

STUDENT MANUAL

1. GENERAL INFORMATION

1.1 Introduction

This Student Manual is a compendium of several policies, guidelines, rules and regulations and standard operating procedures pertaining to the operation and management of the Student Services of Western Philippines University

It aims to provide a model for the uniform and standard presentation of the student services and related concerns and serves as a guide in the creation of the Student Handbook of Western Philippines University. This Manual allows for the incorporation of some policies, guidelines, rules and regulations which the university/institution may find appropriate to include.

1.2 Legal Framework

The following serve as the legal framework of this Manual of Student Services:

- 1.2.1 MECS Order No. 57 s. 1981 and MECS Order No. 62 s. 1981.
- 1.2.2 Republic Act 7079 - The Campus Journalism Act
- 1.2.3 Republic Act 7877 - The Anti-Sexual Harassment Act (See Appendix H)
- 1.2.4 Republic Act 8049 - An Act Regulating Hazing And Other Forms Of Initiation Rites In Fraternities, Sororities, And Organizations And Providing Penalties thereof
- 1.2.5 CHED Memo No. 4 - Preventive Measures Against Violence and Sanctions on Fraternities and Other Student Organizations
- 1.2.6 SUC Charters and Codes
- 1.2.7 Other relevant policies, standards, plans and guidelines promulgated by CHED
- 1.2.8 Recognized and established management practices
- 1.2.9 Dangerous Drugs Act of 2002

1.3 Vision

The Student Services Sector envisions to provide :

- 1.3.1 Creative, critical, highly functional and globally oriented students to graduate from the University;
- 1.3.2 A supportive yet challenging environment that encourages the students' holistic development;
- 1.3.3 Balanced co-curricular and extra-curricular activities of the different student groups that provide opportunities for the students to actualize their abilities as responsible and productive leaders and citizens;
- 1.3.4 An atmosphere of healthy social interaction between and among students, faculty and administrative staff;
- 1.3.5 An environment complementary to the academic training of students with different growth activities focusing on improving leadership, self-management and development skills;
- 1.3.6 The development and enhancement of career goals and plans leading toward the achievement of a rewarding career, lifestyle and job; and,
- 1.3.7 The creation of a working environment with updated information system and complete testing facilities.

1.4 Mission

The Student Services Sector serves the students in the maintenance of a healthy social relationship through varied services to facilitate the optimum development of their potentials.

1.5 Goals

1.5.1 Development Goal

The overall development goal of student services is to develop disciplined, responsible and highly trained students.

1.5.2 Enabling Goals

In pursuit of the development goals, the Student Services Sector aims to:

- 1.5.3 Enhance staff commitment and professional capability;
- 1.5.4 Provide an approach/system of efficient delivery of service;
- 1.5.5 Create an atmosphere of democratic social interaction; and
- 1.5.6 Maintain a strong feedback mechanism for evaluation.

1.6 Organizational Structure

This portion is intended for the organizational chart of the student services of the university, which will vary depending on the type of institution. It shows the chain of command in the student services sector. This portion is hoped to provide the students a clearer understanding of the flow of leadership, responsibility and communication concerning student services in the university. (See Appendix A)

1.7 Officials

- 1.7.1 The Dean of the Office of Student Services (OSS) reports directly to the Vice-President for Academic Affairs.
- 1.7.2 The DSS works in close coordination with the other student service offices of the University such as the Office of the University Registrar, the University Library, the Health Services, Housing Services, Food Services and the Admission Services, Guidance Office, NSTP, different College Deans of the University and the Directors of the different Administrative Offices of the University.
- 1.7.3 The following units are under the Office of Student Services: Guidance and Counseling, Scholarship and Financial Assistance, Organization and Leadership, Publication, Sports and Cultural, Student Discipline and Tribunal, Research Monitoring and Evaluation and Support/Ancillary Services .

2. OFFICE OF STUDENT SERVICES

The Office of Student Services supervises and coordinates the different student service offices/units of the university. Several other offices are directly under this Office under the supervision of the Dean of Student Services. The following sections are under the scope of responsibility of the Office of Student Services: Guidance and Counseling, Scholarship, Loans and Financial Assistance,

Organization and Leadership, Publication, Sports and Cultural, Student Discipline and Tribunal, Publication and Support/Ancillary Services.

2.1. Guidance and Counseling

2.1.1. Goals and Objectives

- 2.1.1.1 To assist the students achieve their maximum potential by developing self-awareness and self-realization.
- 2.1.1.2 To make available channels in optimizing the students' capabilities for achievement.
- 2.1.1.3 To assist the students in making satisfactory adjustment in the University and in reaching responsible decisions in academic, personal and social areas of their lives.
- 2.1.1.4 To develop a good working relationship between students, teachers administrator, parents and community.

2.1.2 Personnel

- 2.1.2.1 The University Guidance Counselor heads the Office. The staff under his/ her supervision are: psychologist, psychometrician and guidance counselors
- 2.1.2.2 Each college of the university is assigned a Guidance Counselor depending on the student size/student population of the college.

2.1.3 Services

- 2.1.3.1 Individual Inventory - The individual inventory record is accomplished by every student upon admission to the university. Test results, information about home and family background and other developmental data are also compiled and updated. These are used as ready references in understanding the world of the student and in planning for appropriate intervention program.
- 2.1.3.2 Information - Orientation Programs are conducted to disseminate information to the students. New students are given orientation with the different services as well as the university structural and professional capabilities. Students

are also provided with information related to the existing rules and regulations governing student's behavior.

- 2.1.3.3 **Counseling** - Counseling are conducted either individually or in groups on topics ranging from personal to career concerns.
- 2.1.3.4 **Placement** - Enrolling transferees and new students and returning drop outs are given assistance in finding their placement in academic groups, co- curricular organization, career and job. Placement exam is given to all incoming freshmen to determine their right placement in the in English and Math. Pre- employment seminar to all graduating students is sponsored to prepare the young graduates in job hunting. It serves as a link between the students and the In-school Placement Office of the University where students in need of income are hired as student assistants of the University.
- 2.1.3.5 **Follow-up** - It is a continuing service to the students to determine the value and extent of progress of the client . It includes a follow-up of the progress of the case. Exit interview for the students who leave the university.
- 2.1.3.6 **Consultation** – Assists the parents and teachers regarding the aspect of student development and behavior.
- 2.1.3.7 **Referral** - The cases which are considered beyond the scope of expertise of the office are referred to more experienced and competent professionals as part of the helping process.
- 2.1.3.8 **Research and Evaluation** - Researches are undertaken to evaluate the effectiveness of the different services. The information gathered are analyzed to help improve the services given to the students.

2.2 Student Organizations and Activities

2.2.1 Goals and Objectives

- 2.2.1.1 To enhance the growth of students as individuals and members of the academic community by encouraging the formation of different student clubs and organizations within the university.

2.2.1.2 To complement the academic and curricular growth and development of the students through various student projects and activities such as sports fests, quiz bees and the like.

2.2.2 Personnel

2.2.2.1 Under the supervision of the Dean of Student Services, this Office is manned by the Head of Student Organizations and Activities.

2.2.2.2 The Head of Student Organizations and Activities handles the different accredited student clubs and organizations and the student council.

2.2.2.3 The Head of Publications monitors and supervises the activities of the student publication (as the case maybe).

2.2.2.4 The Board of Management for Student Organizations (BMSO) handles the accreditation process of student clubs and organizations. This is composed of representatives from the students, faculty, administration, the Head of the Student Organizations and Activities and is headed by the OSS.

2.2.3 Services

2.2.3.1 Accredits student clubs and organizations per school year.

2.2.3.2 Monitors the projects and activities of the different accredited student clubs and organizations, the different college councils and the University Student Council/Government.

2.2.3.3 Implements the Rules and Regulations Governing Organized Student Activities (RRGOSA).

2.2.3.4 Facilitates meetings/joint activities/exchange of ideas among student organizations.

2.2.3.5 Endorses student requests for funding (projects, training, seminars) and the use of university facilities.

2.2.3.6 Approves the posting of promotional materials/advertisements within the campus.

- 2.2.3.7 Recommends university-wide activities geared towards the wholesome development of the student – mentally, physically, emotionally, socially, spiritually and morally.

2.2.4 Student Clubs and Organizations

2.2.4.1 Requirements for Accreditation of Student Clubs/Organizations:

- Letter of request for accreditation addressed to the University President and duly signed by the elected president of the organization and the faculty adviser and recommended by the Dean of Student Services and the Vice President for Academic Affairs;
- List of officers of the club/organization. A photocopy of the university identification card (I.D.) and the specimen signature of the officers are also required;
- List of members of the club/organization. There should be at least fifteen (15) members to qualify for accreditation. The list should include, among other things, the course that each student is taking up;
- Constitution and By-laws of the club/organization;
- Letter of acceptance of the faculty adviser chosen by the officers and members of the club/organization;
- Proposed Calendar of Activities of the organization for the School Year;
- Accomplishment Report;
- Financial Report.

The last four items are required of student clubs and organizations requesting for re-accreditation.

2.2.4.2 Guidelines on the Operation of Student Clubs/Organizations

- The different clubs and organizations within the University are bound by University standards to follow

the Rules and Regulations Governing Organized Student Activities (RRGOSA).

- The accreditation process is handled by a committee, the Board of Management of Student Organizations (BMSO). The BMSO exists to review the accreditation papers of student clubs and organizations and to make recommendations pertaining thereto.
- A Certificate of Accreditation for the school year is issued to a student club/organization upon approval of its request for accreditation. Such certificate is duly signed by the Dean of OSS, the Vice President for Academic Affairs, and the President of the University.
- The University, through the BMSO, has the right to revoke the certificate of accreditation granted to a student club/organization in violation of the rules and regulations of the university, particularly the Student Code of Conduct and Discipline. As in all cases involving students, violators will be treated with due process.

2.2.4.3 The Board of Management of Student Organizations is a committee, which shall handle the accreditation process of student clubs and organizations in the University.

2.2.4.4 It shall be composed of the DSS as chairman, and representatives from the studentry, the faculty sector, the administrative sector and the Head of the Office of Student Organizations and Activities as members.

2.2.4.5 The functions of the BMSO are as follows:

- Recognize, review and/or cancel the recognition granted to student organizations based on pertinent and existing regulations and guidelines of the University.
- Formulate solutions to problems/conflicts that may arise in connection with student organizations and other related matters thereto.
- Formulate guidelines and deliberate matters related thereto, in the granting of awards to deserving student organizations and student leaders in the annual Search

for Outstanding Student Organization and Outstanding Student Leader.

2.2.5 Student Publication

2.2.5.1 The official student newspaper of the University shall be known as the “Collegian”

2.2.5.2 The Office of Student Publication provides administrative and technical support to the official student newspaper of the university. Working in accordance with the issued guidelines of campus/student journalism, this Office updates student journalists on the current trends in newspaper writing by recommending to the student body and the University administration the attendance of student delegates to different symposia, seminars and lectures of the same nature. It also assists current staffers in the screening of interested students wishing to take an active part in the university student publication.

2.2.5.3 A yearly competitive examination is conducted to determine the members of the Editorial Board of the student publication. The University President through the Adviser of the Collegian creates the Selection Board/Committee whose members shall include a faculty member, an administrative staff, a practicing journalist, and a former member of the editorial board of the student publication.

2.2.5.4 The publication obtains its finances from the student population through the Student Publication/Organ Fee – the amount of which is fixed and determined by the Board of Regents.

2.2.5.5 Republic Act 7079 also known as the Campus Journalism Act and the Rules and Regulations Governing Organized Student Activities serve as the basic guidelines of the student Publication.

2.2.6 Student Government

2.2.6.1 The Student Government of the University shall be officially called Western Philippines University- Student Body Government.

- 2.2.6.2 The University Student Council and the College Student Councils shall be governed by its own Constitution and By Laws.
- 2.2.6.3 It shall exist to serve as the link and bridge between the University administration and the student population; thus it functions for the betterment of the student population of the university.
- 2.2.6.4 Election of officers of the student council is, on the other hand, governed by the Student Election Code which is implemented and carried out by an independent student body, the Commission on Student Elections. The Commission on Student Elections is tasked to oversee the orderly conduct of student elections and to religiously carry out the rules, regulations and guidelines specified in the Election Code.
- 2.2.6.5 All members of the student council shall finance the projects and activities of the student government through the SBG Fee, the amount of which is fixed and determined by the SBG. Accounting and auditing procedures of finances is indicated in its Constitution and By Laws and the Rules and Regulations Governing Organized Student Activities.
- 2.2.6.6 The elected President of the Federation of Student Body Government will represent the studentry as Student Regent to the Board of Regents of the University.

2.2.7 Guidelines and Policies Governing Student Organization

- 2.2.7.1 Only organizations that will promote social, educational, cultural, academic, and civic development will be recognized by the OSS/ University.
- 2.2.7.2 Organization seeking recognition and registration should have membership of not less than fifteen (15) members.
- 2.2.7.3 All organizations shall be required to have at least one (1) faculty/staff adviser selected/elected by the members.

- 2.2.7.4 Only registered organizations shall be allowed to use the facilities of WPU.
- 2.2.7.5 A student organizations shall be considered in good standing if it can present/sponsor one (1) social and one (1) cultural/educational activity in a semester.
- 2.2.7.6 Recognized organizations must submit to the Office of the Student services the following: plan of activities, semestral accomplishment report, financial report, list of officers, list of members and updated constitution and by laws.
- 2.2.7.7 All student activities shall terminate one (1) week before Midterm and Final Examinations except in some meritorious cases which may be permitted upon approval by the Vice President for Academic Affairs.
- 2.2.7.8 All academic activities shall be programmed outside office hours except for special occasion.
- 2.2.7.9 Activities that the organization periodically sponsors or intends to sponsor/conduct for the current year must be submitted to the Office of the Students Services at most ten (10) days after its officers have been inducted to the office for proper monitoring.
- 2.2.7.10 All registered organizations shall submit a written semestral report of activities, audited financial statement concurred upon by the adviser/s and non-compliance with this requirement will be a ground for withdrawal of recognition of subject organization by the university. Permission to operate is a requirement for the initial operation of any student organization. Any group of fifteen (15) students may apply to the OSS to form a student organization. Letter of application shall be filed to the OSS.
- 2.2.7.11 Any of the following are grounds for withdrawal of regulations of the university.
 - a. Request officers for the withdrawal of recognition.
 - b. Inactive status for two semesters.
- 2.2.7.12 Hazing activities are not allowed.

- 2.2.7.13 All rules and regulations concerning student organizations and their activities within the school campuses must be strictly based on exist the Rules DECS/ CHED/ TESDA Memoranda, Republic Acts, and other Laws enacted by the State for student organizations.

2.3 Student Housing

The University shall, as much as possible, maintain dormitories for students where they are expected to reside. Students not living in the University should reside in the boarding houses accredited by the Office of Student Services.

2.3.1. Goals and Objectives

- 2.3.7.1 To assist the students in their adjustment to college life by providing them with maximum opportunities to interact with their fellow students and by putting them close to the school buildings and libraries.
- 2.3.7.2 To provide and manage activities and services to inculcate habits, attitudes, values of healthful living, efficient home management, good social relationship and responsiveness among students.
- 2.3.7.3 To ensure students in residence halls within and outside of the vicinity of the university are residing in safe and sanitary housing conditions.

2.3.8 Personnel

- 2.3.8.1 The Head of Student Housing reports directly to the Vice President for Administration.
- 2.3.8.2 The Dormitory Matron/ Houseparent reports directly to the Head of the Housing Services.
- 2.3.8.3 The financial operation and administrative direction of the dormitory shall be the responsibility of the Head of the Housing Section who shall report directly to the Director of Auxiliary Services under the Vice President for Administration.
- 2.3.8.4 The Dean of the Office of Student Services shall be responsible for the assignment of the student to the

dormitory and shall see to it that only students with proper character certification are admitted.

2.3.8.5 The Dean of Student Services shall coordinate with the University Infirmary relative to the health and welfare of the students.

2.3.2 Services

2.3.2.1 On-campus Residence Halls

- Operates student residence halls for students wishing to be housed within the campus in the duration of their stay in the University.
- Gives priority to freshmen and students from more distant homes, coming from low income brackets and those who apply earlier.

2.3.2.1 Off-campus Dormitories and Residence Halls

- Provides a list of accredited boarding houses and dormitories within the vicinity of the University. This list is made available to parents and students during the opening of classes.
- Sets out guidelines to boarding houses and dormitories willing to be included in the official roster of accredited residence quarters. Accreditation is made on a yearly basis and requirements are submitted to this Office for evaluation.
- Conducts an ocular inspection of the applying dormitory/residence hall for verification purposes.

2.3.9 Fees

Board and Lodging Fees are to be determined by the University Administration as per approval of the Board of Regents.

2.4. Student Scholarships and Financial Assistance

2.4.1. Goals and Objectives

- 2.4.1.1 To assist students who generally belong to the “poor but deserving” group to find ways and means of financial support (through scholarships and grants) for educational purposes.
- 2.4.1.2 To provide assistance to students who are willing to apply for a student financial loan.
- 2.4.1.3 To scout for possible scholarship grantors (private grantors) to deserving students.

2.4.2 Personnel

The Head of Scholarships and Financial Assistance Section reports directly to the Dean of Student Services.

2.4.2 Services

- 2.4.2.1 Takes charge of the different scholarship and educational grants offered to students either by the University, the national government or by any interested individual, group of persons or private company.
- 2.4.2.2 Disseminates information on possible scholarship slots.
- 2.4.2.3 Prepares and implements the Memorandum of Agreement between the grantor and the university.
- 2.4.2.4 Conducts the screening of interested students wishing to avail of the scholarship grant.
- 2.4.2.5 Undertakes the processing of scholarship papers of the students.
- 2.4.2.6 Takes charge of the Student Assistantship Program and Student Financial Assistance Program of the University.

