/she elects a formal investigation of the charge(s); and a notice that he/she is entitled to be assisted by a counsel of his/her choice.

The CODI shall not entertain requests for clarification, bills of particulars or motions to dismiss that are obviously designed to delay the administrative proceedings. If any of these pleadings is filed by the respondent, the same shall be considered as part of his/her answer which he/she may file within the remaining period for filing the answer.

h. Failure to File an Answer: If the respondent fails or refuses to file his/her answer to the formal charge within seventy-two hours (72) hours of receipt thereof without justifiable cause he/she shall be considered to have waived his/her right thereto and formal investigation may commence.

i. Preventive Suspension: Upon petition of the complainant or motu proprio upon the recommendation of the CODI, at any time after the service of the formal charge to the respondent, the proper disciplining authority may order the preventive suspension of the respondent during the formal investigation, if there are reasons to believe that he/she is probably guilty of the charges that would warrant his/her removal from service.

An order of preventive suspension may be issued to temporarily remove the respondent from the scene of his/her misfeasance and to preclude the possibility of his/her exerting undue influence or pressure on the witnesses against him/her or tampering of documentary evidence on file.

When the administrative case against the respondent under preventive suspension is not finally decided by the disciplining authority within the period of ninety (90) days of the date of his/her preventive suspension, unless otherwise provided by a special law, he/she shall be automatically reinstated into the service.

When the delay in the disposition of case is due to the fault, negligence or petition of the respondent, the period of delay should not be included in the counting of the 90- calendar-day period of preventive suspension shall be deferred or interrupted until such time that said leave has been fully enjoyed.

j. Remedies from the Order of Preventive Suspension: The respondent may file a motion for reconsideration with the disciplining authority or may elevate the same to CSC in the case of public HEIs, and to be the higher governing authority, in the case of private HEIs, by way of an appeal within fifteen (15) days of receipt thereof.
k. Conduct of Formal Investigation: A formal investigation, the CODI may conduct a pre-hearing conference for the parties to appear, consider and agree on any of the following:

1. Stipulation of fact;
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.

l. Pre-hearing conference: At the commencement of the formal investigation, the CODI may 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.

m. Preliminary Hearing: At the start of the hearing, the CODI shall note the appearances of the parties and shall proceed with the reception of evidence for the complainant.

n. Request for Subpoena: If a party desires the attendance of a witness or the production of documents or things, he/she shall make a request for the issuance of the necessary subpoena at least three (3) days before the scheduled hearing.

o. Issuance of subpoena: The CODI may issue subpoena ad testificandum to compel the attendance of witnesses and subpoena duces tecum for the production of documents or objects.

p. Formal Investigation Report: Within fifteen (15) days of the conclusion of the formal investigation, a report containing a narration of the material facts established during the investigation, the findings and the evidence supporting said findings, as well as the recommendations, shall be submitted by the CODI to the
disciplining authority. The complete records of the case arranged systematically and chronologically shall be attached to the report of the investigation.

q. Finality of Decisions: The disciplining authority shall render the decision on the case within thirty (30) days of receipt of the report of investigation. A decision rendered by the head of the institution where a penalty of suspension for not more than thirty (30) days or a fine in an amount not exceeding thirty (30) days; salary is imposed, shall be final and executory. However, if the penalty imposed is suspension exceeding thirty (30) days’ salary, the same shall be final and executory after the lapse of the reglementary period for filing a motion for reconsideration or an appeal and no such pleading has been filed.

r. Motion for Reconsideration: The party adversely affected by the decision may file a motion for reconsideration with the disciplining authority within a non-extendible period of fifteen (15) days of receipt herof. Only one motion for reconsideration shall be entertained.

s. Appeal: For Decisions rendered by the disciplining authority of SUCs and LUCs. The party adversely affected may file the appeal before the CSC/. For Decisions rendered by private HEIs, the party adversely affected may file their appeal before the regular courts under Rule 43, Rules of Court.

Issued this 26th day of January 2015, at the Higher Education Development Center Building, UP Campus, Diliman, Quezon City, Philippines

PATRICIA B. LICUANAN, Ph.D.
Chairperson
ORDINANCE NO. 03 S-2012

AN ORDINANCE PROHIBITING THE SERVING OF LIQUOR TO STUDENTS BEFORE 6:00 P.M ON ANY DAY AND PROVIDING PENALTIES FOR VIOLATIONS THEREOF.

WHEREAS, the Quezon City Council has passed and enacted Ordinance No. NC-85, S-89 regulating the selling and dispensing of liquor and intoxicating beverages to the public and adoption of LLRB Board Resolution No.10-01, S-2005, calling upon all Barangay Chairman of each Barangay in Quezon City to act as “Barangay Liquor Permit Monitoring Officer” to give support and assistance to the City’s Liquor Regulatory Board for the effective implementation of the above-mentioned City Ordinance;

WHEREAS, the office of the Punong Barangay receivied many complaints from concerned residents as well as parents of students enrolled in Ateneo de Manila University, Miriam College and other schools within the vicinity of Barangay Loyola Heights, that certain establishments indiscriminately sell and dispense liquor to students, even those in school uniforms, before 6:00 p.m violating the Liquor Ordinance of Quezon City;

WHEREAS, in order to avoid the repetiton of theses acts and rampant violation of provisions of the Liquor Ordinance, the Punong Barangay, owners of stablishments, school administrators and parents/residents held a special meeting for the purpose of coming to an agreement in entrusting the strict implementation of the liquor ordinance to the Barangay Officials through a Barangay Ordinance and to find other solutions to disallow students from demanding/asking the establishments to serve them liquor before 6:00 p.m.

NOWTHEREFORE, BE IT ORDAINED BY THE SANGGUNIANG BARANGAY OF LOYOLA HEIGHTS IN SESSION ASSEMBLED and upon motion duly seconded:

SECTION 1. PROHIBITION/PROHIBITED ACTS - No Liquor shall be served to students before 6:00 p.m on any day within the territorial jurisdiction of Barangay Loyola Heights Quezon City. Business establishment shall not serve liquor before 6:00 p.m to students, whether or not in school uniform.
SECTION 2. COVERAGE - All business establishments operating within the territorial jurisdiction of Barangay Loyola Heights, with or without the issued Liquor Permit by the Liquor Licensing Board of Quezon City found serving liquor before 6:00 p.m. to students and/or students found drinking liquor, whether in school uniform or not, inside/within the establishments shall be held liable under the herein ordinance.

SECTION 3. PENALTIES - The penalty shall be imposed upon the President or Manager or authorized representative of the business establishment found violating the provision of the herein Ordinance as to fine:

NATURE OF OFFENCE - PENALTIES
a. FIRST OFFENSE - Fine of P 500.00
b. 1SECOND OFFENSE - Fine of P1,000.00
c. THIRD OFFENSE - Fine of P 1,000.00 and recommendation for closure

SECTION 4 SEPARABILITY CLAUSE. If any part of this Ordinance shall be declared invalid by a court of competent jurisdiction. or suspended or revoked by the Sangguniang Panglungsod, such judgment shall not effect impair or invalidate the reminder of the ordinance but shall be confined in its operation to the clause, sentence, paragraph, section or part thereof directly involved in the question.
Excerpts from the Data Privacy Act of 2012
[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 I

GENERAL PROVISIONS

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

Section 2. Declaration of Policy. – It is the policy of the State to protect the fundamental human right of privacy, of communication while ensuring free flow of information to promote innovation and growth. The State recognizes the vital role of information and communications technology in nation-building and its inherent obligation to ensure that personal information in information and communications systems in the government and in the private sector are secured and protected.

