



MESSAGE FROM THE UNIVERSITY PRESIDENT

“Mahiwaga, pipiliin ka sa araw-araw” ~ Ben&Ben

Hello, our beloved WPU Scholars!

Congratulations on having been chosen as one of the best!
Welcome to the Western Philippines University!

WPU is an institution that boasts of 114 years of providing high-quality instruction, research, extension, production, and transnational programs in agriculture and related fields. WPU has poured most of this excellence towards its students. Because you, our beloved WPU students, are the end all and be all of the University. Most of what we do, from the administration, the faculty, and the staff, lead only towards giving you the best educational experience and helping you become responsible and productive members of society.

This Student Handbook is the epitome of all these carefully thought-out choices on student policies and services, so that every choice you make as a student in this University will be guided and supported towards a Fruitful, Responsible, Enjoyable, and Scholastically Holistic (FRESH) University life.

MESSAGE FROM THE UNIVERSITY PRESIDENT


The section on the “Office of Student Services” outlines the support services available in the University to aid you in your holistic well-being and education in the University. These services include scholarships, guidance and counseling, student housing, career development and employment support, student organizations support, and diverse student-oriented activities.

The Section on “Other Student-Service Offices” contains our policies and procedures on admissions, placement, and registration, as well as the available facilities and resources for learning support.

When you browse through this Student Handbook, we hope that you feel that as you choose WPU, WPU chooses you and only the best for you every day. In the words of Ben&Ben:

“Mahiwaga, pipiliin ka sa araw-araw”

Welcome to WPU, YOUR strong partner for Sustainable Development!


DR. AMABEL S. LIAO
President



Our dear students, we are thrilled to have you here at the Western Philippines University! Entering college is both exciting and overwhelming, but we are here to assist you in any way we can.

We have prepared this handbook to help you navigate your college life. It contains important policies, procedures and resources to help you adapt in the university. We hope that you take the time to read this handbook. Should you need more explanations or clarifications, do not hesitate to ask our faculty and staff and the Office of Student Affairs and Services.

During your stay at the university, you will be challenged beyond your imagination because this is a place for learning. Embrace these challenges, manage your emotions and address your grievances in a proper manner. The processes for doing so are also outlined in this handbook.

I know you will achieve your goals. I encourage you to explore, learn and make most of your experience at WPU. See you around and God bless you!


DR. LITA B. SOPSOP
Vice President for Academic Affairs

MESSAGE OF THE VP FOR ACADEMIC AFFAIRS

MESSAGE OF THE VP FOR ADMINISTRATION AND FINANCE



Welcome to Western Philippines University!

It is my honor to welcome you to Western Philippines University your home in the next four years. I encourage you to familiarize yourself with the opportunities available for you in our campuses whether it be financial assistance, campus student services or administrative support.

Embark on activities that will hone your skills as you cultivate the WPU's core values, Culture of Excellence, Commitment, Creativity and Teamwork.

Let this handbook be your guide as you navigate your dreams and aspirations toward success!

Thank you for choosing WPU!

A handwritten signature in black ink, appearing to read 'Ria S. Sariago'.

RIA S. SARIAGO

Vice President for Administration
and Finance



Welcome to Western Philippines University Batch 2024 – 2028!

The updated edition of the Student Handbook serves as a reliable resource throughout your academic journey. By reading this handbook, you will find valuable information important to your success. Use this handbook as you progress through your academic pursuits.

I encourage you to delve into the world of research and innovation, collaborate with faculty research mentors and contribute to the vibrant intellectual community of our institution. Embrace the endless opportunities research has to offer.

Here is to a fruitful and successful academic journey ahead.

Allaine T. Baaco
ALLAINE T. BAACO
Vice President for Research,
Development and Extension

MESSAGE OF THE VP FOR STUDENT AFFAIRS AND SERVICES



I join the entire WPU community in welcoming you!

This handbook is the official statement of rules and regulations and all students are responsible for acquainting themselves with the content of this. And when along the way of your college life, you encounter difficulty in understanding this Handbook, please feel free to coordinate your issues with us at the Office of Student Affairs and Services. We are ready to serve you!

Continue to develop into a professional with proper work orientation, equipped with WPU core values: Culture of Excellence, Commitment, Creativity and Teamwork. Be ready to compete with the millennial and generation Z in this era of Industrial Revolution! Celebrate Learning @ WPU!

Ruth J. Kutat
RUTH J. KUTAT


Vice President for
Student Affairs and Services



SAS- Institutional Student Program and Services welcomes you with open arms! We're here to empower your journey. College is your chance to blossom. Don't be afraid to spread your wings and explore new things. Embark on a journey of self-discovery, uncover your passions, and unleash your potential. Let's build a community that's all about supporting each other and becoming our best selves.

In striving for excellence, let faith be our strength. With God's love guiding us, we can conquer challenges and savor victories.

Let's make this an unforgettable experience together!


MERLY V. ANUNCIADO
Director, Student Institutional
Program Services

MESSAGE FROM THE DIRECTOR

MESSAGE FROM THE DIRECTOR



Student Welfare Services is committed to supporting your well-being by offering vital assistance that nurtures your growth and development. Our goal is to encourage your complete progress through an all-inclusive academic support and experiences. Within the pages of this Handbook, you will discover a comprehensive range of resources available within our university.

As the educational landscape continues to evolve, you will encounter diverse challenges. We are dedicated to being at the forefront, offering a journey that is both memorable and enriching for you.

Indeed, this year marks the start of greater opportunities ahead. As you go aboard this journey, persist in your pursuit of excellence and the realization of your dreams. Let this phase of your life be a transformative process, propelling you towards becoming the best version of yourself. Embrace this period of growth and self-discovery, and may it lead you towards a rewarding and successful future.

Welcome to Western Philippines University!

Maricarh B. Bobilles
MARICARH B. BOBILLES
Director, Student Welfare Services



MESSAGE FROM THE DIRECTOR


I want to welcome each of you to WPU! One of the most exciting times of your life is about to begin, and we're committed to making sure that your "WPU experience" is meaningful and rewarding.

It is our hope that the years you spend here will be both happy and productive ones as you embark on your college journey in preparation for your future career.

You are now part of a strong campus community that values academic excellence and belonging. We are all here to help you accomplish your goals.

This student handbook is designed to give you an overview of the variety of student services available to you at WPU. It also includes our collective responsibilities to ensure a healthy, safe, and productive environment for you to live, learn, work, and play for the next four years.

I wish you the best on your educational journey.


NORA N. JUAN
Director, Student Admission
Services

MESSAGE FROM THE DIRECTOR



Dear Students,

Welcome to Western Philippines University, where academic achievement and cultural vitality are central to your student experience. As the Director of the Sociocultural and Arts Development Services Office, I am honored to guide and support the cultural and artistic endeavors that enrich our university community. Our office is committed to creating a vibrant environment where arts and culture are not just celebrated but integrated into your personal and academic growth. I encourage you to actively engage in the programs and events we have thoughtfully designed to broaden your horizons and deepen your appreciation for our diverse cultural heritage.

Your participation is vital in cultivating a dynamic and inclusive campus life. Together, we can enhance the creative spirit that defines our university.

Join us in celebrating the diversity, creativity, and talent that make our university unique. I look forward to seeing your involvement and contributions.

A handwritten signature in black ink, appearing to read 'Mary Grace A. Jagmis'.

MARY GRACE A, JAGMIS
Director, Sociocultural and Arts
Development Services



MESSAGE FROM THE DIRECTOR


Welcome to the Western Philippines University!

You now belong to an institution that has prided itself as partner for sustainable development throughout its existence. As such, the university will provide you an enabling environment as you embark on your educational journey in shaping your life's ambition and future.

WPU is committed to each student's academic success by furnishing support services that would lead to the development of human capital with a strong sense of social responsibility.

This handbook will serve as your reference on the essential information about the university including programs, policies, rules of discipline as well as academic, sports and cultural services.

Good luck to your successful and productive stay at WPU.
God bless.


MARCELITO GLENN S. LLAVAN
Director, Sports and Programs
Services

MESSAGE FROM THE DIRECTOR



Welcome to Western Philippines University!

First of all, I am very grateful of you for choosing WPU as your institution of higher learning. Your future is bright; work hard to make your dreams a reality. Embrace your passions and follow your heart. Keep an open mind and never stop learning.

I encourage you to keep on going, even when going gets tough. Learning is a lifelong enriching journey. You are the founders of our future and collectively, the beacon of hope for the betterment of our world. Thank you in advance for your tenacity and determination.

Remember. That you are not alone as we begin a new school year together. The Student Development Services door is always open and we are always here to help you in any way we can and we will be there for you every step of the way.

To God be the glory!


OFELIA A. LUAREZ
Director, Student Development
Services

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NOTE: The Student Handbook was approved by WPU Board of Regents as per Resolution no. 576 series of 2020 on February 17, 2020 Office.

New, Revised, Updated Policies and Guidelines were gathered and updated by the Office of Student Affairs and Services on June 2024.



What the WPU logo stands for

The *circular shape* symbolizes the wheel of development which is dynamic in nature. The *golden gear* is like a light that guides the university in carrying out its threefold function on instruction, research and extension, as it envisions itself as a key contributor to industrialization and global competitiveness. The *green polygon* and *three green lines* represent the terrestrial resources, while the *blue waves* stand for the aquatic resources. These symbols affirm the University's mission to work for sustainable development and environmental protection.

WESTERN PHILIPPINES UNIVERSITY

BRIEF HISTORY

Western Philippines University traces its history back to 1910 when the American teachers, the Thomasites, founded the Aborlan Farm Settlement School for the Tagbanuas, one of the indigenous groups in the province of Palawan. Only after six years of its establishment did its doors open to non-Tagbanuas. Its focus on agriculture led to its conversion to Aborlan Agricultural High School (AAHS) in 1928 and was converted into a national regional agricultural school and became known as the Palawan National Regional Agricultural School (PNRAS) by virtue of RA 2619.

Since PNRAS served largely the province of Palawan, it was renamed Palawan National Agricultural School (PNAS) in 1962. A year after, on June 22, 1963, PNAS was converted into Palawan National Agricultural College (PNAC) by virtue of RA 3648. Its conversion authorized PNAC to offer courses leading to associate degrees in agriculture and agricultural education, bachelor degrees in agriculture, agricultural education, home economics, and also Master of Science with majors in agricultural sciences and Master of Agricultural Education.

Palawan National Agricultural College was converted to State Polytechnic College of Palawan (SPCP) on May 25, 1995 by virtue of RA 8012. It further authorized SPCP to offer other courses in arts, sciences and technology, and other courses that are consistent with local, regional, and national development.

On March 5, 2004, SPCP was converted to a full-fledged university with the enactment of RA 9260 and became Western Philippines University (WPU). More relevant courses were offered; professional development of its faculty and staff was revitalized; and new and stronger linkages with partner institutions were established.

WPU has gone a long way in its more than one hundred years of existence. From being a humble farm settlement school in 1910, WPU has evolved into a prime mover and a leader in sustainable development in Western Philippines and beyond through relevant instruction, research, and extension services. Its name has become synonymous with environmental protection and green technology, enabling more people to lead a better life.

VISION

The leading university for holistic human development in Western Philippines and beyond.

MISSION

WPU commits to undertake quality instruction, research, and extension programs towards a progressive Western Philippines.

CORE VALUES

The University's vision and mission will be pursued actively using the following 3CT core values as pillars:

1. **Culture of Excellence**

We encourage every personnel to excel in every performance of his/her duties leading to quality results;

2. **Commitment**

We commit our talents and abilities for the general welfare of the University

3. **Creativity**

We continue to quest for new ideas for the development of the University and its stakeholders; and

4. **Teamwork**

We promote team approach at all times to achieve common goals.

STRATEGIC GOALS

1. Produce globally competitive graduates equipped with 21st century skills.
2. Achieve quality assurance certification and/or recognition on services and curricular programs.
3. Achieve adequate human resources with relevant expertise.
4. Provide state-of-the-art facilities in all campuses.
5. Increase financial resources of the University.
6. Advance competitiveness as a leading provider of research and extension services.



QUALITY POLICY

In pursuit of our Vision, Mission and Objectives, the Western Philippines University strongly adheres to its commitment to academic excellence through relevant instruction, research and extension services geared towards customer satisfaction, development of quality human resource and green technologies, and continual improvement of our quality management system as an effective, efficient, and ethically acceptable quality standards by following the core values of:

Culture of Excellence

We encourage every personnel to excel in every performance of his/her duties leading to quality results;

Commitment

We commit our talents and abilities and will work for the general welfare of the University;

Creativity

We continue to quest for new ideas for the development of the University and its stakeholders; and

Teamwork

We promote team approach to achieve common goals.

This commitment causes the achievement of our compliance to applicable statutory and regulatory requirements, interested parties, accomplishment or our targets, and our ultimate goal of international recognition.

QUALITY OBJECTIVES

WPU strongly adheres to the Philippine education sector's overarching goal of "Ensured lifelong learning opportunities for all" through the following objectives:

- Ensure quality higher education to achieve inclusive growth;
- Pursue more advance research and innovation to promote sustainable development; and
- Deliver extension services to empower communities

GOVERNANCE

The WPU Board of Regents

The governance of WPU is vested in the Board of Regents. The Board of Regents (BOR) is composed of the Chairperson of the Commission on Higher Education (CHED) as the Chairperson, the University President as Vice- Chairperson, the representative of the National Economic Development Authority (NEDA), the representative of the Department of Science and Technology (DOST), the President of the Faculty Club, the Federation President of the Student Council, the President of the Alumni Association, and the two (2) prominent citizens as members.

The powers and functions of the Board of Regents (BOR) are provided for in the charter of the University (RA 9260) and PD 1437 and as amended in RA 8292.

The University President

The academic and administrative head of WPU is the University President, who is also the Vice-Chairperson of the BOR, and the Chairperson of the Academic Council as well as of the Administrative Council.

The Academic Council

The Academic Council is composed of the President of the university as the Chairperson and all faculty members with the rank of assistant professor and higher (PD 1437). The university registrar acts as the ex-officio secretary of the Council.

The students are represented by the President of the Student Body Government/Students Council in accordance with the provision of Education Act of 1982.

The powers of the Council are the following:

Submit for confirmation to the Board of Regents, students and other qualified to be recipient of degrees; and

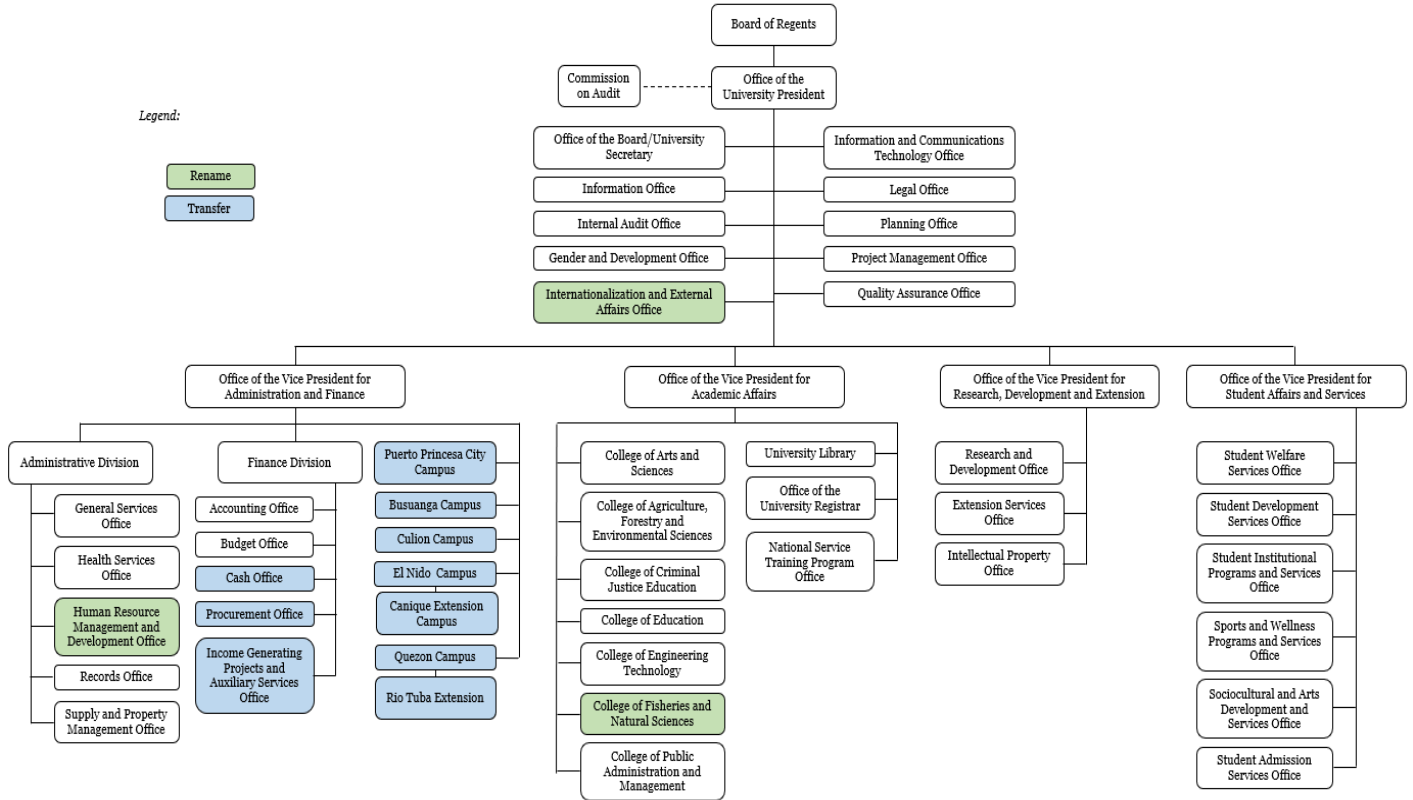
Exercise disciplinary power over the students within the limits of the rules of discipline prescribed by the Council and confirmed by the Board of Regents.

The Administrative Council

The Administrative Council is composed of the President as Chairperson, designated Vice-Presidents, Deans, Directors, and other officials of equal ranks as members, whose duty shall be to implement policies governing the administration, management, and development planning of the University, as approved by the governing board.

WPU ORGANIZATIONAL STRUCTURE

Legend:



Approved as per Board Resolution No. 36, Series of 2024. May 8, 2024

UNIVERSITY OFFICIALS

DR. AMABEL S. LIAO
SUC President III

DR. RIA S. SARIEGO
VP for Administration and Finance

DR. LITA B. SOPSOP
Vice President for Academic Affairs

DR. ALLAINE T. BAACO
VP for Research, Development and
Extension

MS. RUTH J. KUTAT, RGC
Vice President for Student Affairs and
Services

MS. SHIELA B. TORREFLORES
Acting Board Secretary/ Information
Officer III

ATTY. GABRIEL GUY P. OLANDESCA
Attorney IV

ENP. MARY JANE M. RABANG
Planning Officer III

ENGR. JOHN F. QUILLOPE
Project Development Officer III

MS. MICHELLE L. SIMYUNN
Director, Gender and Development

MR. ANASTACIO T. CAGABHION III
Director, Internalization and External
Affairs Office

**ENGR. MICHAEL ANGELO C.
MAGA-AO**
Director, Information and Communication
Technology Office

ENGR. RYAN A. LIMCO
Director, Quality Assurance Office

DR. MARIA MOJENA G. PLASUS
Presidential Assistant for Special Projects

MR. MAPHILINDO D. LAO
Presidential Assistance for Security

MR. WARLITO V. FANILAG
Dean, College of Arts and Sciences

DR. GLENN O. SOPSOP
Dean, College of Agriculture, Forestry
and Environmental Sciences

DR. SHEILA LOU G. PILI
Dean, College of Criminal Justice
Education

DR. MARIBEL B. PENEYRA
Dean, College of Engineering and
Technology

DR. ARLYN B. CELESTIAL
Dean, College of Education

DR. JEAN BETH S. JONTILA
Dean, College of Fisheries and Natural
Sciences

DR. JOSEFINA S. VIERNES
Dean, College of Public Administration
and Management

MS. ELLEN P. JAGMIS
Registrar III

MR. ARNEIL S. ENARIO
University Librarian

DR. JOEL G. BECIRA
Director, National Service Training
Program Office

MR. ISAGANI G. SARSAGAT
Chief Administrative Officer

MS. AILENE G. FERRIOL
Supervising Administrative Officer

MS. AMYR LIEN V. MIRANDA
SAO, Finance Management Officer

DR. ELMAR CEASAR Y. EVINA
Director, Health Services Office

MS. ARMIE A. MEJORADA
Administrative Officer V, Records Office

UNIVERSITY OFFICIALS

MR. GEORGE S. FERRIOL

AOV, Supply and Property Management
Office

MS. BERNADETTE L. ENANO

AOV, Cash Office

MR. RALPH E. PALAO

Director, Procurement

MR. RICO F. QUILLOPE

Director, IGP and Auxiliary
Office

MR. FIDEL B. DE LEON

Director, PPC Campus

MR. ABRAHAM P. CEA

Administrator, El Nido Campus

DR. JERGEN JEL C. LABARIA

Administrator, Quezon Campus
& Riotuba Extension Campus

MR. NOE B. MEJASCO

Administrator, Culion Campus

MS. MINDA P. CARPO

Administrator, Busuanga Campus

MR. REYNALD M. QUILANG

Director, Research Development
Office

DR. IRVEN B. CUEN

Director, Intellectual Property Office

ENGR. JIBSAM F. ANDRES

Director, Extension Services

MS. MARICARH B. BOBILLES

Director, Student Welfare and Services
Office

MS. OFELIA A. LUAREZ

Director, Student Development and
Services Office

MS. MERLY V. ANUNCIADO

Director, Institutional Programs and
Services Office

MS. NORA N. JUAN

Director, Student Admission and
Services Office

MR. MARCELITO GLENN S. LLAVAN

Director, Sports and Wellness Programs and
Services Office

MS. MARY GRACE A. JAGMIS

Director, Sociocultural and Arts Development and
Services Office

ACADEMIC INFORMATION

The Academic Year is divided into two semesters of at least 18 weeks each, exclusive of registration session and final examination periods. A summer session of 6 weeks follows the second semester.