2.4.3 Scholarship and Educational Grants of the University

2.4.3.1 University- based scholarships

- ASHS graduate Scholarship Program
- Special Privilege to Children of Employees
- Special Privilege to Children of Early Retirees
- Entrance Scholarships
- University Scholarship
- Athletic Varsity Scholarship
- Performing Arts Scholarship
- Tagbanua and other Outstream Cultural Minorities
- Clean and green Scholarship
- Library Assistant Scholarship
- Academic scholarship
- Barangay Officials/ SK Educational Assistance
- SSC President Educational Assistance
- Centennial AFFA (BS Agriculture, Forestry, Fisheries & Agricultural Eng'g Scholarship
- ROTC Officer Educational Attainment

2.4.3.1 Grants as per Board Resolutions

2.4.3.2 Privately Funded Grants

- PALECO
- RTNFI/CBNC
- Compassion International

2.4.3.3 Government Funded Grants

- Provincial Education Assistance Program (Thru. Gov. Mitra)
- LGU Aborlan Scholarship Program
- LGU Quezon Scholarship Program
- LGU Rizal Scholarship Program
- Vice Mayor (Quezon) Scholarship Program
- SAKA-Pilipinas Shell Foundation & WPU
- Pres. Diosdado Macapagal Arroyo Scholarship Program (PDMASP)
- Study Now Pay Later (SAFE Loan)
- Student Assistance For Education (SAFE)
- Educational Assistance Program (Thru D. M. Socrates)

- Youth in Agriculture Fisheries Program (DA-ATI)
- Malampaya-CAMAGU Scholarship
- DA-Agriculture Competitiveness Enhancement Fund (ACEF)
- Ladderized Educ Prog. (LEP) TESDA
- OTOS
- Iskolar ng Bayan Thru Cong. Antonio C. Alvarez

2.4.4 Scholarship Application Procedure

The following policies and guidelines governing the availment of WPU- funded/ subsidized scholarship shall be as follows:

- 2.4.4.1 All applicants must fill up application forms available at the Office of the Scholarship Coordinator.
- 2.4.4.2 All applicants must submit all accomplished forms and requirements for the scholarship being applied for to the scholarship coordinator at the OSS.
- 2.4.4.3 The requirements of the applicants shall be pre-screened by the scholarship coordinator and shall be presented to the Scholarship Committee for final screening.
- 2.4.4.4 The scholarship committee shall sit en banc to examine the credentials, documents and requirements submitted by the applicants.
- 2.4.4.5 The list of applicants who qualified for the scholarships/ assistantships shall be submitted to the President for approval.
- 2.4.4.6 Copies of the approved list of scholars shall be furnished to the Accountant, OSS, WPU-PPC Campus Dean, and Dean of External Campuses.
- 2.4.4.7 Names not included in the approved list shall not be considered.

2.4.4.8 The deadline for submission of application for scholarships/ assistantships shall be on the following dates:

First semester - July 15

Second semester – December 15

2.4.5 Student Financial Assistance Program

2.4.5.1 This program is designed to train students in the different facets of the work place and at the same time expose them to first-hand experiences which can help broaden interpersonal relationships.

2.4.5.2 Any bonafide student of the University who has stayed in the University for at least one school year and whose schedule of classes allows for four consecutive hours of free time, if interested and willing, could apply for the Student Assistantship Program.

2.4.5.3 The University compensates the services rendered by the student on a fixed rate as determined by the Board of Regents.

2.4.6 Student Loan Application Procedure

- Present the current registration form and the duly accomplished application form which can be obtained from this Office. Students who wish to apply for a student loan must seek assistance from the In- charge of the Loan section at the Office of Student Services.
- The student who would like to apply will be given orientation on the type of loan that he/ she may avail of.
- Be available for the scheduled interview and testing.
- Requirements to be submitted differ depending upon the type of loan being applied for.
- The accomplished application form must be submitted to the Loan Section in- charge.

- Duly accomplished application forms will be submitted to the Office of the Accountant.
- Report to the Office of Scholarships and Student Assistantships to follow-up the application.
- The checks for the loans shall be claimed at the Cashier's Office.

2.4.7 Policies for Student Need and Income Generating Project Loan Program

- Students may apply for a Student Loan. The loan may be used for payment of school fees, medical purposes, projects and other emergencies.
- The loan with a minimum interest is payable either in full or by installments and should be settled one month before the end of the semester when the student obtained the loan.
- The loan is only available on a first-come-first-served basis with preference to students from low income families, as there is only a limited number of students who can be served for this purpose.
- A student may avail of a loan in the amount of Ten thousand pesos (P10,000.00) under the Income Generating Project Loan (IGPL) and Two thousand pesos (P2,000.00) under the Student Need Loan Fund (SNLF). The two types of loan has an interest of one (1%) per month payable in installment or in cash with the maturity date specified in the loan note.
- Applicants for Student Need Loan Fund are required to submit a an approved thesis proposal or itemized budgetary estimates of expenditures duly attested by the adviser.
- There shall be two co- makers who are permanent employees of the university. The application must be signed by either the parent or the guardian. Collateral such as salary of co- makers, title of real estate,

registration of motor vehicles, credentials of large animals and jewelry may be considered provided however that the owner of the collateral will sign in the contract of loan and/ or will act as co- maker of the loan.

- In case of failure to pay the loan, the student borrower can not be cleared at the end of the term unless otherwise his co-makers execute a notarized affidavit to guarantee the payment of the said loan on a salary deduction basis.
- The workflow of the loan is as follows:
 - Filing of the application
 - Processing of the loan application
 - Release of loan and
 - Monitoring of the loan

2.4.8 Policies for Student Assistance for Education (SAFE Loan)

- Any bonafide student of WPU who is in their 3rd, 4th, 5th or graduating year can avail of the assistance fund in the form of loan through the Office Of Student Services.
- The loan shall be intended to supplement educational expenses only
- The loan releases shall be on a first come first served basis, and subject to availability of funds.
- The borrower can avail of the maximum amount of One Thousand Pesos (P1,000.00) only per semester payable before or during the claim of transcript.
- The loan shall bear no interest rates, no co- makers, no collaterals or securities offered except the transcript of records, however, the borrower may secure a guarantor in case of incapability of paying the loan. The guarantor

must be a permanent member of the faculty and staff of the university.

- The loan may be paid in installment or in full before it matures on the graduation of the borrower.
- Interested applicants shall accomplish and submit application forms at the OSS-SFA unit in charge for processing.
- A copy of the accomplished application forms shall be furnished to the Office of Student Services, the Accounting Office and the Registrar.
- Claims and repayments of loans shall be made at the Cashier's Office.

2.5 Other Support/Ancillary Services

2.5.1. Goals and Objectives

2.5.1.1 To provide assistance in other student- related concerns such as the identification cards, insurance and others.

2.5.1.2. To ensure the smooth flow of procedures for the different services offered by the office.

2.5.2. Personnel

The Head for Ancillary Services reports directly to the Director/Dean of Student Services.

2.5.3. Services

2.5.3.1. Student Identification Card

- Application for a University I.D.
 - Present the current registration form.

- Fill up the application form (Personal Data Sheet) and pay the I.D. Fee.
- Proceed to the ID Room for picture taking.
- Come back on the date specified to claim the processed I.D.
- Validation of I.D.
 - All students who are officially enrolled for the semester are required to have their I.D. cards validated for the current semester. They must report to the office of Ancillary Services for validation stickers.
 - No student will be allowed entry to the university premises without the validation sticker even when the student has officially paid his/her school fees.
- Rules on the Use of I.D.
 - All students are obliged to display their identification cards at all times.
 - No student is allowed to enter the University premises without the identification card properly signed by the Director/Dean of Student Services and validated for the current semester.
 - Rules and regulations pertaining to the proper use of the university ID is set forth by the University and student offenders are to be treated accordingly as per the Student Code of Conduct and Discipline.
- Replacing a Lost I.D.
 - Write a letter of request for replacement of ID

- Present the letter, current registration form and one copy of the official ID picture (from the official university photographer)
- Pay the required I.D. fee including the penalty for lost I.D. card.
- Come back on the date specified to claim your processed I.D.

2.5.3.2. Student Group Insurance

The University makes available to students a Student Group Insurance Package. All students are encouraged to avail of the Student Group Insurance Package. However, those who are a) officially enrolled in the National Service Training Program (NSTP) and, b) or On-the-Job Training Program (OJT) or Off Campus Student Teaching, c) those who will go on field/educational trips and related activities are required to get a Student Group Insurance.

- Application
 - Present the current registration form
 - Pay the required amount for the insurance.
 - Sign in the official logbook for insured students and claim insurance certificate.
- Claiming insurance benefits
 - Present the registration form where the “STUDENT GROUP INSURANCE” was stamped or present the Insurance Certificate to the Office of Student Services – Ancillary Services.
 - Accomplish the Claim Forms and any other documents which may be required.

- Present the accomplished forms and the requirements. The claimant will be contacted when a check is already available.

Processing of papers will depend on the availability of the required documents. It is advisable that official receipts of expenses incurred during the medication and/or hospitalization period be kept intact.

2.5.3.3. Student Mails

- Students can have their mails addressed to the University especially if the letters are official in nature.
- Mails can be claimed from the Office of Student Services Ancillary Section during office hours provided that the student presents his/her ID card.
- It is recommended that mails be addressed in the proper way as in the example below:

MS. MARY ROSE G. CRUSE
College of Business Economics &
Management
Western Philippines University
Aborlan, Palawan 5302

2.5.3.4. School Uniform

The University may prescribe or sell uniform at reasonable price.

2.6. International Students

2.6.1. Goals and Objectives

- 2.6.1.1. To extend assistance to foreign students for them to avoid potential problems during their stay in the University.

2.6.1.2. To extend assistance in the procurement of study permits, student visa and extension of stay.

2.6.1.3. To provide opportunities for growth and development in their new-found home – the University

2.6.2. Personnel

The Head of the Office of International Students reports directly to the Dean/Director of Student Services.

2.6.3. Services

2.6.3.1. Orients foreign students on the rules and regulations of the University.

2.6.3.2. Provides for housing (when applicable).

2.6.3.3. Assists in the processing of papers (visas, study permits, extension, etc.).

2.6.3.4. Conducts guidance and counseling for better adjustment (whenever necessary).

2.6.3.5. Provides opportunities for socio-cultural growth.

2.7. Career Development Employment Services

2.7.1. Goals and Objectives

2.7.1.1. To provide employment counseling to graduating students.

2.7.1.2. To make available to students information on career pathing.

2.7.1.3. To mould students to become more disciplined and responsible future citizens of the work/labor force through values development activities and other related pre-employment activities.

2.7.2. Personnel

2.7.2.1. The Head of the Career Development and Employment Services reports directly to the Dean of Student Services.

2.7.2.2. The Head of this Office works in close coordination with the Head of the International Relations, On-the-Job Training Program or other similar program of the University.

2.7.3. Services

2.7.3.1. Assists students in their career discovery

2.7.3.2. Conducts career counseling/advising

2.7.3.3. Facilitates/scouts opportunities for job placement

2.7.3.4. Conducts job fair

2.7.3.5. Provides internet links

2.7.3.6. Initiates programs and training (career orientation)

2.8. Recreational, Social and Cultural Services

2.8.1. Goals and Objectives

2.8.1.1. To assist in the total development of the students through activities designed for the wise use of leisure time.

2.8.1.2. To promote the development of self-confidence, sportsmanship, social and cultural growth of students.

2.8.2. Personnel

2.8.2.1. The Head of the Office of Recreation, Social and Cultural Services reports directly to the Dean of Student Services.

2.8.2.2. The different Varsity Coaches, Trainers of the Performing Groups closely coordinate with the

Head of the Office of Recreation, Social and Cultural Services.

2.8.3. Services

- 2.8.3.1. Plans and conducts recreational activities
- 2.8.3.2. Manages and offers facilities
- 2.8.3.3. Coordinates social and cultural presentations
- 2.8.3.4. Organizes performing art groups
- 2.8.3.5. Initiates/stages exhibits and competitions/contests

3. OTHER STUDENT-SERVICE OFFICES

There are other offices within the university/college whose responsibility is to serve the student population but are not under the supervision and management of the Center for Student Affairs/Office of Student Affairs. These offices function to respond to the needs of the student population and to augment the student services of the University. Such offices/services are the following: Office of Student Admissions, Office of the University Registrar, Food Services, Health Services, Library and Resource Learning Centers, Industrial Relations and On-the-job Training Program, and National Service Training Program

3.1 Student Admission

3.1.1 Goals and Objectives

- 3.1.1.1 To screen prospective students both in the undergraduate and graduate levels for possible placement in the different courses offered by the university.
- 3.1.1.2 To assist incoming students in their choice of course within the University at the same time assess the students' potential for higher education based on the specialization of the University (technological, agricultural, education, etc.)

3.1.2 Personnel

3.1.2.1 This office is headed by an Admission Officer who works in close coordination with the different College Deans, the University Registrar and the Dean of Student Services

3.1.2.2 A psychometrician and guidance counselors assists the Admission Officer

3.1.3 Services

3.1.3.1 Career Orientation Programs

3.1.3.2 This service, which is given to secondary schools upon request, aims to promote the specialization of the university to prospective incoming freshmen students. On a broader level, this aims to assist graduating high school students in the choice of their course and university

3.1.3.3 Screens and interviews freshman applicants

3.1.3.4 Administers, scores and releases results of the University Entrance Examination

3.1.4 Application Procedure

3.1.4.1 Prospective first year applicants are required to apply in person to the Office of Admission to undergo the preliminary interview.

3.1.4.2 The following requirements are to be presented:

- photocopy of the fourth year high school card (Form 138);
- 2 copies of 2x2 pictures, and;
- photocopy of authenticated Birth certificate
- photocopy of Certificate of good moral character

- receipt of payment of Entrance/Placement Examination Fee.
- Folder

3.1.4.3 The examination permit will be issued to the applicant where the date, time and venue of testing will be conducted.

3.1.4.4 Transferees from other universities and colleges are required to present the following:

- Original copy and a photocopy of Official Transcript of Records from the university last attended by the student;
- 2 copies of 2 x 2 ID pictures, and;
- receipt of payment of Placement Fee.

3.1.5 Entrance Requirements.

3.1.5.1 A student seeking for admission to this University must be a high school graduate.

3.1.5.2 Students transferring from recognized colleges and/or universities will be given equivalent credits earned upon presentation of credentials showing that they have passed the courses fully equivalent to those given in this university and provided they passed/satisfied the requirements for the course.

3.1.5.3 Students transferring from recognized colleges and/or universities will present to the Registrar a Certificate of Honorable Dismissal, Certificate of Good Moral Character, medical certificate issued by the university physician and Certification of grades which shall be a pre-requisite for enrollment.

3.1.5.4 Freshmen students are required to submit their Form 138 or Card, and Certificate of Good Moral Character, medical examination and result of placement exam.

3.1.5.5 A foreign student may be allowed to enroll in the university if he/she has a study permit and a student visa (9-f) or any of the following types of visa:

- 9 (e-1) or (e-2) for foreign government officials and dependents;
- 7 (a) (2) for exchange fellows and scholars under sponsorship or International organizations;
- 9 (d) - treaty traders;
- 13 (a), 13 (e), 13 (g) permanent residents; or
- LOI I05 – Balikbayan.

3.1.6 Placement Examination. Students who intend to enroll in the University must take the placement examination on Mathematics and English subjects. The rating of the students resulting from the exam would be the basis for separating those who would take the Math and English Plus (review courses as per CHED nomenclature) and those who would register in Math 101 and English 101 (regular courses). Students who have advance knowledge of the subjects, especially those graduates in the Agricultural Science High School (ASHS), could qualify to take the Advance Placement Exam (APE); provided that a certification to this effect should be obtained by the students from their High School Principal. A student who passed the APE will no longer enroll the subject but will be given the grade he/she got in the exam.

3.1.7 Registration Procedure for Incoming Students. Students enrolling in the University will have to follow the order of the following procedures issued by the University.

3.1.7.1 Report to the Office of the University Admission for entrance/placement examination and assistance on the enrolment procedure and checking of the requirements for enrolment(result of placement examination, medical certificate, Individual Inventory, High School card, Cert of good moral character, etc)

- 3.1.7.2 Submit yourself to a physical and medical examination at the University Health Services Office. All successful applicants will be given medical certificate.
- 3.1.7.3 Report to the to the Office of Admission for the issuance of the Notice of Admission.
- 3.1.7.4 Return to the College to secure your Registration Forms. Accomplish the forms properly. Report to the designated adviser for your subject/course advising and assessment of fees. Have the forms signed by the designated Department adviser and assessor.
- 3.1.7.5 Proceed to the college coordinator of the National Service Training Program (NSTP).
- 3.1.7.6 Pay at the Cashier's Office.

3.1.7.7 Submit the following to the Registrar's Office:

- Registration Forms
 - Original copies of high school card/ transcript
 - copies of 2x2 ID pictures and folder
 - Authenticated birth certificate
 - Folder
 - Certificate of Good Moral Character
- 3.1.7.8 Submit the student copy of registration forms to the following offices:
- Computer Training Institute (for validation of internet account)
 - OSS (for validation or application of Student ID)

The student is now officially enrolled and will have to come back on the first day of classes.

3.1.8 Enrolment in the Graduate Programs

3.1.8.1 Students who wish to enroll in the Graduate Program of the university are required to submit their credentials to the graduate school for evaluation purposes.

3.1.9 Late Registration.

3.1.9.1 The last day that students may enroll in a given semester is two weeks after the start of classes as indicated in the school calendar. No student will be allowed to register after that period.

3.2 The University/College Registrar

3.2.1 Goals and Objectives

3.1.1.1. To maintain an updated registry of student records.

3.1.1.2. To ensure a systematic and orderly management of student records.

3.1.1.3. To prepare a periodic report on the statistical data as to enrolment and academic performance of the students.

3.2.2 Personnel

3.2.2.1 The University Registrar heads the Office.

3.2.2.2 The Administrative Staff of this Office includes several registrars assigned each to a college, statisticians, data encoders and clerical staffs.

3.2.3 Services

This office prepares and issues the following:

- Transcript of Records
- Certifications (enrolment, grades and units earned, graduation, completed academic requirements, etc.)
- Evaluation forms (official list of subjects already taken by the student with the corresponding grades obtained)

- Honorable dismissal (granted to students wishing to voluntarily withdraw from the University)
- Diploma
- Rating slips

3.3 Library and Learning Resource Center

3.3.1 Goals and Objectives

- 3.3.1.1. To complement classroom instruction by making available a wide array of reading materials and other non-print materials resources to students , faculty and other clients;
- 3.3.1.2. To provide a place for study and research apart from the usual classroom and shop/laboratory setting.
- 3.3.1.3. To provide an opportunity for the students to learn through the use of the internet and other multi-media facilities and equipment of the university.
- 3.3.1.4. To inculcate the love for books and information among the students and the formation of positive values and attitudes.
- 3.3.1.5. To institutionalize resource sharing and networking activities in the local and international community.