Section 3. Definition of Terms. – Whenever used in this Act, the following terms shall have the respective meanings hereafter set forth:

(a) Commission shall refer to the National Privacy Commission created by virtue of this Act.

(b) Consent of the data subject refers to any freely given, specific, informed indication of will, whereby the data subject agrees to the collection and processing of personal information about and/or relating to him or her. Consent shall be evidenced by written, electronic or recorded means. It may also be given on behalf of the data subject by an agent specifically authorized by the data subject to do so.

(c) Data subject refers to an individual whose personal information is processed.

(d) ...

(e) ...

(f) ...

(g) Personal information refers to any information whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.
(h) Personal information controller refers to a person or organization who controls the collection, holding, processing or use of personal information, including a person or organization who instructs another person or organization to collect, hold, process, use, transfer or disclose personal information on his or her behalf. The term excludes:

(1) A person or organization who performs such functions as instructed by another person or organization; and

(2) An individual who collects, holds, processes or uses personal information in connection with the individual’s personal, family or household affairs.

(i) Personal information processor refers to any natural or juridical person qualified to act as such under this Act to whom a personal information controller may outsource the processing of personal data pertaining to a data subject.

(j) Processing refers to any operation or any set of operations performed upon personal information including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.

(k) Privileged information refers to any and all forms of data, which under the Rules of Court and other pertinent laws constitute privileged communication.

(l) Sensitive personal information refers to personal information:

(1) About an individual’s race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations;

(2) About an individual’s health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceedings;

(3) Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and

(4) Specifically established by an executive order or an act of Congress to be kept classified.

SECTION 4. Scope. – This Act applies to the processing of all types of personal information and to any natural and juridical person involved in personal information processing including those personal information controllers and processors who, although not found or established in the Philippines, use equipment that are located in the Philippines, or those who maintain an office, branch or agency in the Philippines subject to the immediately succeeding paragraph: Provided, That the requirements of Section 5 are complied with.
This Act does not apply to the following:

(a) ...
   
   (1) ...
   (2) ...
   (3) ...
   (4) ...

(b) ...

(c) ...

(d) Personal information processed for journalistic, artistic, literary or research purposes;

(e) ...

(f) ...

(g) Personal information originally collected from residents of foreign jurisdictions in accordance with the laws of those foreign jurisdictions, including any applicable data privacy laws, which is being processed in the Philippines.

CHAPTER III

PROCESSING OF PERSONAL INFORMATION

Section 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 be 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.

**SECTION 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.

**SECTION 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.

CHAPTER IV

RIGHTS OF THE DATA SUBJECT

Section 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:

(2) Description of the personal information to be entered into the system;

(3) Purposes for which they are being or are to be processed;

(4) Scope and method of the personal information processing;

(5) The recipients or classes of recipients to whom they are or may be disclosed;
(6) Methods utilized for automated access, if the same is allowed by the data subject, and the extent to which such access is authorized;

(7) The identity and contact details of the personal information controller or its representative;

(8) The period for which the information will be stored; and

(9) 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.

Section 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.

Section 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.

Section 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.

CHAPTER V

SECURITY OF PERSONAL INFORMATION

Section 20. Security of Personal Information. –

(a) The personal information controller must implement reasonable and appropriate organizational, physical and technical measures intended for the protection of personal information against any accidental or unlawful destruction, alteration and disclosure, as well as against any other unlawful processing.
(b) The personal information controller shall implement reasonable and appropriate measures to protect personal information against natural dangers such as accidental loss or destruction, and human dangers such as unlawful access, fraudulent misuse, unlawful destruction, alteration and contamination.

(c) The determination of the appropriate level of security under this section must take into account the nature of the personal information to be protected, the risks represented by the processing, the size of the organization and complexity of its operations, current data privacy best practices and the cost of security implementation. Subject to guidelines as the Commission may issue from time to time, the measures implemented must include:

1. Safeguards to protect its computer network against accidental, unlawful or unauthorized usage or interference with or hindering of their functioning or availability;
2. A security policy with respect to the processing of personal information;
3. A process for identifying and accessing reasonably foreseeable vulnerabilities in its computer networks, and for taking preventive, corrective and mitigating action against security incidents that can lead to a security breach; and
4. Regular monitoring for security breaches and a process for taking preventive, corrective and mitigating action against security incidents that can lead to a security breach.

(d) The personal information controller must further ensure that third parties processing personal information on its behalf shall implement the security measures required by this provision.

(e) The employees, agents or representatives of a personal information controller who are involved in the processing of personal information shall operate and hold personal information under strict confidentiality if the personal information are not intended for public disclosure. This obligation shall continue even after leaving the public service, transfer to another position or upon termination of employment or contractual relations.

(f) The personal information controller shall promptly notify the Commission and affected data subjects when sensitive personal information or other information that may, under the circumstances, be used to enable identity fraud are reasonably believed to have been acquired by an unauthorized person, and the personal information controller or the Commission believes that such unauthorized acquisition is likely to give rise to a real risk of serious harm to any affected data subject. The notification shall at least describe the nature of the breach, the sensitive personal information possibly involved, and the measures taken by the entity to address the breach. Notification may be delayed only to the extent
necessary to determine the scope of the breach, to prevent further disclosures, or to restore reasonable integrity to the information and communications system.

(1) In evaluating if notification is unwarranted, the Commission may take into account compliance by the personal information controller with this section and existence of good faith in the acquisition of personal information.

(2) The Commission may exempt a personal information controller from notification where, in its reasonable judgment, such notification would not be in the public interest or in the interests of the affected data subjects.

(3) The Commission may authorize postponement of notification where it may hinder the progress of a criminal investigation related to a serious breach.

CHAPTER VI
ACCOUNTABILITY FOR TRANSFER OF PERSONAL INFORMATION

Section 21. Principle of Accountability. – Each personal information controller is responsible for personal information under its control or custody, including information that have been transferred to a third party for processing, whether domestically or internationally, subject to cross-border arrangement and cooperation.

(a) The personal information controller is accountable for complying with the requirements of this Act and shall use contractual or other reasonable means to provide a comparable level of protection while the information are being processed by a third party.

(b) The personal information controller shall designate an individual or individuals who are accountable for the organization’s compliance with this Act. The identity of the individual(s) so designated shall be made known to any data subject upon request.

CHAPTER VIII
PENALTIES

Section 25. Unauthorized Processing of Personal Information and Sensitive Personal Information. –

(a) The unauthorized processing of personal information shall be penalized by imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons who process
personal information without the consent of the data subject, or without being authorized under this Act or any existing law.

(b) The unauthorized processing of personal sensitive information shall be penalized by imprisonment ranging from three (3) years to six (6) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Four million pesos (Php4,000,000.00) shall be imposed on persons who process personal information without the consent of the data subject, or without being authorized under this Act or any existing law.

Section 26. Accessing Personal Information and Sensitive Personal Information Due to Negligence. –

(a) Accessing personal information due to negligence shall be penalized by imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons who, due to negligence, provided access to personal information without being authorized under this Act or any existing law.

(b) Accessing sensitive personal information due to negligence shall be penalized by imprisonment ranging from three (3) years to six (6) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Four million pesos (Php4,000,000.00) shall be imposed on persons who, due to negligence, provided access to personal information without being authorized under this Act or any existing law.

Section 28. Processing of Personal Information and Sensitive Personal Information for Unauthorized Purposes. – The processing of personal information for unauthorized purposes shall be penalized by imprisonment ranging from one (1) year and six (6) months to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00) shall be imposed on persons processing personal information for purposes not authorized by the data subject, or otherwise authorized under this Act or under existing laws.