The first semester usually begins in August, second semester in January, and the summer term in June.

MAIN CAMPUS

Graduate Courses

PhD in Rural Development
PhD in Educational Administration
MS in Rural Development
MS in Extension Systems Management
MS in Agronomy
MS in Horticulture
Masters in Educational Management
Masters in Public Administration

Post-Baccalaureate Courses

Certificate in Teaching Program

Baccalaureate/Degree Courses

BS in Agriculture & Biosystems Engineering
BS in Civil Engineering
BS in Mechanical Engineering
BS in Electrical Engineering
BS in Criminology
BS in Social Work
BS in Hospitality Management
BS in Business Administration
BS in Agriculture-Ladderized
BS in Agricultural Business
BS in Home Economics
BS in Environmental Management
BS in Forestry
Bachelor of Agricultural Technology-Ladderized
Bachelor of Physical Education
Bachelor of Secondary Education
Bachelor of Elementary Education
Bachelor of Public Administration

EXTERNAL CAMPUSES

QUEZON CAMPUS

BS in Rural Development and Management
Bachelor Secondary Education
Bachelor of Elementary Education
Bachelor of Public Administration

- First 2 years leading to BS in Criminology

RIOTUBA EXTENSION SCHOOL

- First 2 years leading to:
BS in Agriculture (Ladderized program)

PUERTO PRINCESA CAMPUS

Graduate Courses

PhD in Educational Administration
PhD in Fisheries
MS in Fisheries
MS in Marine Biology
Masters in Educational Management
Masters in Public Administration

Post-Baccalaureate Courses

Certificate in Teaching Program

Baccalaureate/Degree Courses

BS in Aquatic Biology
BS in Fisheries
BS in Marine Biology
BS in Agricultural Business
BS in Criminology
BS in Hospitality Management
BS in Business Administration
BS in Entrepreneurship
Bachelor of Secondary Education
Bachelor of Elementary Education
Bachelor of Public Administration

EL NIDO CAMPUS

- First 2 years leading to:
BS in Social Work
BS in Hospitality Management
BS in Elementary Education
BS in Agriculture (Ladderized program)

BUSUANGA CAMPUS

BS in Hospitality Management

- First 2 years leading to BS in Criminology

CULION CAMPUS

- First 2 years leading to:
BS in Agriculture (Ladderized program)
- Diploma in Electrical Engineering Technology

**COLLEGE OF ARTS AND
SCIENCES (CAS)**

Bachelor of Science in Social Work
Bachelor of Science in Information
Systems

**COLLEGE OF AGRICULTURE,
FORESTRY AND
ENVIRONMENTAL SCIENCES
(CAFES)**

PhD in Rural Development
MS in Rural Development
MS in Extension Systems Management
MS in Agronomy
MS in Horticulture
BS in Forestry
BS in Environmental Management
BS in Agriculture (Ladderized)
BS in Agricultural Business
BS in Home Economics

COLLEGE OF EDUCATION (CED)

PhD in Educational Administration
Master in Educational Management
Bachelor of Elementary Education
Bachelor of Secondary Education
Bachelor of Physical Education
Certificate in Teaching Program (CTP)
Secondary (Agricultural Science High
School—Grade 7-12)
Elementary (Grade I-VI)

**COLLEGE OF CRIMINAL
JUSTICE EDUCATION
(CCJE)**

BS in Criminology

**COLLEGE OF ENGINEERING
AND TECHNOLOGY (CET)**

BS in Agricultural Biosystem
Engineering
BS in Civil Engineering
BS in Mechanical Engineering
BS in Electrical Engineering

**COLLEGE OF PUBLIC
ADMINISTRATION AND
MANAGEMENT (CPAM)**

Master in Public Administration
BS in Hospitality Management
BS in Entrepreneurship
Bachelor in Public Administration
BS in Business Administration

- Major in Financial Management
- Major in Marketing Management

**PUERTO PRINCESA CAMPUS
Sta. Monica, Puerto Princesa City**

**COLLEGE OF FISHERIES AND
NATURAL SCIENCES (CFINS)**

PhD in Fisheries
MS in Fisheries
MS Marine Biology
BS in Aquatic Biology
BS in Fisheries
BS in Marine Biology

ACADEMIC RULES AND REGULATIONS

ADMISSION REQUIREMENTS

NEW STUDENT

- Must be a graduate of DepEd Accredited Senior High School Institution
- Must qualify in the university/college admission test
- Must have complete and valid credentials
 - Report Card (form 9 or Report Card)
 - Certificate of Good Moral Character
 - Photocopy of authenticated Birth Certificate (PSA)
 - Admission Exam Result
 - Medical Examination Certificate issued by the University Physician
 - Two (2) pieces 2x2 picture with blue background and nameplate
 - Drug Test Result
 - 1 Folder with plastic jacket or cover.
- Must not have enrolled in any academic or college subject

TRANSFEREES (May be admitted based on availability of slot)

- Must meet all the prescribed requirements of the University
 - Application for Admission to Transfer
 - Interview
 - Average Grade Requirement (GWA)
- Must have complete and valid credentials
 - Transfer Credential (Formerly referred to as Certificate of Honorable Dismissal)
 - Copy of Transcript of Records for Evaluation Purposes
 - Certificate of Good Moral Character
 - Photocopy of authenticated Birth Certificate (PSA)
 - Admission Test
 - Medical Examination Certificate issued by the University Physician
 - Two (2) pieces 2x2 picture with blue background and nameplate
 - Drug Test Result
 - 1 Folder with plastic jacket or cover.

ADMISSION TEST

This test shall be used to determine whether they will be given probationary status. It furnishes information about a student's capacity to learn. Likewise, this test provides accurate and efficient measures of his/her abilities needed to acquire the desired scholastic outcome of formal education.

FOREIGN STUDENT (May be admitted based on availability of slot)

- Must meet all the prescribed requirements of the Department of Foreign Affairs (DFA) and Bureau of Immigration (BI)
 - Must meet all the prescribed admission requirements of the University and the course applied for
 - * Student Visa (9f)
 - 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) - for treaty traders;
 - 13 (a), 13 (e), 13 (g) for permanent residents; or
 - LOI 105 – for Balikbayan.
- University/college admission test
- Certificate of completion of a secondary curriculum
 - Original Transcript of Records duly authenticated by the Philippine Service Post (PSP)
- Personal data – Personal History Statement with 2x2 ID picture with white background taken not more than six months prior to submission
- Notarized Affidavit of Support
- Alien Certificate of Registration (ACR)
- Result of TOEFL
- Security Clearance from his/her Embassy
- Resident Guarantor of his/her character
 - Certification of Proficiency in English based on TOEFL score for non-native speakers of English.
- Photocopy of passport duly authenticated by the Philippine Service Post (PSP)

REPUBLIC ACT 10931 OR THE UNIVERSAL ACCESS TO QUALITY TERTIARY EDUCATION ACT (UAQ-TEA)

1. Free education, free tuition and free miscellaneous fees to students in –
 - A. State Universities and Colleges (SUCs)
 - B. CHED-accredited local universities and colleges (LUCs), and
 - C. TESDA-run vocational schools. Aside from tuition fees, the government will also shoulder miscellaneous and all other mandatory fees.
2. Scholarship grants for students of both public and private college and universities.
3. And a new and improved student loan program, where students can apply for financing for other education expenses.
4. Students taking post-graduate studies can also avail of the student loan program and scholarships under the law.

EVALUATION OF ADMISSION CREDENTIALS

- The following are not valid credentials or records for purposes of registration
 - * An Honorable Dismissal or Certificate of Transfer which is not signed by the Registrar or has erasures or alterations.
 - * A Report Card which is not signed by the Principal/Registrar or has erasures or alterations.
 - * A diploma
 - * A record mark for “Evaluation Only” or “Valid for Employment Only” or for “Personal Reference Only”

ADMISSION OF STUDENT TRANSFEREES

TRANSFEREES FROM OTHER SCHOOL

- Transferees must have complete and valid credentials, and must meet all the prescribed admission requirements of the university.

TRANSFEREES FROM OTHER CAMPUSES OF THE UNIVERSITY

- Certificate of Transfer/Honorable Dismissal is not required to students coming from other Campuses of the University.
- The student must present the following: Clearance, Certificate of Good Moral Character and copy of Collegiate Record duly signed by the Campus Registrar for evaluation purposes.

ACCOMMODATION OF STUDENTS/CLIENTS WITH SPECIAL NEEDS

- Express lane is provided to give priority to persons with disability and pregnant women.
- Educational assistance/scholarship programs are being offered to students with disability.

ACADEMIC LOAD/STUDY LOAD

- An undergraduate student is allowed to enroll only the specified number of academic units in the curriculum during the regular semester or summer term.
- Graduating students may be allowed to carry an overload of six units to be given only during the last term of their course.
- Undergraduate students may be allowed to carry maximum loads during Summer Term subject to the following:
 - * The student needs only this number of units in order to graduate.
 - * With the discretion of the Dean if the student is capable of carrying the 12 unit load

REGISTRATION

- Registration of students shall only be during the registration period as indicated in the Academic Calendar.
 - Late enrollment is only allowed five days from the start of classes subject to availability of slots. A fine will be charged to late enrollees.
 - For purposes of enrolment, the name and other personal data or circumstances of each student as indicated in his/her birth certificate or alien certificate of registration, where applicable, shall prevail.
 - A student is deemed officially enrolled upon the issuance of the Certificate of Registration (COR).
 - A student is not allowed to enroll in more than one course during his/her stay in the University.
- Enforcement of Maximum Residency Rule, Rules on sequencing of subjects and allowable Subject Load shall be observed in respective colleges.

REGISTRATION FLOW

NEW STUDENT STARTS HERE

STEP 1: GO TO THE ADMISSION OFFICE

For Screening and Validation of Admission Credentials and other Requirements



OLD STUDENT (Continuing/Returning) STARTS HERE

STEP 2: GO TO YOUR COLLEGE FOR ENLISTMENT

- Advising and
- Approving of Course Load
- Issuance of Enlistment & Assessment Form



STEP 3: PROCEED TO THE CASHIER'S OFFICE

For Payment of Matriculation Fee

(applies to paying students only)



STEP 4: GO TO THE CAMPUS REGISTRAR'S OFFICE

For Issuance of Certificate of Registration (COR)

ENDS HERE

NOTE:

- * To all qualified to Free Higher Education, skip step 3. Proceed to step 4.
- * Old Students, start at step 2.

PRE-ENROLLMENT PROCEDURE

(new and transferee students)

STEP 1 ONLINE REGISTRATION

- www.wpu.edu.ph
- admission test schedule and slots availability
- printed copy (Applicant's Examination Profile and Admission Test Schedule)

STEP 2 ADMISSION OFFICE

- evaluation thru g-mail
 - Report Card (SF9 for ALS and HS and Form 9 for SHS graduates)
 - Transfer Credentials (for transferee)
 - Certificate of Good Moral Character
- Admission Test
- Submit/bring the following on the assigned schedule:
 - Printed Applicant's Examination Profile
 - Printed Admission Test Schedule
 - Valid Identification Card
 - One (1) Black ball pen
 - One (1) pencil
 - Two (2) pieces 2x2 picture with blue background and nameplate
- Secure Claim Stub
 - Needed for claiming of Admission Test Result
- In case of a representative claimant:
 - Authorization letter from the examinee
 - Photocopy valid ID of the examinee
 - Photocopy valid ID of the representative claimant
 - Examinee's claim stub
- In case of loss
 - Fill-out the Request for Re-issuance Form

STEP 3 INFIRMARY AND CLINIC

- For Medical and Dental Examination
 - Official Receipt (P50.00)
 - Student Health Record (SHR)
 - One (1) 2x2 picture with blue background and nameplate
 - One (1) fastener
 - Proper personal hygiene
 - Prescribe haircut (male)
 - No earrings (male)
 - No colored nail polish
 - Nails must be trimmed short
 - No fancy hair color
 - Students with tattoo must submit clearances from their respective (Barangay, Police, and Judge Clearance)
 - Students with existing health condition/problem must provide medical certificate/clearance from attending physician
- Issuance of Medical Clearance.

FOR SHIFTING:

- Accomplish shifting form in two (2) copies
- Request Letter signed by parent/guardian
- Secure approval of the two concerned College Deans (Dean of his/her previous college and the acceptance of the Dean of another college)
- See the guidance counselor for counseling and referral
 - Undergo Career Shifting Examination, if needed, at Testing Career and Job Placement Section
- Submit a copy of approved request to the Office of the Registrar

ENROLLMENT PROCEDURE

STEP 1 ADMISSION SECTION (new and transferee students)

- Screening and validation of admission credentials and other requirements
 - Report Card (form 138 for ALS and HS and Form 9 for SHS graduates)
 - Transfer Credentials (for transferee)
 - Transcript of Records (TOR)
 - Certificate of Good Moral Character
 - Two (2) pieces 2x2 picture with blue background and nameplate
 - Photocopy of authenticated birth certificate (PSA)
 - Admission Test Result
 - Medical Examination Certificate
 - Drug Test Result
 - 1 Folder with plastic jacket or cover.

STEP 2 SEE THE DESIGNATED PROGRAM ADVISER IN YOUR RESPECTIVE COLLEGE

- For advising and approving of Course Load
- Issuance of Enlistment and Assessment Form

STEP 3 CASHIER

- If not qualified to free higher education (RA 10931)
- Payment of matriculation
- Issuance of Official Receipt

STEP 4 CAMPUS REGISTRAR

- Validation of Registration
- Issuance of Certificate of Registration (COR)

RULES ON SEQUENCING OF SUBJECTS /PREREQUISITES

- The subject load and sequence of subjects shall be in accordance with the approved curriculum for each program or course of study.
- Subjects enrolled without passing its prerequisite shall not be credited.
- Graduating student may be allowed to take the pre-requisite subject and higher subject simultaneously with the approval of the Dean and VPAA and with a duly signed Waiver of Prerequisite that if the student failed the prerequisite subject, the higher subject shall not be given credit.

WITHDRAWAL OF REGISTRATION

- A student who withdraws his/her registration within the enrolment period shall be allowed to withdraw his/her credentials submitted as requirement for enrolment.
- 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 fee only.
- The rules on dropping shall apply on withdrawal after the enrolment period.

TRANSFER CREDENTIALS (FORMERLY REFERRED TO AS “HONORABLE DISMISSAL”)

- A Certificate of Transfer Credential (CTC) is issued only upon approval of the written petition addressed to the College Dean, and after the student has accomplished the required clearance from the University.
- The Transfer Credential is issued only ONCE.

CROSS ENROLLMENT

- Cross enrollment is the registration of student in other institution of learning with permission of the authorities in his/her College/University.
- Application for a Permit to Cross enroll should be done within the registration period.
- Cross enrollment for six (6) units only is allowed to graduating students, provided that the subjects are not offered in the university/college; the subjects have the same course description and number of units; and that they are not major subjects.
- Cross enrollment in two or more schools outside the University is not permitted.
- The Cross-enrollment permit will be issued by the University/Campus Registrar upon submission of the approved request. The request must be duly endorsed by the College Dean and approved by the Vice President for Academic Affairs.
- Students coming from other institutions may be accepted to cross enroll within the enrolment period only, subject to availability of slot. A Permit to Cross Enroll issued by the Registrar of his/her University/Campus is required.

ADDING/CHANGING/DROPPING OF SUBJECTS

- Adding/Changing/Dropping of subjects shall be made only for valid reasons.
- The total load carried by the student including the additional subject/s must not exceed the maximum allowed academic load prescribed for his/her curriculum during the term/semester.
- Adding/Changing/Dropping of subjects shall be made within the specified period as indicated in the Academic Calendar and subject to payment of corresponding fee.
- A prescribed form shall be accomplished duly signed by the concerned subject professor/instructor, approved by the Program Adviser.
- Subjects changed/added unofficially or without prior approval shall not be given credit.
- Official dropping of subject/s shall be allowed before the midterm examination. Dropping after the midterm examination is considered unofficial and shall be marked UD.

SHIFTING COURSE

- A student may seek admission to another college of the University for the purpose of shifting course, provided, such student satisfies the prerequisite course requirements of the program he/she wanted to enroll in.
- Shifting is allowed only during the registration period.
- Common subjects already taken and passed by the student under his/her previous course will be credited for the new course, provided such subject carry the same course title, course description, and credit unit.
- The student should accomplish shifting form and seek the approval of the Dean of his/her previous College and the acceptance of the Dean of another College.
- Approval will depend on the availability of slot, college admission and retention policy, academic load, and the underlying reason for shifting.
- The Office of the Campus Registrar shall be given a copy of the approved request for record purposes.

LEAVE OF ABSENCE (LOA)/ SPECIAL LEAVE OF ABSENCE (SLOA) FOR UNDERGRADUATE STUDENTS

- A student who wishes to defer enrolment for a particular semester may apply for a Leave of Absence (LOA), through a written petition which states the reason and must specify the period of leave which shall not exceed one academic year. Extension of Leave of Absence may be considered on a case-to-case basis.
- A written petition of the student has to be endorsed by the College Dean, approved by the VPAA, and submitted to the Office of the University/Campus Registrar for record purposes. Parent consent may be required on a case-to-case basis.
- Students on LOA are not considered bonafide students, and they are only allowed to enter the campus as occasional visitors to transact with certain offices.
- Students on LOA are not permitted to enroll and study in another educational institution. No course taken from another school by the student on LOA may be credited towards the completion of the program in this University.
- Official dropping of subjects enrolled within the semester prior to the approval of request for LOA is required.
- An approved LOA is a permission from the University to temporarily defer studies. As a general rule, it carries with it an implied guarantee to accept the student as a returnee, subject to other policies of the University.
- A student who has not returned after five (5) years of absence from the university may be readmitted as returnee and will be evaluated on the current curriculum/ program.

RETENTION POLICY

In general, aside from the retention policy set independently by Colleges, evaluation of student records for purposes of retention is guided by the following Rules on Scholastic Delinquency as stated in the University Code:

Rule 1 Warning. A student who, at the end of the semester, obtains final grades of "5.0" in 25 to 49 percent of the total number of academic units in which he/she is registered shall be warned in writing by the College Registrar to improve his/her academic performance.

Rule 2. Probation: A student who, at the end of the semester, obtains final grades of "5.0" in 50 to 74 percent of the total number of academic units in which he/she is registered or has incurred 2 consecutive warnings 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. He/she is also advised to see the Guidance Counselor for counselling.

Rule 3. Disqualification. A 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 be denied readmission to the University for one semester.

A 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.

Likewise, a 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.

MAXIMUM RESIDENCY RULE (MRR)

- An undergraduate student must finish the requirements of a course within a period of actual residence equivalent to one and a half times the normal length excluding the period for an approved leave of absence (LOA).
- In the event that the student exceeded the maximum residency requirement, he/she shall not be allowed to register further in the same program and shall be advised to shift course.

READMISSION

- Students who are on double probation or are dismissed or permanently disqualified due to unauthorized dropping may appeal for readmission to the College Dean.
- Readmission of disqualified students shall be considered with favorable recommendation of the Readmission Committee which shall be composed of the College Registrar, the Director of Admission Services, Head of the Guidance and Counseling Unit, Program Adviser, and the chairperson of the department where the student is enrolled.
- Re-admission is allowed only once.

VALIDATION/ACCREDITATION

- Subjects and units taken from a SUC may be credited provided that they are prescribed in the curriculum and have the same course content and number of units.
- Subjects and units taken from a private institution with course duly accredited by an accrediting agency may be accredited, provided that they are prescribed in the curriculum and have the same course content and number of units.
- Transferees from other private institutions with course not yet accredited by any accrediting agency should undergo validation of subjects as prescribed in the accreditation process.
- Only subjects leading to the degree program taken by transferees shall be validated and accredited.
- Validation and accreditation should be done in the Colleges within the period of three semesters from the date of admission to the institution.
- Subjects to be accredited must not exceed 50% of the total number of units prescribed in the curriculum.
- If the number of units earned outside the University is less than the prescribed units for the course, the student should enroll the course as offered in the University.
- Only units earned by foreign students in the collegiate level shall be given credit.
- Units earned in technical/vocational courses and in high school shall not be credited toward a degree program.
- Academic units leading to a master's degree or doctoral degree earned in one Graduate School in consortium with the University shall be recognized and accredited.

SUBSTITUTION OF SUBJECTS

- Substitution is allowed when the student is pursuing a curriculum that has been superseded by a new one; the subject involved belongs to the old curriculum and is not being offered anymore in any course in the institution; request for substitution of subject/s has been accomplished and approved by the College Dean and the VPAA.
- Every petition for substitution must involve subjects allied to each other and with the same number of units or greater than the number of units of the required subject.

ENFORCING A NEW CURRICULUM

- When a new curriculum is enforced, only new students shall be covered.
- A student shall follow the same curriculum that he/she started on within the maximum length of time allowed for residence.
- If a student stopped for years and failed to finish the course within the prescribed maximum number of years of residency, he/she shall undergo readmission procedure and follow the new curriculum.

CURRICULAR LEVEL PLACEMENT

Evaluation of curricular level placement of students according to progress toward graduation shall be based on the following:

Freshman (First year). One who has not finished the prescribed subjects of the first year of his/her curriculum, or 25 percent of the total number of units required in his/her entire course.

Sophomore (Second year). One who has satisfactorily completed the prescribed subjects of the first year of his/her curriculum, or has finished not less than 25 percent nor more than 50 percent of the total number of units required.

Junior (Third year). One who has completed the prescribed subjects of the first two years of his/her curriculum, or has finished not less than 50 percent but not more than 75% of the total number of units required in his/her curriculum.

Senior (Fourth year). One who has completed the prescribed subjects of the first, second and third years of his/her curriculum, or has finished not less than 75 percent but not more than 85 % of the total number of units required in his/her course (If course is a 4-year course)

Terminal (Fifth year). One who has completed the first 4 years of his/her curriculum or has finished 85% of the total number of units required in the 5-year curriculum.

GRADING SYSTEM

The work of a student will be graded at the end of each term in accordance with the following system:

INC – is given when the overall rating is passing but student fails to submit major requirement or take major examination. “INC.” should be completed within one year; otherwise the Registrar converts the INC into 5.0.