3.3.2 Personnel

- 3.3.2.1 The Chief Librarian reports directly to the Office of the Vice President for Academic Affairs and closely coordinates with the members of the Library Advisory Board composed of the Deans of the different colleges and the SBG president to determine the needs of the students; set policies, rules and regulations, and plan for improvement/ development of the library operation.
- 3.3.2.2 Under the supervision of the University Librarian are qualified library personnel who are assigned in every section of the library as well as in learning resource center established in every colleges and external campuses of the university to serve the needs of the students, faculty and other clients.

3.3.3 Services

- 3.3.3.1 Makes textbooks, reference books, periodicals and non-print sources of information available at the main library and in college learning resource centers of the university;
- 3.3.3.2 Manages a multi-media room with kiosk, which is made available to students and faculty members who wish to make use of the internet as an educational tool;
- 3.3.3.3 Updates the collection of the library by inquiring from the faculty their needed books and other materials to support the instruction, research and other programs of the institution.
- 3.3.3.4 Facilitates the procurement of quality and updated collection that conforms with the needs and standards set for an academic program;

3.3.4 The Use of the Library Facilities

- 3.3.4.1 All students wishing to use the facilities and resources of the library are required to present a validated ID card;
- 3.3.4.2 For faculty and administrative personnel, the University ID should be presented upon entry.
- 3.3.4.3 Researchers coming from outside of the university are required to present a referral letter from the agency or institution of origin and a research fee had to be paid. The fee is fixed at a price determined by the Board of Regents.
- 3.3.4.4 Certain rules and regulations apply to the use of the main library and college learning resource center. These rules and regulations are posted at the library itself.

3.3.5 Library Card and Borrower's Card Application

- 3.3.5.1 New students are required to attend library orientation seminar before they will be issued a library card and borrower's card.
- 3.3.5.2 Present the current registration form to the librarian in- charge.
- 3.3.5.3 Submit two (2) pcs 1X1 ID pictures.
- 3.3.5.4 Fill up the application form.
- 3.3.5.5 Come back on the date specified and claim your library card and borrower's card.
- 3.3.5.6 Students are given free library cards for the first issuance but a replacement fee had to be paid once lost. The fee is fixed at a price determined by the Board of Regents.

3.3.6 College Learning Resource Center

- 3.3.6.1 Apart from the Main library, the different college of the university also have their own learning resource centers which are mostly established through the effort of the college student organization and college faculty members.
- 3.3.6.2 These learning resource centers complement the educational needs of the students of the colleges by making available some books, periodicals, magazines and other information tools.

3.3.7 Internet Services

- 3.3.7.1 Internet services are made available to students not only in the Main Library but also in the Computer Training Institute.
- 3.3.7.2 Guidelines on the use and availability of computer units are provided by the University administration.

3.4 Industrial Relationship and On-the-Job Training Program

3.4.1 Goals and Objectives

3.4.1.1 To ensure a collaborative partnership with the various industrial and employment firms and organizations within the country through a continuous deployment of students in the On-the-Job Training or Supervised Industrial Training Program of the University.

3.4.1.2 To provide the students (both enrolled and graduated) with a list of partner schools, companies and firms for possible training and employment.

3.4.1.3 To complement the academic learning of the students through first-hand experience in the world of work.

3.4.2 Personnel

3.4.2.1 The Director for Industrial Relations and On-the-Job Training Program reports directly to the Office of the Vice President for Academic Affairs and coordinates with the different College Deans, the Dean of the Office of Student Services and the University Physician.

3.4.2.2 A Head for Supervised Industrial Training per department per college reports to the Director for Industrial Relations and On-the-Job Training Program.

3.4.2.3 The Director of the Program closely coordinates with the Office of Student Affairs through the Head of the Career Development and Employment Services.

3.4.3 Services

3.4.3.1 Coordinates for On-the-Job Training (OJT) or Supervised Industrial Training Program (SIT) for students enrolled in the OJT/SIT subject.

3.4.3.2 Makes referrals for job placement for graduates of the University through the Office of the Career Development and Employment Services.

3.4.3.3 Disseminates announcements for job vacancies from requesting firms, companies and organizations.

3.5 Health Services

3.5.1 Goals and Objectives

- 3.5.1.1 To provide primary medical care to students, faculty and University personnel.
- 3.5.1.2 To ensure a healthy working environment for the students, employees and faculty members of the university.
- 3.5.1.3 To support the medical and dental health program of the university
- 3.5.1.4 To coordinate with the different colleges the delivery of medical services to the students.
- 3.5.1.5 To see to it that the health needs of the students are attended at proper time.
- 3.5.1.6 To help upgrade the medical and dental facilities of the infirmary.
- 3.5.1.7 To establish linkages with other civic non- governmental and governmental organization whose objectives are in common with the WPU Health Programs.
- 3.5.1.8 To ensure a healthy working environment for the students, employees and faculty members of the university.

3.5.2 Personnel

- 3.5.2.1 The University Physician heads the University Health Services Office. He works in close coordination with the Dean of Student Affairs (for student cases), the Vice President for Academic Affairs (for faculty concerns) and the Vice President for Administration (for employee concerns).
- 3.5.2.2 Under the supervision of the University Physician are resident dentists, nurses and aides.

3.5.3 Services

- 3.5.3.1 Handles simple, uncomplicated and stable medical cases.
- 3.5.3.2 Engages in preventive activities such as physical, medical and dental examinations.
- 3.5.3.3 Renders diagnostic and treatment services.
- 3.5.3.4 Attends to accidents and emergencies.
- 3.5.3.5 Refers cases to hospitals.
- 3.5.3.6 Provides assistance in the screening of prospective freshmen students of the University.
- 3.5.3.7 Conducts medical examinations to students who will be deployed in their Supervised Industrial Training or On-the-Job Training.
- 3.5.3.8 Keeps medical records of students and employees.
- 3.5.3.9 Pre- enrolment medical examination

New comers and transferees are required to submit themselves for medical examination to be administered by the physician prior to enrolment to determine the physical deficiencies, communicable diseases possessed by the students and to determine whether they are physically fit for higher learning.

- 3.5.3.10 Visitation of Student Villages, Cottages and Dormitories

A team conducts regular visits to the student cottages and dormitories to see to it the surroundings and the living condition of the students are within the prescribed sanitary measures.

3.5.3.11 Medical Missions

Medical and dental missions are scheduled by the Infirmary Personnel. Blood Smearing, Blood typing, blood pressure examination as well as dental services are

among the tasks in the medical mission. This activity is done in the external campuses at least once in a semester.

3.5.3.12 Anti-Drug Abuse Campaign

In coordination with the local drug abuse councils (PADAC-SADAC), fora and symposia are organized to orient the students of the ill- effect of drug abuse. This is a collective undertaking of the PNP, LGU, Health and Religious Sectors.

3.5.3.13 Monitoring and Evaluation

The OSS with the infirmary personnel solicit feedback from the students as to the services rendered by the section and assistance given by the university regarding health programs. Likewise periodic monitoring and follow- up of records are done to treated patients.

3.5.3.14 Reporting

Reporting of the accomplishment of the section is done every end of the semester to determine the number of students given medical and dental services as well as those who were given medicines.

3.6 National Service Training Program (NSTP)

3.6.1 Goals and Objectives

3.6.1.1 To enhance the civic-consciousness and defense-preparedness of the youth.

3.6.1.2 To develop the spirit/attitude of service and patriotism among the students.

3.6.1.3 To advance the youth involvement in public and civic affairs

3.6.2 Personnel

3.6.2.1 The University President appoints/designates the Head of the Program.

3.6.2.2 The Reserved Officers Training Corps (ROTC) is headed by the Commandant who closely coordinates with the Program Head.

3.6.2.3 The Faculty coordinator of the Civic Welfare Training Service(CWTS)/Literacy Training Service (LTS) per college closely coordinates with the Program Head.

3.6.3 Services

3.6.3.1 Provides modules along the areas of physical, moral, spiritual, intellectual and social well-being of the students

3.6.3.2 Establishes linkages with various communities

3.7 Food Services

3.7.1 Goals and Objectives

3.7.1.1 To provide nutritious and reasonably priced food to the students, employees, faculty, university officials and guests.

3.7.1.2 To ensure a variety of food available for breakfast, lunch, dinner and snacks of the students and employees of the University.

3.7.2 Personnel

3.7.2.1 Closely coordinating with the Director of Student Services and the Director for Administrative Services, the Canteen Manager has under his/her employ several people providing food service to the University.

3.7.3 Services

3.7.3.1 Ensures a variety of food services for breakfast, lunch, snacks and dinner of the students and employees.

3.7.3.2 Provides catering services through the University Canteen and the various food stalls within the University.

4 ACADEMIC RELATED GUIDELINES AND PROCEDURES

4.1 Grading System

- The undergraduate grading system

Grade	Percentage Equivalent	Descriptive Rating
1.0	97-100	Excellent/Very Superior
1.25	94-96	Superior
1.5	91-93	Very Good/Above Average
1.75	88-90	Very Good/Above Average
2.0	85-87	Very Good/Above Average
2.25	82-84	Good/Average
2.5	79-81	Good/Average
2.75	76-78	Satisfactory/Fair
3.0	75	Satisfactory/Fair
5.0	50-74	Failure

- The Graduate Level grading system

Masteral Program:		Doctoral Program:	
1.0	Excellent	1.0	Excellent
1.25	Very Good	1.25	Very Good
1.5	Good	1.5	Good
1.75	Fair	1.75	Passed
2.0	Passed	Below 1.75 to 5.0	Failed
Below 2.5	Failed	Inc.	Incomplete
Inc.	Incomplete		

4.2 Study Load

- 4.2.1 An undergraduate student enrolled in a regular semester is limited to take the specified number of academic units in the curriculum he/she is enrolled in.
- 4.2.2 The student's checklist includes the regular number of units that a student has to carry within a semester.
- 4.2.3 A graduating student is allowed to carry not more than 28 units in a regular semester.

4.3 Attendance

- 4.3.1 **Class Attendance.** Any student who for unavoidable cause finds it necessary to be absent from class(es) must present either a letter from his/her parent or guardian or a medical certificate to his/her professor upon returning to class for appropriate action.

Any student whose unexcused absences exceed twenty percent (20%) of the total number of school days in a semester shall obtain a grade of 5W. Unexcused absences are those absences without valid or justifiable cause or reason. Absences due to suspension are unexcused absences.

4.4 Residence

4.4.1 Full-Time Students

- 4.4.1.1 A student is required to finish his/her course within the specified years as provided for in the curriculum of his/her chosen course.
- 4.4.1.2 If for any reason a student fails to maintain his/her regular status and should extend his/her stay in the University, an additional of one (1.5) year or one (1) semester extension only is allowed for him/her to finish his/her course. Beyond this, the student will be dismissed from the College on account of his/her residency.
- 4.4.1.3 Requests for extension beyond the given grace period will have to be addressed to the Office of the President and endorsed by the College Dean.

4.4.1.4 Cases that merit consideration are usually due to health reasons. A corresponding certification from the University Health Services should be obtained and presented to the Office of the University Registrar.

4.4.2 Working Students

4.4.2.1 A working student is required to finish his/her course within the specified years as provided for in his/her curriculum plus an additional one year or two semesters.

4.4.2.2 For reasons beyond his/her control (i.e. illness, financial difficulties, etc), he/she may be allowed a grace period of two years or four semesters.

4.4.3 Others

4.4.3.1 Students who have earned a degree shall be allowed to take another degree or to pursue or take a higher level education who wish to earn units in Professional subjects.

4.5 Cross Registration

4.5.1 The University allows for the cross-registration of students based on the following:

4.5.1.1 A graduating student in the University may be authorized to cross-register/enroll in another institution of learning for subjects which are not offered in the University but are included in his/her curriculum, or, in the case of a graduate student, when there is no other subject the student can take.

4.5.1.2 No student shall be registered in any college or school in the University without the permission of the Dean of the College/Director of the Campus in which the student is primarily enrolled.

4.5.1.3 The University shall give no credit for any subjects taken by a student in any other university, college, or school if enrolment in such a subject was not expressly authorized in writing by the College Dean/Academic Official concerned.

4.5.2 The requests for cross-enrolment shall be recommended by the Department Head concerned and submitted to the Office of the College Dean or Campus Director. Cross-enrolment permits will be issued by the Office of the University Registrar based on the approved request from the College Dean/Campus Director.

4.6 Student Transfer

4.6.1 Subject Validation

4.6.1.1 The University allows for the accreditation of subjects taken by student-transferees from the University where they came from.

4.6.1.2 The college from where the student-transferee is presently enrolled in undertakes the evaluation of the subjects taken from the previous university/college.

4.6.1.3 The Office of the University Registrar is furnished a copy of the evaluation for permanent recording in the student's academic file.

4.6.2 Transferees from other schools/universities

4.6.2.1 Students from other schools, colleges and universities wishing to transfer to Western Philippines University, may do so provided that they undergo the same screening procedures that an entering new student undergoes.

4.6.2.2 They must also comply with the following admission requirements:

- Honorable dismissal/ transfer credentials certificate of good moral character.

4.6.2.3 Apart from those previously mentioned, the following will have to be observed:

- Transferees from other state universities and colleges must have an average of 2.5 or better
- Transferees from non-SUC's must have an average of 2.5 or better and must be able to pass the validation examinations of the subjects already taken from the previous university where they came from.

4.6.3 Request for transfer from other campus within the university

4.6.3.1 Students of the University from other campuses may request for transfer to another campus provided that a slot is available in the requested campus.

4.6.3.2 A letter of request endorsed by the Campus Director where the student came from will have to be addressed to the University President through the College Dean.

4.6.4 Request to shift course (to another college of the university)

4.6.4.1 Ideally, students are discouraged from shifting courses; however, approval is granted on a case-to-case basis.

4.6.4.2 Approval for such a request will depend on the availability of a slot in the course requested, the number of units already enrolled in the previous course and the underlying reason why such a request is made.

4.6.4.3 The approval is granted by the accepting College Dean and endorsed by the College Dean of the previous course enrolled by the student. The Office of the University Registrar will have to be provided with a copy of the approved letter of request for record purposes.

4.6.5 Request to shift course (within the same college of the university)

4.6.5.1 As in the previous case, requests for shifting of courses is discouraged. However, if the case merits consideration, the approval will depend on the availability of slots.

4.6.5.2 The student will have to seek the endorsement of his/her Department Head to the Department Head of the desired course.

4.6.5.3 The College Dean will have to approve of the request and the Office of the University Registrar will have to be notified and given a copy of the letter of request for record purposes.

4.7 Leave of Absence

- 4.7.1 Students who get sick or are drafted for military training should apply for a leave of absence. No ratings shall be given such students unless they have satisfactorily completed at least 50% of the requirements of the course, and provided further, that upon their return they pass a final test or the remaining part of the course.
- 4.7.2 A student who wishes to defer enrolment for a particular semester or school year may do so provided that he/she applies for a leave of absence from the University.
- 4.7.3 The request will have to be formally submitted to the Office of the Registrar and endorsed by the Department Head and College Dean of the student.
- 4.7.4 Before approval of the leave of absence, the student is also required to report to the Office of the Guidance Counselor to undergo the necessary interview regarding the application for a leave of absence.
- 4.7.5 It is advised that a student who goes on leave for a particular semester returns to the University during the semester that he/she goes on leave in order for him/her to maintain his/her regular status as a student.
- 4.7.6 A student is also allowed to go on leave only for one (1) year. Approval for requests of extension of the leave of absence is made on a case-to-case basis.
- 4.7.7 A student who has not returned after 5 years of absence from the University will be accepted for enrolment provided that he/she will enroll as a freshman.

4.8 Incomplete Grade

4.8.1 Undergraduate Students

- 4.8.1.1 An undergraduate student who has incurred a grade of Incomplete (INC) on a particular subject is given one year grace period to comply with the requirements of the subject before a grade is given.

4.8.1.2 Failure to do so will automatically mean a grade of "5.0" or "Failed" in the subject concerned.

4.8.2 Graduate Students

4.8.2.1 A graduate student who has incurred a grade of Incomplete on a particular subject is given one (1) year to comply with the requirements for completion.

4.8.2.2 The concerned graduate student will have to fill up a completion form from the Office of the University Registrar and have the form signed by the subject Professor and the College Dean.

4.8.2.3 Failure to comply with the requirements of the subject within the allowable one-year period will automatically mean a grade of "Failed".

4.9 Dropping of Subjects/Courses

4.9.1 A student who intends to drop any subject enrolled for a particular semester, may do so provided that the official dropping of the subject is made before the Midterm or the second rating period of the semester.

4.9.2 Dropping of subjects is allowed only with the approval of the student's adviser and respective subject teachers. Students who intends to drop should see the guidance counselor.

4.9.3 Dropping forms are available at the Office of the University Registrar and must be fully accomplished and submitted to the Office of the Registrar before a student is officially considered as "Dropped" from the roll.

4.9.4 Unauthorized dropping may result to a grade of "5.0" or "Failed" in the subject concerned.

4.9.5 If a student intends to drop three (3) or more or all of the subjects enrolled, a parental consent is needed before the student is allowed to drop his/her subjects. Failure to do so may disallow the student from dropping his/her subjects. If the student fails to report to class, it may result to a grade of "5.0" or "Failed" in the subjects concerned.

4.10 Scholastic Deficiency

4.10.1 Probationary Status Scholastic Delinquency. The University shall promulgate suitable and effective provisions governing academic delinquency. Unless otherwise changed by Board of Regents, the University adopts the rules on scholastic delinquency as outlined below:

4.10.2 Any student whose scholastic performance in class in any subject is below "passing" shall be subject to the following rules:

4.10.2.1 Rule 1. Warning: Any student who, at the end of the semester, obtains final grades below "3.0" in 25 to 49 percent of the total number of academic units in which he/she is registered and is advised to see the Guidance Counselor.e.