The processing of sensitive personal information for unauthorized purposes shall be penalized by imprisonment ranging from two (2) years to seven (7) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons processing sensitive personal information for purposes not authorized by the data subject, or otherwise authorized under this Act or under existing laws.

Section 29. Unauthorized Access or Intentional Breach. – The penalty of imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five
hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons who knowingly and unlawfully, or violating data confidentiality and security data systems, breaks in any way into any system where personal and sensitive personal information is stored.

Section 31. **Malicious Disclosure.** – Any personal information controller or personal information processor or any of its officials, employees or agents, who, with malice or in bad faith, discloses unwarranted or false information relative to any personal information or personal sensitive information obtained by him or her, shall be subject to imprisonment ranging from one (1) year and six (6) months to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00).

Section 32. **Unauthorized Disclosure.** –

(a) Any personal information controller or personal information processor or any of its officials, employees or agents, who discloses to a third party personal information not covered by the immediately preceding section without the consent of the data subject, shall he subject to imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00).

(b) Any personal information controller or personal information processor or any of its officials, employees or agents, who discloses to a third party sensitive personal information not covered by the immediately preceding section without the consent of the data subject, shall be subject to imprisonment ranging from three (3) years to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00).

Section 33. **Combination or Series of Acts.** – Any combination or series of acts as defined in Sections 25 to 32 shall make the person subject to imprisonment ranging from three (3) years to six (6) years and a fine of not less than One million pesos (Php1,000,000.00) but not more than Five million pesos (Php5,000,000.00).

Section 34. **Extent of Liability.** – If the offender is a corporation, partnership or any juridical person, the penalty shall be imposed upon the responsible officers, as the case may be, who participated in, or by their gross negligence, allowed the commission of the crime. If the offender is a juridical person, the court may suspend or revoke any of its rights under this Act. If the offender is an alien, he or she shall, in addition to the penalties herein prescribed, be deported without further proceedings after serving the penalties prescribed. If the offender is a public official or employee and he or she is found guilty of acts penalized under Sections 27 and 28 of this Act, he or she shall, in addition to the penalties prescribed herein, suffer perpetual or temporary absolute disqualification from office, as the case may be.
SECTION 35. **Large-Scale.** – The maximum penalty in the scale of penalties respectively provided for the preceding offenses shall be imposed when the personal information of at least one hundred (100) persons is harmed, affected or involved as the result of the above mentioned actions.

SECTION 36. **Offense Committed by Public Officer.** – When the offender or the person responsible for the offense is a public officer as defined in the Administrative Code of the Philippines in the exercise of his or her duties, an accessory penalty consisting in the disqualification to occupy public office for a term double the term of criminal penalty imposed shall be applied.

SECTION 37. **Restitution.** – Restitution for any aggrieved party shall be governed by the provisions of the New Civil Code.

**CHAPTER IX**

**MISCELLANEOUS PROVISIONS**

SECTION 38. **Interpretation.** – Any doubt in the interpretation of any provision of this Act shall be liberally interpreted in a manner mindful of the rights and interests of the individual about whom personal information is processed.
REPUBLIC ACT NO. 8485

AN ACT TO PROMOTE ANIMAL WELFARE IN THE PHILIPPINES, OTHERWISE KNOWN AS “THE ANIMAL WELFARE ACT OF 1998”

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

Section 1. It is the purpose of this Act to protect and promote the welfare of all animals in the Philippines by supervising and regulating the establishment and operations of all facilities utilized for breeding, maintaining, keeping, treating or training of all animals either as objects of trade or as household pets. For purposes of this Act, pet animals shall include birds.

Section 2. No person, association, partnership, corporation, cooperative or any government agency or instrumentality including slaughter houses shall establish, maintain and operate any pet shop, kennel, veterinary clinic, veterinary hospital, stockyard, corral, stud farm or zoo for the breeding, treatment, sale or trading, or training of animals without first securing from the Bureau of Animal Industry a certificate of registration. The certificate shall be issued upon proof that the facilities of such establishment for animals are adequate, clean and sanitary and will not be used for nor cause pain and/or suffering to the animals. The certificate shall be valid for a period of one (1) year unless earlier cancelled for just cause before the expiration of its term by the Director of the Bureau of Animal Industry and may be renewed from year to year upon compliance with the conditions imposed hereunder. The Bureau shall charge reasonable fees for the issuance or renewal of such certificate.

The condition that such facilities be adequate, clean and sanitary, and that they will not be used for nor cause pain and/or suffering to the animals is a continuing requirement for the operation of these establishments. The Bureau may revoke or cancel such certificate of registration for failure to observe these conditions and other just cause.

Section 3. The Director of the Bureau of Animal Industry shall supervise and regulate the establishment, operation and maintenance, of pet shops, kennels, veterinary clinics, veterinary hospitals, stockyards, corrals, stud farms and zoos and any other form or structure for the confinement of animals where they are bred, treated, maintained, or kept either for sale or trade or for training purposes as well as the transport of such animals in any form of public or private transportation facility, in order to provide maximum comfort while in transit and minimized, if not totally
eradicate, incidence of sickness and death and prevent any cruelty from being inflicted upon the animals.

The Director may call upon any Government agency for assistance consistent with its powers, duties and responsibilities for the purpose of ensuring the effective and efficient implementation of this Act and the rules and regulations promulgated thereunder.

It shall be the duty of such government agency to assist said Director when called upon for assistance using any available fund in it budget for the purpose.

**SECTION 4.** It shall be the duty of any owner or operator of any land, air or water public utility transporting pet, wildlife and all other animals to provide in all cases adequate, dean and sanitary facilities for sale conveyance and delivery thereof to their consignee at the place of consignment. They shall provide sufficient food and water for such animals while in transit for more than twelve (12) hours or whenever necessary

No public utility shall transport any such animals without a written permit form the Director of the Bureau of Animal Industry or his/her authorized representative. No cruel confinement or restraint shall be made on such animals while being transported.

Any form, of cruelty shall be penalized even if the transporter has obtained a permit from the Director of the Bureau of Animal Industry. Cruelty in transporting includes overcrowding, placing of animals in the trunks or under the hood trunks of vehicles.

**SECTION 5.** There is hereby created a Committee on Animal Welfare attached to the Department of Agriculture which shall, subject to the approval of the Secretary of the Department of Agriculture, issue the necessary rules and regulation for the strict implementation of the provisions of this Act, including the setting of safety and sanitary standards, within thirty (30) calendar days following its approval. Such guidelines shall be reviewed by the Committee every three years from its implementation or whenever necessary.

**The Committee shall be composed of the official representatives of the following:**

1. The Department of Interior and Local Government (DILG);
2. Department of Education, Culture and Sports (DECS)
3. Bureau of Animal Industry (BAI) of the Department of Agriculture (DA)
4. Protected Areas and Wildlife Bureau (PAWB) of the Department of Environment and Natural Resources (DENR)
5. National Meat Inspection Commission (NMIC) of the DA
6. Agriculture Training Institute (ATI) of DA
7. Philippine Veterinary Medical Association
8. Veterinary Practitioners Association of the Philippines (VPAP)
9. Philippine Animal Hospital Association (PA HA)
12. Philippine Society of Swine Practitioners (PSSP)
13. Philippine College of Canine Practitioners (PCCP)
14. Philippine Society of Animal Science (PSAS)

The Committee shall be chaired by a representative coming from the private sector and shall have two (2) vice-chairpersons composed of the representative of BAI and another from the private sector.