UD – is given when a student has incurred unexcused absences of more than 20% of the total required number of class hours in a semester; or when a student has stopped attending classes without official permission.

DRP – is given when a student has officially dropped the subject.

IP - given when the Thesis or OJT is still on-going or in progress

1.0	}	Excellent
1.25		
1.5	}	Very Good
1.75		
2.0	}	Good
2.25		
2.5		
2.75		Fair
3.0		Passed
5.0		Failed
UD		Unofficially dropped
INC		Incomplete
DRP		Officially dropped
IP		In progress

COMPLETION OF GRADES

- Incomplete grades should be completed within the one-year grace period; counting starts from the last day of classes in the semester when the subject was taken. If the student fails to do so within this prescribed period, the Registrar is authorized to change the INC to 5.0.
- If the INC grade is due to failure to take major examination, a special permit fee is prescribed by the College. The official receipt of such payment is attached to the application for completion.
- INC grades in subjects that are prerequisites to other subjects must be completed before enrollment in the succeeding subject is allowed.

SPECIAL EXAMINATION

- A student fills a request form available from the University Registrar's Office to take a special examination addressed to the College Dean concerned stating among others, the reason(s) why he/she was not able to take the examination during the scheduled examination period.
- The request should be duly endorsed by his/her registration adviser and approved by the College Dean concerned.
- The Dean approves the request and the student presents this for payment to the University Cashier.
- Upon payment of fees, the student reports to the Instructor/Professor concerned and presents his/her permit with the receipt of payment to arrange for the date of the special examination.

CLASS ATTENDANCE

- All students are required to attend classes with at least 80% of the total number of school days. Any student who for unavoidable cause finds it necessary to be absent from classes must present either a letter from his/her parent or guardian, or a medical certificate to his/her professor upon return 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 5UD. Unexcused absences are those absences without valid or justifiable cause or reason. Absences due to suspension are unexcused absences.

TRANSCRIPT OF RECORDS

- Student records are confidential and information is released only at the request of the student or of appropriate institutions. Official Transcript of Records obtained from other institutions and which have been submitted to the University as admission requirement 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 forms may be obtained from the Registrar's Office.

GRADUATION REQUIREMENTS

- Students must file application for graduation in their respective Colleges and at the Office of the University/Campus Registrar.
- A transferee with at least one year of residency is allowed to file application for graduation.
- Candidates for graduation must have completed all the academic and non-academic requirements for graduation and cleared of financial obligations in the university not later than the deadline set in the University Calendar.

COMMENCEMENT EXERCISES

- All candidates for graduation shall attend the commencement exercises and other graduation exercises such as baccalaureate services and recognition program as scheduled. Graduation in absentia shall be allowed, but must be supported with valid certifications and approved request addressed to the Dean of the college where the student earned the degree.

ACADEMIC COSTUME

- All candidates for graduation must wear the proper academic attire required by the University.



GRADUATION WITH HONORS

The following rules shall be followed in determining students with honors (as per BOR Resolution No. 863, s. 2023):

1. Candidates for Academic Honors shall have any of the following General Weighted Average (GWA)

- For candidates with Baccalaureate degree

GWA	Latin Honors
1.00 to 1.20	<i>Summa Cum Laude</i>
1.21 to 1.45	<i>Magna Cum Laude</i>
1.46 to 1.75	<i>Cum Laude</i>

- For candidates graduating in the first two years of the Laddered Program (e.g. Certificate in Agriculture Science) or 3-Year Diploma Program (e.g. Diploma in Fisheries Technology, Diploma in Forest Ranger).

GWA	English Equivalent
1.00 to 1.20	<i>With Highest Honors</i>
1.21 to 1.45	<i>With High Honors</i>
1.46 to 1.75	<i>With Honor</i>

2. Grades in all subjects prescribed in the curriculum including PE, as well as elective subjects and those credited from other programs or from other schools in the case of transferees shall be included in the computation of GWA.
3. The GWA shall be computed to two decimal places without rounding off.
4. The candidate shall have no grade lower than 2.25 in any subject that appears in the transcript of records, be it a credited subject or not.
5. The candidate must have completed at least 75 percent of the total number of academic units for graduation in the university and must have been in residence for at least two years immediately prior to graduation.
6. For those who lack residency, the Special Honors of Academic Excellence may be given during the College Recognition Program.
7. The candidate must carry the normal load prescribed in the curriculum or must not be under loaded with less than 15 units.
8. The candidate should finish the course within the prescribed number of years and number of terms.
9. The candidate should have not been charged and found guilty of any violation of existing college rules and regulations which is punishable by at least "warning."

FINANCIAL INFORMATION

University Rates

Fees	Undergraduate	MA	PhD
STF (164)			
Tuition	200.00/unit	400.00/unit	600.00/unit
Miscellaneous			
Laboratory	250.00/unit	300.00/unit	500.00/unit
Registration	100.00	100.00	100.00
Medical dental fee	100.00	100.00	100.00
Library fee	100.00	100.00	100.00
Athletic fee & Cultural fee	150.00		
SCUAA fee	300.00		
Internet (Semestral)	300.00	300.00	300.00
Internet (Summer Term)	150.00	150.00	150.00
Institutional Test Fee	300.00		
(SFF) Student Facilities Fee	800.00		
Security Fee	100.00	100.00	100.00
OJT-local	1000.00		
OJT-Abroad	4500.00		
Placement Fee	150.00	150.00	150.00
Student I.D.	120.00	120.00	120.00
Handbook	100.00	100.00	100.00
University Dorm/Hometel (Optional)	668.00		
Late Registration	100.00	100.00	100.00
Dropping/Changing of Subject	50.00/subj.	50.00/subj.	50.00/subj.
Certificate	25.00	25.00	25.00
Transcript of Record	100.00/page	100.00	100.00
Diploma fee w/ Case	350.00	350.00	350.00
Special Permit	250.00	25.00	25.00
Completion fee	25.00	25.00	25.00
Authentication fee	25.00	25.00	25.00
Evaluation fee	100.00	100.00	100.00
LOA (Leave of Absence)	25.00	25.00	25.00
CAV	25.00	25.00	25.00
Honorable Dismissal	25.00	25.00	25.00

Fees	Undergraduate	MA	PhD
Trust (184)			
Deposit	50.00	100.00	100.00
NSTP	300.00		
Garbage & Cleanliness fee	50.00	50.00	50.00
School Organ	100.00	100.00	100.00
FFPCC	25.00		
Guidance fee	100.00	100.00	100.00
OJT local	1000.00		
OJT National	1500.00		
OJT International	4500.00		

**IF YOU THINK
EDUCATION IS
EXPENSIVE, TRY
IGNORANCE.**



DRESS CODE FOR STUDENTS OF WESTERN PHILIPPINES UNIVERSITY

1. Every student must subscribe with the prescribed dress code of the university especially during non- uniform days (wash days).
 - a. Male students are not allowed to wear shorts, porontong, sando in the school premises and offices during non- uniform days.
 - b. Female students are not allowed to wear shorts, porontong, sando/ spaghetti strap, plunging necklines, revealing/see through clothes in the school premises and offices during non-uniform days.
2. Every student must wear the prescribed uniform on the days specified by the University.

Tertiary

Monday	University Uniform
Tuesday	College Uniform
Wednesday	Free Day/ Non-uniform Day
Thursday	University Uniform
Friday	College Uniforms/Department Uniforms

High School

Monday	ASHS Uniform
Tuesday	ASHS Uniform
Wednesday	ASHS (Department T-shirt)
Thursday	ASHS Uniform
Friday	FFP-FAHP Uniform

Elementary

Monday	BELS Uniform
Tuesday	BELS Uniform
Wednesday	BELS (Department T- shirt)
Thursday	BELS Uniform
Friday	BELS Uniform

3. The prescribed uniform for BELS shall be white blouse and green skirt for girls and white polo and black slacks for boys.
4. The prescribed University uniform for college students shall be white blouse and blue skirt for ladies and white polo and dark blue slacks for men.
5. The design/cut shall be strictly followed as described by the uniform committee of the University.

6. University uniform must be worn with proper shoes.
Men: Black shoes
Ladies: Black heeled closed shoes (1 inch high)
7. Every student must always wear the official identification card (I.D.) and lanyard inside the University.
8. Students with laboratory are required to wear their laboratory uniform during their laboratory period only.
9. Students with PE are required to wear their PE uniform during their PE classes only.
10. Students with NSTP are required to wear their NSTP uniform during their NSTP classes only.
11. These policies and guidelines for uniform shall be true to all students in all courses and in all campuses of the University.
12. Male students shall wear a clean and decent haircut regardless of whether the student is enrolled in the ROTC or not.
13. Checking of uniforms shall be the responsibility of the colleges. Sanctions for not wearing of uniform shall be the responsibility of the college organizations. Fines imposed and collected for non-wearing of uniform shall be collected and the same shall become fund of the college student organization.
14. The Security Guards should also help implement the policies and guidelines on the wearing of uniforms and dress code.
15. Faculty should monitor their students' wearing of uniforms and proper dress code.
16. Penalty for non- wearing of uniforms shall be fines to be imposed and collected by college student organization and shall be used as fund of the organization. In case of refusal to wear the prescribed uniform and ID and refusal to pay fines set by the college student organization, the policies and guidelines on student Code of Conduct and Discipline shall be imposed. Code of Discipline of Students Article II Section 2 emphasized that Failure or refusal to wear the required ID and/or student uniform within the school premises shall have the following sanctions:
Penalty: First offense – Warning to suspension of 1-15 days,
Second offense – Suspension of 7 to 15 days,
Third offense – Dismissal from the University.
17. College and Department uniforms must be approved by the academic council upon recommendation of the uniform committee of the University.

OFFICE OF STUDENT AFFAIRS AND SERVICES

Office of Students Affairs and Services (OSAS). Student Affairs and Services are the services and programs in Western Philippines University that are concerned with academic support experiences of students to attain holistic student's development. Student Affairs and Services are those that relate to student welfare, student development and those that relate to institutional programs and services.

STUDENT WELFARE SERVICES OFFICE

- ◆ Information and Orientation
- ◆ Guidance and Counseling
- ◆ Testing
- ◆ Career and Job Placement
- ◆ Economic Enterprise Development
- ◆ Student Handbook Development

STUDENT DEVELOPMENT SERVICES OFFICE

- ◆ Student Activities
- ◆ Student Organization and Activities
- ◆ Leadership Training
- ◆ Student Council and Government
- ◆ Student Discipline
- ◆ Student Publication/Yearbook

STUDENT INSTITUTIONAL PROGRAMS AND SERVICES OFFICE

- ◆ Admission Services
- ◆ Scholarship and Financial Assistance
- ◆ Food Services
- ◆ Student Housing/Residential
- ◆ Services for Students with Special Needs and Person with Disabilities
- ◆ Multi-Faith Service

SOCIOCULTURAL AND ARTS DEVELOPMENT SERVICES OFFICE

SPORTS AND WELLNESS PROGRAMS SERVICES OFFICE

STUDENT ADMISSION SERVICES OFFICE

STUDENT WELFARE

INFORMATION AND ORIENTATION

The Information and Orientation program is one of the services provided by the Office of Student Affairs and Services to serve the well-being of students. It is designed to facilitate student adjustment in their college life.

The function of this program is to provide information materials on Vision, Mission, Goals and Objectives of the university rules and regulations, student conduct and discipline, student programs, services and facilities available to all students.

GUIDANCE AND COUNSELING

The Guidance and Counseling is headed by the University Guidance Counselor. It facilitates the total growth and development of the students and provides different guidance services.

The Guidance services of the university intend to promote and provide proper conducive educational environment by extending proper assistance to students in the various aspects of their campus life like: vocation, recreation, companions, educational opportunities, and sense of values. The university guidance and counseling program, therefore, will include every kind of outside help enough to give a student an individual self-knowledge and self-discipline in order to enable the individual to properly live his/her life and solve his/her problems.

TESTING

Personality and Intelligence Quotient Testing are regularly conducted to determine level of correlation between test results and student's performance, both in academics and in their intra/extra personal adjustment to college life. Aptitude tests are employed to assess and guide students towards realization of career choices.

CAREER AND JOB PLACEMENT

Career and Job Placement Section is a venue that aims to expose students to series of activities envisioned to prepare them from being students to hopeful graduates. Graduates equipped with skills and knowledge all set to face the work arena. The Section maintains a database of students' portfolio which collates relevant information for ready reference. The registry is continually updated to match the present accomplishments and achievements of each student.

As one of the identified integral functions, the section provides career advocacy and employment coaching services and maintains partnership with other service providers to ensure maximum delivery of quality performance. As an information center for clients, it makes data available on its respective programs and services. The year-round activities are deliberately planned by the expert officers and members of the Advisory Board to collectively achieve the end-goals.

ECONOMIC ENTERPRISE DEVELOPMENT

The Economic Enterprise Development Program would cater the economic needs of students. This includes 1) student cooperatives, 2) entrepreneurial, 3) income generating projects, and 4) student loans. The function of this program is to promote and develop student economic enterprises.

STUDENT LOAN ASSISTANCE PROGRAM

School Needs Loan Assistance Program

This program entitles the students to a loan of not than P2, 000.00. The loan will be repaid for a duration of one semester for the college students and within a year for high school students with interest of 1% per month or 12% per annum.

Income Generating Project Loan

This loan is designed to finance the inputs needed for income generating projects of student's practicum, occupational internship and thesis. This loan is paid upon maturity or upon marketing of the products. Students can avail of a maximum of P10, 000.00 at the rate of 1% per month interest provided 1% of the loan be retained as Loan Protection.

Students with loans shall be given priority for student labor and payment of the loan shall be made by payroll deduction.

Students Financing Assistance Program (StuFAP)

This is an assistance program in the form of loan subsidized by CHED with a primary intent to supplement academic-related expenses of senior and graduating students. A maximum of P1, 000.00 can be availed of by qualified students, with no interest and collaterals, payable before the claim of transcript after graduation.

Student Assistance Fund for Education (SAFE LOAN)

This is an assistance program in the form of loan subsidized by CHED with primary intent to cater to financially needy students who are in their third, fourth and fifth year or graduating year of study. Priority shall be given to CHED Priority Courses. The loan fund can be used for tuition and other school fees, books and course projects, thesis writing, board and lodging, graduation fees and other valid related educational expenses. A loan grantee may borrow as much as Eight Thousand Pesos (PHP 8, 000.00).

STUDENT HANDBOOK DEVELOPMENT

The student handbook contains the spelled-out policies and guidelines of the University which is beneficial to facilitate holistic student development. It is a compendium of student services and procedures that guides a student in his/her development. It is regularly developed, updated and made into accessible formats for dissemination, information, guidance of students and university stakeholders.

STUDENT DEVELOPMENT

STUDENT ORGANIZATION AND ACTIVITIES

The Student Organization and Activities is a unit that coordinates with the Student Council, Department organizations and all other organizations recognized by the university. It plans and carries out activities in accordance with the objectives, constitution and by-laws of the respective organizations. It sponsors programs, symposia, fora and convocations for the students provided that the objectives are not contrary to the law of the land.

The unit is also tasked with processing of application for accreditation/ recognition as well as coordination and monitoring of the activities of the student organizations in and out of the campus.

The student organizations are also given assistance by conducting leadership training to student leaders and members to produce self- reliant and well- rounded individuals.

Every end of the year, the university gives awards to deserving student organization and student leader. Through the Board of Management of Student Organization (BMSO) who handles the annual Search for Outstanding student leader and Outstanding Organization.

Activities planned by students will be gender sensitive and responsive to ensure equality of the individual rights as student. To generate respect to students regardless of sex.

LEADERSHIP TRAINING

The Leadership Training Services Program are programs and services to develop and enhance leadership effectiveness in the personal level and student organization. It comprises the series of leadership trainings from local to national level. It encourages students' attendance to international fora and promotes multicultural exchange among students.

STUDENT COUNCIL AND GOVERNMENT

The Supreme Student Council is under the supervision of student organization and activities 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 to the vital role we play in nation building.

It plans and carries out activities in accordance with the objectives of its, constitution and by-laws. It sponsors programs, symposia, for a convocation for the students provided that the objectives are not contrary to the law of the land.

STUDENT DISCIPLINE

Student Discipline refers to the judicious implementation of the institutional rules and regulations governing student behavior and conduct. All students shall observe the laws of the land, the rules and regulations of the university and the standards of a good society. The Discipline Services Section of the Office of Student Affairs and Services shall be responsible in implementing the provisions set forth in the Student Code of Conduct and Discipline

STUDENT PUBLICATION/YEARBOOK

The student publication section is under the umbrella of the Office of the Student Affairs and Services of the university. It is the overseer of all existing student publications in the university campuses. It ensures that each publication issue reflects the students' freedom of expression but considers the ethics of journalism. It also encourages balance and responsible journalism.

All such publications shall be under the general supervision of the Director of Student Development Services and Publication Section and shall reflect the goals and objectives of the University.

INSTITUTIONAL PROGRAMS AND SERVICES

SCHOLARSHIP AND FINANCIAL ASSISTANCE

The scholarship unit provides our clients with information on the different services, requirements, procedures, fees and timeline; and implements policies and regulations on students' scholarships and grants. It provides opportunity for students to meet costs of education through scholarships and financial assistance.

STUDENT HOUSING/RESIDENTIAL SERVICE

Western Philippines University is responsible for providing students dormitory while studying in WPU to ensure their accessibility to accommodation that is safe and conducive for learning.

MULTI-FAITH SERVICES

The Multi-Faith program is under the Office of Student Affairs and Services that provide opportunities to free expression of one's religious orientation in accordance with the principles and policies of the university.

This serves as an avenue for religious organizations to ensure that the right of every religion is respected.

The university provides mechanism for the use of facilities needed by religious group in conducting their religious activities.

GUIDANCE AND COUNSELING

PERSONNEL IN- CHARGE

The University Guidance Counselor heads the Office. The staff under his/ her supervision are: psychologist, psychometrician, and guidance counselors (Campus Guidance Counselors and Guidance Counselor coordinators of the different colleges)

Each college of the university is assigned a Guidance Counselor depending on the student size/student population of the college. The designated Guidance Counselors of the different colleges helps in the implementation of guidance and counseling service of their respective colleges.

How Are You Feeling Today?



Happy



Sad



Angry



Worried



Shy



Excited



Surprised



Silly



Embarrassed

**WE'RE HERE TO HELP!
VISIT US @ THE GUIDANCE OFFICE**

GUIDANCE AND COUNSELING OFFICE PROVIDES THE FOLLOWING SERVICES:

Individual Inventory Services. The individual Inventory Record is accomplished by every student upon admission in the University. Test results, information about home and family background, and other developmental data are also compiled and updated. Added to that, Guidance Counselor/s conduct needs assessment, Initial Interview, Routine Interview, Intake interview and lastly Exit-interview for students who leaves the University. These are used ready references in understanding the world of the student and planning for appropriate intervention programs.

Information Services. The students are provided with information regarding the policies of the University. They will likewise be provided with information related to their success like curricular and co-curricular offerings, opportunities and requirements, scholarships, trainings, schedule of admission exam and school calendar and other pertinent information. They are disseminated thru bulletin board announcements, brochures, leaflets, tarpaulin, posters, social media and orientation programs.

Counseling Service. Regular counseling ensures that all students have a one-on-one meeting with the assigned counselor during the school year to discuss emerging issues about the students and his/her success like academic performance, teacher-student relationship, school-classroom behavior, and personal behavioral problem. Special counseling is also given to students who personally come for counseling or are referred by teachers, parents or by others. Individual counseling, Group counseling, and Peer counseling are also provided to assist individual students in their needs.

Follow-up services is provided by the counselor to determine the value and extent of progress of the counselee. Follow- Up service includes home visitation and coordination with subject teacher, class adviser and other school personnel concerned in whom the student has guidance relation. Research on the follow –up of graduates are also being conducted.

Referral Services These services recommend selected cases to appropriate professional help-givers in the university such as infirmary, library, registrar, sports and cultural, OSAS including linkages with outside agencies and institutions like Philippine National Police, Department of Social Welfare and Development and Non-Government Organizations and other help-oriented agencies.

Consultation service. This service assists the parents and teachers regarding the aspects and teachers regarding the aspect of student development and behavior through parent-education meetings and teacher-in-service activities.

Research Services. Researches are undertaken to identify the students and the school's achievement profile, learning needs and behavior problems so that appropriate interventions can be given. Studies should be conducted as a means of adding knowledge in the field of Guidance and Counseling.

Evaluation Service. Assessment of effectiveness of the Guidance program of the university is conducted every two years to ensure its effectiveness and to recommend additional services needed by the students in the university.

CAREER AND JOB PLACEMENT

PERSONNEL IN- CHARGE

Career and Job Placement Section is under the umbrella of OSAS, the Section is led by the Head, Testing/Career and Job Placement who is directly in-charge of all Section transactions. The Section Head supervises a Technical Assistant assigned to help carry out basic functions of the Section. Volunteers are continually recruited to help in peer coaching and other relevant works that may be assigned to them particularly peer assistantship programs.

CONFUSION



**WE'RE HERE TO HELP!
VISIT US @ CAREER CENTER**

CAREER AND JOB PLACEMENT SERVICES

Career/E-portfolio Services. Career and Job Placement Section institutes valid appraisal data of students for career and job placement. It has a continuous follow-up and monitoring of student data and placement updated and conducted on regular basis.

Academe-Industry Partnerships. It maintains active networking with school, community, alumni and other relevant agencies for career and job placement of students.

Employer Relations. There is a mechanism to institutionalize the link with industries with such purpose as to gather labor market information for graduating students' career pathing. This enables each student to develop contacts with organizations and representatives associated with employment opportunities.

Information Services. It keeps records of informative materials in accessible formats on career. Job opportunities and skills development programs are provided and made available for all students. There are regular career seminars and job placement services available and accessible for students. Career Orientation for Senior High students is maintained to guide them in choosing the appropriate course to match their skills and interest.

Testing Services. Personality and Intelligence Quotient Testing are regularly conducted to determine level of correlation between test results and student's performance, both in academics and in their intra/extra personal adjustment to college life. Aptitude tests are employed to assess and guide students towards realization of career choices.