4.10.2.2 Rule 2. Probation: Any student who, at the end of the semester, obtains final grades below "3.0" in 50 to 75 percent of the total number of academic units in which he/she is registered shall be placed on probation in the succeeding semester and his/her load shall be limited to the extent to be determined by the Registrar.

Probation may be removed by obtaining the grades of "3.0" or better in more than 50 percent of the units in which the student has final grades in the succeeding semester.

4.10.3 Rule 3. Disqualification.

4.10.3.1 Any student who, at the end of the semester, obtains final grades of "5.0" in at least 75 percent of the total number of academic units in which he/she is registered shall referred for counseling.

4.10.3.2 Any student who, at the end of the semester, obtains final grades of "5.0" in 100 percent of the academic units in which he/she is registered shall be denied readmission to the University for one year.

4.10.3.3 Likewise, any student who has dropped in accordance with Rule 3 and again fails in at least 75% of the total number of units shall be disqualified.

4.10.3.4 Disqualification does not apply to cases where, on the recommendation of teachers concerned, that the grades of "5.0" were due to the student's unauthorized dropping of the subject and not due to poor scholarship. However, if the unauthorized withdrawal takes place after 75 percent of the time devoted to a semester or term, the grade of "5.0" is due to poor scholarship.

4.10.3.5 The rule regarding permanent disqualification, Rule 3, does not apply to cases where grades of "5.0" were due to the student's unauthorized dropping of the subjects, as evident in the grading sheet in which the remarks read as "unauthorized withdrawal" instead of "failed". However, if the unauthorized withdrawal takes place after the mid-semester and the student's class standing is poor, his/her grades of "5.0" shall be counted against him/her and Rule 3b applies.

4.10.3.6 A student on a probationary status will be deloaded (he/she will be allowed to enroll 50% only of the regular load) for the coming semester. It is expected that with the deloading, the student will be able to cope with the academic demands of his/her course.

4.10.3.7 The probationary status of the student will be lifted once the student is able to pass all of the subjects he/she enrolled in during his/her probationary status.

4.10.4 Dismissal

4.10.4.1 A student is considered dismissed from the official roll of the University when:

- A student who is already considered dismissed from the University is no longer qualified to enroll in any course, college or campus of the university.
- The student may apply for his/her honorable dismissal to allow him/her to enroll in other institutions of learning.

4.11 Withdrawal from the University

4.11.1 Any student wishing to officially withdraw from the University and transfer to another school, college or university may do so

provided that he/she has already cleared himself/herself of all liabilities and responsibilities (administrative, academic and financial) in the University.

4.11.2 The necessary documents for withdrawal such as clearance and request for honorable dismissal could be availed of from the Office of the University Registrar.

4.11.3 Before approval of the student's withdrawal from the University, he/she is required to write a petition or request to transfer to the Dean of the College and report to the Office of Counseling and Guidance and submit himself/herself to the exit interview.

4.11.4 A student who has already paid his/her school fees but who intends to withdraw from the University, is entitled to a refund of his /her tuition, except the miscellaneous fee, in accordance with the following schedule:

A. For regular semesters:

Before the opening of classes	-	100%
Within one week from opening of classes	-	85%
Within the second to fourth week from opening of classes	-	50%

B. For summer classes:

Before the opening of classes	-	100%
Within the first day after the opening of classes	-	85%
Within the second to fourth day after the opening of classes	-	50%

4.12 Re admission

4.12.1 Readmission of disqualified students shall be considered by the Office of the University Registrar with favorable recommendation of the Readmission Committee which shall be composed of the College Registrar, the Dean of Student Services, The Head of the Guidance and Counseling Unit, registration adviser, and the Chairperson of the department where the student is enrolled.

4.12.2 In no case at all shall a grade of "Inc." be included in the computation to determine academic delinquency status. If this is

replaced by a final grade, the latter grade is to be included in the computation of grades during the semester when the removal is made.

- 4.12.3 If a student obtains grades of "Inc." in 100 percent of the subjects registered, he shall not be allowed to register in any subject in the succeeding semester but shall be advised to enroll for residency to complete all course requirements:

4.13 Graduation Requirements

4.13.1 The Office of the University Registrar, in accordance with the approved university calendar, announces the time specified for the application for graduation of students who have successfully completed all the course requirements (including academic and other requirements) of their curriculum.

4.13.2 No student will be allowed to participate in the commencement activity unless all curricular requirements are completed and administrative sanctions, if any, are served.

4.13.3 A student who expects to graduate in the second semester of the school year should apply for graduation at the Office of the University Registrar and may join the regular schedule of graduation exercises in March/April of that school year.

4.14 Thesis/Special Projects/Special Problems of Undergraduate Students

4.14.1 Students enrolled in the University are encouraged to produce thesis/special projects/special problems that are innovative in nature and are of high quality to meet world class standards.

4.14.2 Undergraduate students enrolled in the technical courses are required to submit a special project for the completion of the course.

4.14.3 For those enrolled in the degree courses, a thesis has to be presented and defended before a panel.

4.14.4 If for any reason the special project or the thesis cannot be completed within the semester, the student should re-enroll the subject for the coming semester.

4.15 The Special Project/Thesis/Dissertation of Graduate Students

- 4.15.1 The special project (for those enrolled in the master's program of a technology-based curriculum), the thesis (for those enrolled in the master's program of a non-technology-based curriculum) or the dissertation (for those enrolled in the doctoral program) is a major requirement before a graduate degree can be conferred on a student enrolled in the graduate programs of the University.
- 4.15.2 No candidate for graduation will be allowed to graduate without the submission of the approved hardbound copies of his/her thesis/dissertation to the Office of the University Registrar.
- 4.15.3 No candidate for graduation will be allowed to graduate without the recommendation for acceptance of the special project (for technology-based curriculum) to the Office of the University Registrar.

4.16 Graduation

4.16.1 Graduation Requirements.

- No Student shall be recommended for graduation unless he/she has satisfied all academic and other requirements prescribed for graduation.
- All candidates for graduation must have their deficiencies made up and their records cleared not later than five weeks before the end of their last semester, with the exception of those in academic subjects and those who work in Physical Education and Citizen Military Training, if the student is currently enrolled during that semester.
- No student shall graduate from the University unless he/she has completed at least one year of residence. No student who fails to pay the required graduation fees within the specified period set by the University Registrar shall be conferred with any title or degree, get his/her credentials without specifying his/her completion of the requirements toward any title or degree.
- Students must file formal application as candidate for graduation with the Dean's Office of their respective Colleges.

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

Application for transcript of records should be accompanied by a student clearance. Clearance may be obtained by accomplishing the specified form.

- 4.18 **Graduation with Honors.** A Student may graduate with honors in three categories:

Summa Cum Laude with a GPA of	1.0 to 1.25
Magna cum Laude with a GPA of	1.26 to 1.50
Cum Laude with a GPA of	1.51 to 1.75

- Provided, that all the grades in all subjects prescribed in the curriculum, as well as subjects that qualify as electives shall be included in the computation of the weighted average grade;
- P.E., P.D and NSTP/ROTC shall not be included in the computation of the General Weighted Average
- Weighted average grades shall be computed to two decimal places.
- Additional Rules
 - Candidates for graduation with honors must have completed in the university at least 75 percent of the total number of academic units or hours for graduation and must have been in residence therein for at least two years immediately prior to graduation.
 - The GWA is computed based only on the grades received for subjects required towards a degree program including those he/she took in other schools.
 - Students who are candidates for graduation with honors must have taken during each semester not less than 15 units of credit or the normal load prescribed in the curriculum in cases where such normal load is less than 15 units, unless the lighter load was

due to justifiable causes such as health reasons, the unavailability of courses needed in the curriculum to complete the full load, or the fact that the candidate is a working student. The submission of pertinent documents is required, as follows:

- For health reasons medical certification to be confirmed by the University Physician.
- For unavailability of courses certification by the major adviser and copy of schedule of classes.
- For employment a copy of payroll and appointment papers indicating among others duration of employment.
- It is the responsibility of the student to establish beyond reasonable doubt the veracity of the causes(s) of his/her light loading. It is required in this connection that documents submitted to establish the causes(s) of the light loading, such as certificate of employment and/or medical certificate, must be sworn to. These documents must be submitted during the semester of underloading.
 - a) Has not been charged and found guilty of any violation of existing college rules and regulations which is punishable by at least one week suspension;
 - b) Has no failing grade in any subject.

4.19 Academic Costumes. All candidates for graduation must wear the proper academic attire required by the college he/she will earn his/her degree.

4.20 Graduation Activities. A candidate for graduation shall not be declared a graduate from the University unless he/she attends the commencement exercises. A graduating student may graduate in absentia only upon prior request for valid reason(s) addressed to the dean of the college where the student will earn the degree. Likewise, he/she must attend other graduation activities such as baccalaureate services and recognition program unless allowed not to do so for valid reason(s).

4.20.1 Students who complete their baccalaureate courses with the following grade point averages shall be conferred the following honors:

Summa cum laude - 1.00 – 1.25

Magna cum laude	-	1.26 – 1.50
Cum laude	-	1.51 – 1.75

4.20.2 For non-degree courses, the English equivalents of the honors are used, namely: “With Highest Honors,” “With High Honors,” and “With Honors.”

4.20.3 The following is the criteria used in determining students who will be graduating with honors:

- GWA of 1.75 and above;
- Enrolled as a regular student who carries the prescribed regular load from first year to senior year.
- Finished the Program within the prescribed period for the curriculum.

4.21 Dean’s List/President’s List

4.21.1 The University recognizes the performance and excellence of students in the academics by coming up with a semestral list of top achievers:

4.21.2 Dean’s List

- Given by the college
- For state universities with multi-colleges, this is a list of the academic achievers per college of the university

4.21.3 President’s List

- Given by a state university with multi-colleges and multi-campuses, with the President as the head of the university
- College Scholars given to student achievers with a general weighted average (GWA) of 1.51 to 1.75
- University Scholar given to student achievers with a general weighted average (GWA) of 1.0 to 1.5

4.21.4 Qualification standards of the Dean’s List/College Scholars and University Scholars.

- 4.21.4.1 He/ she has obtained a GWA of 1.75 and above
- 4.21.4.2 He/she has no grade of 3.0 in any of his/her subjects during the semester.
- 4.21.4.3 He/she has enrolled as a regular student who carries the prescribed regular load.
- 4.21.5 University Scholars are given tuition discounts for the coming semester.
- 4.21.6 The Dean's List/College Scholars and University Scholars list is posted within strategic places in the University and students included in the list are encouraged to report to the Office of Scholarships and Student Assistantships during the enrolment period for the probable notation on the tuition fee discount:

GPA	Tuition Discount
1.0 - 1.49	100%
1.50 - 1.59	50%
1.60 - 1.75	none

4.22 Student Awards

The University holds the Annual Recognition Program for Students before the end of the school year. A committee for this purpose is created by the University President to set guidelines, screen and deliberate on the possible student awardees. Members of the committee include the College Deans, the Office of the Registrar, the Head of the University Recreational Services Office/Physical Education Department and the Dean of Student Services as Chairman.

The Board of Management for Student Organizations deliberates on the granting of awards to the Outstanding Student Organization and Outstanding Student Leader and submits their recommended recipients to the Ad Hoc Committee for further deliberation and approval.

4.22.1 Scholastic Awards

- 4.22.1.1 Students graduating with honors will be awarded certificates of recognition by the University.

4.22.1.2 The Scholastic Award will be given to graduating students who have obtained the highest grade point average in their respective colleges.

4.22.1.3 Non-graduating students who have obtained the highest grade point average in their respective colleges will also be receiving Scholastic Awards in recognition of their academic excellence.

4.22.2 Special Awards

4.22.2.1 Students who won in local, regional, national or international competitions would be awarded Certificates of Recognition in appreciation of their efforts in bringing the University at par with the other colleges and universities in the country.

4.22.2.2 Special Awards are categorized into Sports, Arts, Science and Technology, Engineering and others as may be deemed important by the Committee.

4.22.3 Outstanding Student Leader Award

4.22.3.1 The University recognizes the leadership of students who have contributed to the mission/vision of the University in the total development of the student population.

4.22.3.2 Candidates to this Search should be graduating students who had at least, during their stay in the University, served as officer of any student club/organization including the university student government and the student publication.

4.22.3.3 Candidates are subjected to interviews and peer and subordinate evaluation. Proofs of leadership are required for deliberation purposes.

4.22.4 Outstanding Student Club/Organization Award

4.22.4.1 The prospective recipient of the Outstanding Student Club/Organization will be obtained from among the accredited student clubs/organizations of the University for the current school year.

4.22.4.2 Activities conducted by the organization are evaluated along the following areas: spiritual, academic, social, civic and physical.

4.22.4.3 Proofs of accomplishments are required for deliberation and members of the organization are required to evaluate their own organization's effectiveness.

4.23 Application For Clearance

4.23.1 Students who have already graduated and those who wish to transfer to another school must submit a duly accomplished clearance form before he/she is allowed to apply for any of the following documents: transcript of records, certificate of good moral character, honorable dismissal and others.

4.23.2 Clearance forms are available at the Accounting Office.

4.23.3 No student will be issued his/her credentials unless he/she has been cleared of all accountabilities.

5 RULES AND REGULATIONS ON STUDENT ACTIVITIES

5.1 Organized Student Activities

These RULES AND REGULATIONS shall apply to all organized student activities, namely the student government, other student organizations, the student newspaper and all school-related activities by "bona fide" students of the University.

5.1.1 General Policies

5.1.1.1 Establishment of Organized Student Activities

Subject to the limitations of these RULES AND REGULATIONS, the establishment and operation of any organized student activity in the University shall provide a forum for academic and personal interaction among students, faculty and administrative staff, as well as provide a medium for more productive endeavors towards the attainment of the goals of the University and that of society; provided, however, that the activities shall be along the psycho-physical and socio-cultural development of the studentry; and provided further, that such activities

shall be approved by the University President or his/her duly authorized representative.

5.1.2 Duties of the Dean of Student Services

- Takes charge of the direction and supervision of the organized student activities conducted by the students of the University.
- Implements the rules and regulations governing organized student activities for the purpose of maximizing the potential of students.
- Performs other duties assigned to him/her from time to time.

5.1.3 Responsibilities of the Dean of Student Services

- Formulates, recommends and implements rules and regulations governing organized student activities in accordance with the general policies of the University.
- Participates in the formulation of University policies concerning the welfare and interest of students.
- Coordinates the activities of the students in educational, social and cultural affairs.
- Structures and recommends the approval of the Calendar of Student Activities.
- Oversees the use of the Student Trust Fund for duly approved organized student activities.

5.1.4 Definition of Terms

5.1.4.1 Student Government

The Student Government is the central representative body of the University studentry, the officers of which are elected by the general student population, which purpose is to serve as a linkage between the studentry and the administration toward mutual cooperation for development.

5.1.4.2 Student Organization

A student organization shall be any approved association of students by curriculum year, by course or by special interest, whose officers and members are bona fide students of the University. Organizations shall be categorized as follows:

- College-based student organizations

These refer to organizations that are academic in nature; belonging to a particular college, department or course.

- Non-college-based student organizations

These refer to organizations that are extra-curricular in nature (socio-civic, community-oriented); those whose officers and members are bona-fide students from different colleges, courses and departments.

- Religious Organizations

These refer to student organizations responding to the spiritual and moral concerns of the students.

5.1.4.3 Curricular Student Activities

This shall apply to all student activities such as activity-project field trip, in-plant visitations, off-campus and on-campus activities, supervised industrial training and other community-based programs which are intended to reinforce classroom learning.

5.1.4.4 Co-curricular Student Activities

This shall apply to all student activities such as seminars, symposia, fora, workshops, school publications and leadership development programs, etc. which are designed to complement the student's curricular activities.

5.1.4.5 Extra-curricular Student Activities

This shall apply to some other extra-curricular student activities such as dramatics, etc. whose goals are

toward the discovery, utilization and maximization of students' potentials.

5.1.5 Operation of the Student Organizations

5.1.5.1 Accreditation

This is the procedural aspect in operationalizing any organized student group in the University campus, which provides autonomy to the respective student groups to establish their identity by applying for the grant of authority to operate as an organized group.

5.1.5.2 Requirements for Registration of Student Organization

Any group of 15 students may apply for registration, provided that the following requirements are submitted to the Office of Student Services in duplicate, 2 weeks before the formal closing of classes in a school year:

- Letter of application for Registration. This letter should be addressed to the University President duly recommended by the Dean of Student Services and the Vice President for Academic Affairs.
- List of ad-hoc officers of the club/organization with their corresponding specimen signatures, course and ID pictures (no graduating students).
- List of members of the student club/organization with their corresponding specimen signatures and courses (no graduating student for the current school year is to be listed as a member of the club/organization).
- Constitution and By-laws of the club/organization.
- Plans/Activities/Projects with tentative schedule, venue and budgetary requirements.

5.1.5.3 Application for re-accreditation of previously accredited student clubs/organizations

Any student club/organization who has been accredited and wishes to renew its contract of accreditation for the coming school year may do so,

provided, that the student club/organization will submit the necessary papers for re-accreditation two weeks before the end of the school year.

The following are the requirements:

- Letter of request for re-accreditation addressed to the Dean of Student Services
- List of ad-hoc officers with their corresponding pictures, specimen signatures and courses (no graduating students)
- Financial and Accomplishment Reports
- Passbook/ Bankbook

5.1.5.4 Recruitment Week

The Office of Student Services will, at the start of the school year, announce to all the student clubs and organizations that have successfully met the requirements set forth in the re-accreditation process.

5.1.5.5 Constitution and By-laws

The student club/organization shall have a Constitution and By - laws drafted and ratified by the members and approved by the University President upon the recommendation of the Dean of Student Services. No such student organization shall be allowed to function in the University without prior approval as required.

5.1.5.6 Faculty Adviser

The student organization has the privilege of choosing its own Faculty Adviser. The faculty adviser must be employed on a full-time basis in the University at the time of his/her acceptance of the responsibility and shall be under the supervision of the Head of the Student Organization and Leadership Section of the Office of Student Services.