The Committee shall meet quarterly or as often as the need arises. The Committee members shall not receive any compensation but may receive reasonable honoraria from time to time.

Section 6. It shall be unlawful for any person to torture any animal, to neglect to provide adequate care, sustenance or shelter, or maltreat any animals or to subject any dog or horse to dogfights or horse fights, kill or cause or procure to be tortured or deprived of adequate care sustenance or shelter, or maltreat or use the same in research or experiments not expressly authorized by the Committee on Animal welfare.

The killing of any animal other than cattle, pigs, goats, sheep, poultry, rabbits, carabao, horse, deer and crocodiles is likewise hereby declared unlawful except in the following instances:

1. When it is done as part of the religious rituals of an established religion or sect or ritual required by ethnic custom of indigenous cultural communities; however, leaders shall keep records in cooperation with the Committee on Animal Welfare;

2. When the pet animal is afflicted with an incurable communicable disease as determined and certified by a duly licensed veterinarians;

3. When the killing is deemed necessary to put an end to the misery suffered by the animal as determined and certified by a duly licensed veterinarian;

4. When it is done to prevent an imminent danger to the life or limb of a human being; and

5. When done for the purpose of animal population control;
6. When animal is killed after it has been used in authorized research or experiments; and

7. Any other ground analogous to the foregoing as determined and certified by a licensed veterinarian.

In all the above mentioned cases, including those of cattle, pigs, goats, sheep, poultry, rabbits, carabao, hones, deer and crocodiles, the killing of the animals shall be done through humane procedures at all times.

For this purpose, humane procedures shall means the use of the most scientific methods available as may be determined and approved by the Committee.

Only those procedures approved by the Committee shall be used in killing of animals.

SECTION 7. It shall be the duty of every person to protect the natural habitat of the wildlife. The destruction of said habitat shall be considered as a form of cruelty to animals and its preservation is a way of protecting the animals.

SECTION 8. Any person who violate, any of the provisions of this Act shall, upon conviction by final judgment, be punished by imprisonment of not less than six (6) months nor more than two (2) years or a fine of not less than One thousand pesos (P1,000) nor more than Five thousand pesos (P5,000) or both at the discretion of the court. If the violation is committed by a juridical person, the officer responsible therefore shall serve the imprisonment when imposed. If violation is committed by an alien, he or she shall be immediately deported after serviced sentence without any further proceedings.

SECTION 9. All laws, acts, decrees, executive orders, rules, and regulations inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SECTION 10. This Act shall take effect fifteen (15) days after its publication in at least two (2) newspapers of general circulation.

Approved:

JOSE DE VENECIA, JR.
Speaker of the House of Representatives

NEPTALI A. GONZALES
President of the Senate
This Act, which is a consolidation of Senate Bill no. 2120 and House Bill No. 9274 was finally passed by the Senate and the House of Representatives on February 3, 1998 and February 2, 1998, respectively.

ROBERTO P. NAZARENO  
Secretary General, House of Representatives  

HEZEL P. GACUTAN  
Secretary of the Senate  

Approved:  
February 11, 1998  

FIDEL V. RAMOS  
President of the Philippines  

THE PRECEDING ARTICLE WAS COPIED FROM THE ORIGINAL REPUBLIC ACT 8485
SECTION III:

Important School Memoranda
Although no uniform is prescribed in the Loyola Schools, it is the responsibility of the students to dress in a manner that is modest and appropriate to the academic nature of the university. (The Code of Discipline Sec. I. A)

While the way we dress is a form of self-expression, it also reflects our values and attitudes.

1. Dressing simply puts focus on the substance, rather than the form, of the person.
   
   In a Filipino, Catholic, and Jesuit University, simple dress acknowledges the social responsibility of every member of the community to address the problem of the socio-economic gap between the privileged and the underprivileged. It means avoiding extravagance or the ostentatious use of luxury items.

2. Dressing appropriately means clothes that reflect the purpose of the activity....
   
   Thus, clothes or footwear for places like the beach, bedroom, or gym (e.g., slippers, lounging/gym/athletic shorts and tops, cycling shorts, short shorts, sleeveless shirts for men), when worn during academic activities, do not reflect the respect for the institutional culture and persons of the university.

3. Dressing decently is a sign of respect for the human body. In the culture of a Catholic university, revealing and sloppy clothes do not reflect this respect. These include, among others, low-cut/backless/strapless blouses, very low-rise jeans, bare midriff, short shorts, soiled clothes, and lounging shorts/tops.

These guidelines are to be strictly observed by all members of the Loyola Schools community at:

1. All official functions and events of and in the Ateneo de Manila University, including commencement, convocations, conferences, receptions, and assemblies;
2. The offices of all Ateneo administrators, as well as any meetings, appointments, or transactions with Ateneo administrators outside of their offices;
3. All Xavier Hall offices, including corridors and waiting areas;
4. The Rizal Library;
5. The Registrar’s Office;
6. All events and activities in major Audio-Visual Rooms, such as the Irwin Theater, Faura AVR, Escaler Hall, and Leong Hall Auditorium;
7. All functions, events, and activities where the Ateneo de Manila University is represented, except those that clearly require other attire, such as in sports tournaments.

The Schools or Departments may also issue more specific guidelines to be enforced within their area of jurisdiction, as stated in Article IV, Section 6 of the Magna Carta of Undergraduate Student Rights. Violations of these guidelines are considered Offenses against Order under Sec III.D.1 of the Code of Discipline

**SIGNED:** DR. MARIA ASSUNTA C. CUYEGKENG

Vice President for the Loyola Schools

6 December 2007
MEMO TO: ALL INCOMING LOYOLA SCHOOLS SOPHOMORES

FROM: Rene Salvador R. San Andres, Associate Dean for Student Affairs

DATE: May 24, 2010

RE: New Loyola Schools Policy on the National Service Training Program - Preparatory Undertaking for Sophomores (NSTP-PLUS)

During its February 10, 2010 meeting, the School Council, the policy-making body of the Loyola Schools, approved the proposal to modify the policy covering the National Service Training Program (NSTP).

The new policy states:

All students, regardless of citizenship, are required to take the NSTP-PLUS of the Ateneo de Manila University, as part of the Integrated Non-Academic Formation (INAF) program.

Implementing Guidelines:

1. The new policy shall take effect on the First Semester of School Year 2010-2011.
2. The new policy shall cover all incoming Sophomores of School Year 2010-2011 and all Sophomores hence.
3. The new policy also applies to all transferees entering the Loyola Schools unless they have completed the NSTP requirement elsewhere.
4. Students retain the option to choose between Literacy Training Service (LTS), Civic Welfare Training Service (CWTS), and Military Training Service (MTS).
5. The NSTP-PLUS, as part of the Integrated Non-Academic Formation (INAF) Program, is a prerequisite for graduation.