Career Counseling/Advising. Career counselor provides this service on a regular basis particularly to students who plan to shift their courses. It is usually conducted after SDS examination is individually administered and interpreted to the student.

Career/Job Fair. All students are encouraged to participate in career fairs. Other employer relations activities that may include all students are: marketing Career Center services to employers, employer receptions, employer career panel presentations, assisting in the employer-in-residence program, and greeting/orienting employers participating in on-campus interviewing.

Pre-Employment Orientation Seminar. The Section provides outreach programming. These programs may include Career Center-sponsored seminars, liaison presentations, jointly-sponsored programs such as Orientation and New Students Preview programs.

Career Center Volunteers. Student Volunteers are encouraged to become active members of the Section. Regular meetings and seminars are specifically designed to continually upgrade their skill and knowledge.

Follow-up Services. Records of all services are kept intact and updated for follow-up and future reference.

STUDENT ORGANIZATION AND ACTIVITIES

PERSONNEL IN- CHARGE

The Student Organization and Activities works under the office led by the Head of Student Organizations and Activities, supervised by the Director of Student Development Services;

The Head of Student Organizations and Activities handles the activities of the different accredited student clubs and organizations and the student council;

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 Vice President for Student Affairs and Services.

SERVICES OF STUDENT ORGANIZATION AND ACTIVITIES

- Accredits student clubs and organizations per school year;
- Monitors the projects and activities of the different accredited student clubs and organizations, the different college councils, and the University Student Council/Government;
- Implements the Rules and Regulations Governing Organized Student Activities (RRGOSA);
- Facilitates meetings/joint activities/exchange of ideas among student organizations;
- Endorses student requests for funding (projects, training, and seminars) and the use of university facilities;
- Approves the posting of promotional materials/advertisements within the campus;
- Recommends university-wide activities geared towards the wholesome development of the student – mentally, physically, emotionally, socially, spiritually and morally.

CLASSIFICATION OF ACCREDITED 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 classified as follows:

CLASSIFICATION ACCORDING TO STATUS:

- **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.

CLASSIFICATION ACCORDING TO NATURE:

- **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.
- **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.
- **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.

POLICIES AND GUIDELINES STUDENT ORGANIZATION AND ACTIVITIES

1. Only organizations that will promote social, educational, cultural, academic, and civic development will be recognized by the University.
2. Fraternities/ sororities are not recognized in the university.
3. Organization/clubs seeking recognition and registration should have membership of not less than fifteen (15) members.
4. All organizations shall be required to have at least one (1) faculty/staff adviser selected/ elected by the members. Only regular faculty/staff can serve as adviser of any student organization. Advising two or more organizations is strongly discouraged and requires approval from the Office of Student Affairs and Services.
5. Only registered organizations shall be allowed to use the facilities of WPU. Student organization shall be responsible for the damages to the university properties and facilities incurred during such student activities.
6. A student organization shall be considered in good standing if it can present/sponsor one (1) social, one (1) cultural/educational and one (1) Gender and Development (GAD) related activity in a semester.
7. Recognized organizations must submit to the Office of the Student Affairs and Services the following: plan of activities, semestral accomplishment report, financial report, and list of officers, list of members and updated constitution and by-laws.
8. 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.
9. All academic activities shall be programmed outside office hours except for special occasion.
10. All off-campus or overnight activities of recognized student organization should secure approval from the university along with the waiver signed by the parents or guardians of the participants indicating that the school is not liable for any untoward incident which may occur during the conduct of the said activity and the letter of conformity of accompanying adviser.
11. Activities that the organization periodically sponsors or intends to sponsors/ conduct for the current year must be submitted to the Office of the Students Affairs at most ten (10) days after its officers have been inducted to the office for proper monitoring.
12. 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 OSAS to form a student organization. Letter of application shall be filed to the OSAS.
13. Any of the following are grounds for withdrawal of recognition of a student organization, and other activities contrary to the rules and regulations of the University.
14. Request officers for the withdrawal of recognition.
15. Inactive status for two semesters.
16. Hazing activities are not allowed.
17. All rules and regulations concerning student organizations and their activities within the school campuses must be strictly based on existing DepEd/ CHED/ TESDA Memoranda, Republic Acts, and other Laws enacted by the State for student organization.

PROCEDURE FOR ACCREDITATION AND RE-ACCREDITATION OF STUDENT ORGANIZATIONS

ACCREDITATION PROCEDURE

The Head of Student Organization and Activities (HSOA) shall:

- 1) Instruct the applicant to get WPU-SOA forms and a copy of requirements for accreditation/re-accreditation of student organization to the Office of Student Affairs and Services.
- 2) Require the applicant to accomplish the following requirements:
 - a. Prepare a letter of request addressed to the University President duly signed by the elected President and the faculty/staff adviser of the organization, recommended by the Head of Student Organization and Activities, Director of Student Development Services and the Vice President for Academic Affairs
 - b. Submit accomplished WPU-SOA forms and other required documents to:
 - ◆ For main campus, the Head of Student Organization and Activities or Designated Board of Management of Student Organization member shall receive the documents.
 - ◆ For external campus, the campus student organization coordinator shall receive the documents.
- 1) Inform the applicant that:
 - a. All documents submitted shall be screened and reviewed by the Board of Management of Student Organizations (BMSO) Committee and return the documents to the applicants.
 - b. They shall submit an original copy of document (Hard copy) to the Office of Student Organization and Activities.
 - c. They shall sign in the log sheet.

RE-ACCREDITATION PROCEDURE

The Head of Student Organization and Activities shall:

- 1) Require the student organization officers to submit the Accomplishment Report and Financial Report of the previous semesters.
- 2) Inform the applicant that same procedure is applied to organization who has been accredited and wishes to seek for re-accreditation. (Refer to Accreditation Procedure)

WPU-SOA-Forms

- ◆ OSAS-10A – SOA Application for Recognition
- ◆ OSAS-11A- SOA-Personal Data Sheet (Adviser)
- ◆ OSAS-12A- SOA-Personal Data Sheet (Student Leader)
- ◆ OSAS-13A- SOA- List of Officers/Roll of Members
- ◆ OSAS-14A-SOA- Plan of Activities
- ◆ OSAS-15A-SOA- BMSO Summary Form
- ◆ OSAS-16A-SOA-Requirements for Accomplishment Report
- ◆ OSAS-17A-SOA- Financial Report

GUIDELINES ON SUBMISSION OF ACCOMPLISHMENT AND FINANCIAL REPORT

1. Accomplishment Report

- The accomplishment report shall be prepared following the required format and duly signed by the secretary, president and adviser.
- The accomplishment report shall be reviewed by the SOA unit and if found complete it shall be accepted;
- If the accomplishment report is not complete, it shall be returned to the secretary for completion.
- Semestral clearance of the Secretary and the President/ Governor shall be signed by SOA unit and DSAS upon completion of the accomplishment report;

1. Financial Report

- Financial Report must be prepared by the treasurer, properly scrutinized, audited and signed by the auditor, president and adviser before submission to SOA unit.
- If the financial report has been complied with, the SOA unit will sign the semestral clearance of the Treasurer, Auditor and the President/Governor;
- If the financial report is not complied with, it shall be returned to the treasurer for refinement.
- For financial accountability, the president, treasurer and auditor of the student government, club or organization will be held liable to the university.
- The financial report shall be submitted one month before the end of the school year. All other persons who are proven to be directly involved in the handling of the finances of the student government, club or organizations are to be held liable.

3. No Certificate of Clearance will be issued to the accountable officers and persons unless the required report has been duly submitted.

PROCEDURE IN CONDUCTING STUDENT ACTIVITIES

1. All non- curricular activities conducted by the accredited student organization must be approved by the university.

- Prepare three copies letter of request for activities and request for college facilities for approval.
- Submit one (1) copy of approved letter to the SOA
- Provide the in-charge of facility a copy of approved request for facilities.
- Secure Parental Consent and Medical certificate (for Sports activities)

2. Use of University Premises and Facilities

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

3. For Off-Campus and Overnight Activities
The accredited student organization will seek approval from the university President for the off-campus and overnight activities with the following documents:
 - Approved letter of request duly signed by the elected president of the student organization and advisers and it will pass through the office of the Vice President for SAS/Vice President for Academic Affairs approved by the University President.
 - Accomplished Parental Consent/waiver of the students
 - All off-campus and overnight activities shall be attended by the faculty/staff adviser.
 - Faculty Adviser is responsible for preparing the request letter with the attached complete requirements specified in CMO No. 63 Series of 2017
4. 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 and parental consent should be presented to the SOA unit and Director for Student development and services office when activities are to be conducted outside of the University.
5. 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.
6. For Organization Project/Project Proposal, the following requirements must be submitted:
 - Minutes of the meeting when the project was approved by the members of the organization;
 - Copy of the Project Proposal
 - Budgetary Allocation
 - Profile of Resource Speakers/ Facilitators
7. Fund Raising Activities
 - All fund raising and solicitation letters for projects and activities must have the recommending approval of the VPSAS, VPAA, approved by the University President.
 - Requirements
 - Submit an application with name and purpose of activity, including the date, time, venue and beneficiaries of the fund raising
 - Officer/members directly in charge of the activity
 - Secure permit from DSWD/BIR/Barangay (tickets for raffle draw)
8. Solicitations. These refer to monies collected from advertisements, sales of tickets, or similar fund-raising activities.
 - Such solicitations shall be duly approved by the organization on its meeting and recorded in its approved calendar of activities.
 - The request for approval to carry out the solicitation activities must be duly signed by the organization's secretary, president and adviser and recommended for approval by the Head of SOA, VPSAS, VPAA and approved by the University President.
 - All such solicitations shall be duly received by the soliciting student government or student organization.
 - Solicitations shall be subject to audit and shall be stated in the financial report of the organization.

**LIST OF REGISTERED-ACCREDITED ORGANIZATIONS/CLUB
SY 2023-2024**

College of Education Student Organization (CEDSO)	SO-19-001
Adventist Ministry to College and University Students (AMICUS)	SO-19-002
Lipunang Makatao (LITAO)	SO-19-003
Institute of Integrated Electrical Engineers-WPU Council of Student Chapter (IIEE WPU-CSC)	SO-19-004
Philippines Society of Mechanical Engineering - Student Unit WPU- Chapter (PSME-SU WPU-C)	SO-19-005
BEED CLUB: THE GENERALIST	SO-19-006
Philippine Society of Agricultural and Biosystem Engineering Pre-Professional Group WPU-Chapter (PSABE-PPG WPU-C)	SO-19-007
College of Arts and Sciences Student Organization (CASSO)	SO-19-009
College of Agriculture, Forestry and Environmental Sciences Student Organization (CAFESSO)	SO-19-010
College of Education Science Club (CED-SCI)	SO-19-012
Philippine Institute of Civil Engineers-WPU-Student Chapter (PICE-WPU-SC)	SO-19-013
WPU-Main Emergency Response Team (WPU-MERT)	SO-19-014
College of Student Organization (CSO)	SO-19-015
Main-Supreme Student Council (SSC-Main)	SO-19-016
College of Public Administration and Management Student Organization (CPAMSO)	SO-19-017
College of Engineering and Technology Student Organization (CETSO)	SO-19-018
Tikatik ng Haraya	SO-19-020
Supreme Student Council (SSC-Busuanga Campus)	SO-20-22
Supreme Student Council (SSC-Quezon)	SO-20-23
Puerto Princesa Campus Supreme Student Council (SSC- PPC Campus)	SO-20-024

Hospitality Management Society Organization (HMSO)	SO-20-025
Supreme Student Council (SSC-EL NIDO)	SO-20-028
College of Business and Management Student Association (CBMSA)	SO-20-029
Criminology Student Organization (CSO-QC)	SO-20-030
Bachelor of Secondary Education Student Organization (BSEDSO-QC)	SO-20-031
Rural Development Management Student Organization (RDMSO-QC)	SO-20-032
College of Education Student Organization (CEDSO-QC)	SO-20-033
Theater and Glee Artist of WPU (TANGLAW)	SO-20-035
Elementary Education Student Organization (EEDSO)	SO-20-037
Student Organization of College of Arts and Sciences (SOCAS)	SO-20-038
Medical Emergency Response Team (MERT-Quezon)	SO-20-039
Public Administration Student Society (PASS)	SO-21-041
Muslim Student Guild (MSGuild)	SO-22-045
WPU-Quezon Campus Christian Fellowship (WPU-QC CF)	SO-22-046
Bachelor of Elementary Education Student Organization (BEEDSO-QC)	SO-22-047
Society of Health and Active Physical Education Students (SHAPES)	SO-22-048
Organisasyong may Hangaring Makatao (OHAMA)	SO-22-049
Supreme Student Council (SSC-Culion)	SO-22-052
Young Entrepreneur Society (YES)	SO-22-054
Organisasyon ng mga Nagpapakadalubhasa sa Filipino (ORDAFIL)	SO-22-055
Soc-Stud Socialist Organization (SSSO)	SO-22-056
Campus Emergency Response Team (CERT)	SO-22-057
Aghamatiks Society Students Organization (AMSOC)	SO-22-058

Incoming Professional Mathematics Educators- (IPriME)	SO-22-061
Supreme Student Council (SSC-Canique Taytay)	SO-22-063
Values Organization (VALOR)	SO-22-064
The Master's Quill	SO-23-065
The Tentacles	SO-23-066
Business Administration Student Council- (BASC)	SO-23-067
Champion Youth Philippines- (CYP-WPU LINK)	SO-23-068
Students Career Volunteer Alliance- (SCaVa)	SO-23-069
MUSICPAM Student Organization	SO-23-070
KanTugYaw Performing Arts Troupe	SO-23-071
WPU- Society of Masters in Public Administration- (WPU-SOC-MPA)	SO-23-072

POLICIES AND GUIDELINES ON LOCAL OFF-CAMPUS ACTIVITIES

The Faculty/Faculty Adviser shall:

- ◆ Prepare the request letter with the attached complete requirements for approval of the activity
- ◆ Submit the request letter to the Dean of the College for curricular activities or to the Office of Student Development Services for non-curricular activities.

Head, Student Organization and Activities shall:

- ◆ Determine the completeness of the requirements and provide feedback.
- ◆ Prepare the report of compliance for approval

Director for Student Development Services/College Dean shall:

- ◆ Prepare the certificate of compliance for approval
- ◆ Recommend the approval of the request letter to the Vice President for Academic Affairs

Vice President for Student Affairs and Services/ Vice President for Academic Affairs shall:

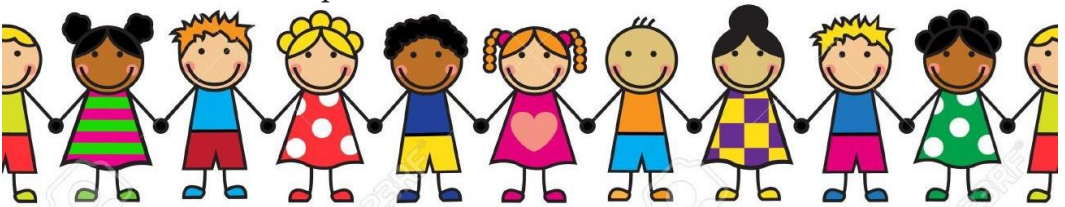
- ◆ Recommend approval of the request for activity to the University President

University President shall:

- ◆ Approve the request for activity
- ◆ The faculty/faculty adviser shall submit the approve request and the notarized certificate of compliance to the Vice President for Student Affairs and Services

Vice President for Student Affairs and Services/Vice President of Academic Affairs shall :

- ◆ Send the notarized certificate of compliance to the Commission on Higher Education Regional Office (CHEDRO MIMAROPA)
- ◆ File the attached requirements for future reference.





**LOCAL OFF-CAMPUS ACTIVITIES
REPORT OF COMPLIANCE**

NAME OF HEI: WESTERN PHILIPPINES UNIVERSITY

REGION: IV-B

ADDRESS: San Juan, Aborlan, Palawan

TITLE OF ACTIVITY: _____

BASIC INFORMATION:

PROGRAM NAME	COURSE	DESTINATION/S AND VENUE	INCLUSIVE DATES	NUMBER OF STUDENTS	LIST OF PERSONNEL-IN-CHARGE

REPORT BEFORE THE ACTIVITY:

ACTIVITIES	COMPLIANCE	
	YES/NO	REMARKS
Curriculum Requirement		
Destination		
Handbook or Manual		
Students' Consent of the Parents/Guardians		
Medical Clearance of the Students		
Personnel-In-Charge		
First Aid Kit		
Fees/Funds		
Insurance		
Mobility of Student (vehicles) Owned by the HEI Third Party or Subcontracting Franchisee/Travel Agency/ Tour Operator		
LGUs/NGOs		
Activities Orientation to students Consultation Announcements Briefing before the trip Learning Journals Emergency Preparedness Plan		

Certified Correct:

Recommending Approval:

Personnel-In Charge

VPAA/VPSAS

Review By:

Approved By:

**Dean or Program Head
HEI/ Authorized Representative**

President

CHED MEMORANDUM ORDER NO. 26 SERIES OF 2015

POLICIES AND GUIDELINES ON INTERNATIONAL EDUCATIONAL TRIPS

CHECKLIST OF REQUIREMENTS

BEFORE THE INTERNATIONAL EDUCATIONAL TRIP	Complied		REMARKS
	Yes	No	
<p>Included in the curriculum Included in the curriculum with corresponding unit credits and time allotment whether lecture or laboratory hour (specify course title and unit credits)</p>			
<p>Guidelines of concerned HEI included in the student's handbook, displayed in conspicuous places, and included in the General Orientation of New Students Updated Guidelines of concerned HEI included in the student's handbook, displayed in conspicuous places, and included in the General Orientation of New Students Outline of Assessment Report to be filled in by the concerned faculty and student's</p>			
<p>Faculty-in-charge Present designation With letter of notification from the Administration indicating Faculty-in-charge role and responsibilities before, during and after the international educational trips</p>			
<p>Consultation conducted to concerned students, faculty and stakeholders Consultation conducted to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature</p>			
<p>Destination chosen cost and benefit requirements Destination including accommodation chosen, considering cost and benefit requirements, safety, and relevance with the subject matter</p>			
<p>Fund and other resources properly secured Fund and other resources properly secured and accounted for</p>			
<p>Briefing to concerned faculty and students Briefing to concerned faculty and students and provided the needed information materials</p>			
<p>Written plans submitted to HEIs Written plans by the accredited travel agency (if appropriate) with attached Gantt Chart duly approved by the HEI</p>			
<p>Insurance for students, faculty, other concerned stakeholders Individual or group insurance for students, faculty and other concerned stakeholders</p>			

BEFORE THE INTERNATIONAL EDUCATIONAL TRIP	Complied		REMARKS
	Yes	No	
Format of Learning journals given to students Standard Format of Learning Journals given to students			
Announcement to students, faculty and parents Announcement to students, faculty and parents made one (1) month before the scheduled date of International Educational Trips			
Risk Assessment plans in place Risk Assessment plans and preventive measures given to students and stakeholders ng and after the international Educational trips			
Flight Round trip ticket with flight details after CHED evaluation			
Medical clearance of students Medical clearance of students and medical aid kits are provided			
Parent/guardian/spouse consent duly-notarized be required before the International Educational Trips Duly notarized consent submitted before the activity			
DURING THE INTERNATIONAL EDUCATIONAL TRIPS			
Security of the students Concerned parents or guardians were properly informed of the HEI guidelines on the conduct of International Educational Trips			
Proper implementation of International Educational Trips Program of activities followed as planned or activities adjusted as the need arises			
AFTER THE INTERNATIONAL EDUCATIONAL TRIPS			
Conducted Debriefing Program including among others reflection of the learning experiences duly documented in the learning journal Documentation of Debriefing Program			
Assessment report by faculty and submitted including details of amount expended Assessment report by faculty and submitted including details of amount expended to be submitted to CHED.			
Assessment report by students concerned Assessment report by students submitted to concerned HEI			

LEADERSHIP TRAINING

POLICIES AND GUIDELINES IN CONDUCTING TRAININGS/SEMINAR-WORKSHOP

1. The Director for Student Development Services shall initiate a program and encourage students to participate in the leadership training.
2. Accredited Student organizations are encouraged to conduct leadership training. The following are the guidelines:
 - The organization who would like to sponsor a leadership training should prepare a training design for approval.
 - Explore for possible funding from the university through the VPSAS.
 - If there is available fund, the VPSAS shall inform the organization to prepare the budgetary requirement for approval of the president.
 - Approved Request letter in conducting training/seminar-workshop to students with program and invitation attached.
 - Submit one copy of approved request letter and request for college/university facilities to the Office of Student Organization and Activities.
 - Secure parent consent for off-campus activities and submit approved request letter from the barangay/school/ government or non-government organizations.
 - Students who wishes to attend seminars/trainings may request a financial support through the approval of the Director for Student Development Services with the attached program and invitation

POLICIES ON ATTENDING TRAININGS OR SEMINARS OUTSIDE THE UNIVERSITY

Outside of the university refers to local, municipal, provincial, regional, national and international seminars which are to be held outside of the university campus.

1. Student/ student organizations who would like to attend trainings/seminars outside the university shall seek approval from the university president before they are allowed to attend and participate to seminars or trainings outside the university. The letter of request for approval shall include the following attachments:
 - Invitation from the sponsoring agency;
 - Importance of the student/student's organization to the training/seminar indicated;
 - Request letter of student/ student organizations signed by the student/ president of the organization and the adviser;
 - Source of funding of the expenses to the training/seminar;
 - Recommendation by the College Deans, Student Organization and Activities, Vice President for Student Affairs and Services, Vice President for Academic Affairs upon submission of notarized waiver and parent consent;
2. If the source of fund is from the university, the student shall be required to process the Cash Advance Voucher, approved itinerary of travel, Budget Utilization Request and other supporting documents or a Reimbursement Voucher whichever is possible.
3. Upon return of the student from training/ seminar, a liquidation report or reimbursement shall be required.
4. The student shall submit DSDS the Travel Report or Narrative Report with complete attachment and pictorials.
5. Student leaders who attended regional or national trainings/seminars shall conduct echo seminars/trainings to students.