5.1.5.7 Pledge of Commitment

The Faculty Adviser and the elected President of the student club/organization, together with the Dean of Student Services, will sign a Pledge of Commitment with the University which aims to solicit the cooperation of the student organization in carrying out the mission of the University and the government. This will be required from the student organization before the Certificate of Accreditation is awarded.

5.1.5.8 Recommendation for Probationary Status

The Office of Student Services may recommend the probationary status of operation of a certain student organization who has applied for accreditation based on the following grounds:

- Non-completion of the requirements;

- Constitution and By laws needs to be reviewed further by the Accreditation Committee; and, failure of the student organization to accomplish at least 50% of its plans, activities, projects during the previous year of its operation/accreditation.

5.1.5.9 Any student club/organization who has been recommended for probationary status will be placed on probation for one semester. The over-all performance of the student club/organization for one semester will be the determining factor in the lifting of the probationary status.

5.1.5.10 Registration

The University shall provide and maintain a registry of all organized accredited student groups in the Office of Student Services which shall consist, among others, updated information on the following:

- An entry book containing the name of the organization, the date of accreditation, the date of the filing of the Constitution and By laws and other required documents as stated in this Rule;
- Plans activities/projects that the organization plans to pursue or has already pursued and the status of the remaining plans, activities and projects; and
- Any other relevant activity of the organization.

5.1.5.11 Inspection of the Registry Book

Any member of the University administration, faculty and student body shall have access to any information in the Registry Book, during regular office hours, subject to the rules and regulations of the University.

5.1.5.12 Appeals on Accreditation

An appeal to the decision of the Dean of Student Services shall be made within 36 hours from the time the decision is made known to the groups concerned. All appeals shall be taken up with the Vice President for Academic Affairs. Further appeal may be made to the President of the University whose decision shall be final.

5.1.5.13 Channel of Communication

All matters pertaining to the operation of the organized student activities shall be coursed through and the Office of Student Services. The Dean of Student Services will then direct the matter to the Vice President for Academic Affairs then finally to the University President, when needed.

5.1.5.14 Procedure for the Approval of Student Activities/Projects

All accredited student organizations, whenever wishing to pursue an activity/project, should express their intention to do so in writing, and should submit a list of the projects/activities to the Office of Student Services as part of the requirements for accreditation. The Office of Student Services will prepare a semestral calendar of student activities, based on the list submitted by the accredited student organizations. This calendar will include the date, time and venue, and the required budget of the project/activity, and will be forwarded to the Vice President for Academic Affairs for recommendation to the University President, who will approve the calendar. No accredited student club/organization can carry out or implement a project if it is not included in the Calendar of Student Activities as prepared by the Office of Student Services.

5.1.5.15 Report of Activities

The officers of the accredited student organizations, through their respective presidents, shall render a report to the Dean of Student Services, ten days before the end of the second semester. The report shall include the financial statement and evaluation of the activities undertaken during the semester. The officers shall likewise render an annual report at the end of the school year.

5.1.5.16 Formal Dissolution

When the dissolution of an organization is through deliberate and voluntary action of its members, it shall be the responsibility of its President to formally issue a corresponding written notice to the school administration, through the Director of Student Services, and prior notation of such dissolution shall be indicated in the registry book of the University.

5.1.5.17 Certificate of Clearance

- Whether the dissolution of the organization is deliberate and voluntary or otherwise, it shall be the right of the University to require the officers of such organization to secure a clearance from money and property responsibilities from the University authorities concerned, through the Office of Student Services, as may be called for under existing University rules.
- The accredited student organization, upon reaching the end of the school year and after submitting its accomplishment and financial reports, will be issued a clearance by the Office of Student Services. Such certification will be needed should the organization apply for re-accreditation the following school year.
- Graduating officers of the accredited student organization will not be issued the university clearance if the required reports have not yet been submitted to the Office of Student Services.

5.1.6 Operation of the Student Council

5.1.6.1 The University Student Council

The University Student Council is the highest governing body of students. This body is created for the purpose of serving as a link between the administration, the faculty and the students.

5.1.6.2 Membership

The membership to the student council shall be limited to the bonafide students of the University. Every student officially enrolled in the University automatically becomes a member of the student government.

5.1.6.3 Constitution and By-laws.

The student government shall have a Constitution and By laws drafted and ratified by the members which shall be approved by the University President. This will guide the operation of the student government, through its set of duly elected officers of the University Student Government. No student government is allowed to function in the University without prior approval of the Constitution as required by these Rules and Regulations.

5.1.6.4 Election of Officers

The officers of the student body government, as provided for in the Constitution and By-laws, shall be elected by the members thereof, provided that every election of officers of the student government shall be under the Commission on Student Election; and provided further, that such Commission on Student Elections has satisfactorily met the criteria in selecting the members of the Commission and is operating according to and as provided for in the Constitution and By-laws of the student government.

5.1.6.5 Criteria in Selecting Candidates to the University Student Body Government

Any student who wishes to run for any position in the University Student Election must have the following qualifications:

- He/she must be a bonafide student of the University who carries a minimum load of 15 units for the day student and 14 units for the evening student, during the time of his/her filing of candidacy to the University Student Government.
- He/she must have a residence of at least one (1)/(2) year in the University (as attested by the University Registrar).
- He/she must be physically and mentally fit and of good moral character as certified by the University physician and the class/faculty adviser.
- He/she must have an average of at least 2.5 or its equivalent in all his/her subjects and must not have incomplete and failing grades.
- He/she is not a member of an unaccredited student group/organization.
- He/she must not have criminal records.
- He/she must have been chosen by a majority of the students of his/her club, class or college council where he/she is a member.
- He/she must resign in any elected position in any accredited student club/organization he/she represents, if elected officer to the University Student Government.

5.1.6.6 Channel of Communications

All activities to be pursued/sponsored by the University Student Body Government and the different college organizations will have to be coursed through the Office of Student Services, to the Vice President of Academic Affairs and finally to the President of the University.

5.1.6.7 Report of Activities

The officers of the University Supreme Student Council are vested with the responsibility of reporting

to the student body their accomplishments for the school year that they had been elected to their posts. Likewise, they are required to report to the student body their financial standing with regard to the use of the Student Trust Fund, one month before the end of the school year.

5.1.6.8 Accomplishment Report

The University Supreme Student Council, is required to submit to the Office of Student Services an accomplishment report which will be posted on bulletin boards for the information of the entire student body.

5.1.6.9 Financial Report

A financial report is likewise required from all the Supreme Student Council. This will have to be reported by the SSC Treasurer, audited by the SSC Auditor and noted by the SSC President. This same financial report will have to be posted on university bulletin boards for the information of the entire student body.

5.1.6.10 Deadline for Submission of Reports

The University Supreme Student Council is required to submit the reports a month before the end of the school year.

5.1.6.11 Certificate of Clearance

An officer of the University Student Government graduating or non-graduating, will not be granted a Certificate of Clearance by the Office of Student Services if the accomplishment and financial reports have not yet been duly submitted before the end of the school year.

5.1.6.12 Financial Accountability

Only the President, Treasurer and Auditor of the student government, club or organization will be held liable to the University administration with regard to the required financial report to be submitted one month before the end of the school year. In the same manner, all other persons who are proven to be directly

involved in the handling of the finances of the student government, club or organizations are also to be held liable. No Certificate of Clearance will be issued to the accountable officers and persons unless the required report has been duly submitted.

The student government and each student organization shall submit a copy of its financial statement and a report of collections and disbursements of funds on or before the end of each academic year. Such financial statements may be prepared by the Treasurer of the student government or organization duly approved by the President of the student government or the organization. The President of the university, through the Dean of Student Services, may cause for the audit of the financial report and status of the student government and each student organization by a competent person employed by the school, at least once a year, and to take such actions as may be appropriate under the university rules, whenever there is a misappropriation or defalcation of the funds of the student government or organization.

5.1.7 Constitution and By-laws of Student Government

5.1.7.1 The University Supreme Council has its own Constitution and By-laws duly ratified by the majority of its members.

5.1.7.2 The University Student Government Constitution and By Laws contains the following:

- Preamble
- Name and Location
- Principles and Objectives
- The Legislative
- Commission on Appointment
- Commission on Awards and Citations
- Recognized Student Club and Organizations
- Accountability
- The Commission on Student Elections
- Accountability of Officers
- Funds and Fiscal Control

- Transitory Provision
- General Provision/Amendments
- Effectivity

5.1.8 The Student Government Election Code

5.1.8.1 The Student Government Election Code contains the following:

- General Provision
- Student Electoral Board
- Elective Positions
- Qualifications of Candidates
- Qualifications of Electors or Student Voters
- Election Calendar
- Certificate of Candidacy
- Campaign
- Casting of Votes
- Canvassing and Proclamation
- Election Protest
- Penalties
- Disqualification
- Election Offenses

5.1.9 Student Publication

5.1.9.1 Nature of Publication

The Collegian is the students' official newspaper. The university may allow the publication of journals, magazines and other periodicals by the students subject to the approval of the University President. All such publications shall be under the general supervision of the Dean of Student Services -Publication Section with the assistance of the Dean/s of the College/s concerned, and shall reflect the goals and objectives of the University.

5.1.9.2 Selection of the Staffers of the Collegian

A Screening and Selection Panel shall be created by the University President through the Dean of Student Services- Publication section to select the senior staffers

(editor-in-chief, associate editor, managing editor), the junior staffers (section editors) and other staffers of the Collegian.

The staff shall be selected through a competitive written and oral examination held on the last week of the second semester for senior staffers, and the third week of the first semester for the rest of the staffers.

5.1.9.3 Criteria for Selection of Staffers.

The following criteria are to be used to select the new staffers, namely: examinations, relevant previous experiences, work ethics and values. The same criteria will be used to designate the old staffers to positions with due consideration to their performance rating in the previous semester/s.

- Point weight age is by percentage which is as follows:

Written examination	-	40%
Oral examination (personal interview)	-	30%
Relevant previous experience (and/or performance rating)	-	20%
Work ethics and values	-	10%
		=====
Total	-	100%

- The following criteria for the oral examination are used to select the student applicants, namely:

Fluency of verbal expression	-	10%
Values/judgment analysis	-	15%
Personality traits	-	5%

5.1.9.4 Appointment of the Staffers

A work contract is issued to the ranking students in the form of an appointment paper which states the specification of functions of the position in the Editorial Board. The appointment paper is issued to the student by the Dean of Student Services as approved by the Vice President for Academic Affairs and duly signed by the student “in conforme” of the conditions stated in the appointment paper.

5.1.9.5 The Head for Publication

The role of the Head for Publication is as per R.A. 7079. (An Act Providing for the Development and Promotion of Campus Journalism and for other Purposes)

5.1.9.6 Discipline of Erring Students

All student staffers of the Collegian shall strictly adhere to the Code of Ethics for Student Journalists as spelled out clearly in the ANPE Code of Ethics for Student Journalists, which subscribes to truth, respect, integrity, social service, freedom, common will, dignity and solidarity. Willful and deliberate commission of acts which are offensively personal, which may torment dissension among students or between students and faculty shall be dealt with corresponding punishments as specified in the Code of Discipline of Students.

5.1.9.7 Funds

Primary Source

The primary source of funding for the student publication is the Student Privilege Fee “School Organ/ Publication Fee”(SPF) paid upon enrolment by every student in the University. The said amount is the same for all courses. Monies collected from the students shall be under a Trust Fund specifically for the purpose of financing the activities of the students, duly approved by the University officials.

Any approved organization of students may derive its funding from:

- Membership Dues

As may be provided for in the Constitution and By laws, the accredited student clubs and organizations may collect a reasonable annual membership fee from its members, provided, however, that payments made for the purpose are duly receipted by the Treasurer of the organization,

and provided, however, that all such payments and voluntary contributions of the members, shall be likewise accounted for in accordance with the provisions of the University's rules and regulations appertaining thereto.

- Solicitations

These refer to monies collected from advertisements, sales of tickets, or similar fund raising activities. Such solicitations shall be duly approved by the Dean of Student Services, the Faculty Adviser, and the President and Treasurer of the student government/Publication and the university authorities concerned. All such solicitations shall be duly receipted by the soliciting student government or student organization.

5.1.9.8 Management of the Student Trust Fund

The Student Trust Fund (School Organ) shall be managed by the editorial board of the student publication.

- Collection

The Student Organ (SO) Fee shall be paid to the Cashier's Office and shall be kept as Trust Fund of the Collegian. Such collection shall be done during the enrolment period, in collaboration with and under the supervision of the university administration.

5.2 Other Co-Curricular and Extra-Curricular Activities

5.2.1 Specific Activities

All meetings, field trips, industrial visits or social functions of students held inside or outside the campus shall have prior recommendation by the Adviser of Club/Organization, College Dean, Dean of Student Services and approved by duly constituted authorities.

5.2.2 Socialization Activities

Any organized accredited student group and curricular student group maybe permitted to have socializing activities within the semester provided that such activities shall be held when 70% of the class hours of the term or semester shall have been completed.

5.2.3 Socio-cultural Program

The student government and other accredited student organizations can hold a literary, musical or socio-cultural program or debate or discussion of some public issues, provided however, that such request shall follow the calendar of University activities.

5.2.4 University Calendar of Student Activities

All accredited student clubs and organizations and the student government will have to submit to the University through the Office of Student Services an annual Calendar of Student Activities which will have to be completed by the Office of Student Services. This Calendar of Student Activities should follow strictly the rules pertaining to the conduct of student activities by the students. Such calendar will have to be approved by the President through the Office of the Vice President for Academic Affairs as endorsed by the Dean of Student Services. No group of students can carry out an activity or implement a project if it is not included in the Calendar of Student Activities of the University.

5.2.5 Use of University Premises and Facilities

5.2.5.1 The use of the University premises and facilities by the student organizations shall have prior approval from the President of the University or any of his/her authorized representative. Only accredited student clubs and/or organizations are entitled to the use of all available facilities.

5.2.5.2 The officers of the concerned student organizations shall be responsible for the damages to university properties and facilities incurred during such student activities.

5.2.6 Chaperonage

All dances, picnics, excursions, student group activities and other social functions shall be properly chaperoned. The class advisers and/or student club/organization adviser/s have the responsibility of chaperoning such activities of students. A waiver or parental consent should be presented to the Office of Student Services when activities are to be conducted outside of the University.

5.2.7 Faculty Adviser/s

All curricular, co-curricular and extra-curricular activities of the students shall be under the supervision of the faculty adviser/s. All designated faculty adviser/s shall be present in all affairs of the student organization they supervise. All decisions affecting the conduct of the activity shall bear the approval of the faculty adviser/s.

5.3 Conduct and Discipline of Organized Student Groups

5.3.1 Acceptable Behavior

All organized student groups shall observe the laws of the land, the rules and regulations of the university and the standards of a good society. The general behavior of its officers and members shall be courteous and considerate on all occasions as befitting men and women of refined moral values; and shall always act with prudence, moderation and respect for the opinions and feelings of others, as are necessary to promote goodwill and educated philosophy of life and values.

5.3.2 Prohibited Activities

Campus activism which are deemed unlawful and/or in violation of the existing legislations, rules and regulations shall be strictly prohibited and disallowed.

5.3.3 Disciplinary Action

In addition to the revocation of the authority to operate the student organization, the violators, as well as the officers and faculty adviser/s of the organization, may either be reprimanded, suspended in the case of a student, dropped from the rolls of students of the university, or expelled from the school or barred from enrolment in all government or non-government schools, depending on the seriousness of the violation or offense

committed. Each action of the administration shall conform with the prescribed rules of the Commission on Higher Education for validity of effectivity.

Any student facing administrative charges involving prohibited activities may be prevented or suspended from attending his/her classes, or from entering school premises, upon written order from the President of the university, provided, however, that the evidence of guilt of the student is strong to warrant his/her dismissal from the school.

5.3.4 Amendments

In the interest of the common good and in accordance with the needs of the present day situation, amendments to existing Rules and Regulations shall be made, provided, however, that such amendments are the consensus of the members of the committee created for the purpose, and provided, further, that such amendments are recommended by the Dean of Student Services for the approval of the Board of Regents through the President of the university.

6 STUDENT CODE OF CONDUCT AND DISCIPLINE

6.1 Norms of Conduct

6.1.1 Dress Code for Students.

All students must subscribe with the prescribed dress code of the university especially during non-uniform days (wash days).

6.1.2 Wearing of Prescribed Uniform

Every student shall wear the prescribed uniform on the days specified by the university. Students are likewise required to wear the shop/laboratory uniforms during their shop/laboratory periods, the prescribed P.E. uniform during their P.E. classes and the NSTP uniform during their NSTP classes.

6.1.3 I.D. Requirements

Every student shall wear the official identification card (I.D.) at all times inside the university.

6.1.4 Hair Cut for Male Students

Male students shall sport a clean and decent haircut regardless of whether the student is enrolled in the ROTC or not.

6.1.5 Student Attendance

Every student shall attend classes promptly and regularly. In all cases of absences, a student may only be re-admitted to his/her classes upon presentation of a letter of excuse signed by the parent/guardian.

6.1.6 Attendance to University Activities

All students are likewise encouraged to attend and participate in university activities such as University Week/Foundation Day programs, recognition programs and the like. Graduating students, on the other hand, are required to attend the Commencement Exercises including the Baccalaureate Mass and other activities.

6.2 Locus of Responsibility for Disciplinary Action

6.2.1 For purposes of clarifying as to who is responsible for determining disciplinary action to be meted on the erring student, offensive behavior is classified into: university, academic and personal.

6.2.2 The Teacher

The faculty member has the sole responsibility to discipline any student judged guilty of the offenses classified as academic (behavior whose locus of occurrence is inside the classroom or school corridors). Should the offensive behavior merit a penalty, a recommendation for disciplinary action is made by the teacher concerned in coordination with the Department Head and the College Dean.

6.2.3 The Department Head

The Department Head conducts his/her investigation of the case and recommends re-trial, as the case may be, to the College Dean.

6.2.4 The College Dean

The College Dean is the next higher body who decides on the gravity or seriousness of the offense as reported by the teacher and as determined through due process of investigating the case by the Department Head. Offenses within the jurisdiction of the College Dean are those which fall under the category of Academic Offenses. In cases wherein the student has committed a university offense, the Dean of the College, together with the Dean of Student Services, determines the gravity or seriousness of the offense.