The NSTP-PLUS in the Loyola Schools is the sophomore year component of the Integrated Non-Academic Formation (INAF) Program, a formation program that supplements the Atenean's academic formation. The program is designed to run developmentally from a student’s freshman year all the way to senior year. It provides modules on leadership formation, personal development, social responsibility, cultural development, and spiritual formation. The INAF runs alongside the Ateneo’s unique academic Core Curriculum and provides a systematic approach for the students to be formed according to the school’s vision, mission and values, on top of the technical training found in one’s chosen academic discipline. The Core Curriculum and the INAF are Loyola Schools requirements that provide the Ateneo student with the unique holistic Ateneo formation.
MEMO TO: ALL LOYOLA SCHOOLS STUDENTS

FROM: Rene Salvador R. San Andres, Associate Dean for Student Affairs

DATE: June 13, 2011

RE: Registration of Bodyguards, Drivers and Chaperones

Please be reminded of Section I-H of the Code of Discipline of the Loyola Schools Student Handbook (2010 Edition) which states:

_Students are held responsible for the behavior of persons or outsiders who come into the campus on their behalf. Bodyguards or chaperones of students are not allowed inside the campus without the proper identification card (ID) issued by the ADSA. Even with proper identification, bodyguards or chaperones (including drivers) are not allowed to loiter around the campus. The student is charged with an offense when a violation of the Code of Discipline is committed by such persons._

In this regard, all drivers and chaperones are required to register with the ADSA office to be issued an official Identification (ID) Card that will allow them temporary stay in designated waiting areas within the school premises.

Bodyguards, chaperones, drivers or other outsiders who have no official school-related business are not allowed to loiter around the college complex. Those waiting for students must remain in the designated waiting area at the Northwest Car Park. Waiting for students is not considered official school-related business.

Security personnel will conduct regular spot checks of non-students around campus. Those who cannot present an official Ateneo-issued ID or show proof of official school-related business in the Loyola Schools will be assumed to be trespassing and will be brought to the Ateneo Security Office for processing.

Parking for chauffeur-driven cars is confined to the Northwest Car Park located at the area bounded by C5-Katipunan Road, the Miriam College fence and Fr. Arrupe Road. Drivers and chaperones are also reminded that gambling of any kind is prohibited on campus and violators will be penalized according to University policy.

Application forms are available at the ADSA Office, G/F Xavier Hall. The ID application/validation period for bodyguards, drivers and chaperones is from June 27 – July 2, 2011.
2015 STATEMENT OF PRINCIPLES
AND GUIDELINES AGAINST PROFITEERING

The Ateneo de Manila, Loyola Schools, is a Filipino, Jesuit, Catholic, tertiary-level educational institution that provides access to performances, concerts, athletic events, exhibits, and instructional opportunities, to members of our community in consonance with educational goals. These are offered to expand the mind beyond the classroom, to enhance school spirit, foster camaraderie, and generally enrich the College experience.

As such, may the community find guidance in the following:

1. Participation in the aforementioned (whether as host, entrepreneur, patron, buyer or reseller) should always remain consistent with school values, among them -- Integrity, Fairness, Social Justice and Ethical Consumption.

2. Engaging in any form of profiteering is contrary to the nature of the Ateneo, especially as regards transactions, events, or products related to or available through the school. Members of the community are therefore encouraged to report any activity of this like, and evidence of such, to the Office of Student Services.

3. These opportunities (concretized in the form of UAAP games and tickets, concert passes, seats to plays and musicals, etc.) are not to be treated as “goods” which can be privately owned and therefore resold for profit. If one suddenly finds one’s self unable to take advantage of an opportunity already availed, what is acceptable is to allow it to transfer to someone who can, at the cost of acquisition.

4. Neither should members of the community allow themselves to be contracted by people who seek to make a profit from said events, or wish to circumvent implemented measures to ensure equitable distribution of such opportunities. One’s time and effort at acquiring the means to attend such opportunities are not “services to be undertaken” for payment or benefit.

SIGNED:  
DR. ROBERTO CONRADO A. GUEVARA  
Associate Dean for Student Formation

MS. MARIE JOY SALITA  
Associate Dean for Student and Administrative Services
MEMO TO: All Incoming Freshmen and Freshman Parents of the Loyola Schools

FROM: Vice President of the Loyola Schools

SUBJECT: Compliance with Republic Act 9165

Please be informed that the Philippine government has authorized drug testing among tertiary students through RA 9165, otherwise known as the “Comprehensive Dangerous Drugs Act of 2002”. Furthermore, the Commission on Higher Education (CHED) has also issued Memorandum Order (CMO) 19, Series of 2003, pertaining to “General Guidelines for the Conduct of Random Drug Testing for Tertiary Students”.

The Loyola Schools of the Ateneo de Manila University will be complying fully with the properly authorized Drug Testing procedure, as described in CMO 19, s.2003:

1. The **Drug Testing Coordinator** shall be the point person in the school tasked with handling random drug testing; [this person] shall be the administrator appointed by the president/chief executive officer in tertiary institutions. (Section C)

2. The **Selection Board** shall be the board constituted at the level of the school composed of the Drug Testing Coordinator as chairperson, one representative each from the students, faculty, and parents, as members. The authorized governing body duly recognized by their respective constituents shall choose the representatives from their stakeholders based on a set of selection criteria formulated for this purpose. (Section C)

3. Selection of Samples (Section D3):
   a. The Drug Testing Coordinator shall convene the Selection Board within five days from the receipt of notice from the Supervising Agency stating that the school is included in the program.
   b. On the day of testing, the Selection Board shall conduct the random selection of those to be tested.
   c. The Selection Board shall ensure the confidentiality and integrity of the random selection process.
   d. The selection process shall be random through a lottery, which may be computerized, or in any other manner that shall be agreed upon by the Board.
e. The random selection of students and the drug testing shall be done on the same day.

F. Prior to testing, the selected students shall be asked to reveal the prescription medicines, vitamins, food supplements that they had ingested within the past five (5) days. The Drug Testing Coordinator shall keep the listing and utilize this in the evaluation of the confirmatory drug test.

g. The laboratory shall follow the DOH prescribed guidelines in the collection of urine specimens. Universal precautions shall be observed at all times. DOH Prescribed Guidelines shall be posted in strategic places/visible areas of the school.

h. The monitor assigned to ensure the integrity of the collection process should be the same sex as the student.

i. The drug testing shall be done in the school and conducted by a duly accredited drug testing laboratory. The school, through its respective health personnel, shall assist the drug testing laboratory in the conduct of drug testing.

4. The drug test results shall be treated with utmost confidentiality. (Section A10)

5. The test results shall not be used in any criminal proceedings (Section A11)

6. First time positive confirmatory drug rest result shall not be a good ground for expulsion or any disciplinary action against the student. (Section D4j)

As part of our efforts to have a safe, drug-free campus, we have also developed our own comprehensive, collaborative anti-drug program that includes the conduct of our own random drug testing covering a larger range of drugs than those specified in the government test. Once again, we thank you for your support and cooperation in creating and maintaining a healthy learning environment.

Please submit the Acknowledgement Receipt below to the Office for Student Services (OSS), Window 11 or Window 12, G/F Xavier Hall on or before August 5, 2017.

-------------------------------------------Acknowledgement Receipt---------------------------------------------

To the Office for Student Services

Window 11 or Window 12, G/F Xavier Hall

I have read and understood the memo pertaining to Ateneo’s compliance with RA 9165, otherwise known as “Comprehensive Dangerous Drugs Act of 2002”. I will comply with any and all of its guidelines whenever selected for Random Drug Testing.

______________________________  ______________________  ______________________
Signature of Student over printed name/ID No.  Year and Course  Signature of Parent/Guardian over printed name

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25 April 2017

MEMO TO: The Loyola Schools Community

FROM: Michael Jacinto F. Mallillin
Director, Office for Student Services

RE: Guidelines on Lost & Found

The Office for Student Services (OSS) enjoins all members of the Loyola Schools to cooperate in efforts to improve our Lost & Found system and mitigate possible incidences of unauthorized possession of others’ property which may result in complaints of theft. The following guidelines will ensure proper turnover of all lost and found items to its proper owner.