STUDENT COUNCIL AND GOVERNMENT

GOALS AND OBJECTIVES

- To protect the general welfare and well-rounded development of the students through organize, active and constructive activities;
- To promote unity and understanding among its member through constant dialogues, convocations, and other related activities;
- To help maintain peace and order in the university campus and in location where its activities may be undertaken;
- To cooperate in the maintenance of sanitation and hygiene in the university;
- To serve as link between the administration and the university students;
- To promote the objectives of the university through participation in various development activities;
- To assist and help in the dissemination information on issues affecting the interest of members of the university;
- To extent moral and material support to members who are in need; and,
- To provide leadership training and promote social consciousness through seminars and workshops among its members.
- To develop consciousness of being free from gender bias and discrimination of gender oppression and gender violence.

PERSONNEL OF THE STUDENT COUNCIL

The Student Council is the organization of the whole students in the university. It operates with this defined structure:

The Executive Department shall be composed of the following:

- SSC President
- SSC Vice-President
- Cabinet Members
 - * Chairperson of Records and Information Committee
 - * Chairperson of Budget and Finance Committee
 - * Chairperson of Information Dissemination Committee
 - * Chairperson of Business and Income-Generating Project Committee
 - * Chairperson of Culture and Sports Committee
 - * Representative from Recognized Student Clubs and Organizations (RCSO)
- The Legislative Department shall be composed of the following:

Upper House

- * Senate President
- * Student Senators
- * Secretary of the Senate

Lower House

- * Speaker of the House
- * Student Representatives
- * Secretary of the House of Representatives

SERVICES OF STUDENT COUNCIL

1. Facilitate meetings/joint activities/exchange of ideas among College Governors and students.
2. Provides technical support to the College Governing Unit and student.
3. Support and assist every activity of different accredited and recognize
4. Organization through financial, and materials and other needed.
5. Hold seminars/activities and programs to enhance student ability on every aspect of life and empower the communication of each through competition and socialization.
6. Disseminate information and informed students of the rules and regulations affecting them.
7. Build infrastructure through student enhancement fee.
8. Voice and bridge of every student to Administrative Council.

GUIDELINES TO BECOME OFFICER AND ADVISER OF SSC

Requirements:

1. Must be a bonafide student of the Western Philippines University.
2. Must have a residence of at least one year in the University.
3. Must carry a minimum of 9 to 24 units as prescribed by the SSC Election Code.
4. Must have a general average of 2.5 and must not have any failing grades (excluding PE and NSTP) during the semester prior to the filing of candidacy;
5. Must have a certificate of good moral character from the Office of the Student Affairs and Services.
6. Must have attended the orientation conducted by the COMSELEC.
 - Student Volunteers who are willing to work for the COMSELEC and who have successfully met the qualifications stated in the COMSELEC Election Code shall compromise the core group of the COMSELEC provided that there shall be representatives per college to the COMSELEC.
7. The adviser of the organization shall be considered honorary members without voting rights. They shall only enjoy the membership, as they are elected/selected by the organization's advisers.

PROCEDURE ON ELECTION AND SELECTION OF OFFICERS

1. Student who are willing to become an officer must undergo to the screening of Chairpersons of Screening Committee.
2. After they passed on the screening, they have an opportunity to introduce their selves and present their platforms during the grand rally.
3. The counting of ballots must be conducted by COMSELEC with the presence of two (2) representative from each party.
4. The regular election of the officers of the SSC shall be held every third week of February and every year thereafter.
5. Induction of the newly elected officers shall be held during the University Day.
6. The tenure of office of the SSC Officers shall take effect on the first Monday of May and shall terminate on the same date of the succeeding year.
7. All organizations shall be required to have at least one (1) faculty/staff adviser selected/elected by the members.

STUDENT DISCIPLINE

GOALS AND OBJECTIVES

- Formulate rules and regulations including gender and disability sensitive concerns in consultation with students;
- Ensure due process in dealing with student misconduct;
- Provide a timely mechanism to address student grievance;

PERSONNEL IN- CHARGE

The Discipline Services Section is handled by a committee chaired by the Director of Student Development Services Office in charge. The committee is composed of the Director of Student Development Services, chief security officer, representatives from administrative staff, faculty association and students. The discipline committee submits reports of investigation to the President who is the chair of the Academic Council.

POLICIES AND GUIDELINES

The Student Code of Conduct and Discipline

1. Norms of Conduct

- i. Dress Code for Students
All students must subscribe with the prescribed dress code of the university especially during non-uniform days (wash days).
- ii. 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.
- iii. I.D. Requirements
Every student shall wear the official identification card (I.D.) at all times inside the university.
- iv. Haircut for Male Students
Male students shall sport a clean and decent haircut regardless of whether the student is enrolled in the ROTC or not.
- v. 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.
- vi. 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.

vii. Locus of Responsibility for Disciplinary Action

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.

viii. 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.

ix. 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.

x. 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 Director for Student Development Services, determines the gravity or seriousness of the offense.

xii. The Director for Student Development Services

The Director for Student Development 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 Affairs and Services (Student Discipline and Tribunal).

xiii. 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.

2. Code of Discipline

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

3. 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:

- i. 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;
- ii. 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;
- iii. The right to University guidance and counseling services for making decisions and selecting the alternatives in fields of work suited to his/her potentialities;

- iv. The right to access to his/her own records, the confidentiality of which the university shall maintain and preserve;
- v. 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;
- vi. 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;
- vii. The right to free expression of opinions and suggestions, and to effective channels of communication with appropriate academic and administrative bodies of the university;
- viii. 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;
- ix. The right to be free from involuntary contributions, except those approved by their own organizations or societies;
- x. 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;
- xi. The right to receive reasonable protection within the university premises;
- xii. The right to be informed of the rules and regulations affecting him;
- xiii. The right to participate in curricular and co-curricular activities;
- xiv. The right to due process of law;
- xv. The right to be assisted by his/her university through current and adequate information on work opportunities; and
- xvi. The right to receive medical and dental services as well as first-aid services. Every student shall be provided medical supplies for simple illness.

4. Duties and Responsibilities of Students

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

- i. Exert his/her utmost effort to develop, potentialities for service, particularly, by undergoing an education suited to his/her abilities, in order that he/she may become an asset to his/her family and to society;
- ii. 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;
- iii. 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;
- iv. 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;
- v. 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;

- vi. Strive to lead an upright, virtuous, and useful life;
- vii. Love, respect, and obey his/her parents, and cooperate with them to maintain the family solidarity;
- viii. Respect the customs and traditions of our people, the duly constituted authorities, the laws of the country and the principles of democracy.
- ix. 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
- x. Respect and cooperate with teachers, fellow students, and university authorities in the attainment and preservation of order in university and in the society.

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. Rude 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 use 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 inviolability 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 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/her admission registration in or graduation from the University.
Penalty: Suspension to Expulsion depending on the gravity of the offense.
- c. Deception of fraud in connection with his/her application for the University -funded or sponsored scholarship or grant;
Penalty: Suspension to dismissal from the University depending on the gravity of the offense.

National laws and local ordinance shall govern the offences not stated in the Code of Discipline of students.

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

- a. The imposition of penalties will depend on the following factors:
- b. Previous record of the student;
- c. Inherent gravity of the offense committed
- d. Position of the aggrieved persons;
- e. 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/her 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 flagrante 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/her answer to the complaint, appear or present his/her defense or employs dilatory tactics in the course of the investigation, the hearing may be conducted ex parte.

Section 7. Hearing Body

The Director for Student Development 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 Director for Student Development Services, Chief of the Security Force, one student representative, one administrative personnel, and one faculty member of the university.

The hearing body, upon recommendation of Vice President of Student Affairs and 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. Whenever a student has been reported to have 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, Director for Student Development 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/she 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 served 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 affecting 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 civil 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 be fill 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.

REPUBLIC ACT 10627 (ANTI-BULLYING ACT OF 2013)

BULLYING refers to any repeated or severe use by one or more students of a verbal, electronic or written expression, or a physical gesture or act that can bring physical or emotional harm to the victim. Bullying is also perceived as creating an unfriendly environment for the other student that can cause disruption in the education process.

The following is considered acts of bullying:

- Any unwanted physical contact between the victim and the bully such as pushing, shoving, punching, tickling, headlocks, slapping, teasing, fighting, inflicting school pranks and the use of available objects or weapons;
- Any act that can create damage to a victim's emotional well-being;
- Any accusation that can make the victim emotionally distressed such as profanity, foul language, negative comments or derogatory remarks on the victim's appearance, body and clothes; and
- Cyber-bullying or any type of bullying that is initiated with the use of technology or any electronic means.

Procedures and strategies for bullying:

- ◆ Report acts of bullying;
- ◆ Respond in a timely manner and investigate reports of bullying;
- ◆ Ensure victim's safety and assess if they need additional protection;
- ◆ Provide counseling and other necessary services for the victims, perpetrators and family members.
- ◆ Allow students to anonymously report bullying provided, that no disciplinary administrative action will be taken against the reported student based solely on the anonymous report;
- ◆ Provide sanction to a student who makes false accusation of bullying;
- ◆ Educate students on the anti-bullying policies and dynamics of bullying;
- ◆ Educate parents and guardians about the anti-bullying policies, dynamics of bullying and how parents and guardians can provide support and reinforce policies at home; and
- ◆ Keep a public record of statistics and relevant information on acts of bullying. However, the names of the students who were reported to have committed the acts of bullying must be treated with confidentiality and will only be made available to the teachers and school administration that are directly responsible for the said students and parents or guardians of the victims of bullying.

**REPUBLIC ACT NO. 9165
(COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002)**

It is the policy of the State to safeguard the integrity of its territory and the well-being of its citizenry particularly the youth, from the harmful effects of dangerous drugs on their physical and mental well-being, and to defend the same against acts or omissions detrimental to their development and preservation. In view of the foregoing, the State needs to enhance further the efficacy of the law against dangerous drugs, it being one of today's more serious social ills.

Toward this end, the government shall pursue an intensive and unrelenting campaign against the trafficking and use of dangerous drugs and other similar substances through an integrated system of planning, implementation and enforcement of anti-drug abuse policies, programs, and projects. The government shall however aim to achieve a balance in the national drug control program so that people with legitimate medical needs are not prevented from being treated with adequate amounts of appropriate medications, which include the use of dangerous drugs.

It is further declared the policy of the State to provide effective mechanisms or measures to reintegrate into society individuals who have fallen victims to drug abuse or dangerous drug dependence through sustainable programs of treatment and rehabilitation.

CMO NO. 18, S. 2018 (THE IMPLEMENTING GUIDELINES FOR THE CONDUCT OF DRUG TESTING OF STUDENTS IN ALL HIGHER EDUCATION INSTITUTIONS (HEIs))

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

RULE I

RATIONALE AND BACKGROUND

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

The Philippine Government recognizes the complimentary roles of public and private higher education institutions (HEIs) and shall exercise reasonable supervision and regulation thereof. Thus, all HEIs are enjoined to include in their student's handbook the conduct of mandatory random drug testing of students, with notice to the parents.

Aside from random drug testing, a Higher Education Institution may, within the parameters of its institutional academic freedom, also include in its Student's Handbook a policy for the conduct of mandatory drug testing as a requirement for admission and retention, after observance of the consultation and other similar requirements

RULE II

STATEMENT OF POLICIES

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

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

Board (DDB) Regulation No. 6, s. 2003 and No. 3, s. 2009 shall ensure that such is implemented for drug prevention and rehabilitation purposes and shall guarantee and respect the personal privacy and dignity of the students' The drug test results shall be treated with utmost confidentiality and cannot be used in any criminal proceedings.

RULE III OBJECTIVES

Section 3. These implementing guidelines specifically aim to:

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

RULE IV SCOPE AND COVERAGE

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

RULE V

DEFINITION OF TERMS

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

- 5.1 Accreditation — refers to the formal authorization issued by the DOH to an individual, partnership, corporation or association which has complied with all licensing requirements (input/structural standards) and accreditation requirements (process standards and outcome/output impact standards) as prescribed in the Manual of Operations for Drug Testing Laboratories issued by the DOH.
- 5.2 Confirmatory drug test — refers to an analytical test using a device, tool or equipment with a different chemical or physical principle that is more specific which will validate and confirm the result of the screening test. It refers to the second or further analytical procedure to more accurately determine the presence of dangerous drugs in a specimen, which shall likewise be done by any government laboratory or by privately owned and operated drug testing laboratories accredited and monitored by the DOH having confirmatory test capabilities.
- 5.3 Current students — refer to existing and currently enrolled students in an authorized higher education institution.
- 5.4 Dangerous drugs — include those identified and listed in R.A. 9165 or the "Comprehensive Dangerous Drugs Act of 2002" and its annexes, subject to any reclassification, addition or removal of any drug from said

list by the Dangerous Drugs Board, in accordance with Section 93 of R.A. No. 9165.
- 5.5 DOH-accredited physician — refers to a physician with background experience on psychological/behavioral medicine whose application has been approved and duly authorized by the DOH to conduct dependency examination and treatment on persons believed to be using dangerous drugs.
- 5.6 Drug abuser — refers to a person who uses or administers to himself or allows others to administer dangerous drugs to himself without medical approval. He belongs to any of the three categories:
 - The Experimenter — one who, out of curiosity, uses or administers to himself or allows others to administer to him dangerous drugs once or a few times;

- The Casual user – one who, from time to time, uses or administers or allows others to administer to him dangerous drugs in an attempt to refresh his mind and body or as a form of play, amusement or relaxation; and
 - The Drug dependent – one who regularly consumes or administers or allows others to administer to him dangerous drugs and has acquired a marked psychological and/or physical dependence on the drugs which has gone beyond a state of voluntary control.
- 5.7 Drug dependency – refers to a state of psychological and/or physical dependence on drugs arising in a person following the administration or use of the drug on a periodic and continuous basis.
- 5.8 Drug dependency examination – refers to a procedure conducted by a DOH-accredited physician to evaluate the extent of drug abuse of a person and to determine whether he/she is a drug dependent or not, which includes history taking, intake interview, determination of the criteria for drug dependency, mental and physical status and the detection of dangerous drugs in body specimens through laboratory procedures.
- 5.9 Drug dependent – refers to a person who regularly consumes or administers or allows others to administer to him dangerous drugs and has acquired a marked psychological and/or physical dependence on the drugs which has gone beyond a state of voluntary control.
- 5.10 "Drug-free" campus refers to the HEIS with intensive and unrelenting campaign against drug trafficking and use of dangerous drugs through an integrated system of planning, implementation and enforcement of anti-drug policies, programs and projects, as shown by the following:
- Non-availability of drug supply;
 - Absence of drug user/dependent;
 - Absence of drug pusher; and
 - Existence of drug awareness, preventive education and information, and other related programs.
- 5.11 Drug testing – the process undertaken to determine the presence of dangerous drugs in a person's system, to include both screening test and confirmatory test.

- 5.12 Drug Testing Coordinator— refers to the point person, duly appointed by the head of the HEI tasked with handling drug testing program.
- 5.13 Higher Education Institutions — refer to an institution of higher learning primarily offering bachelor and advanced degree programs.
- 5.14 Interventions — are therapeutic programs appropriate for high-risk individuals/students who are using dangerous drugs and who need special assistance to recognize the signs and symptoms of initial drug use and dependency. It may include corrective or rehabilitative actions that may take the form of crisis intervention, peer counseling, peer leadership programs, parent/peer groups, or psychological counseling of the individual or family level and structured rehabilitation programs. It may also include medical intervention of the afflicted student whenever necessary. Four (4) major modalities of intervention that can be given, as established by the Department of Health (DOH) are: (1) in-patient, (2) out-patient, (3) recover homes/half-way houses, and (4) community-based interventions.
- 5.15 Laboratory — refers to a private or government facility capable of performing a test on a specimen to determine the presence or absence of dangerous drugs therein.
- 5.16 Mandatory drug testing — refers to the compulsory submission of a student for drug testing in all HEIS as required in the school's student handbook and with notice to the parents.
- 5.17 Mandatory Random Drug Testing — refers to the compulsory conduct of random drug testing of students in all HEIS with each student having equal chance of being selected for testing.
- 5.18 Prevention — is the promotion of drug-free lifestyle through strategies such as advocacy, information, dissemination, and training for capability building.
- 5.19 Random drug testing — refers to unannounced conduct of actual drug testing of a student having an equal chance of being selected for testing.
- 5.20 Random selection — refers to the unbiased process of selecting students who are to undergo drug testing.

- 5.21 drug test — refers to a rapid test performed to establish potential or presumptive positive result. It refers to the immunoassay test to eliminate a "negative" specimen, i.e. one without the presence of dangerous drugs from further consideration and to identify the presumptively positive specimen that requires confirmatory test.
- 5.22 Student-Applicants — refer to students who are applying for admission to a higher education institution either as freshman or a transferee of an authorized higher education institution (HEI).
- 5.23 Tertiary Education — refers to the stage of education following the secondary cycle which subsumes post-secondary non-degree diploma, TVET and Higher Education programs, including graduate education.

RULE VI DRUG TESTING OF STUDENTS IN ALL HEIS

Section 8. Pursuant to Section 36 (c) of RA 9165, all HEIS are mandated to implement a mandatory random drug testing of their students, consistent with these implementing guidelines and other relevant rules and regulations, after observance of consultation and other similar requirements. For purposes of this Section, the respective Governing Boards of all HEIS shall incorporate in the Student's Handbook a policy for the conduct of mandatory random drug testing of the students including the manner and procedures thereof in line with the DDB Regulation No. 3, s. 2009, the General Guidelines for the Conduct of Random Drug Testing of Students for xxx Tertiary Schools, amending DDB Regulation No. 6, s. 2003.

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

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

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

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

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

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

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

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

RULE VII CONFIDENTIALITY CLAUSE

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

- 17.1 All records must strictly be held confidential as provided for under the pertinent provisions of RA 9165. The HEIS should

also ensure the provision of non-discriminatory intervention services.

17.2 In relation to Rule VIII hereof, the pertinent provisions of RA No. 10173 otherwise known as the "Data Privacy Act of 2012" and its Implementing Rules and Regulations (IRR) shall be observed specifically Chapter III of the Act which pertains to the "Processing of Personal Information" to protect vital important interests of the data subject, including his life and health.

RULE VIII SANCTIONS

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

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

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

RULE IX MONITORING AND REPORTING

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

Section 21. Higher Education Institutions (HEIs)

21.1 For regulatory purposes, subject to the provisions of the Data Privacy Act of 2012 and its Implementing Rules and Regulations (IRR), all HEIs shall submit to CHEDROs a compliance report on the drug testing activities conducted on the students, indicating the names and number of students who have already undergone testing, including among others

the names of the drug testing laboratories that conducted the test, as well as the summary of the drug test results.

21.2 All HEIS shall establish a Drug-Free Committee (DFC) which shall formulate their internal drug testing rules, which shall provide among others, the drug education/awareness, prevention and control initiatives.

21.3 The HEIS through the Drug-Free Committee (DFC) shall monitor their students to protect them from engaging in dangerous drug-related activities, as well as those undergoing interventions, treatment or rehabilitation.

21.4 The HEI shall designate the head of the DFC and the drug testing coordinator (DTC) who shall implement the drug testing program in the campus. The names and composition of the DFC shall be submitted to CHEDROs.

21.41 The DFC shall have the following responsibilities.

1. Compose the Selection board for the conduct of the drug testing in the campus, with representation from the students, faculty and parents as members.
2. Closely coordinate with the concerned agencies to access official list of DOH-accredited drug facilities, physicians or private medical practitioners duly accredited to administer drug testing, and to establish appropriate institution-level interventions if needed.
3. Ensure the confidentiality and integrity of the drug test results and handles the reportorial requirements and any relevant information for submission to the CHEDROs.
4. Recommend to the school's governing board the appropriate interventions, depending on the results of the drug testing.
5. The DFC and the Guidance Counselors of HEIS shall be trained for the purpose of enhancing their skills in handling the problems on dangerous drug abuse.

RULE X

THE IMPLEMENTATION AND REPORTORIAL REQUIREMENTS UNDER THESE GUIDELINES

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

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

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

RULE XI

FEE REQUIREMENT

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

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

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

RULE XII

EFFECTIVITY

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

**RULE XIII
TRANSITORY PROVISION**

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

REPUBLIC ACT NO. 8049

AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS AND PROVIDING PENALTIES THEREFOR

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 the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him to do menial, silly, foolish and other similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury

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 such 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 to be subjected to such activities, and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.

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

REPUBLIC ACT NO. 7877 (ANTI-SEXUAL HARASSMENT ACT OF 95)

AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES.

Work, Education or Training -Related, Sexual Harassment Defined. - Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainer, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.

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 of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
- (2) The above acts would impair the employee's rights or privileges under existing labor laws; or
- (3) The above acts would result in an intimidating, hostile, or offensive environment for the employee.

In an education or training environment, sexual harassment is committed:

- (1) Against one who is under the care, custody or supervision of the offender;
- (2) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
- (3) When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or consideration; or
- (4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed, shall also be held liable under this Act.

Penalties. - Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand pesos (P10,000) nor more than Twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court.

REPUBLIC ACT NO. 9211 (TOBACCO REGULATION ACT OF 2003)

AN ACT REGULATING THE PACKAGING, USE, SALE, DISTRIBUTION AND ADVERTISEMENTS OF TOBACCO PRODUCTS AND FOR OTHER PURPOSES

It is the policy of the State to protect the populace from hazardous products and promote the right to health and instill health consciousness among them. It is also the policy of the State, consistent with the Constitutional ideal to promote the general welfare, to safeguard the interests of the workers and other stakeholders in the tobacco industry. For these purposes, the government shall institute a balanced policy whereby the use, sale and advertisements of tobacco products shall be regulated in order to promote a healthful environment and protect the citizens from the hazards of tobacco smoke, and at the same time ensure that the interests of tobacco farmers, growers, workers and stakeholders are not adversely compromised.