6.2.5 The Dean of Student Services

The Dean of Student Services has the sole responsibility to determine the violation committed by any organized group of students in connection with activities conducted outside the classroom but within the university campus and outside of it. Likewise, university offenses are also handled by the Office of Student Services (Student Discipline and Tribunal).

6.2.6 The College Discipline and Grievance Committee

The Discipline and Grievance Committee of the respective college conducts a case conference to discuss the case presented by the Department Head.

6.3 Code of Discipline

The code of discipline of students is adopted to ensure peace and harmony in attaining the goal of this University.

6.3.1 Basic Rights and Responsibilities Unless otherwise superseded by a more recent basis, the rights, privileges granted to students and their responsibilities while in school shall conform with those promulgated in the Education Act of 1982. These are:

- a) The right to receive, primarily through quality instruction, relevant quality education in line with national goals and

conducive to their full development as persons with human dignity;

- b) The right to freely choose their field of study subject to existing curricula and to continue their course therein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulations;
- c) The right to University guidance and counseling services for making decisions and selecting the alternatives in fields of work suited to his/her potentialities;
- d) The right to access to his/her own records, the confidentiality of which the university shall maintain and preserve;
- e) The right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials, and other similar documents within thirty (30) days from request;
- f) The right to publish a student newspaper and similar publications, as well as the right to invite resource persons during assemblies, symposia and other activities of similar nature;
- g) The right to free expression of opinions and suggestions, and to effective channels of communication with appropriate academic and administrative bodies of the university;
- h) The right to form, establish, join and participate in organizations and societies recognized by the university to foster their intellectual, cultural, spiritual and physical growth and development, or to form, establish, join and maintain organizations and societies for purposes not contrary to law;
- i) The right to be free from involuntary contributions, except those approved by their own organizations or societies;
- j) The right to participate in the formulation and development of policies affecting the university in relation to the locality/region, and nation through representation in the Academic Council to be determined by the Governing Board;
- k) The right to receive reasonable protection within the university premises;

- l) The right to be informed of the rules and regulations affecting him;
- m) The right to participate in curricular and co-curricular activities;
- n) The right to due process of law;
- o) The right to be assisted by his/her university through current and adequate information on work opportunities; and
- p) The right to receive medical and dental services as well as first-aid services. Every student shall be provided medical supplies for simple illness.

6.3.2 Duties and Responsibilities. Every student, regardless of circumstances of his/her birth, sex, religion, social, and economic status shall have the following duties and responsibilities:

- a) Exert his/her utmost effort to develop, potentialities for service, particularly, by undergoing an education suited to his/her abilities, in order that he may become an asset to his/her family and to society;
- b) Uphold the academic integrity of the university and endeavor to achieve academic excellence and abide by the rules and regulations governing his/her academic responsibilities and moral integrity;
- c) Promote and maintain the peace and tranquility of the University by observing the rules and discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and non-teaching staff and other University personnel;
- d) Participate actively in civic affairs and in the promotion of the general welfare, particularly in the social, economic and cultural development, of his/her community and in the attainment of a just, compassionate and orderly society;
- e) Exercise his/her rights and in the knowledge that he/she is answerable for any infringement or violation of the welfare and of the rights of others;
- f) Strive to lead an upright, virtuous and useful life;

- g) Love, respect, and obey his/her parents, and cooperate with them to maintain the family solidarity;
- h) Respect the customs and traditions of our people, the duly constituted authorities, the laws of the country and the principles of democracy;
- i) Help in the observance and exercise of individual and social rights, the strengthening of freedom everywhere, the fostering of cooperation among nations in the pursuit of progress, prosperity and world peace; and
- j) Respect and cooperate with teachers, fellow students and university authorities in the attainment and preservation of order in university and in the society.

7 Rules and Regulations on Student Conduct and Discipline

Section 1. Basis of Discipline

Every student shall observe, in addition to the laws of the land, the rules and regulations formulated herein and other rules that will be passed in separate resolution regarding discipline by the Board of Regents.

Section 2. Classification of Offenses and Their Corresponding Sanctions/Penalties

The following acts constitute offenses punishable under this code:

1. Those against campus peace, order, security and safety.
 - a. Instigating, inciting, provoking, leading or taking part in illegal and/or violent demonstration or other activities, or giving active support thereto in any form or manner.

Penalty: Suspension to dismissal from the university

- b. Creating disturbance, leading or otherwise taking part in any activity which disrupts university functions or adversely affects classroom instructions, whether such activity is or not accompanied by violence, such as disconnection or tampering of electrical connections, of switches for generators, motors, fans, air conditioners, lights, and fire alarms, giving false alarms, shouting,

banging of doors, walls, table, desks, chairs, and other acts of rowdiness and disturbances and the like;

Penalty: Suspension to dismissal from the University.

- c. Harboring criminals and notorious characters;

Penalty: Suspension to dismissal from the University.

- d. Carrying or displaying explosives or fireworks or possessing firearms, knives or other deadly weapons of whatever kind within the university premises;

Penalty: Suspension to dismissal from the University.

- e. Assaulting, insulting, challenging, fighting, or committing physical abuse or any act of gross disrespect directed against persons in authority, faculty members, personnel and fellow students or threatening to do any of the aforementioned acts;

Penalty: Suspension to dismissal from the University.

- f. Ungentlemanly conduct in the class or preventing in any manner, university officials, faculty members and personnel and/or fellow students from performing their duties or exercising their rights;

Penalty:

First offense – Suspension of 7 to 15 days.

Second offense – Dismissal from the university.

- g. Failure or refusal to wear the required ID and/or student uniform within the school premises;

Penalty:

First offense – Warning to suspension of 1 to 15 days.

Second offense – Suspension of 7 to 15 days.

Third offense – Dismissal from the University.

2. Those offensive to public decency, good customs and morals.
- a. Gambling, maintaining or participating in any game of chance within the university premises;

Penalty: Warning to suspension of not less than five (5) days. If the student is found guilty for the third time, the penalty shall be dismissal from the university.

- b. Indecent exposure, gross immorality and other acts constituting scandalous and reprehensive conduct;

Penalty: Suspension to dismissal. If the student is found guilty for the second time, the penalty shall be dismissal from the university.

- c. Cheating in examinations, forgery, tampering, other falsehoods;

Penalty: Suspension ranging from one semester or expulsion depending on the gravity of the offense.

- d. Extortion or blackmail, whether or not the purpose or objective is accomplished;

Penalty: Suspension to dismissal depending on the gravity of the offense.

- e. Drinking liquor in the campus or entering in the school premises under the influence of liquor or begin in the state of drunkenness;

Penalty: Suspension to dismissal from the University.

- f. Possession or use of, or trafficking in, of prohibited drugs;

Penalty: Expulsion from the University

- g. Use of offensive language or commission of acts which are disrespectful, vulgar, indecent, or which in any manner may cause or tend to cause molestation or injury to members of the academic community

Penalty: Suspension of one semester to expulsion

3. Those that endanger health and sanitation.

- a. Spitting on floors or walls

Penalty: Warning to suspension of 1-15 days.

- b. Smoking in libraries, dormitories, classroom, laboratories, hall or corridors and other public places;

Penalty: Suspension to dismissal from the University.

- c. Littering of paper or any form of waste within the classroom or at the university premises;

Penalty: Warning to suspension of (15) days maximum and dismissal from the university for the second offense.

- 4. Those detrimental to the property rights and interests of the university and the academic community.

- a. Solicitation of money, donation,, or contribution in kind without the prior approval of the university.

Penalty: Suspension to dismissal from the University.

- b. Misappropriation of or failure to account for funds belonging to the university or any recognized organization;

- c. Taking the examination without the required permit;

- d. Unauthorized used of the name of Western Philippines University.

- e. Use of the University premises and/ or facilities without prior authorization;

- f. Unauthorized distribution within University premises of leaflets, handbills, or other printed materials whose authorship is not clearly or especially stated therein.

Penalty: Suspension to dismissal from the University.

- g. Gross disobedience to or disregard of a lawful order or authority of any faculty member or university official, resorting to invectives, personal insults, black propaganda, or malicious imputations, oral or written, in order to

discredit or ridicule University officials, personnel, faculty members or fellow students;

Penalty: suspension to dismissal depending on the gravity of the case.

- h. Robbery, thievery and acts of malicious mischief involving University property or that of the members of the academic community including university guests and callers;

Penalty: replacement of destroyed property to suspension to dismissal depending on the gravity of the offense.

5. Those against the invalidity of the University records, official papers, certificates and other official documents.

- a. Forging of/ tampering with school records and other forms of misrepresentation;

Penalty: Suspension ranging from one to one school year or expulsion depending on the gravity of the offense.

- b. False statement of any material fact, or practicing or attempting to practice any deception or fraud in connection with his admission registration in or graduation from the University.

Penalty: Suspension to Expulsion depending on the gravity of the offense.

- c. Deception or fraud in connection with his application for the University-funded or sponsored scholarship or grant;

Penalty: Suspension to dismissal from the University depending on the gravity of the offense.

Section 3. Disciplinary Sanctions

The following are the disciplinary sanctions that may be imposed on a student for the commission of any offense defined herein;

- a. Reprimand, Censure or Warning

These are sanctions meted out by way of admonishing the erring student that repetition thereof or other similar offense will be dealt with more severely.

b. Suspension

The offender may be barred for a certain period from the class (es) or from the University.

c. Dismissal

This is an extreme form of disciplinary administrative sanction whereby an offender is dismissed from school without finishing the semester or term.

Section 4. Imposition of Penalties

The imposition of penalties will depend on the following factors:

- a. Previous record of the student;
- b. Inherent gravity of the offense committed
- c. Position of the aggrieved persons;

Established precedents; and other related circumstances such as the pertinent and applicable mitigating found in the Revised Penal Code.

Section 5. Disciplinary Jurisdiction

The University takes disciplinary jurisdiction over offences committed outside the school and beyond the school hours in the following:

- a. In case of violations of school policies or regulation occurring in connection with a university-sponsored activity off campus: or
- b. In cases where the misconduct of the student involves his status as a student or affects the good name or reputation of the University or

any of its officials or employees even if the offence is committed outside of WPU Campus.

Section 6. Administrative Due Process

A student charge with misconduct shall be afforded due process which includes a formal complaint, answer in a fair and reasonable opportunity to defend himself. In case of voluntary confession with assistance of a council or offences committed in fragante delicto, a decision shall be summarily rendered and the corresponding penalty imposed of the erring students, and provided, further, that if the responding-student refuses to file his answer to the compliant, appear or present his defense or employs dilatory tactics in the course of the investigation, the hearing may be conducted ex parte.

Section 7. Hearing Body

The Dean of the student Services is the officer authorized to receive complaints, conduct preliminary inquiry together with the security officer, and on the basis thereof submits recommendations to the hearing body composed of the DEAN of the Student Services, Chief of the Security Force, one student representative, one administrative personnel, and one faculty member of the university

Security Force, one student representative, one administrative personnel, and one faculty member of the university. The hearing body, upon recommendation of the Dean of the Student Services, will conduct the investigation of the case and submit its findings and recommendation to the University Academic Council through the University President.

Section 8. University Academic Council

The University Academic Council through the University President shall automatically review the findings and recommendation of the hearing body and finally render the decision by majority vote within (7) days from date of receipt of the record.

Section 9. Disposal of Case and Disciplinary Action

1. When ever a student has been reported to has having violated a provision of the rules of discipline, an Investigating Committee composed of five (5) members (1 faculty member, 1 administrative personnel, the Chief Security, Dean of the

Student Services and 1 student) shall be created to conduct a preliminary investigation and determine whether the case should be elevated to the Academic Council through the University President.

2. Any student respondent in the case shall have the right to be represented by any personnel of the university or lawyer as counsel.
3. The University Administration may suspend any student for a period of not exceeding fifteen (15) days pending the investigation of the case, when there is strong ground to believe that he is guilty of serious misconduct affecting discipline.
4. A student who has committed any breach of discipline and who fails to appear for an investigation after having been serve 72 hours. Notice to reappear shall be considered as in default and the Investigating Body shall proceed with the investigation and decide on the basis on the evidences presented.
5. Misconduct committed outside the University campus constitutes NO DEFENSE if it is affects the reputation of the university.
6. In all disciplinary cases, parents and guardian should be fully informed of the misconduct of their child or ward. Likewise, in all cases of suspension, a written promise of future exemplary conduct signed by the parents or guardians shall be required as a condition of readmission.
7. Any administrative disciplinary measure taken against students for violation of any of the foregoing regulations shall be without prejudices to any criminal or civic action that maybe taken by the victims or by proper authorities under the Laws of the Philippines.

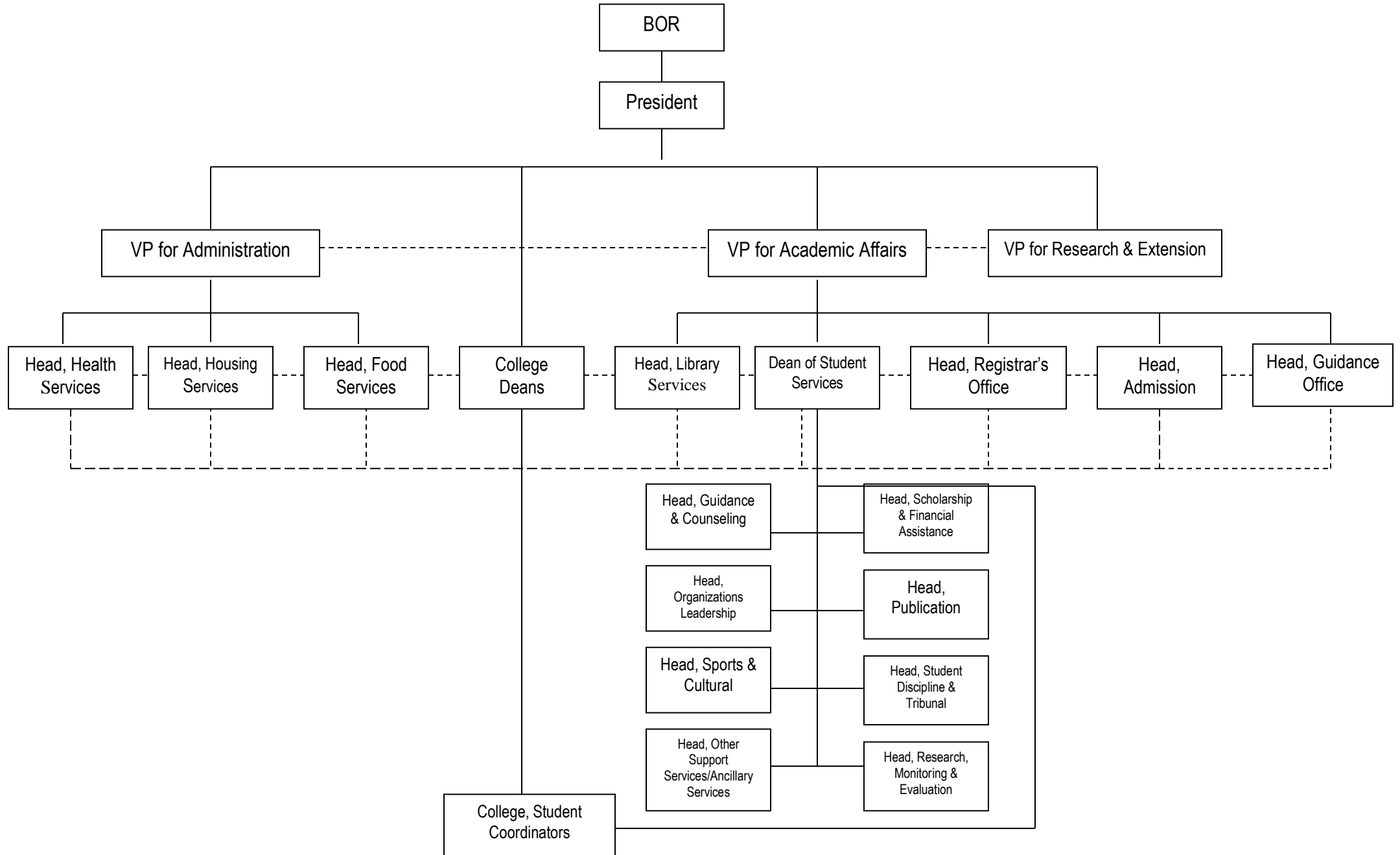
Section 10. Appeal

The decision of the Academic Council maybe appealed to the University President but the appeal shall filed within five (5) days after receipt of a copy of the decision and shall be decided within five (5) days after submission thereof.

Section 11. Repealing Clause

All the provision in this Code of Discipline shall take effect on March 15, 2007, the approval date on the Student Handbook. It repeals other codes of discipline previously formulated.

**APPENDIX A
ORGANIZATIONAL STRUCTURE OF STUDENT SERVICES**



APPENDIX B

Republic Act No. 8049
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. Hazing as used in this Act is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing a recruit, neophyte or applicant in some embarrassing or humiliating situation such as forcing him to do mental, silly or foolish and similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury.

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

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

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

- Section 4. If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction of bodily harm shall be liable as principals. The persons who participated in the hazing shall suffer:
- a) The penalty of reclusion perpetua if death, rape, sodomy or mutilation results therefrom.
 - b) The penalty of reclusion temporal in its maximum period if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
 - c) The penalty of reclusion temporal in its maximum period if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.
 - d) The penalty of reclusion temporal in its minimum period if in consequence of the hazing the victim shall become deformed, or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance of the activity or work in which he has habitually engaged for a period of more than ninety (90) days.
 - e) The penalty of prison mayor in its maximum period if in consequence of the hazing, the victim shall have been ill or incapacitated for the performance of the activity or work in which he has habitually engaged for more than thirty (30) days.
 - f) The penalty of prison mayor in its medium period if in consequence of the hazing, the victim shall have been ill or incapacitated for the performance of the activity or work in which he has habitually engaged for ten (10) days or more, or that the injury sustained shall require medical attendance for the same period.
 - g) The penalty of prison mayor in its minimum period if in consequence of the hazing, the victim shall have been ill or incapacitated for the performance of the activity or work in which he has habitually engaged from one (1) to nine (90) days, or that the injury sustained shall require medical attendance for the same period.