A. General Guidelines

1. The only authorized custodians of Lost & Found items are the OSS at the G/F of Xavier Hall (for valuable items, e.g. gadgets, cash, jewelry and other expensive accessories, etc.) and the Department of Student Welfare and Services located at the G/F MVP Building (for non-valuable items, e.g. books, school supplies, clothing and other apparel, umbrellas, etc.).

2. Security personnel are tasked to recover and return all found and turned over items to the OSS on a daily basis. Maintenance staff, office staff, and all other employees are instructed to turn over all lost items retrieved from their respective areas promptly to security personnel, who in turn will properly document all received items and provide the finder with a turnover form.

3. Upon finding a lost item anywhere within the premises of the Loyola Schools during business hours (Monday to Friday 8:00 AM to 5:00 PM; Saturday 8:00 AM to 12:00 NN), immediately and directly surrender it to either the OSS or DSWS depending on the type of item.

4. Upon retrieving an item anywhere within the premises of the Loyola Schools outside business hours (Monday to Friday before 8:00 AM and after 5:00 PM; Saturday before 8:00 AM and after 12:00 NN; Sunday or during holidays at any time), please immediately and directly surrender it to either the closest security personnel or the Security Office (Blue Eagle Gym).

5. If the item is a combination of “non-valuable” and “valuable” (bag with laptop, clothes with cash, pencil case with flash drive, etc.), please bring it to the OSS.
6. If you are unable to immediately return the item personally, please call the OSS (local number 5020 to 5022 or 0920-9142372).

We will send someone from security to your location and do a pickup of the item for you. Security should accomplish and provide you a turnover form to document the item’s return. The item will then be brought to either OSS or DSWS on the same business day.

B. Other Reminders

1. Lost & Found items currently on one’s person, or in one’s work space, lounge, office, or department, should be immediately and directly endorsed to OSS, DSWS, or the Security Office. We appeal to all office and department heads to enforce compliance of this rule in their respective areas.

2. Lost & Found items should be in the possession of the finder for the least amount of time possible. Never prolong being in possession of these items for any reason. For students, unauthorized possession of someone else’s property is a Major Offense. For employees, this may be misconstrued as stealing University property or the personal property of another which is an offense as per Ateneo Employee Rules and Regulations.

3. Alert OSS and the Security Office for any irregularity or mishandling of Lost & Found items.

4. Any and all complaints regarding Losses and Thefts may be directed to the OSS Window 9.

5. Contact OSS (local numbers 5020-22) and DSWS (local number 5445) for any inquiries, questions, and concerns.

Let us all do our part in ensuring that all lost items are returned to their proper owners. Thank you in advance for contributing to the safety and security of our second home.
MEMO TO: The Loyola Schools Community

FROM: Maria Luz C. Vilches, Ph.D.
Vice President for the Loyola Schools

SUBJECT: Procedures for Filing and Handling Complaints Against Acts of a Sexual Nature

In its CHED Memorandum Order No. 01, series of 2015 (CMO 1, s. 2015), the Commission on Higher Education has established the “policies and guidelines on Gender and Development in the Commission on Higher Education and Higher Education Institutions (HEIs)”. Part XIV of the CMO defines procedures in the handling of Sexual Harassment and other related sexual offenses, in “compliance with laws and issuances on Women Empowerment,” especially Republic Act No. 7877 (RA 7877) also known as the Anti-Sexual Harassment Act of 1995.

RA 7877 mandates that all cases of Sexual Harassment are to be handled by a special committee of the institution created for that purpose, the University Committee on Decorum and Investigation (CODI). All other types of sexual misconduct may be investigated, heard, and deliberated upon by the usual administrative bodies authorized to handle disciplinary cases within the Unit concerned.

Grievance Handling

Pursuant to CMO No. 1, s. 2015, the Loyola Schools shall observe the following procedures in the filing and handling of complaints involving acts of a sexual nature:

a. The Office of the Vice President for the Loyola Schools receives all formal complaints against members of the Loyola Schools involving acts of a sexual nature. The complaint must be in writing and addressed to the Vice President for the Loyola Schools.

b. The Office of the Vice President for the Loyola Schools has the responsibility to assess the submitted complaint to determine if the act, as reported, falls under the prescriptions of RA 7877 or not within ten (10) days of receipt of the complaint.

c. Upon determination, complaints classified as involving acts of Sexual Harassment are forwarded to the University Committee on Decorum and Investigation for investigation and possible prosecution as an administrative case.
d. Cases involving acts of sexual misconduct other than Sexual Harassment are forwarded by the Office of the Vice President for the Loyola Schools to the LS discipline body proper to the sector of the respondent for investigation and possible prosecution as an administrative case.

**Definition of “Sexual Harassment”**

Part XIV, Section 4 of CMO 1, s. 2015, echoing RA 7877, defines “Sexual Harassment” as:

“...an act, or a series of acts, involving any unwelcome sexual advance, request or demand for a sexual favor, or other verbal or physical behavior of a sexual nature, committed by an employee or official in the work-, training-, or education-related environment of this person being complained of.

Education- or training-related sexual harassment is committed against one who is under the actual or constructive care, custody or supervision of the offender, or against one whose education, training, apprenticeship, internship or tutorship is directly or constructively entrusted to, or is provided by, the offender, when:

a. submission to, or rejection of, the act or series of acts can be used as a basis for any decision affecting the complainant, including, but not limited to, the giving of a grade, the granting of honors or a scholarship, the payment of a stipend or allowance, or the giving of any benefit, privilege or consideration;

b. the act or series of acts have the purpose or effect of interfering with the performance or creating an intimidating, hostile academic environment of the complainant; or

c. the act or series of acts might reasonably be expected to cause discrimination, insecurity, discomfort, offense or humiliation to a complainant who may be a trainee, apprentice, intern, tutee or ward of the person complained of.”

**Extension of Assistance**

As an Ignatian institution, we value cura personalis and accord it to all members of the Loyola Schools community, including both complainants and respondents in disciplinary cases.

While initial reports of cases are usually made by complainants to a trusted member of the community, for example, a teacher, a Department Chair, a Professional, a Student Council officer, and the like, these members of the community should determine early on if the person needs emotional support or “psychological first aid,” or medical aid. The person should be made aware of the availability of assistance, and if possible, directed to the Loyola Schools Office of Guidance and Counseling (LSOGC) or other professionally-trained members of our academic community. This assistance is made available even to respondents in these cases who face the possibility of undergoing the grievance process.

Thank you.
Date : 7 August 2017  
Memo to : The University Community  
From : (Sgd.) Fr. Nemesio S. Que, SJ  
Vice President  
Subject : Protocol on Suspension of Classes and/or Work Due to Inclement Weather Conditions and Other Weather Disturbances

With the onset of the rainy season, I wish to remind the community of the following protocol to be followed regarding suspension of classes and/or work.

A. On Suspension of Classes

1. Automatic Suspension of Classes

   As prescribed by the President of the Philippines through Executive Order No. 66, s. 2012* the following shall take effect depending on the Public Storm Warning Signal (PSWS) raised by PAGASA:

   | Signal #1 | classes at the pre-school level, in the affected area, shall be automatically cancelled or suspended |
   | Signal #2 | classes at the pre-school, elementary and secondary levels, in the affected area, shall be automatically cancelled or suspended |
   | Signal #3 or higher | classes at pre-school, elementary, secondary, and tertiary levels, in the affected area, including graduate school, shall be automatically cancelled or suspended |

Or

   In the event that PAGASA does not raise a PSWS, local chief executives may implement localized cancellation or suspension of classes.

When Automatic Suspension of Classes applies, parents, students and faculty members need not wait for an official announcement from the University. Nevertheless, the University Communication and Public Relations Office (UCPRO) will post announcements through the University’s official channels.