SMOKING BAN IN PUBLIC PLACES—SMOKING SHALL BE ABSOLUTELY PROHIBITED IN THE FOLLOWING PUBLIC PLACES:

- a) Centers of youth activity such as playschools, preparatory schools, elementary schools, high schools, colleges and universities, youth hostels and recreational facilities for persons under eighteen (18) years old;
- b) Elevators and stairwells;
- c) Locations in which fire hazards are present, including gas stations and storage areas for flammable liquids, gas, explosives or combustible materials;
- d) Within the buildings and premises of public and private hospitals, medical, dental, and optical clinics, health centers, nursing homes, dispensaries, and laboratories;
- e) Public conveyances and public facilities including airport and ship terminals and train and bus stations, restaurants, and conference halls, except for separate smoking areas; and
- f) Food preparation areas.

MINIMUM AGE SALES—UNDER THIS ACT, IT SHALL BE UNLAWFUL:

- a) For any retailer of tobacco products to sell or distribute tobacco products to any minor;
- b) For any person to purchase cigarettes or tobacco products from a minor;
- c) For a minor to sell or buy cigarettes or any tobacco product; and
- d) For a minor to smoke cigarettes or any other tobacco products.

It shall not be a defense for the person selling or distributing that he/she did not know or was not aware of the real age of the minor. Neither shall it be a defense that he/she did not know nor had any reason to believe that the cigarette or any other tobacco product was for the consumption of the minor to whom it was sold.

ADMINISTRATIVE DUE PROCESS IN HANDLING/ DISPOSAL OF STUDENT CASES FLOWCHART

The Vice President for Student Affairs and Services is the officer authorized to receive complaints

- a) letter of complaint
- b) affidavit of witnesses
- c) other documentary evidences



The Director conducts preliminary inquiry together with the security officer and submits recommendation to the hearing body;



Investigation of the Hearing Body/ Investigating Committee conducts Investigation;



Investigating Committee submits Recommendation to the Academic Council through the University President;



The Academic Council through the University President review the findings and recommendations of the hearing body and finally render decision by majority vote within seven (7) days from receipt thereof;



Provide the student concern with the written copy of the action of the Academic Council through the University President



Appeal shall be addressed to the University President within five (5) days after receipt of the decision;



Appeal shall be decided within five (5) days after submission

WPU CHILD PROTECTION POLICY

POLICY AND GUIDELINES ON PROTECTING CHILDREN IN SCHOOL FROM ABUSE, VIOLENCE, EXPLOITATION, DISCRIMINATION, BULLYING AND OTHER FORMS OF ABUSE

“Child Abuse” - refers to the maltreatment of a child, whether habitual or not, which includes any of the following:

- 1) psychological or physical abuse, neglect, cruelty, sexual abuse and emotional maltreatment;
- 2) any act by deeds or words which debases, degrades or demeans the intrinsic worth and dignity of a child as a human being;
- 3) unreasonable deprivation of the child’s basic needs for survival, such as food and shelter; or
- 4) Failure to immediately give medical treatment to an injured child resulting in serious impairment of his/her growth and development or in the child’s permanent incapacity or death (Sec 3 [b], RA 7610).

“Discrimination against children” – refers to an act of exclusion, distinction, restriction or preference which is based on any ground such as age, ethnicity, sex, sexual orientation and gender identity, language, religion, political or other opinion, national or social origin, property, birth, being infected or affected by Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome (AIDS), being pregnant, being a child in conflict with the law, being a child with disability or other status or condition, and which has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise by all persons, on an equal footing, of all rights and freedoms.

“Child exploitation” – refers to the use of children for someone else’s advantage, gratification or profit often resulting in an unjust, cruel and harmful treatment of the child. These activities disrupt the child’s normal physical or mental health, education, moral or social emotional development. It covers situations of manipulation, misuse, abuse, victimization, oppression or ill-treatment.

There are two (2) main forms of child exploitation that are recognized:

- 1) **Sexual exploitation** – refers to the abuse of a position of vulnerability, differential power, or trust, for sexual purposes. It includes, but it is not limited to forcing a child to participate in prostitution or the production of pornographic materials, as a result of being subjected to a threat, deception, coercion, abduction, force, abuse of authority, debt bondage, fraud or through abuse of a victim’s vulnerability.
- 2) **Economic exploitation** – refers to the use of the child in work or other activities for the benefit of others. Economic exploitation involves a certain gain or profit through the production, distribution and consumption of goods and services. This includes, but is not limited to, illegal child labor, as defined in RA 9231.

WPU CHILD PROTECTION POLICY

“Violence against children committed in schools” – refers to a single act or a series of acts committed by school administrators, academic and non-academic personnel against a child, which result in or is likely to result in physical, sexual, psychological harm or suffering, or other abuses including threats of such acts, battery, assault, coercion, harassment, or arbitrary deprivation of liberty. It includes, but is not limited to the following acts:

- 1) **Physical violence** refers to acts that inflict bodily or physical harm. It includes assigning children to perform tasks which are hazardous to their physical well-being.
- 2) **Sexual violence** refers to acts that are sexual in nature. It includes, but is not limited to:
 - ◆ rape, sexual harassment, acts of lasciviousness, making demeaning and sexually suggestive remarks, physically attacking the sexual parts of the victim’s body;
 - ◆ forcing the child to watch obscene publications and indecent shows or forcing the child to do indecent sexual acts and/or to engage or be involved in, the creation or distribution of such films, indecent publication or material; and
 - ◆ acts causing or attempting to cause the child to engage in any sexual activity by force, threat of force, physical or other harm or threat of physical or other harm or coercion, or through inducements, gifts or favors.

Psychological violence refers to acts or omissions causing or likely to cause mental or emotional suffering of the child, such as but not limited to intimidation, harassment, stalking, damage to property, public ridicule or humiliation, deduction of threat of deduction from grade or merit as a form of punishment, and repeated verbal abuse.

Other acts of violence of a physical, sexual or psychological nature that are prejudicial to the best interest of the child.

“Bullying or Peer Abuse” – refers to willful aggressive behavior that is directed, towards a particular victim who may be out-numbered, younger, weak, with disability, less confident, or otherwise vulnerable. More particularly:

1. **Bullying** – is committed when a student commits an act or a series of acts directed towards another student, or a series of single acts directed towards several students in a school setting or a place of learning, which results in physical or mental abuse, harassment, intimidation, or humiliation. Such acts may consist of any one or more of the following:
 - a. threats to inflict a wrong upon the person, honor or property of the person or on his/her family;
 - b. stalking or constantly following or pursuing a person in his/her daily activities, with unwanted and obsessive attention;
 - c. taking of property;

WPU CHILD PROTECTION POLICY

- d. public humiliation, or public and malicious imputation of a crime or of a vice or defect, whether real or imaginary, or any act, omission, condition, status, or circumstance tending to cause dishonour, discredit or expose a person to contempt;
- e. deliberate destruction or defacement of, or damage to the child's property;
- f. physical violence committed upon a student, which may or may not result to harm or injury, with or without the aid of a weapon. Such violence may be in the form of mauling, hitting, punching, kicking, throwing things at the student, pinching, spanking, or other similar acts;
- g. demanding or requiring sexual or monetary favors, or exacting money or property, from a pupil or student; and
- h. restraining the liberty and freedom of a pupil or student.

2. Cyber-bullying – is any conduct defined in the preceding paragraph, as resulting in harassment, intimidation, or humiliation, through electronic means or other technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social networking websites or other platforms or formats.

“Other acts of abuse by a pupil, student or learner” – refers to other serious acts of abuse committed by a pupil, student or learner upon another pupil, student or learner of the same school, not falling under the definition of “bullying” in the preceding provisions, including but not limited to acts of a physical, sexual or psychological nature.

“Corporal punishment” – refers to a kind of punishment or penalty imposed for an alleged or actual offense, which is carried out or inflicted, for the purpose of discipline, training, or control, by a teacher, school administrator, an adult, or any other child who has been given or has assumed authority or responsibility for punishment or discipline. It includes physical, humiliating, or degrading punishment, including, but not limited to the following:

1. blows such as, but not limited to, beating, kicking, hitting, slapping, or lashing, of any part of a child's body, with or without the use of an instrument such as, but not limited to a cane, broom, stick, whip, or belt;
2. striking of a child's face or head, such being declared as a “no contact zone”
3. pulling hair, shaking, twisting joints, cutting, or piercing skin, dragging, pushing or throwing of a child;
4. forcing a child to perform physically painful or damaging acts such as, but not limited to, holding a weight of weights for an extended period, and kneeling on stones, salt, pebbles, or other objects;
5. deprivation of a child's physical needs as a form of punishment;
6. deliberate exposure to fire, ice, water, smoke, sunlight, rain, pepper, alcohol, or forcing the child to swallow substances, dangerous chemicals, and other materials that can cause discomfort or threaten the child's health, safety, and sense of security such as, but not limited to bleach or insecticides, excrement or urine;
7. tying up a child;
8. confinement, imprisonment or depriving the liberty of a child;

WPU CHILD PROTECTION POLICY

9. verbal abuse or assaults, including intimidation or threat or bodily harm, swearing or cursing, ridiculing or denigrating the child;
10. forcing a child to wear a sign, to undress or disrobe, or to put on anything that will make a child look or feel foolish, which belittles or humiliates the child in front of others;
11. permanent confiscation of personal property of pupils, students or learners, except when such pieces of property pose a danger to the child or to others; and
12. other analogous acts.

“Positive and Non-Violent Discipline of Children” – is a way of thinking and a holistic, constructive, and pro-active approach to teaching that helps children develop appropriate thinking and behavior in the short and long-term and fosters self-discipline. It is based on the fundamental principle that children are full human beings with basic human rights. Positive discipline begins with setting the long-term goals or impacts that teachers want to have on their students’ adult lives, and using everyday situations and challenges as opportunities to teach life-long skills and values to students.

DUTIES AND RESPONSIBILITIES OF PUPILS, STUDENTS AND LEARNERS

Pupils, students, and learners shall have the following duties and responsibilities:

Comply with the school’s regulations, as long as they are in harmony with their best interests. Pupils, students, and learners shall refrain from:

1. Engaging in discrimination, or leading a group of pupils or students to discriminate another, with reference to one’s physical appearance, weaknesses, and status of any sort;
2. Doing any act that is inappropriate or sexually provocative;
3. Participating in behavior of other students that is illegal, unsafe or abusive;
4. Marking or damaging school property, including books, in any way;
5. Engaging in fights or any aggressive behavior;
6. Introducing into the school premises or otherwise possessing prohibited articles, such as deadly weapons, drugs, alcohol, toxic and noxious substances, cigarettes and pornographic material;
7. Performing other similar acts that cause damage or injury to another.
8. An allegation that any of these acts has been committed shall not be used to curtail the child’s basic rights, or interpreted to defeat the objectives of this policy.
9. Conduct themselves in accordance with their levels of development, maturity, and demonstrated capabilities, with a proper regard for the rights and welfare of other persons;
10. Respect another person’s rights regardless of opinion, status, gender, ethnicity, religion, as well as everyone’s moral and physical integrity; and
11. Observe the Code of Conduct for pupils, students and learners.

WPU CHILD PROTECTION POLICY

Procedures in Handling Bullying Incidents in Schools

A complaint for bullying or peer abuse shall be acted upon by the School Head following the procedures herein set forth:

Bullying – Upon the filing of a complaint or upon notice by a school personnel or official or any bullying or peer abuse incident, the same shall be immediately reported to the School Head, who shall inform the parents or guardian of the victim and the offending child, in a meeting called for the purpose. The victim and the offending child shall be referred to the Child Protection Committee for counselling and other interventions. The penalty of reprimand, if warranted, may be imposed by the Principal in the presence of the parents or guardians.

If bullying is committed for a second or subsequent time, after the offending child has received counselling or other interventions, the penalty of suspension for not more than one (1) week may be imposed by the principal, if such is warranted. During the period of suspension, the offending child and the parents or guardians may be required to attend further seminars and counselling. The Principal shall likewise ensure that the appropriate interventions, counselling and other services, are provided for the victim or victims of bullying.

If an incident of bullying involves pupils from more than one school, the school first informed of the bullying shall promptly notify the appropriate administrator of the other school so that both may take appropriate action.

Bullying that results in serious physical injuries or death – if the bullying or peer abuse resulted in serious physical injuries or death, whenever appropriate, the case shall be dealt with in accordance with the provision of RA 9344 and its Implementing Rules and Regulations.

Procedure – in all cases where the imposed penalty on the offending child is suspension, exclusion or expulsion, the following minimum requirement of due process shall be complied with:

- 1) The child and the parents or guardians must be informed of the complaint in writing;
- 2) The child shall be given the opportunity to answer the complaint in writing, with the assistance of the parents or guardian;
- 3) The decision of the school head must be in writing, stating the facts and the reasons for the decision;
- 4) The decision of the principal may be appealed, as provided in existing rules of the University.

STUDENT PUBLICATION/YEARBOOK

PUBLICATION OFFICE CONDUCT

1. Articles should be submitted on time.
2. Two successive releases without any contribution will mean termination from the office.
3. Editors and Staff should spend at least two hours of his/her vacant time in the office during school days based on the assigned time.
4. The officer on duty is the one responsible for the cleanliness and orderliness of the office.
5. Anyone who enters the office (editors, staffs, Collegian adviser, and visitors) must sign his/her name on the logbook upon entering and leaving the office.
6. There should be a general office cleaning once a month and every member of the publication must attend.
7. Three consecutive absences from meetings without valid reason will mean termination from the publication.
8. No one is allowed to run for a position in the Student Body Government or other organizations.
9. Being a student journalist, anyone should maintain a good reputation. Anyone who made a scandal in and outside the campus will undergo disciplinary action from the publication depending on the sanction agreed upon by the editors, staff, and the adviser.
10. Non-members are not allowed to use the office supplies and equipment for economic reason and security purposes.
11. If over time is highly needed, every member should render his/her service.
12. In every school activity, every member must be there for his/her awareness and for news gathering purposes.
13. Every member of the publication and the adviser should maintain the confidentiality of all the records specially the controversial issues.

REPUBLIC ACT NO. 7079 (CAMPUS JOURNALISM ACT OF 1991)



AN ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF CAMPUS JOURNALISM AND FOR THIER PURPOSES

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.

SELECTION OF THE COLLEGIAN STAFF AND OTHER SCHOOL PUBLICATION

A Screening and Selection Panel shall be composed by publication section head, and adviser of student publication to select the junior and senior staff and other staff 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 staff.

CRITERIA FOR SELECTION OF STAFF WRITERS

The following criteria are to be used to select the new staff: oral and written 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 weighted average 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:

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

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 Rules of Student Discipline.

EDITORIAL BOARD SUCCESSION

1. The Associate Editor succeeds the Editor-in-Chief;
2. In case of unavailability of the Associate Editor, the Managing Editor may succeed as the Editor in Chief;
3. If the Managing Editor is not available, members of the Editorial Board shall take a qualifying exam to be given by the adviser, and his/her performance will be evaluated.
4. The Editor with highest rank in the examination and performed evaluation will automatically be the Editor in Chief.
5. Section Editors will be selected by the adviser and the Editor-in-Chief

SCHOLARSHIP

SERVICES OF THE SCHOLARSHIP PROGRAM

1. Individual Record
-The scholarship section maintains pertinent data about the scholars.
2. Information
-Available scholarships and financial assistance, process of availment, are widely and properly disseminated through orientation/meetings, brochures and postings.
3. Counseling
-To provide scholars the opportunity to describe their feelings and problems related to their scholarship or financial assistance enjoyed and then to reach decisions and actions that are based on informed choices.
4. Referral
-Selected cases of scholars will be recommended to professional help-givers.
5. Evaluation
-Services and extent of accomplishment of the program is being determined. The result helps the personnel in-charge improve the services rendered.

SCHOLARSHIPS/EDUCATIONAL ASSISTANCE WPU—SUBSIDIZED

- Academic Scholarship
- AFFA (BS Agriculture, Forestry, Fisheries and Agricultural Engineering) Scholarship
- Barangay Official's Dependents/SK Study Scholarship
- Tagbanua and other Outstream Cultural Communities Scholarship
- Library Educational Assistantship
- Athletics/Varsity Educational Assistantship
- Performing Arts Educational Assistantship
- Educational Privilege to Children of WPU Employees
- Special Privilege to Children of WPU Early Retirees
- ROTC Officer Study Grant
- Supreme Student Council (SSC) President Financial Assistance
- Mr. and Ms. WPU Financial Assistance
- Educational Assistance to Person with Disability
- Educational Assistance to Indigenous People
- Educational Assistance to Children Solo Parent
- Educational Privilege to Dependents of Military Personnel Who Die or Become Incapacitated in Line of Duty
- Suki Financial Assistance

EXTERNALLY FUNDED

- UniFAST - Tertiary Education Subsidy
- UniFAST- Tulong Dunong Program – Tertiary Education Subsidy
- LGU El Nido – Comprehensive Scholarship Program

- ❑ DA – Agricultural Competitiveness Enhancement Fund-Grant-In-Aid for Higher Education Program
- ❑ Department of Science and Technology – Science Education Institute Scholarship Program
- ❑ EASY Agri: Educational Assistance for the Youth in Agriculture by DA-ATI
- ❑ CHED Scholarship Programs
- ❑ CHED Tulong Agri Program
- ❑ Palawan Pawnshop Scholarship Program
- ❑ Scholarship Program for Coconut Farmers and their Families

STUDENT HOUSING/RESIDENTIAL

PERSONNEL OF STUDENT HOUSING AND RESIDENTIAL SERVICES

WPU Dormitory is under the supervision of project In-Charge, who report directly to the Director for IGP/Auxiliary Services and coordinates closely with Director of Institutional Student Program and Services.

SERVICES OF STUDENT HOUSING AND RESIDENTIAL SERVICES

The Western Philippines University Lodging Guest House/Town house/Training Center Dorm and Finnigan Hall is open to the University employee's family, students and for other private persons in order to generate income/revenue for the University.

To attain this objective, some guidelines and procedures are being followed:

1. The WPU constituents shall be given first priority to occupy the guest house in the main campus (Aborlan), Puerto Princesa campus and in the Liaison Office in Q.C
2. Those interested to stay shall make a request/or negotiate through the Office of the President and Auxiliary/IGP office a week before the date of arrival.
3. The request shall be approved by the President/Director/Project In- charge.
4. Registration form must be filled-up and pre-numbered.
5. The Project In-charge records the occupancy for monitoring purposes. A record book shall be maintained by the office to record the stay, date and fees.
6. The payment shall be paid before or on the day of departure to the Cashiers Office or to the In-charge.
7. Rate/person/day or month:

STUDENT HOUSING/RESIDENTIAL

(Presented to the Administrative Council meeting this 12th of May, 2017)

Projects	Old Rate	New Approved Rate	
a. Gent's and Ladies Dorm	Php 642.00/px/mo.	Php 668.00 /px/mo.	
b. SAKA	Php 250.00/px/mo.	Php 300.00 /px / mo.	
c. Training Center Dorm	Php 250 .00/px/mo.		
d. Guest House (aircon)	WPU Family	Students	Others
PPC Campus	Php 350.00	Php 150.00	Php 400.00
Main Campus	Php 300.00	Php 125.00	Php 350.00
Town House (Q.C.)	Php 350.00	Php 200.00	Php 450.00
Town House Conference Room			Php 250 .00
e. Finnigan Hall	Php 700/ room/day		Php 800.00/room/day

MULTI-FAITH SERVICES

SERVICES OF MULTI-FAITH UNIT

- Establish good relationship among members of religious organizations.
- Conducts seminars, trainings and fellowship activities that will help the members grow spiritually.

POLICIES AND GUIDELINES

1. The students have the right to choose to join religious organization in the university;
2. The faculty/staff advisers of the religious organization in the university shall ensure the safety of the students by attending/chaperoning in all their activities.
3. Only accredited religious organizations are entitled to use all available college/ university facilities;
4. Any religious organization recognized by the university desiring to conduct activities shall secure approval of the university President.

Procedure On Conducting Religious Activities

- Prepare a letter of request for the activities and college/university facilities for approval of the university president with attached program of activities;
- Provide the facility In-charge and concerned personnel a copy of approved letter;

- ❑ Submit one copy of approved request to the Office of Student Organization and Activities;
- ❑ Posting of announcement shall be strictly monitored by Office of Student Affairs and Services.

WPU COMMITTEE ON DECORUM AND INVESTIGATION

The University values and upholds 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, students or those undergoing training, instruction or education of all members of the WPU community.

Towards this end, all forms of sexual harassment are unacceptable and hereby declared unlawful. The University shall maintain an enabling, gender-fair, safe and healthy learning and working environment for the members of the WPU community.

Policy Standards and Guidelines on Sexual Harassment. – In furtherance of the Declaration of Policy in Section 1 hereof, the following standards and guidelines shall be observed by the University:

- (a) This Code shall apply to all teaching and non-teaching personnel, and students of the University.
- (b) Gender Based Sexual harassment is a reprehensible conduct which subverts the mission of the University and undermines the dignity of the members of the WPU community. The University shall undertake measures to prevent and eliminate sexual harassment.
- (a) All reported incidents or cases of sexual harassment, including incidents between member/s of the WPU community and partner entities, shall be appropriately acted upon by the University.
- (b) The University shall provide appropriate services to parties to sexual harassment cases.
- (c) Retaliation, in any form, against persons directly or indirectly involved in any incident report or case involving sexual harassment, shall be a ground for disciplinary action.

SEXUAL HARASSMENT IS CLASSIFIED AS LIGHT, LESS GRAVE AND GRAVE OFFENSES, AS FOLLOWS:

(a) Light Offenses shall include, but are not limited to:

1. surreptitious looking or stealing a look at a person's private parts or underclothing;
2. malicious leering or ogling;
3. sexual flirtation or persistent unwanted attention with sexual overtones;
4. inquiries or comments about a person's sex life and gender orientation;
5. communicating sexist/smutty remarks causing discomfort, embarrassment, offense, or insult to the receiver;
6. display of sexually-offensive pictures, materials, or graffiti; and
7. other analogous cases.

(b) Less Grave Offenses shall include, but are not limited to:

1. verbal and/or non-verbal abuse with sexual overtones, including but not limited to, offensive hand or body gestures;
2. derogatory or degrading remarks or innuendoes directed toward the opposite or one's sex, sexual orientation or gender identity;
3. touching or brushing against a victim's body;
4. pinching that does not fall under grave offenses;
5. sexual advances or propositions; and
6. other analogous cases.