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

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

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

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

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

The school authorities including faculty members who consent to the hazing or who have actual knowledge thereof, but

failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, former officers or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be held liable as principals. A fraternity or sorority's adviser which is present when the acts constituting the hazing were committed and failed to take any action to prevent the same from occurring shall be liable as principals.

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

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

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

- Section 5. If any provision or part of this Act is declared invalid or unconstitutional, the other parts of the provisions thereof shall remain valid and effective.
- Section 6. All laws, orders, rules or regulations which are inconsistent with or contrary to the provisions of this Act are hereby amended or repealed accordingly.
- Section 7. This Act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.

Approved: June 7, 1995

APPENDIX C

Republic Act No. 7079 An Act Providing for the Development and Promotion of Campus Journalism and for Other Purposes

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

- Section 1.** Title - This Act shall be known as the Campus Journalism Act of 1991.
- Section 2.** Declaration of Policy - It is the declared policy of the State to uphold and protect the freedom of the press even at the campus level and promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of students concerned and promoting responsible and free journalism.
- Section 3.** Definition of Terms
- a. School - an institution of learning in the elementary, secondary or tertiary level comprised of the studentry, administration, faculty and non-faculty personnel.
 - b. Student Publication - The issue of any printed material that is independently published by, and which meets the interests and needs of the studentry.
 - c. Student Journalist - Any bona fide student enrolled for the current semester or term who has passed or met the qualifications and standard of the editorial board. He must likewise maintain a satisfactory academic standing.
 - d. Editorial Board - In the tertiary level, the editorial board shall be composed of student journalists who have qualified in placement examinations. In the case of elementary and high school levels, the editorial board shall be composed of a duly elected faculty adviser, the editor who qualified, and a representative of the Parents-Teachers Association, who will determine the editorial

policies to be implemented by the editor and staff members of the student publication concerned.

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

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

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

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

Section 5. Funding of Student Publication - Funding of the student publication may include the savings of the respective school's appropriations, students' 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 student publication. Subscription fees collected by the school administration shall be released automatically to the student publication concerned.

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

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

- Section 8.** Press Conference and Training Seminars - The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student-editors/writers and teacher-advisers of student publications in the elementary, secondary and tertiary levels shall be held at the institutional, divisional, and regional levels, culminating with the holding of the annual national elementary, secondary or tertiary School Press Conferences in places of historic and/or cultural interest in the country.
- Section 9.** Rules and Regulations - The Department of Education, Culture and Sports, in coordination with the officers of the national elementary, secondary or tertiary organizations or official advisers of student publications, together with student journalists at the tertiary level and existing organizations of student journalists, shall promulgate the rules and regulations necessary for the effective implementation of this Act.
- Section 10.** Tax Exemption - Pursuant to Paragraph 4, Section 4, Article XIV of the Constitution, all grants, endowments, donations or contributions used actually directly and exclusively for the promotion of campus journalism as provided for in this Act shall be exempt from donor's or gift tax.
- Section 11.** Appropriations - For the initial year of implementation, the sum of Five million pesos (P5,000,000.00) is hereby authorized to be charged against the savings from the current appropriations of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.
- Section 12.** Effectivity - This Act shall take effect after fifteen (15) days following the completion of its official publication in the Official Gazette or in at least two (2) newspapers of general circulation.

Approved, July 5, 1991.

APPENDIX D

Certificate of Accreditation

Having duly conformed with the provisions in DECS Order No. 6, s. 1985 and having complied with the requirements set forth under the (university) Rules and Regulations Governing Organized Student Activities (Rule III - Operation of Student Government and/or Student Organizations) for accreditation, this Office interposes no objection to the organization of _____ for the school year _____.

As a matter of policy, all activities of the organization must be within the framework of the organization's Constitution and By Laws as approved by the university and must not be in violation of any existing rules and regulations of the university and the national government.

All activities of the organization shall be subject to the approval of the university through the Office of Student Affairs and this Certification may be revoked or cancelled for any violation of the provisions in Rule VIII of the Rules and Regulations Governing Organized Student Activities. The faculty adviser(s) of the organization shall be responsible in seeing to it that the activities of the organization are not in violation of the provisions of DECS Order No. 76, s. 1985 and shall conform to the provisions set forth in the (university) Rules and Regulations Governing Organized Student Activities.

And that, the Officers and Faculty Adviser(s) shall be held responsible for the conduct and behavior of the members of the organization.

Finally, the tenure of the Certificate of Accreditation is only good for one school year up to the last day of classes for SY _____.

The officially assigned adviser(s) of the club/organization as approved by the university is/are:

Given this ____ day of _____, in the year of our Lord _____.

(Sgd.) Dean of Student Services

(Sgd.) Vice President for Academic Affairs

(Sgd.) University President

APPENDIX E

SUPREME STUDENT COUNCIL CONSTITUTION AND BY-LAWS

PREAMBLE

We, the college students of State Polytechnic College of Palawan, imploring the aide of Almighty God, vanguard of the Filipino youth adhering to the principles and philosophy of democracy, in order to establish student government that shall embody our ideals, hopes and aspirations, unite ourselves to promote the general welfare of the students, and cognizant of the vital role we play in nation building, do hereby promulgate and ordain this Constitution.

Article I NAME AND LOCATION

- Sec. 1 The name of this organization shall be SPCP STUDENTBODY GOVERNMENT.
- Sec. 2 The main office of his organization shall be established at SPCP, Aborlan, Palawan.

Article II DECLARATION OF PRINCIPLES AND OBJECTIVES

- Sec. 1 The SPCP-SBG shall adopt the democratic principles:
- a. The Bill of Student Right shall serve as guide in the fulfillment of their goals.
 - b. The college shall protect and safeguard the security of Students.
 - c. Abide the rules and regulations of the university and laws of the land, and
 - d. Uphold the decisions approved by the group.
- Sec. 2 The SPCP-SBG shall have the following objectives:
- a. To protect the general welfare and well-rounded development of the students through organized, active and constructive activities.
 - b. To promote unity and understanding among its member though constant dialogues, convocations and other related activities.
 - c. To help maintain peace and order in the college campus and in location where its activities may be undertaken.
 - d. To cooperate in the maintenance of sanitation and hygiene in the college campus.
 - e. To serve as link between the administration and the college

students.

f. To promote the objectives of the college through participation in various development activities.

g. To assist and help in the dissemination information on issues affecting the interest of members of the college.

h. To extend moral and material support to members who are in need, and

i. To provide leadership training and promote social consciousness through seminars and workshops among its members.

Article III SEAL OF THE ORGANIZATION

The seal of the organization reflects the major objectives of the SBG.

Article IV MEMBERSHIP

Sec. 1. The regular member of this organization shall be the bona fide college student of the State Polytechnic College of Palawan.

Sec. 2. The adviser of this organization and all adviser of department organization shall be considered as honorary members without voting rights. They shall only enjoy the membership, as they are elected/ selected by these organization as advisers.

Article V
BILL OF STUDENTS RIGHTS

- Sec. 1. Any member of this organization shall have the following rights as provided for under the Education Act of 1982.
- a. The right of receive primarily through competent instruction, relevant quality education in line with the national goals and conducive to their full development as persons with human dignity.
 - b. The right to freely choose the field of study to existing curricula and to continue their course therein up to graduation, except in cases of academic deficiencies, or violation of disciplinary regulations.
 - c. The right to college guidance and counseling services for making decisions and selecting the alternatives in field of work suited for their potentials.
 - d. The right to access to his own records, the confidentiality of which the college shall maintain and preserve.
 - e. The right to issuances of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents within thirty (30) days from request (except as provided for in the college rules and regulations).
 - f. The right to publish student newspaper and similar publication as well as the right to invite resource persons during assemblies, symposia and other activities of similar nature.
 - g. The right to free expression of opinions, suggestions and effective channel of communications with appropriate academic and administrative bodies of the college.
 - h. The right to form, establish, join, participate in organizations and societies recognized the university to foster their intellectual, cultural, spiritual, and physical growth and development, maintain organizations and societies for purposes not contrary to law.
 - i. The right to be informed of the rules and regulations affecting him.
 - j. The right to participate in curricular and co-curricular activities.
 - k. The right to be free from compulsory contributions, except those approved by own organizations and societies.
 - l. The right to participate in the formulations, development of policies affecting the university in relation to the locality/region and nation through representation in the Academic Council to be determined by the Governing Body.
 - m. The right to receive reasonable protection within the college premises.
 - n. The right to due process of law.
 - o. The right to be assisted by the college through account and

adequate information on work opportunities.

- p. The right to receive medical and dental services as well as first aid services. Every student shall be provided with limited medical supplies for simple medication and has to improve himself for further medication in case of major illnesses

Sec. 2 The following rights, which are not embodied in Sec. 1, shall be afforded to the students:

- a. The right to equal treatment and opportunities regardless of circumstances of his gender, economic and social status, religion, tribal affiliation and education.
- b. The right to have a copy of Student Code of Conduct, Academic Policy and other rules and regulations affecting him.
- c. The right to have their grievances be heard and speedily be redressed.
- d. The right to be protected against exploitation, cruel inhuman and unusual punishment.
- e. The right to demand for quality teachers and the right to evaluate the performances of all matter yearly.
- f. The right of the students to be assisted by the college in educational trips, seminars, trainings and such other activities.
- g. The right to access on College functional facilities in undertakings organizational activities and gatherings.

Article VI DUTIES AND OBLIGATION

Sec. 1 Bona fide member of this organization shall have the following duties and responsibilities as provided for under the Education Act of 1982.

- a. Exert his utmost to develop the potentials for services particularly by undergoing an education suited to his abilities in order that he may become an asses to his family and society.
- b. To support and depend the academic integrity of the college in its attempts to achieve academic excellence, and abide by the rules and regulations governing his academic responsibilities and moral integrity.
- c. Promote peace and tranquility of the college by observing rules and regulations and discipline and by exerting effort to attain harmonious relationship with fellow students, the teaching and non-teaching staff and other college personnel.
- d. Participate actively in community affairs and in the promotion of the general welfare particularly in the social, economic, and cultural development of his country/community and the attainment of a just, compassionate and orderly society.
- e. Exercise his right and in the knowledge that he is answerable for any infringements or violation of the welfare and of the rights of

the others.

- g. Love and respect his parents and cooperate with them to maintain the family solidarity.
- h. Respect the customs and traditions of our people, the duly constituted authority, and laws of the country and the principles of democracy.

- Sec. 2 Other duties and obligations of the students are the following:
- a. Uphold the Constitution and By-Laws of the SBG and observe the rules and regulations of the college.
 - b. Support and cooperate with the officers of the SBG in the attainment and preservation of a just and orderly student government.
 - c. Give support to the organization financially through the payment of membership fee upon enrolment, semestral fee upon signing of the clearance and other fees agreed upon by the body, and
 - d. Help engender academic atmosphere conducive to harmony among various constituents of the college.

Article VII STRUCTURE

- Sec. 1 The SBG structure shall be composed of the Executive, Legislative, Judiciary and the Institute Level.
- Sec. 2 The Executive Body shall be composed of the following:
- a. SBG President
 - b. SBG Vice-President
 - c. The Cabinet Members
 - d. Staff
- Sec. 3 The Legislative Department shall be composed of the following:
- a. Upper House
 - a.1 Senate President
 - a.2 Student Senate
 - a.3 Secretary of the Senate
 - b. Lower House
 - b.1 Speaker of the House
 - b.2 Student Representative
 - b.3 Secretary of the House of Representatives
- Sec. 4 The Judiciary Body (Student Tribunal) shall be composed of the:
- a. Chairperson
 - b. Student Jury
- Sec. 5 The Institute Level shall be composed of the:
- a. Governor
 - b. Student Representative

c. Staff

Article VIII

A. EXECUTIVE

- Sec. 1 The executive power shall be vested upon the president of SBG.
- Sec. 2 The Executive Body shall be composed of the SBG President, Vice-President, Cabinet members and its staff.
- Sec. 3 The Executive Body cannot make law but shall faithfully execute laws passed by the Legislative.
- Sec. 4 The President and Vice-President shall be elected upon the whole college student of SPCP Main Campus and must be confirmed by the COMELEC.
- Sec. 5 Any student may run for Presidency and Vice-presidency provided that he possesses the following qualifications:
- a. Must have been a student of SPCP Main for two (2) years and non-graduating.
 - b. Must have a weighted average of 2.5 in the semester immediately preceding the election.
 - c. Must carry a minimum of nine (9) units during the time of election.
 - d. Must not have been found guilty in any act involving moral turpitude or any disciplinary action.
- Sec. 6 The President and the Vice-President shall hold office for one (1) academic year.

B. PRESIDENTIAL SUCCESSION

- Sec. 1 In case of disability, resignation of the President or vacancy in the office of the President, the manner is as follows:
- a. The Vice-President succeeds the President
 - b. If the Vice-President is not available, the Senate President acts as president.
 - c. If the Senate President is not available, any member of the Senate may be elected to act as President with the majority votes.
 - d. The Senate President or any elected member of the Senate only acts as President or Vice-President until the successor is elected in special election.

C. POWER AND DUTIES OF THE PRESIDENT

- Sec. 1 The power and duties of the President are as follows:
- a. As Chief Executive, the President can appoint any Student Senators to be the member of his Cabinet, and can appoint any student as Commissioners.

- b. He can discharge any members of his Cabinet, SBG officers appointed or elected in case of their negligence of duty and other act that discredit the organization with due process of law.
- c. The President has control of the entire organization and executive branch; and ensures that the laws are faithfully executed.
- d. The President can make or issue Executive Order (Kautusang Pampangulo).
- e. He should submit to the Senate the proposed budget of income of the SBG in the whole term.
- f. With the concurrence of the senate, he can conclude treaties and MOA with other organization outside the campus.
- g. He can make and guarantee student loan to the student, but subject to the limitation as provided by the Committee on Ways and Means.
- h. He can mediate in any disputes, represent WPU-SBG in any other meeting and seminars in and out of the campus.
- i. He can give awards with official citation or honors.
- j. The President of the SBG has the power to approve/veto the laws, resolution and ordinances being, passed by the senate.
- k. The President will deliver his speech during the opening of the Session of the Legislative in every semester.

D. LIMITATION ON THE POWER OF THE PRESIDENT

Sec. 1 To avoid abuse of powers of the President, these limitations are as follows:

- a. The President and Vice-President shall not hold any other major offices in any organizations during their stay of office. This is to avoid any conflict of interest between their duties and themselves and private interest.
- b. The relatives within the third civil degree by consanguinity or affinity of the President and the
- c. The President cannot make appointments (30) days before the next election and at the end of his term, except for emergencies.
- d. The President cannot use the SBG funds that will excess from the approved budget for other purposes, except for emergency and with the concurrence of the Senate.
- e. The President and the Vice-President cannot preside the session/meetings of the Legislative Body without the concurrence of its 2/3 members.
- f. They can participate in the legislation if they are invited by the body to participate and to appear and have their address or privilege speech before the body.
- g. They can only preside during the General Assembly meeting.

E. PRIVILEGES OF THE PRESIDENT

- Sec. 1 He holds office in the SBG office in WPU Main Campus.
- Sec. 2 He can receive an allowance for official travel and office supply.
- Sec. 3 The President has an access anytime to all of the organizations in the WPU in their undertakings and status.

F. IMPEACHMENT

Means removal from the office before the expiration of term of office of the highest SBG official.

- Sec. 1 The Senate can impeach the President and the Vice-President in session as a juror for any of the following reasons:
 - a. Culpable violation of the Constitution and By-Laws
 - b. Treason or any act that will discredit the organizations
 - c. Betrayal of the public trust
 - d. Proven guilty in graft and corruption
 - e. Negligence of duty
- Sec. 2 The Senate by a valid ground can impeach student jurors.

G. PROCEEDING OF THE IMPEACHMENT

- Sec. 1 There should be a written complain to be passed first to the Office of the Student Representative by the complainant.
- Sec. 2 Upon receiving the complaint, the Speaker of the House shall within 72 hours inform the accused to answer the complaint or to submit his written statement regarding the matter within 72 hours.
- Sec. 3 After 72 hours the house shall now proceed with the hearing, decide whether the complaint will be in progress or not, based on the written submitted documents.
- Sec. 4 If the Lower House agreed with each other with the 2/3 votes of his member, to dismiss the complaint. The Speaker of the House will give a report and explanation the Senate President of the matter and the basis of their decision.
- Sec. 5 But if they voted in progress, the Lower House will submit the case to the Upper House to give both side time to gather and provide more evidences and defense with each other, the Senate must give them a due process of law.
- Sec. 6 The case must be decided within 15 days after the investigation.
- Sec. 7 The decision of the Senate by 2/3 votes shall be final and executory.

H. CABINET

- Sec. 1 It serves as the deputies/arms or representatives of the President to his other duties.

- Sec. 2 Members of the Cabinet shall be called Secretaries.
- Sec.3 The Cabinet Secretaries shall be appointed by the President.
- Sec.4 They must be a senator except for the Secretary of Legal Means (of which to be appointed by the President from any qualified member).
- Sec. 5 Secretaries must exercise their duties but subject to certain limitation.
- Sec. 6 The Cabinet shall be composed of the following Secretaries:
- a. Secretary of Budget and Finance
 - b. Secretary of Culture and Sports
 - c. Secretary of Student Affair
 - d. Secretary of External Affair
 - e. Secretary of Records and Information
 - f. Secretary of Legal Means (Justice)
 - g. Secretary of Business/Income Generating Project

A. Secretary of Budget and Finance

- a. Shall act as the cash custodian and shall not release fund unless with approved resolution from the congress and properly authorized by the SBG President, SBG Adviser or Dean of OSS.
- b. Is responsible in collecting all fees, contribution, fines and other financial matter agreed upon the body.
- c. Shall submit and turnover all financial records and responsibility to the OSS at the end of each semester.
- d. Submits financial report at the end of the semester to the senate and published it in the School Organ.
- e. Keeps financial record of the Student Body Government
- f. The Secretary of Budget and Finance shall automatically be the SBG Treasurer.
- g. The Treasurer of every Institute shall be his member.