2. During inclement weather conditions and other weather disturbances (e.g. intense rain, serious flooding, etc.) when Automatic Suspension of Classes does not apply, the following shall be responsible for suspending classes for their respective units:

   • AGS Headmaster - Ateneo Grade School
   • AJHS Principal - Ateneo Junior High School
   • ASHS Principal - Ateneo Senior High School
• VP for the Loyola Schools - Loyola Schools
• Respective Deans - Ateneo Professional Schools

For non-automatic suspension of classes, the UCPRO will get in touch with unit heads for the decision to suspend classes.

3. Official University announcements will only come from the UCPRO. Official forms of Announcements:
   • Pre-recorded announcement in the Ateneo trunk line (activated by the Central-Facilities Management Office in coordination with UCPRO)
   • University InfoBoard SMS (text message)
   • Facebook and Twitter posts via official Ateneo accounts
   • Bulletin on the Ateneo website
   • Email memo via the Blueboard mailing list
   • Message on the LUXID (LED) InfoBoard
   • Radio and TV advisories

Time of Announcements:
   • First Announcement: 10 pm the previous day; (if no announcement is made by this time – then the)
   • Next Announcement: 4:30 am the day of the intended cancellation of classes.

4. Suspension of classes includes suspension of all student activities.

B. On Suspension of Work

1. The Vice President for Administration and/or the Office of Human Resource Management and Organization Development (OHRMOD) shall be responsible for suspending work for Staff and Administrators of the Basic Education Unit, Loyola Schools and Central Administration.

2. The Vice President for the Professional Schools shall be responsible for suspending work for Staff and Administrators of the Law School, Graduate School of Business, School of Medicine and Public Health and School of Government.

3. Suspension of work includes suspension of all activities in campus.

4. In all instances that work has been suspended, the Central Facilities Management Office (CFMO) together with unit facilities management offices and the Campus Safety and Mobility Office (CSMO) shall designate a skeleton force to ensure safety, security and orderliness in campus.

Again, I pray that everyone keeps safe in times when classes and work have been suspended. Everyone’s safety and welfare is the University’s utmost concern.

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Attached copy of Executive Order No. 66, s. 2012
GUIDANCE NOTE: STUDENT RESEARCH AND OTHER COURSE-RELATED ACTIVITIES THAT INVOLVE INTERACTIONS WITH OTHER INDIVIDUALS

These guidelines refer to activities of undergraduate and graduate students that involve interactions with humans, and define the activities that are under the jurisdiction of the University Research Ethics Committee.

A. CLASS ASSIGNMENTS FOR INSTRUCTIONAL PURPOSES THAT INVOLVE INTERACTIONS WITH OTHER INDIVIDUALS

Student class assignments for instructional purposes include activities that are:
- conducted during or outside of class by students enrolled in the course
- required by the instructor
- typically initiated and completed within a single semester
- may involve interviews, surveys, experiments, video and/or audio recording, etc.
- designed primarily to teach research methods or to help students understand concepts covered by the course
- generally not intended to create new and/or generalizable knowledge or lead to scholarly publication

With some exceptions, such student class assignments do not meet the definition of research\(^1\) that falls under the jurisdiction of the University Research Ethics Committee (UREC) and do not require UREC application, approval, or oversight.

However, such assignments are the responsibility of the class instructors, and the faculty should take special care to ensure that class assignments pose no or only minimal\(^2\) risk to students or others. Faculty have a positive obligation to ensure that students understand their ethical responsibilities when completing assignments. Students should understand the potential for harm and take all possible steps to eliminate risks to students or individuals involved in the assignments.

At minimum, students should be oriented and guided by their instructors on key ethical issues. The following measures are recommended:

1. Include content in the syllabus on ethical practices with human participants in research (can request the UREO to provide a class session or materials if necessary)

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1 Research is defined as a systematic investigation wherein the proponent poses questions and/or hypotheses; collects quantitative or qualitative data in an organized way, and analyzes results and derives conclusions intended to contribute to generalizable knowledge.

2 Minimal risk is defined as the probability and magnitude of harm that is normally encountered in daily life.
2. Review students’ plans for class or group assignments and eliminate or minimize the possible risks to the welfare of the persons involved in the activity, noting that:
   • risks may be physical, psychological, social, economic, or legal and should not go beyond minimal risk 2
   • there are substantial risks in the collection of personal and sensitive information, such as sexual activity, involvement in illegal activities, or mental health problems; these topics are discouraged for assignments that are mainly for instructional purposes
   • there are risks that must be mitigated when individuals involved in the assignment are minors, prisoners, pregnant women, or other vulnerable groups such as those who are cognitively impaired, indigent, or indigenous peoples

3. Require anonymous data collection and reporting so that data cannot be linked to individuals

4. Require that voluntary and informed consent be obtained from the participants (see suggested template at the end of this Guidance Note)

5. If students in the class are the data sources, minimize undue influence or coercion by:
   • informing students that declining to volunteer as a participant (for reasonable justification) will not negatively affect their grade or class standing
   • declining from offering extra/bonus points, higher grades, or other rewards to those who volunteer as participants
   • providing other equivalent activities as alternative means to obtain credit and/or extra/bonus points and academic rewards

6. The number of participants in the activity should be reasonable and not be the primary basis of the students’ grade (e.g. requiring a sample of 500), so as not to force students to compel others or resort to unethical practices to induce participation

7. Require printed instructions or information on questionnaires that explain the use of the data for coursework and include the name and contact number of the instructor

8. Require destruction of collected data at the end of the course or within a short time afterward

9. Instruct students about the privacy and security vulnerabilities associated with networked computers or other electronic means of data collection/storage

These recommendations (points 1-9) may also be regulated by a designated panel or committee in the department offering the course. Norms and procedures may be devised by the department to regulate such activities.
B. CLASS ASSIGNMENTS OR REQUIREMENTS THAT INVOLVE DATA COLLECTION FROM OTHER INDIVIDUALS AND MAY CONTRIBUTE TO GENERALIZABLE KNOWLEDGE AND MAY BE PUBLISHED

Certain courses are research-intensive, with rigorous instruction in theory and research methodology (e.g. undergraduate / graduate research course), and involve data collection from human participants. These may generate student papers that can develop or contribute to generalizable knowledge and result in publication in a scholarly outlet. Such requirements meet the definition of research that falls under the jurisdiction of the UREC. These class assignments require UREC application, approval, and oversight. Refer to UREC SOP 4.4 (in AIFIS) for more information.

Instructors who require such research assignments must apply to the UREC for review and approval of these assignments before students begin data collection (other preliminary research work can begin, e.g. literature reviews, conceptual exercises, etc. while awaiting approval). It is the instructor who submits the application, and only one application is prepared for the course (even if the instructor is handling several sections).

AdMUREC Form 7 (Request for Approval of Class-Based Research Assignment) is to be completed by the instructor. This is applicable for student research that is characterized by common elements across all the student projects, usually planned or designed by the instructor (i.e. same general methods, sample or community characteristics, recruitment and informed consent process).

It is advisable for the instructor to set the parameters and limit the scope of students’ research activities to those that qualify for exempt or expedited review (entailing only minimal risk; see SOP 4.1 and 4.2), since course projects are often conducted in a short timeframe and with novice researchers. This is to avoid risks that may come about given inexperienced researchers, and the longer processing time generally needed for projects that require full committee review.

It is advisable that faculty instructors submit their applications in the semester or weeks prior to the start of their class to assure timely UREC response.