(c) Grave Offenses shall include, but are not limited to:

1. touching or groping of private parts of the body such as the breast, genitalia, or buttocks;
2. forced kissing;
3. requesting sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing grade, the granting of honors or scholarship, or the grant of benefits or payment of a stipend or allowance;
4. attempted or consummated unwanted sexual intercourse or torture of the person in a sexual manner;
5. gender-based online Sexual Harassment;
6. and other analogous cases.

WPU COMMITTEE ON DECORUM AND INVESTIGATION

PROCEDURES ON THE DETERMINATION OF SEXUAL HARASSMENT.

(a) How Commenced. – Any sexual harassment committed may be reported orally or in writing, in English or Filipino, to the CODI by an aggrieved party, or by any person for the aggrieved party. No particular form is required for the report, but it must be in writing, signed by the aggrieved party or person, and notarized. Deans/Directors/Heads of units who receive such report shall communicate the report to the CODI.

A report made orally, or thru a text message, or thru other non-written means, shall be reduced in writing by the CODI person-in-charge using a prescribed case in-take form and signed by the aggrieved party, or any person serving as the aggrieved party; Provided, that reports or statements in writing and other documents submitted shall be attached thereto.

A report filed by any member of the WPU community against a non-member of the WPU community with the University shall be dealt with similarly; provided, that the report against the latter shall proceed in accordance with the terms of their engagement with the University.

A report filed against any member of the CODI shall be referred to the CODI Chair for investigation and appropriate action.

Reports/complaints involving WPU officials and employees shall be referred to the WPU CODI for investigation and disposition.

A report filed against the Vice-President for Academic Affairs shall be referred to the Office of the President of the University for investigation and appropriate action.

A report filed against the President shall be referred to the Board of Regents of the Western Philippines University for investigation and appropriate action.

(b) Interview. – A designated CODI case interviewer shall determine the particulars of the incident/s reported by asking specific questions to elicit details, record the answers and ensure that the record of the interview is attested to by the aggrieved party or person.

(c) Notices. – Within five (5) days from receipt of the report, the CODI shall serve a notice of the report upon the person complained of and his/her parent or guardian, if the student is below 18, with copies of all pertinent documents.

(d) Response to Report. – Within a period of five (5) working days from receipt of the notice of the report, the person/s complained of shall submit to the CODI a written and notarized response, with a copy furnished the aggrieved party.

(e) Prima Facie Determination of Sexual Harassment. – Upon receipt of the response to the report or the expiration of the period for the submission thereof, whichever comes first, all pertinent documents shall be forwarded to the CODI for evaluation and determination whether or not a prima facie case for sexual harassment exists, and if there is basis for issuance of preventive suspension.

Sexual harassment is deemed to exist on the basis of the complaint when any of the following circumstances is alleged:

1. The sexual favor is demanded or requested as a condition in hiring, employment or reemployment or in granting favorable compensation or promotion or any other term, condition or privilege; or the refusal to grant the sexual favor results in limiting, segregating or classifying which would discriminate, diminish or deprive employment opportunities or otherwise adversely affect the person who is the object of sexual harassment; (IV.a.1, Rule 10 RRACS).
2. It would impair the rights or privileges of the students, teaching and non-teaching personnel under the law, rules, or regulations;
3. It would result in an intimidating, hostile or offensive employment or learning environment; it could force the offended party to give in to the unwanted, unwelcome, or uninvited behavior.
4. Committed against a student, trainee or one who is under the care, custody, supervision or advisorship of the offender, or one whose education, training, apprenticeship or tutorship is entrusted to the offender; or,
5. The sexual favor is deemed to be a condition to the giving of a passing grade, the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or considerations.

At any time during this evaluation, the Hearing Committee may request the attendance of parties to answer questions, inform them of the opportunity to resolve the complaint through an informal procedure, and employ such other measures as it may deem relevant in the evaluation of the complaint. The Hearing Committee shall ensure the voluntariness and readiness of the parties opting for either the informal or formal procedure.

The Hearing Committee shall submit to the Vice-President for Academic Affairs or President, as the case may be, its report and recommendation/s, notwithstanding any withdrawal of the report made by the aggrieved party, within thirty (30) days from receipt of the response to report/complaint.

PERSONS LIABLE. – Any member of the WPU community is liable for sexual harassment when he/she:

- (a) directly participates in the execution of any act of sexual harassment as defined by this Code;
- (b) induces or directs another or others to commit sexual harassment as defined by this Code;
- (c) cooperates in the commission of sexual harassment by another through an act without which the sexual harassment would not have been accomplished;
- (d) cooperates in the commission of sexual harassment by another through previous or simultaneous acts;
- (e) benefits from the commission of any act of sexual harassment;
- (f) conceals or hides the commission of any act of sexual harassment; and
- (g) restrains, or coerces the victim from filing the appropriate complaint.

WPU COMMITTEE ON DECORUM AND INVESTIGATION

CORRECTIVE MEASURES. – The corrective measures for light, less grave, and grave offenses are as follows:

(a) For Teaching or Non-Teaching Personnel

1. For Light Offenses

1st offense – Reprimand or suspension for one (1) month and one (1) day to six (6) months

2nd offense – Suspension for six (6) months and one (1) day to one (1) year

3rd offense – Dismissal

2. For Less Grave Offenses

1st offense – Suspension for six (6) months and one (1) day to one (1) year

2nd offense – Dismissal

3. For Grave Offenses (Section 51.A.1 Rule 10 RRACS)

1st offense – Dismissal

(b) For Students

1. Light Offenses
 - 1st offense – Reprimand or community service not exceeding 30 hours
 - 2nd offense – Suspension not exceeding one (1) semester
 - 3rd offense – Expulsion
2. Less Grave Offenses
 - 1st offense – Community service of 60 hours
 - 2nd offense – Suspension for one (1) semester to one (1) year
 - 3rd offense – Expulsion
3. Grave Offenses
 - 1st offense – Suspension for one (1) academic year to expulsion

(c) For other WPU Workers

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

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

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

Additional Corrective Measures. – In addition to the imposable corrective measures, regardless of the number of times the offense is committed, the following corrective measures may be imposed within the period of service of the corrective measure. These include the following, but are not limited to:

- (a) notarized written apology;
- (b) counseling; and,
- (c) attendance in appropriate or relevant trainings, seminars, and lectures, such as gender sensitivity trainings, or other such similar activities.

In determining whether corrective measures are appropriate or necessary, the following factors shall be taken into consideration:

- (a) nature and circumstances of the act committed;
- (b) frequency and severity of the act;
- (c) personal circumstances of the person complained of/ respondent (e.g., age, maturity, position, or rank)
- (d) safety of the parties or community; and,
- (e) such other relevant factors.

These corrective measures may also be adopted in complaints submitted for disposition under the informal procedure.

ISSUANCE OF FORMAL CHARGE. – After finding a prima facie case, the Vice-President for Academic Affairs or President, as the case may be, shall issue a Formal Charge against any or all of the respondents within fifteen (15) days from receipt of the CODI report and recommendation/s.

The Formal Charge shall state the name, age, civil status, citizenship and relationship with the University of the person complained of; the acts or omissions constituting sexual harassment; the name, age, civil status, citizenship and relationship with the University of the offended person/s; the approximate date, time, place and circumstances constituting the elements of the report/complaint.

Formal Charge may include **preventive suspension, including its scope, and protection order.**

Filing of complaints may be done digitally subject to compliance of requirements provided in this Section.



OTHER STUDENT SERVICES

LIBRARY

(Lifted From Revised WPU Library Manual: Board Resolution Number 472 series of 2019)

The Library is managed by the University Librarian, Campus Librarian, and Library In Charge (in the case of campus libraries), together with the section in charge/support staff and student assistants to serve clients' information needs.

Policies on the Use of the Library

1. The Library services are available to bonafide students, faculty and staff, alumni, and researchers from other institutions/agencies.
2. Availment of library services, facilities, and collections is on a first-come, first-serve basis.
3. The Library is open for service Monday to Friday (7:30 AM to 6:00 PM-no noon break), Saturday (7:30 AM-12:00 PM & 1:00 PM-5:30 PM), and semester break (Monday to Friday-8:00 AM-12:00 PM & 1:00 PM to 5:00 PM). Changes in the service hour will depend on the need for service, the condition of personnel, and other community demands (emergency cases). Changes will be announced in advance.
4. All students and employees must present their valid school ID cards. New students and employees must show proof of their enrolment or employment before granting access to library services, i.e., school ID card, certificate of registration, contract of employment, etc. Also, they must be registered library users.
5. Books can be borrowed for home use—students for overnight (except non-working days) and employees for the whole semester.
6. Library materials not returned on time will be charged with overdue fines.
7. The borrowing privileges of clients with library obligations are subject to suspension.
8. An unsettled account is one of the bases for the signing of library clearances.
9. Inappropriate behaviors will be dealt with accordingly.
10. All policies are subject to revision. Changes in the policy will be posted on the library bulletin board.

STUDENT ADMISSION

The admission section is responsible to assist and admit the students in the different courses offered in the university. It helps the university achieve its goals and objectives, especially in attaining its increase in enrolment.

PERSONNEL OF THE STUDENT ADMISSION SECTION

The admission officer works in close coordination with the Director for Admission Service, university registrar, college dean and director of external campuses. One Administrative Aide is assigned to the section to help the implementation of the program.

SERVICES OF THE ADMISSION SECTION

Refers to services that take charge of the processing of student entrance and requirements.

1. Screens new student applicants. The Director of Admission and the staff screens the documents submitted by the new entrants;
2. Orients the new entrants on the procedure of enrollment.
3. Familiarizes the new entrants on the procedure of availment of scholarship and financial assistance (Free Tuition).
4. Prioritizes the students who needs immediate assistance, the marginalized and the Persons with Disability (PWD).

FOREIGN STUDENTS SERVICES

The Foreign Students Committee is responsible to assist and admit foreign students from the ASEAN and other neighboring countries in the different curricular programs/courses offered in the university. It will help the university achieve its goals and objectives, especially in attaining its increase in enrolment.

SERVICES OF THE FOREIGN STUDENT UNIT

The Foreign Students Committee of the university is tasked to conduct and continuously encourage prospective foreign students or clientele to enroll in the different curricular programs/courses offered by the university. The FSC serves its functions all throughout the school year so as to ensure the increase in enrolment especially for the incoming year.

The Foreign Student Services Unit shall seek the assistance from the alumni working or living abroad in line of the thrust of the university to increase enrolment.

SERVICES TO STUDENTS WITH SPECIAL NEEDS

1. Provide immediate services to the PWD's and students with special needs;
2. Conducts seminars for student with special needs /PWD's to enhance their knowledge and develop their life skills;
3. Assist the PWD about their concerns and needs to the different units of the university;
4. Monitors and evaluate the services provided for Persons with Disability;
5. Provide proper consultation and conference with students with disabilities and counseling whenever necessary with Disability.

REPUBLIC ACT NO. 9442 (MAGNA CARTA FOR DISABLED PERSONS, AND FOR OTHER PURPOSES)

PERSONS WITH DISABILITY SHALL BE ENTITLED TO THE FOLLOWING:

- (a) At least twenty percent (20%) discount from all establishments relative to the utilization of all services in hotels and similar lodging establishments; restaurants and recreation centers for the exclusive use or enjoyment of persons with disability;
- (b) A minimum of twenty percent (20%) discount on admission fees charged by theaters, cinema houses, concert halls, circuses, carnivals and other similar places of culture, leisure and amusement for the exclusive use or enjoyment of persons with disability;
- (c) At least twenty percent (20%) discount for the purchase of medicines in all drugstores for the exclusive use or enjoyment of persons with disability;
- (d) At least twenty percent (20%) discount on medical and dental services including diagnostic and laboratory fees such as, but not limited to, x-rays, computerized tomography scans and blood tests, in all government facilities, subject to guidelines to be issued by the Department of Health (DOH), in coordination with the Philippine Health Insurance Corporation (PHILHEALTH);
- (e) At least twenty percent (20%) discount on medical and dental services including diagnostic and laboratory fees, and professional fees of attending doctors in all private hospitals and medical facilities, in accordance with the rules and regulations to be issued by the DOH, in coordination with the PHILHEALTH;
- (f) At least twenty percent (20%) discount on fare for domestic air and sea travel for the exclusive use or enjoyment of persons with disability;
- (g) At least twenty percent (20%) discount in public railways, skyways and bus fare for the exclusive use and enjoyment of person with disability;
- (h) Educational assistance to persons with disability, for them to pursue primary, secondary, tertiary, post tertiary, as well as vocational or technical education, in both public and private schools, through the provision of scholarships, grants, financial aids, subsidies and other incentives to qualified persons with disability, including support for books, learning material, and uniform allowance to the extent feasible: Provided, That persons with disability shall meet minimum admission requirements;
- (i) To the extent practicable and feasible, the continuance of the same benefits and privileges given by the Government Service Insurance System (GSIS), Social Security System (SSS), and PAG-IBIG, as the case may be, as are enjoyed by those in actual service;
- (j) To the extent possible, the government may grant special discounts in special programs for persons with disability on purchase of basic commodities, subject to guidelines to be issued for the purpose by the Department of Trade and Industry (DTI) and the Department of Agricultural (DA); and
- (k) Provision of express lanes for persons with disability in all commercial and government establishments; in the absence thereof, priority shall be given to them.

**ACTS OF VIOLENCE AGAINST WOMEN AND THEIR CHILDREN- THE
CRIME OF VIOLENCE AGAINST WOMEN AND THEIR CHILDREN IS
COMMITTED THROUGH ANY OF THE FOLLOWING ACTS:**

- (a) Causing physical harm to the woman or her child;
- (b) Threatening to cause the woman or her child physical harm;
- (c) Attempting to cause the woman or her child physical harm;
- (d) Placing the woman or her child in fear of imminent physical harm;
- (e) Attempting to compel or compelling the woman or her child to engage in conduct which the woman or her child has the right to desist from or desist from conduct which the woman or her child has the right to engage in, or attempting to restrict or restricting the woman's or her child's freedom of movement or conduct by force or threat of force, physical or other harm or threat of physical or other harm, or intimidation directed against the woman or child. This shall include, but not limited to, the following acts committed with the purpose or effect of controlling or restricting the woman's or her child's movement or conduct:
 - (1) Threatening to deprive or actually depriving the woman or her child of custody to her/his family;
 - (2) Depriving or threatening to deprive the woman or her children of financial support legally due her or her family, or deliberately providing the woman's children insufficient financial support;
 - (3) Depriving or threatening to deprive the woman or her child of a legal right;
 - (4) Preventing the woman in engaging in any legitimate profession, occupation, business or activity or controlling the victim's own money or properties, or solely controlling the conjugal or common money, or properties;
- (f) Inflicting or threatening to inflict physical harm on oneself for the purpose of controlling her actions or decisions;
- (g) Causing or attempting to cause the woman or her child to engage in any sexual activity which does not constitute rape, by force or threat of force, physical harm, or through intimidation directed against the woman or her child or her/his immediate family;
- (h) Engaging in purposeful, knowing, or reckless conduct, personally or through another, that alarms or causes substantial emotional or psychological distress to the woman or her child. This shall include, but not be limited to, the following acts:
 - (1) Stalking or following the woman or her child in public or private places;
 - (2) Peering in the window or lingering outside the residence of the woman or her child;
 - (3) Entering or remaining in the dwelling or on the property of the woman or her child against her/his will;
 - (4) Destroying the property and personal belongings or inflicting harm to animals or pets of the woman or her child; and
 - (5) Engaging in any form of harassment or violence;
- (i) Causing mental or emotional anguish, public ridicule or humiliation to the woman or her child, including, but not limited to, repeated verbal and emotional abuse, and denial of financial support or custody of minor children or access to the woman's child/children.

REPUBLIC ACT NO. 11313 (THE SAFE SPACES ACT 2019)

With the aim of ensuring an individual's sense of personal space and public safety, the Safe Spaces Act addresses gender-based sexual harassment in public areas such as streets, privately-owned places open to the public, and public utility vehicles, among others. It also extends the protection even to cyberspace, and provides for prohibited acts and their corresponding penalties. Below is a summary of the acts punished under the Safe Spaces Act:

PUNISHABLE ACTS

Gender-Based Sexual Harassment in Streets and Public Spaces:

Cursing, wolf-whistling, catcalling, leering and intrusive gazing, taunting, unwanted invitations, misogynistic, transphobic, homophobic, and sexist slurs, persistent unwanted comments on one's appearance, relentless requests for one's personal details such as name, contact and social media details or destination, the use of words, gestures or actions that ridicule on the basis of sex, gender or sexual orientation, identity and/or expression including sexist, homophobic, and transphobic statements and slurs, the persistent telling of sexual jokes, use of sexual names, comments and demands, and any statement that has made an invasion on a person's personal space or threatens the person's sense of personal safety

Making offensive body gestures at someone, exposing private parts for the sexual gratification of the perpetrator with the effect of demeaning, harassing, threatening or intimidating the offended party including flashing of private parts, public masturbation, groping, and similar lewd sexual actions

Stalking, any of the acts mentioned in 11(a) or 11(b) when accompanied by touching, pinching or brushing against the body of the offended person; any touching, pinching, or brushing against the genitalia, face, arms, anus, groin, breasts, inner thighs, buttocks or any part of the victim's body even when not accompanied by acts mentioned in 11(a) and 11(b)

Gender-Based Online Sexual Harassment

Includes acts that use information and communications technology in terrorizing and intimidating victims through physical, psychological, and emotional threats, unwanted sexual misogynistic, transphobic, homophobic and sexist remarks and comments online whether publicly or through direct and private message, invasion of victim's privacy through cyberstalking and incessant messaging, uploading and sharing without the consent of the victim, any form of media that contains photos, voice, or video with sexual content, any unauthorized recording and sharing of any victim's photos, videos, or any information online, impersonating identities of victims online or posting lies about victims to harm their reputation, or filing false abuse reports to online platforms to silence victims.

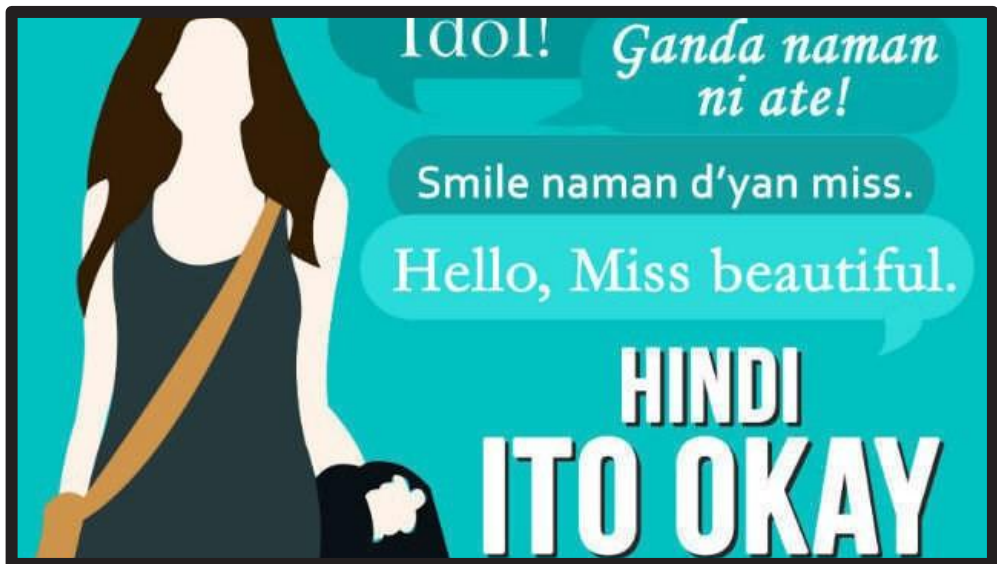
Gender-Based Sexual Harassment in the Workplace

An act or series of acts involving any unwelcome sexual advances, requests or demands for sexual favors or any act of sexual nature, whether done verbally, physically or through the use of technology such as text messaging or electronic mail or through any other forms of information and communication systems, that has or could have a detrimental effect on the conditions of an individual's employment or education, job performance or opportunities;

A conduct of sexual nature and other conduct-based on sex affecting the dignity of a person, which is unwelcome, unreasonable, and offensive to the recipient, whether done verbally, physically or through the use of technology such as text messaging or electronic mail or through any other forms of information and communication systems,

A conduct that is unwelcomed and pervasive and creates intimidating, hostile or humiliating environment for the recipient: Provided, that the crime of gender-based sexual harassment may also be committed between peers and those committed to a superior officer by a subordinate, or to a teacher by a student, or a trainer by a trainee.

“BAWAL BASTOS”



REPUBLIC ACT NO. 9710 (THE MAGNA CARTA OF WOMEN)

AN ACT PROVIDING FOR THE MAGNA CARTA OF WOMEN

Recognizing that the economic, political, and sociocultural realities affect women's current condition, the State affirms the role of women in nation building and ensures the substantive equality of women and men. It shall promote empowerment of women and pursue equal opportunities for women and men and ensure equal access to resources and to development results and outcome. Further, the State realizes that equality of men and women entails the abolition of the unequal structures and practices that perpetuate discrimination and inequality. To realize this, the State shall endeavor to develop plans, policies, programs, measures, and mechanisms to address discrimination and inequality in the economic, political, social, and cultural life of women and men.

The State condemns discrimination against women in all its forms and pursues by all appropriate means and without delay the policy of eliminating discrimination against women in keeping with the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and other international instruments consistent with Philippine law. The State shall accord women the rights, protection, and opportunities available to every member of society.

The State affirms women's rights as human rights and shall intensify its efforts to fulfill its duties under international and domestic law to recognize, respect, protect, fulfill, and promote all human rights and fundamental freedoms of women, especially marginalized women, in the economic, social, political, cultural, and other fields without distinction or discrimination on account of class, age, sex, gender, language, ethnicity, religion, ideology, disability, education, and status. The State shall provide the necessary mechanisms to enforce women's rights and adopt and undertake all legal measures necessary to foster and promote the equal opportunity for women to participate in and contribute to the development of the political, economic, social, and cultural realms.