B. Secretary of Culture and Sports

- a. Shall have supervision and control over all sports, athletics and cultural activities of the students.
- b. Coordinates closely its activities with the Sports Council of the students.
- c. Sponsors sports leagues, clinics or athletic competition between and among institutes, department and other recognized campus organization.
- d. With at least five (5) members (College's Committee Chairman on Culture and Sports).

C. Secretary of Student Affair (DILG)

- a. Has supervision and control over all general activities of the college.

- b. Promotes unity and cooperation among the different campus organization.
- c. Coordinates the activities of the different department organization with the Office of the Student Affair.
- d. With at least five (5) members (College's Committee Chairman on Student Affair).

D. Secretary of External Affair

- a. Is responsible with all external affairs affecting the SBC.
- b. May represent the President in all gatherings concerning external affairs inside or outside the campus.
- c. Serves as ambassador.
- d. With at least five (5) members (College's Committee Chairman of External Affair).

E. Secretary of Income Generating Project

- a. Keeps an inventory and takes charge of all the properties of the Student Body Government
- b. Supervise all business and fund raising activities of the organization.
- c. With at least five (5) members (College's Committee Chairman on Business/Income Generating Project).

F. Secretary of Records and Information

- a. The Secretary of Records and Information shall automatically be the Executive Secretary.
- b. He shall keep all the records of meetings and other important documents of the SBC.
- c. He shall furnish all papers needed by any organization upon written request of the party concerned.
- d. With at least five (5) members (Institute's Chairman on Records and Information).

G. Secretary of Legal Means

- a. Shall serve as the Chief of the Student Juror
- b. Shall hear any grievances of disputes of the student.
- c. Shall preside over the Student Tribunal.
- d. Shall serve as the lawyer of the student in the Academic Council or to the investigating committee in special cases where the students needed assistance.
- e. Shall preside over the Student Jury but cannot give verdict.
- f. Gives report to the President about the cases, which they have been heard, settled and decided.
- g. In case they cannot decide in the particular problem, he can refer it to the OSA for the final settlement.
- h. The Secretary of Legal Means shall be appointed by the President

and must have the following qualifications:

- h.1 at least two (2) years of residency at SPCP Main Campus
- h.2 former SBC officer
- h.3 with a weighted average of 2.5
- h.4 must have not been found guilty in any moral turpitude or any disciplinary action.

Article IX
LEGISLATIVE
(Student Body Government Law Making Body)

- Sec. 1 The Legislative body shall be vested upon the Congress of the SBC.
- Sec. 2 The Legislative Body shall be composed of the Upper House and the Lower House.
 - a. The Upper House shall have 15 Senators.
 - b. The Lower House shall have a number of Student Representatives depending upon the student population per Institute with a ratio of 1/60.
- Sec. 3 Has the sole power to initiate impeachment cases with 2/3 of votes of each member in session by lawful basis.
- Sec. 4 Qualifications of the Senator and the Student Representatives are as follows:
 - a. Must have a weighted average of 2.5 for the last semester attended.
 - b. At least a second year student for Senator and freshmen for the Student Representative.
 - c. No failing grades for the last semester attended.
 - d. With good moral character.
 - e. He can be re-elected thrice.
- Sec. 5 Power and duties of the Legislative Body
 - a. Make laws and pass resolutions
 - b. Expose or investigate matters of students' interest.
 - c. To decide impeachment cases against the President, Vice-President and Student Juror.
 - d. Determine the rule of its proceedings.
 - e. Propose amendments to the constitution and for a constitutional convention.
 - f. Penalize its members for disorderly behavior, with the concurrence of 2/3 votes of all its members.
 - g. Recommend suspension or expulsion of erring member to the proper body. A penalty of suspension shall not exceed 60 days.
 - h. The Senator or Students Representative shall, at the beginning of its regular session formulate house rules and guidelines.
 - i. If the President did not approve the resolution of laws that has

been passed, he must return it from where it originated; otherwise, failure to do so within 5 days, the resolutions, ordinances will be considered approved and executory.

Sec. 6 Article of the Legislative Body

- a. The Senate composes of 15 members, limited to three in every institute and elected through popular election.
- b. They will elect Senate President for the Upper House.

Sec. 7 The Senate President

A. Election

1. His fellow Senators with at least 8 votes will elect him; the COMELEC Chairman

Chairman will officiate the election, and has no power to vote. Secret balloting is recommended for this election.

B. Removal

1. He will be removed from this office upon the joint resolution three Senators, with the approval of the majority votes of the senators.

C. Duties and Responsibilities

1. To preside the session/meeting of the assembly as long as it is permitted by his health.
2. To formulate government policies such as implementing rules, house rules and regulations of the laws, ordinances and resolutions passed within the Senate.
3. To initiate amendments of laws, ordinances, and constitution.
4. To organize the different working committees of the Senate upon written request of the President of the SBG, fellow Senators, Adviser of the SBG, and the Dean of the OSS or upon the necessity of the legislation.
5. To act as a President or Vice-President until the COMELEC approved the legality of the newly elected President.

Sec. 8 The Speaker of the House

A. Election

1. His fellow representatives with a majority votes will elect him; the COMELEC Chairman will officiate the election, and has no power to vote. Secret balloting is recommended.

B. Removal

1. He will be removed from his office upon the resolution for removal of one Representative with the approval of the House with at least majority votes.

C. Duties and Responsibilities

1. To preside the session/meeting of the Student Representative as long as permitted by his health.
2. To direct/ lead the information drive about the resolutions,

- laws and ordinances that had been passed by the House.
3. To act as the President of the Student Representative.
 4. To be a member of the Judiciary Department.

Article X JUDICIARY

- Sec. 1 The Judicial power is hereby vested upon the Student Jury.
- Sec. 2 The Chairman of the Student Jury has the power to interpret the laws of the SBG in cases of dispute.
- Sec. 3 They will ensure justice among students without fear or favor from the pressure and influence of the executive and legislative branches.
- Sec. 4 Student Jury has the duty to settle actual controversies.
- Sec. 5 The members of the Legal Means (Justice) shall automatically be considered members of Judiciary.
- Sec. 6 The SBG Judiciary shall be called Student Tribunal.
- Sec. 7 Their decision with 2/3 votes is final and executory.

Article XI THE EXECUTIVE DEPARTMENT (Institute Level)

- Sec. 1 The executive power in the institute level shall be vested on the Governors.
- Sec. 2 The Governor has direct supervision to the student of their respective institute.
- Sec. 3 The Executive Department Staff shall be composed of the following:
 - a. Chairman of Budget and Finance
 - b. Chairman of Culture and Sports
 - c. Chairman of Student Affairs
 - d. Chairman of External Affairs
 - e. Chairman of Records and Information
 - f. Chairman of Legal Means (Justice)
 - g. Chairman of Income Generating Project
- Sec. 4 The Governor from the Department Officers or Classroom Officers shall appoint them.

Article XII THE LEGISLATIVE DEPARTMENT (Institute Level)

- Sec. 1 The Legislative power shall be vested upon the Student Representative with the Vice-Governor as the presiding officer.
- Sec. 2 The Legislative body shall be composed of Student Representatives and

the Vice-Governor.

- Sec. 3 The duties and responsibilities are as follows:
- a. To make laws and pass resolutions.
 - b. To approve the semestral budget of the Institute's Organization.

Article XIII
THE JUDICIARY DEPARTMENT
(The Institute Level)

- Sec. 1 The power shall be vested upon the Committee on Legal Means (Justice).
- Sec. 2 The Judiciary Department shall be composed of Chairman and Sgt. at Arms from departments or classroom.
- Sec. 3 It has the duty to settle actual controversies or disputes within the Institute.
- Sec. 4 The Chairman shall be considered member of the Judicial Body.
- Sec. 5 Their decision with the majority votes is final and executory.
- Sec. 6 In case of conflict cannot be settled in the Institute level, the matter shall be taken to the SBG Student Tribunal.

Article XIV
CONSTITUTIONAL COMMISSION

- Sec. 1 Common provision. The Constitutional Commission, which shall be independent composes the following:
- a. Commission on Election
 - b. Commission on Audit
 - c. Commission of Appointment
 - d. Commission of Awards
- Sec. 2 It has an autonomous power.
- Sec. 3 It shall perform functions as provided by the law.
- Sec. 4 No member of the Constitutional Commission shall, during his tenure, hold any office in the SBG.
- Sec. 5 Shall prepare its budget and submit it to the President for approval.

A. Commission on Election

- Sec. 1 There shall be a Commission of Election composed of a Chairman and six (6) Commissioners who shall be a bona fide student of SPCP and must not have been candidate for any elective position immediately proceeding election.
- Sec. 2 The Chairman and the Commissioner will be appointed by the President with the consent of Commission on Appointment for a term of one school year and maybe re-appointed.
- Sec. 3 The Commission on Election shall exercise the following powers and

functions:

- a. Enforce and administer all laws and regulations relative to the conduct of an election, plebiscite, initiate and referendum.
 - b. Exercise exclusive original jurisdiction over-all contest relating to the election returns and qualification of all elective officials. Decision, final orders, or ruling of the Commission on Election, contest involving elective officials shall be final, executory and not appealable.
 - c. Decide, except all those involving the right to vote, all questions affecting election including determination of numbers and locations of the following place of appointment of election officials and inspectors.
 - d. File, upon verified complaint, or on its own initiative, petitions in court for inclusions or exclusions of voter, investigate and appropriate, prosecute cases of violation of election laws including acts on omission constituting election fraud and mal-practice.
 - e. Decide and designate limitation of places where propaganda materials shall be posted, and to prevent and penalized all form of elections frauds.
 - f. Submit to the OSA and SBG the conduct and the result of the each election, submit to the SBG treasurer the reports of their expenditures and manner of spending it with appropriate supporting documents within 30 days after the election period.
 - g. In case that there will be no opponents, the COMELEC has a power to proclaim the candidate without election.
- Sec. 4 The COMELEC may sit en-banc or two decisions, to decide all cases of election to expedite disposition of election cases, including pre-proclaiming controversies.
- Sec. 5 A free and open party system will be allowed to involve according to the free choice of the student.
- Sec. 6 Political parties and candidates shall be entitled to appoint poll watchers in accordance with law.
- Sec. 7 Funds certified by the commission as necessary to defray the expenses for holding regular election shall be provided in the regular or special appropriation and, shall be automatically released upon the certification by the Chairman of the Commission.

B. Commission on Audit

- Sec. 1
- a. There shall be a Commission on Audit composed of a Chairman and five (5) Commissioners, who shall be a bona fide student of WPU, at the time of appointment.
 - b. The Chairman and the Commissioners shall be appointed by the President with the consent of the Commission on Appointment for a school year term and may be re-appointed.

- Sec. 2 a. The Commission on Audit shall have the power, authority to examine, audit, and settle all accounts pertaining to the revenue and receipts of, and expenditures or users of funds and property owned or held in trust by, pertaining to the SBG.
- b. The Commission shall have exclusive authority, subject to the limitation on this article, to define the scope of its audit and examination, establish the techniques and methods required therefore, and promulgate accounting and auditing rules, and regulations including those for the prevention and disallowance of irregular, unnecessary, excessive extravagant, or inconsumable expenditures, or uses of government funds and properties.
- Sec. 3 No law shall be passed exempting any entity at the ABG in any guise, whatever, or any investment of student funds, from the jurisdiction of the Commission on Audit.
- Sec. 4 The Commission shall submit to the SBG President and the Congress, the semestral report covering the financial condition and operation of the SBG.

C. Commission on Appointment

- Sec. 1 There shall be Commission on Appointment composed of a Chairman, and two (2) Commissioners, who shall be a bona fide student of WPU.
- Sec. 2 The Chairman and the Commissioners shall be appointed by the President and with the consent of the senate; they hold office for one academic year.
- Sec. 3 They have the authority to confirm or pass the appointed official by the president.
- Sec. 4 They must exercise caution on their decision based on the lawful ground.

D. Commission on Awards

- Sec. 1 There shall be a Commission on Awards composed of a Chairman and two (2) Commissioner who shall be appointed by the president and serve for a whole academic year.
- Sec. 2 They must be a bona fide student of WPU Main Campus.
- Sec. 3 They have the power and authority to set up guidelines and policies in selecting member of the SBG to be awarded.
- Sec. 4 Recommend to the SBG President for final approval.

Article XV

DISCIPLINARY ACTION/PENALTY TO THE SBG OFFICERS

- Sec. 1 It is the sole authority of the Student Juror to give the disciplinary action

to all SBG officers who are found guilty by the decision of the majority of its member depending upon the gravity of the offense.

- Sec. 2 It is the duty of the Student Jury to formulate rules of the proceeding and policies of which they are going to base their action.
- Sec. 3 The SBG President must approve it.
- Sec. 4 Student handbook is also a basis of such disciplinary action.

Article XVI ELECTION OF OFFICERS

- Sec. 1 There shall be annual general election of all officers of the organization on or before the first week of July.
- Sec. 2 The election of officers shall be initiated and implemented by the COMELEC.
- Sec. 3 Any member of this organization who has the qualification may run for any electoral position stipulated in Article VII.
- Sec. 4 The Commission on Election shall determine the polling places for the campus wide secret balloting.
- Sec. 5 The term of the officers shall expire after the oath taking of the newly elected officers. They shall turnover the records, equipment, and funds under their possession to the legal successor.

Article XVII AMENDMENTS/ RATIFICATION

- Sec. 1 Amendments of this constitution must be done after three years upon ratification of this Constitution and By-Laws.
- Sec. 2 It must be done through the following reason and steps:
 - a. There must be a public hearing first to inform/ convince the public that there is a need to amend the constitution.
 - b. The majority of the member by means of plebiscite or referendum should approve it.
 - c. The President shall form the Constitutional Commission to draft the Constitution.
 - d. It must be approved first by the Commissioner before presenting it to the Senator for the ratification by means of 2/3 votes of its members.
 - e. Once ratified by the general assembly, it should be passed to the President for approval.
 - f. Once approved by the President, it is now a law and should be implemented.
- Sec. 3 It is the sole duty of the Senators to move/initiate for the amendments or to call for a Constitutional Commission.

Article XVIII

EFFECTIVITY

Sec. 1 This Constitution and By-Laws shall take effect immediately upon ratification.

APPENDIX F

Modified Storm Warning Signal Systems (Source: DECS Order No. 68 s. 1993, 18 August 1993)

PAGASA now has four typhoon signals: Signal 1, 2, 3, and 4. The fourth warning has been added to signal the arrival of a dangerous and highly destructive storm associated with a very intense typhoon. The meaning of each signal has been clarified to describe the perceived degree of damages that may result based on typhoon passage surveys and empirical analysis. The objective of clarifying and modifying the meaning of typhoon signals is for public awareness and preparedness in case of any eventualities due to the occurrence of storm/typhoon.

Signal Number	Meteorological Conditions	Perceived Impact/Effects	Precautionary Measure
1	Winds of 30-60 kph or intermittent rains may be expected in at least 36 hours	Twigs and branches of small trees may be broken; some banana plants may be tilted or downed; rice crops may suffer significant damage especially during flowering stage; houses of very light materials may be partially uprooted; and waves on coastal waters may gradually develop and become bigger and higher.	People should be advised to monitor the latest weather bulletin every six hours and disaster preparedness should be activated.

<p>2</p>	<p>Winds of greater than 60 kph and up to 100 kph may be expected in at least 24 hours.</p>	<p>Some coconut trees may be tilted or broken; a few large trees may be uprooted; rice and corn may be adversely affected; nipa and cogon houses may be partially or totally blown down; some galvanized iron roofing may be peeled off and winds may damage exposed communities.</p>	<p>Sea/coastal waters are dangerous to small sea craft; people travelling by sea are cautioned to avoid the risk; and special attention should be given to the latest position, direction and speed of the storm as it may intensify and move towards the locality.</p>
<p>3</p>	<p>Winds greater than 100 kph up to 185 kph may be expected in at least 18 hours</p>	<p>Many coconut trees may be broken or destroyed; almost all banana plants may be downed and a large number of trees may be uprooted; rice and corn crops suffer heavy losses; moderate to heavy damage may be expected, particularly in the agricultural and industrial sectors; the majority of all nipa and cogon houses may be downed and destroyed; light to medium structures may suffer considerable damage and electrical power and communication</p>	<p>Sea/coastal waters may be very dangerous to all sea craft; travel by sea and air will be very risky; people are advised to evacuate low-lying areas and stay away from coastline and river banks; watch out for the passage of the "eye" of the typhoon. Before it hits the community, people are advised to stay in safe shelters; disaster preparedness and emergency rescue teams must already be in place.</p>

4	Very strong winds of more than 185 kph may be expected in at least 12 hours	Coconut plantation may suffer extensive damage; many large trees may be uprooted; rice and corn plantations may suffer severe losses; most institutional and residential buildings of mixed construction may be severely damaged; electrical power distribution and communication services may be severely disrupted, and the locality is very likely to be hit by the "eye" of the typhoon.	All travel and outdoor activities should be cancelled; evacuation to much safer shelters should be completed earlier; and disaster preparedness and emergency rescue teams must be in place.
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APPENDIX G

Republic Act 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 are hereby declared unlawful.
- Section 3.** Work, Education or Training-related Sexual Harassment Defined - Work, education or training-related sexual harassment is committed by an employer; employee, manager, supervisor, agent of

employer, teacher, instructor, professor, coach, trainer, or any person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of the said Act.

a) In a work-related or employment environment, sexual harassment is committed when:

1. The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms, conditions, promotions or privileges, or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
2. The above acts would impair the employee's rights or privileges under existing labor laws, or;
3. The above acts would result in an 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 considerations, or;
4. When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who operates 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 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 the sexual harassment cases and the administrative sanctions thereof.

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

The employer or head of office, 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 solidarily liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken thereon.
- Section 6. Independent Action for Damages -** Nothing in this Act shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.
- Section 7. Penalties -** Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten Thousand Pesos (P10,000.00); nor more than Twenty Thousand Pesos (P20,000.00). or both such fine and imprisonment at the discretion of the court.
- Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.
- Section 8. Separability Clause -** If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.
- Section 9. Repealing Clause -** All laws, decrees, order, rules and regulations, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.
- Section 10. Effectivity Clause -** This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.

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

Approved: February 14, 1995.