C. INDEPENDENT STUDENT RESEARCH – E.G. THESES, DISSERTATIONS, OR HONORS/CAPSTONE/CULMINATING PROJECTS

For independently-conducted student research projects such as theses, dissertations, honors/capstone/internship projects that involve human participants, the student applies to the UREC for ethics approval (see SOP 4.2 or 4.3) or validation of exemption (SOP 4.1). The application includes a signed endorsement and acceptance of overall responsibility by a faculty adviser.

Undergraduate student research is limited to those that qualify for exempt status or expedited review. This is because of the constrained timeframe of undergraduate thesis courses and the relative inexperience of undergraduate researchers. Graduate students may engage in research categorized as either for expedited or full review.
It is strongly advised that students submit their applications in the semester prior to their planned data collection (i.e., if the data collection commences in the second semester, the ethics application must be submitted in the first semester) to assure timely UREC response. Students submit their ethics clearance applications after their technical defense so as to reflect the research protocol approved by the panel.

Sample Standard Informed Consent Script/Template for Class Assignments

[Please modify with activity specifics]

Good Morning/Afternoon/Evening

I am a student from Ateneo de Manila University. You are invited to participate in a research assignment for my ______ [describe] class with Prof./Dr. __________ [who is a Professor in Department at Ateneo de Manila University] and I would like to ask you questions about ______ [describe]. The purpose of this assignment is to understand how ______ [describe] by asking you to participate in ___ [describe. e.g., a survey/ participate in an interview]. Your participation will last approximately [hours/minutes].

In our conversation [or in this survey], I will not ask you for your name, address, phone number, date of birth, etc. Please do not mention any of this personal information in our conversation (such as your name, address). Therefore, data collection is anonymous.

[If applicable, please include] I would like for your permission to allow me to audiorecord/ videorecord this conversation for the research assignment. The recording will be used for ______[describe]. The recording will be submitted to Prof./Dr. ____ [state] for proof of my completion of this assignment. Once I have received my grade, Prof./Dr. ____ [state] will delete the recording.

There are no foreseeable risks to participation in this study, except [if applicable - specify] mild discomfort due to __________ [describe]. [Indicate any foreseeable benefits to participation in the study; do NOT include compensation as a benefit.]

Participation in this study is voluntary. You may choose not to participate. You may withdraw at any time without any penalty or negative consequence to you. In addition, you may choose not to answer any questions with which you are not comfortable.

If you have any questions about the study or study procedures, you may contact Prof./ Dr. ____ [state] by phone at _____[state] or by email at: ______ [state]. [Give the respondent a copy of this contact information]

Do you have any questions before we begin? If not and all is clear with you, by participating in the above stated procedures, then you agree to participation in this study.
MEMO TO: The Loyola School Community  
MEMO FROM: Maria Luz. C. Viches, Ph.D. 
Vice President  
SUBJECT: Attending to Acts of Misconduct of a Sexual Nature

In concurrence with the socio-political climate, along with the inherent urgency of issues related to acts of misconducts of a sexual nature of various forms, on several fronts (i.e. student services, activities, formation, discipline, and human resources), I would like to remind the community of the current avenues for attending to concerns and complaints, as well as additional actions the LS is taking on this important matter.

I. Processes

There are existent officers and processes in the LS that attend to complaints of any kind, including those that would fall under "acts of misconduct of a sexual nature," as follows:

<table>
<thead>
<tr>
<th>Compliant</th>
<th>Respondent</th>
<th>Office in charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Student</td>
<td>Student</td>
<td>Office for Student Services</td>
</tr>
<tr>
<td>2 Student</td>
<td>Employee (e.g. Faculty/Professional/staff/admin)</td>
<td>H.R. Support (VPLS)</td>
</tr>
<tr>
<td>3 Outsider</td>
<td>Student</td>
<td>Office of Student Services</td>
</tr>
<tr>
<td>4 Outsider</td>
<td>Employee (e.g. Faculty/Professional/staff/admin)</td>
<td>H.R. Support (VPLS)</td>
</tr>
<tr>
<td>5 Employee (e.g. Faculty/Professional/staff/admin)</td>
<td>Student</td>
<td>Office of Student Services</td>
</tr>
<tr>
<td>6 Employee (e.g. Faculty/Professional/staff/admin)</td>
<td>Employee (e.g. Faculty/Professional/staff/admin)</td>
<td>H.R. Support (VPLS)</td>
</tr>
</tbody>
</table>

Queries or complaints may be addressed to Mr. Michael Jacinto F. Malililin, Director of the Office for Student Services (at loc 5020, Room X102, or mrmallillin@ateneo.edu), or Ms. Maria Milagros L. Tendero, Assistant to the Vice President for Human Resources Support (at loc 5007, Room XH101, or mtendero@ateneo.edu), as appropriate. Their
staff will be happy to attend to your concerns, and/or direct you to other services the LS provides, as needed.

II. Actions

While we established the CHE-mandated Gender and Development Committee (GAD) last year, and it continues to work on the LS-wide gender-audit, the following additional initiatives have been in the pipeline to make us a more gender-fair campus:

(1) On 6-7 September 2017, the Women and Gender Institute (WAGI) of Miriam College, conducted a 2 –day seminar on Gender, Sexuality and the Law: Strengthening School Policies and Practices for the Student Services and Student Formation clusters.

(2) Some Departments, Offices and Committees have already initiated their own gender-sensitivity training

(3) Prospectively, in March/April 2018, the Human Rights Center of the Ateneo Law School will conduct a series of workshops in view of Creating Gender Responsive Ateneo Community

(4) I will also be creating a Technical Working Group, addendum to GAD, specifically to attend to LS operations related to attending to acts of misconduct of a sexual nature. This committee is to be headed by Dr. Mira Ofreneo, Chair of the Psychology Department

While the process of creating more permanent policies and structures related to gender-fair campus will take some time, I trust in the LS community’s support through the willingness of each person or office, department, clusters, etc. to contribute to fruitful discussions and dialogues and most important, to attend to urgent needs.
MEMO TO: THE LOYOLA SCHOOLS COMMUNITY

FROM: MARIE JOY R. SALITA
ASSOCIATE DEAN FOR STUDENT AND ADMINISTRATIVE SERVICES

RE: ALL-GENDER RESTROOMS IN THE LOYOLA SCHOOLS

In the school’s effort to create an environment of inclusivity, and in partnership with the Sanggunian ng mga Mag-aaral, the Loyola Schools would like to inform the community of the availability of all-gender restrooms within the LS campus. Anyone may use these restrooms regardless of gender identity or expression. These restrooms can accommodate only one person at a time. These are also available for the use of persons-with-disabilities.

The location of these restrooms are as follows:

- Kostka Hall Ground floor
- Berchmans Hall Ground floor
- Leong Hall Ground floor West
- Dela Costa Hall Ground floor
- MVP Student Center Ground floor
- SEC A Ground Floor
- SEC C Ground floor
- CTC Ground floor
- Bellarmine Hall Ground floor
- New Rizal Library Ground floor
- LS PE Area, Covered Courts University Dorm lobby
- Cervini Hall lobby
- Eliazo Hall lobby

Said restrooms will be properly labeled with appropriate signs, as shown below, to signify all-gender use.

Thank you.

Sample All-Gender and PWD Restroom Signage:
Suscie
Take, Lord, and receive all my liberty, my memory, my understanding and my entire will, all I have and call my own.
You have given all to me. To you, Lord, I return it.
Everything is yours; do with it what you will. Give me only your love and your grace, That is enough for me.
― St. Ignatius of Loyola