The State, in ensuring the full integration of women's concerns in the mainstream of development, shall provide ample opportunities to enhance and develop their skills, acquire productive employment, and contribute to their families and communities to the fullest of their capabilities.

In pursuance of this policy, the State reaffirms the right of women in all sectors to participate in policy formulation, planning, organization, implementation, management, monitoring, and evaluation of all programs, projects, and services. It shall support policies, researches, technology, and training programs and other support services such as financing, production, and marketing to encourage active participation of women in national development.

EQUAL ACCESS AND ELIMINATION OF DISCRIMINATION IN EDUCATION, SCHOLARSHIPS, AND TRAINING.

- (a) The State shall ensure that gender stereotypes and images in educational materials and curricula are adequately and appropriately revised. Gender-sensitive language shall be used at all times. Capacity-building on gender and development (GAD), peace and human rights, education for teachers, and all those involved in the education sector shall be pursued toward this end. Partnerships between and among players of the education sector, including the private sector, churches, and faith groups shall be encouraged.
- (b) Enrollment of women in nontraditional skills training in vocational and tertiary levels shall be encouraged.
- (c) Expulsion and non-readmission of women faculty due to pregnant; - outside of marriage shall be outlawed. No school shall turn out or refuse admission to a female student solely on the account of her having contracted pregnancy outside of marriage during her term in school.

**REPUBLIC ACT NO. 8504
(PHILIPPINE AIDS PREVENTION AND CONTROL ACT OF 1998)**

AN ACT PROMULGATING POLICIES AND PRESCRIBING MEASURES FOR THE PREVENTION AND CONTROL OF HIV/AIDS IN THE PHILIPPINES, INSTITUTING A NATIONWIDE HIV/AIDS INFORMATION AND EDUCATIONAL PROGRAM, ESTABLISHING A COMPREHENSIVE HIV/AIDS MONITORING SYSTEM, STRENGTHENING THE PHILIPPINE NATIONAL AIDS COUNCIL, AND FOR OTHER PURPOSES

Acquired Immune Deficiency Syndrome (AIDS) is a disease that recognizes no territorial, social, political and economic boundaries for which there is no known cure. The gravity of AIDS threat demands strong State action today, thus:

- (a) The State shall promote public awareness about the causes, modes of transmission, consequences, means of prevention and control of HIV/AIDS through a comprehensive nationwide educational and information campaign organized and conducted by the State. Such campaigns shall promote value formation and employ scientifically proven approaches, focus on the family as a basic social unit, and be carried out in all schools and training centers, workplaces, and communities. This program shall involve affected individuals and groups, including people living with HIV/ AIDS. 626 2
- (b) The State shall extend to every person suspected or known to be infected with HIV/AIDS full protection of his/her human rights and civil liberties. Towards this end,
 - (1) compulsory HIV testing shall be considered unlawful unless otherwise provided in this Act;
 - (2) the right to privacy of individuals with HIV shall be guaranteed;
 - (3) discrimination, in all its forms and subtleties, against individuals with HIV or persons perceived or suspected of having HIV shall be considered inimical to individual and national interest; and
 - (4) provision of basic health and social services for individuals with HIV shall be assured.
- (c) The State shall promote utmost safety and universal precautions in practices and procedures that carry the risk of HIV transmission.
- (d) The State shall positively address and seek to eradicate conditions that aggravate the spread of HIV infection, including but not limited to poverty, gender inequality, prostitution, marginalization, drug abuse and ignorance.
- (e) The State shall recognize the potential role of affected individuals in propagating vital information and educational messages about HIV/AIDS and shall utilize their experience to warn the public about the disease.

HEALTH SERVICE

(Lifted from the acceptance of the output for implementation of the university in the Quality Management System Efforts: Resolution No. 372 series of 2017)

The Health Services, in line with University's vision-mission guided by its core values, aims to provide comprehensive and quality health care and implement programs and projects for health promotion and disease prevention to all the members of WPU Community.

Its primary intention is to prevent health problems that could hinder students' learning and performance of their developmental task and to assist teaching and non-teaching personnel to cope with actual and potential stresses in relation to their work and work environment.

Programs and Services

1. Pre-enrollment Medical and Dental Examination. First year and transferee students are required to submit themselves for medical and dental examinations prior to enrollment. This aims to discover the signs of illness and physical defects in order to correct them, check on the health habits of students, and prevent the progress of those which cannot be corrected. This is also to ensure the students to be fit and as healthy as possible to gain maximum benefits from their education.

1.1. Requirements:

- 1.1.1. Accomplished Student Health Record (SHR);
- 1.1.2. One (1) piece 2x2 ID picture;
- 1.1.3. One (1) piece long folder with plastic cover;
- 1.1.4. One (1) piece fastener; and
- 1.1.5. Official receipt (OR) for Php 50.00 medical certification fee;

1.2. Other requirements:

- 1.2.1. Enrollees with pre-existing medical conditions are required to submit medical certificate/clearance from attending physician;
- 1.2.2. Pregnant enrollees, refer to policy on Pregnant Students;
- 1.2.3. Enrollees with tattoo marks are required to submit barangay clearance, police clearance and judge clearance;
- 1.2.4. Photocopy of immunization record/card (if needed);
- 1.2.5. All enrollees must observe proper personal hygiene including haircut, trimmed nails, appropriate earrings and hair color;

2. Pre-employment and Annual Physical Examination. Entry level physical examination for all employees and annual physical examination for faculty and staff are required to determine physical deficiencies and communicable diseases possessed by them for proper referral and management.

3. Medical Examination for In-campus and Off-campus Activities and for Other Purposes. All participants of in-campus and off-campus curricular and non-curricular activities as per order of the Department of Education (DEPED) and Commission on Higher Education (CHED) are required to undergo medical examination. The Health Services also cater private individuals within the community for medical examination as a requirement for whatever purpose it serves.

- 3.1. Medical certification fee of Php 50.00:
 - 3.1.1. Medical certification fee is required for:
 - 3.1.1.1. Enrollment for returnees and transferees;
 - 3.1.1.2. On-the-job training or internship;
 - 3.1.1.3. Scholarship and financial assistance; and
 - 3.1.1.4. Academic off-campus activities.
 - 3.1.2. Not required for:
 - 3.1.2.1. Sports activities;
 - 3.1.2.2. Culture and the arts activities; and
 - 3.1.2.3. School-initiated activities.
- 3.2. Laboratory test results of complete blood count (CBC) and urinalysis is required only for on-the-job training (OJT) or internship and data gathering activities outside the campus.
- 3.3. Requirements:
 - 3.3.1. Official receipt (OR) for Php 50.00 medical certification fee;
 - 3.3.2. Laboratory test results (if applicable);
 - 3.3.3. Pregnancy test kit with disposable cup for urine sample (if applicable);
 - 3.3.4. All enrollees must observe proper personal hygiene including haircut, trimmed nails, appropriate earrings and hair color.

4. **General Consultation and Treatment of Clients.** The students, school personnel and their dependents can visit the University Infirmary and Campus First Aid Stations to avail the services thereto offered by the facility primarily for consultation on matters that ailed them physically, mentally, or socially. This is done on daily basis unless there are school-initiated activities. The clients diagnosed with health problems during daily consultations will be given initial doses of prescribed medicines that are available.
 - 4.1. The patient will be given initial doses of prescribed medicines that are available in the pharmacy.
 - 4.2. No consultation during University activities like ground improvement, symposium, seminars and sports activities except for emergency cases.
 - 4.3. Only those individuals who consulted and have medical record of present illness will be given medical certificate.
5. **First Aid and Emergency Treatment.** Urgent care for patient with medical or trauma condition is provided with no appointment necessary. Patient requiring emergency care should visit or transferred to University Infirmary or First Aid Stations. Every effort is made to see all patients presenting for emergency care in a timely manner. Due to unpredictability of the nature of emergency, some patient may not be treated at the Infirmary or First Aid Station but will be referred to hospital of choice for further medical management.

6. **Dental Care Service.** This aims to provide promotive, preventive, and curative dental health care to students and employees. Its objective is to reduce the prevalence of periodontal diseases through oral examination, early detection and prophylactic treatment. It also provides measures for relief of dental pain, oral urgent treatment to clients by removal of non-restorable/non-savable teeth, treatment of post extraction complications and referral of complicated cases.
7. **Regular Campus Visits.** Every first (1st) and third (3rd) Wednesday of the month, the University Physician and University Dentist extend medical and dental services to Puerto Princesa Campus. The students which were diagnosed with health problems during daily consultation are referred to the University Physician for further management. The University Dentist on the other hand, conducts dental consultation, extraction and oral prophylaxis for students and school personnel who needed dental treatment. Regular visits to External Campuses and Extension Schools are scheduled in coordination with the Director for External Campuses. Medical consultation, blood type determination and blood pressure monitoring as well as dental services are among the main services of this visit. External Campuses are visited at least once every school year.
8. **Other health programs**
 - 8.1. Disease Awareness Campaign
 - 8.2. Anti-Smoking
 - 8.3. Anti-Drug Abuse
 - 8.4. Immunization Program
 - 8.5. Monitoring of University Sanitation and Safety (Visitation to Student Dormitories, Cafeterias, School Canteens and University Comfort Rooms)
 - 8.6. Wellness Talks
 - 8.7. Health Risk Assessment (Blood Pressure Monitoring)
 - 8.8. Body Mass Index (BMI) Determination
 - 8.9. Blood Typing Determination
 - 8.10. Physical Fitness Sessions (in cooperation with Sports and Development and Human Resource Management Office)
 - 8.11. Evaluation and Monitoring of Health Services Programs
 - 8.12. Health Projects

PREGNANT STUDENTS

1. Every College/Department must refer the pregnant student to the Health Services upon admission of the student that she is pregnant or found to be pregnant upon assessment by sending a referral form containing the name, age, birthday, civil status, course and year level, and details on pregnancy.
2. The pregnant student will be assessed and interviewed by the University Physician or authorized personnel.

3. Students who admit that she is pregnant or found to be pregnant on a test with the expected date of confinement/delivery (EDC/EDD) not within the semestral period will be allowed to enroll and/or undergo OJT and related activities provided that:
 - 3.1 The student and her parents know and understand the risks of pregnancy.
 - 3.2 The student and her parents know and understand that pregnancy is not an illness. Therefore, absences due to it is not an excuse.
 - 3.3 The student must submit:
 - 3.3.1 *Medical clearance* from her attending Physician (obstetrician) stating that she is fit to continue her studies.
 - 3.3.2 *Notarized parental consent* (if single and below 25 years old) or notarized consent from spouse (if married and above 25 years old).
4. Pregnant student with EDC/EDD within the semestral period will be advised to apply for a special leave of absence (SLOA) at the OSAS due to pregnancy of not less than one (1) semester to one (1) school year.

Ethical Considerations

1. Informed consent shall be obtained prior to any physical examination.

SAFETY AND SECURITY

Safety and Security Services refers to the provision of a safe and secure environment and that of the academic community and the implementation of the University Safety Management Policy and University Security Plan whose primarily focused in the promotion of safety and security of the environment in the workplace, study area, laboratory and offices through identification, prevention and suppression of all type of security vulnerability and hazard.

The University Supply Office Safety and University Security Department shall be responsible in monitoring and enforcement of the University Safety and Security guidelines as describe in the provision present in the Student Handbook.

POLICIES AND GUIDELINES

Section.1. Faculty/Staff/ Students and Visitors

1. Require all to wear IDs at all times and wear prescribed uniform per memorandum order for faculty/staff and per curricular programs for students. New Students are given about one month to comply with this requirement after June enrollment.
2. Entrance will be denied to students and other visitors which pose a threat to campus peace and order, security and safety.
3. Outsiders with no official business must be denied of access.
4. Selling of goods/services thru peddling/roaming around offices/classrooms/ premises is prohibited.
5. Unauthorized persons in all offices are prohibited from 6:00 PM to 6:00 AM. Employees and students working within the prohibitory period must have an approved request.
6. Curfew hours must be observed by all students, faculty and staff especially those living inside the campus.

Section. 2. Traffic Rules and Regulations

1. NO WPU sticker gate pass no entry.
2. Removal/loss of color-coded gate pass motorcycles, tricycles and other private vehicle will be checked and be given three days to produce the or else they will be restricted to enter the campus.
3. Only drivers with professional license are authorized to conduct passengers inside the campus and holders of Non-Professional Driver's license are authorized to enter and convey their commuter.
4. Proper dress code (T shirt, pants and shoes) for tricycle driver and motorcycle driver are encourage to wear shoes. Any traffic violation of tricycle for hire, motorcycle and other private vehicle inside the campus will be sanctioned. All motorized vehicle, tricycle and motorcycle must observe and obey traffic rules and regulations. All drivers caught under the influence of liquor while driving is prohibited. Likewise drivers under the influence of liquor will not be authorized to enter the campus.
5. Minors are not allowed to drive motorcycle or tricycle inside the campus.
6. Speed limit of vehicles (with driver's license) is limited to 15kph.
7. All motorcycles that have more two back riders are not authorized to enter WPU Campus.
8. All tricycles and motorcycles that have a noisy muffler (Tambutso) are not authorized to enter WPU campus.
9. Vehicles are granted exit upon surrender of official trip tickets, visitors gate pass, otherwise, appropriate entries must be made in the logbook.
10. Mandatory visual inspection must be made on outgoing public and private vehicles.
11. All vehicles carrying University properties must secure gate pass from the Supply Office and appropriate logbook entries must be made at all times.

Section. 3. Building Security and Safety

1. Security personnel on duty must inspect and monitor all buildings within the campus premises. Turn off lights, electric fans, air cons in unoccupied rooms. If room are close inform college/staff in-charge immediately. Ensure such most especially during power failures and during weekends & holidays.
2. Maintain street lights and security lights from 7:00 PM to 6:00AM depending on the prevailing weather conditions.
3. Secure chairs, tables and other movable properties.
4. Custody of duplicate of keys to offices and classroom must be deposited with the Supply/Property Officer. Mobile keys are the custody of designated personnel which must be monitored thru a logbook by the Security personnel at the gate or admin desk security personnel.
5. Assist and safeguard guest especially those housed at the Guest House.
6. Submit report any hazards, busted lighting features, security vulnerabilities to the head of department concern

Section 4. School and Office Safety

1. Indulging in horseplay during work hours shall be prohibited.
2. Pointed bladed instruments shall be kept in proper storage immediately after use.
3. No intoxicating liquor shall be introduced or consumed at school campus and working place. Student found intoxicated condition, or carrying intoxicating liquor on the campus¹ will be subjected to disciplinary action.
4. Always obey safety signs placed throughout campus, work area.

SAFETY AND SECURITY

1. Never carry caustic or other dangerous chemicals in open containers. Wear suitable eye protection and safety apparel.
2. If the light should fail in unfamiliar areas or elevated places keep to the wall or handrail, feel your way step by step.
3. No breakable /heavy objects shall be left on the edge of desks or tables where can easily fall.
4. When carrying a stack of material, be sure you can see over and around it when walking through the office/classrooms.
5. When going downstairs always use handrail, walk do not run.
6. Office machines and equipment shall be operated only by authorized personnel.
7. Desk and file cabinet drawers shall be fully closed at all times, because these are tripping hazards.
8. Turn off all electrical equipment, lights office machines shall be disconnected during office breaks, after office hours and or when not service.
9. Only electrical cords in good condition shall be used.
10. Ladders or stands shall be used when reaching high storage.

Section 5 Fire Awareness and Prevention

1. No SMOKING Policy of the University shall be enforced at all times.
2. No BURNING Policy of the university shall be enforced, As per Memorandum Circular No. 02, S. 2000. Page 2, No3.
3. Flammable liquid shall be removed from the work place before lighting a torch.
4. Creating sparks or flames while changing electric storage batteries shall be prohibited.
5. Using open flames in “No Smoking” areas shall be prohibited.
6. When working with highly combustible materials, possible sources of ignition shall be eliminated and fire extinguishing equipment shall be made available.
7. All transient combustible materials, including those stored in approved containers shall be monitored.
8. Combustible materials within 35 feet radius of the immediate area shall be removed and or shielded properly, when activity involves open flame work.
9. Blocking of fire exit doors, windows, ladder ways is prohibited. It must not be locked and exit routes must be easily accessible.

Portable Fire Extinguisher

1. Extinguishers shall be kept in their designated places and if they are removed for refilling/repair it shall be replaced with same type and capacity.
2. Durable inspection tags shall be attached securely to each extinguisher showing the servicing data properly recorded and signed by the designated safety officer.
3. Fire extinguishers shall be installed in installed in strategic locations at all times. Further, it shall never be used as door stopper.
4. Tampering of markings, tags and other emergency Instructions labeled on all fire protection equipment's shall be prohibited.
5. Unauthorized use of fire extinguisher shall be prohibited.

Fire Hydrants, Fire Hoses And Accessories

1. Fire hydrants, fire hoses and accessories shall be kept in good condition. They shall be used properly and only for the purpose for which they are intended.
2. Fire hose installed at yard hydrant shall be kept in a well-ventilated fire hose cabinet properly locked and marked "FOR FIRE USE ONLY".
3. Inspection and or testing of fire hydrants, fire hoses and accessories shall be conducted at least once a month by designated safety officer. Defective items shall be replaced immediately.
4. Opening/tampering of hydrant valves, hose valves, fire alarm buttons, etc. shall be prohibited.

Section 6 Vehicular and Traffic Safety

1. Driving WPU vehicles without valid LTO license and approved Trip ticket shall be prohibited.
2. Driving under the influence of liquor, narcotics and or sleep inducing shall be prohibited.
3. Loading beyond capacity and allowing staff, faculty or student to ride on running boards, fenders, tailboards or any external parts of the vehicles shall be prohibited.
4. WPU vehicles shall be used only for official business.
5. Daily inspection/ checkup shall be conducted on the vehicle by its assigned driver.
6. Reporting of vehicular accidents within 24 hours after occurrence shall be enforced.
7. Trip tickets shall be issued to authorized/ official WPU drivers.
8. Before driving/ using a newly repaired vehicle, a clearance from the head of motor pool department shall be issued.
9. National and local traffic laws and ordinances shall be observed at all times.
10. When driving inside the campus observed prescribed speed limit, and regulations shall be imposed.

Good Housekeeping

1. No Littering Policy of the University shall be enforced At all times, as per Memorandum Circular No. 02,S.2000, Dispose and segregate waste into biodegradable and non-biodegradable waste, Designated labelled garbage cans are strategically located within the campus.
2. Rubbish shall be segregated and shall be brought to the waste segregation management section for proper disposal.
3. Broken glasses, spilled liquids and other unwanted materials shall be swept, wiped and disposed of properly.
4. Oil soaked and paint saturated rags, papers and other combustible shall be removed from work areas and disposed of be secured.
5. All passageways leading to building exits, stairways, wash rooms, fire extinguishers, and electrical controls shall be lighted adequately and shall be kept free from obstructions at all times.
6. The pouring of flammable liquids, corrosive chemicals and compounds which produce toxic fumes or odors into the sinks, sewers and or drainage systems, shall be prohibited.
7. Work areas shall be provided with waste or trash drums/can in appropriate places.
8. Appropriate safety signs and barricades shall be provided in Hazardous areas.
9. Bulletin boards shall be kept clean and orderly.

SAFETY AND SECURITY

10. Defective bowls, fittings and other fixtures of restrooms shall be repaired immediately.
11. All loose objects that may involve stumbling hazards shall be removed immediately, especially or in the vicinity of passageway, stairway.
12. Protruding nails, bars shall be pulled out or bent immediately.

Section 7. WPU DRR Contingency Plan

In case of any emergency follow the procedures in the University Disaster Management plan in compliance with R.A. 10121, and incorporated in the provision in the Security Plan

EMERGENCY RESPONSE PROCEDURES

In the event of Civil Disturbance

1. Inform Campus Admin. Officer and convene Central Safety Committee immediately and activate ECC, ERT on alert and standby status.
2. Stay calm
3. Communication/dispatch officer to contact immediately the PNP Civil Disturbance Unit in your area.
4. Secure building and its perimeter.
5. Establish ECC and create negotiation panel to solve the conflict.

In The Event of Fire

1. Person who see the fire to shout "FIRE" or "SUNOG" at least 3 times to call attention and to immediately call communication/dispatch and report the exact location of the fire.
2. Communication/dispatch unit to call Emergency Coordinating Center Chairperson to activate emergency response team and Emergency Coordinating Center.
3. Guard on duty to sound of the general alarm to call the attention of the Fire Brigade, Rescue and Evacuation Team and the First Aid Team.
4. Other occupant who see the fire or hear the shout of "fire or "sunog" to activate the fire alarm system.
5. Fire extinguisher handlers to suppress incipient fire using portable fire extinguisher.
6. Occupants to execute fire evacuation procedure.
7. Communication/dispatch unit to contact the Local Fire department to request for assistance.
8. Fire Brigade Team, Rescue and evacuation Team, First aid team to respond at once and proceed to the fire scene upon verification of the location of fire with the Emergency Coordinating center.
9. Fire brigade team will assemble at the scene of fire and will conduct firefighting operations. Rescue and evacuation team equip with fire suit and breathing apparatus will conduct rescue operation of trapped personnel upon advice from the fire brigade chief.
10. Medical/ First Aid team to give immediate emergency treatment to the injured victims and to call dispatch for transport.
11. Dispatch to call transport to assist and transport those seriously injured to the nearest hospital.

In the Event of a Chemical Spill

1. Alert ECC Chairperson of any chemical spill incident.
2. ECC Chairperson to notify Emergency Response, ERT on standby alert.
3. Conduct initial assessment, be aware of the reactivity, flammability and health hazards of chemical used.
4. Notify Chief of Chemical Spill Team and cordon off the area.
5. Chemical spill team to respond at once and proceed to the chemical spill scene upon verification of the location of chemical spill with the ECC.
6. Chemical spill team will assemble equipped with safety suits and spill kits such as bags and labels for disposal at the scene of chemical spill and will conduct cleaning, handling, processing, transport and disposal procedure.
7. PH paper should be used to test unknown liquids:
 RED – Acid
 BLUE – Caustic
 NO CHANGE – Neutral
8. Treat spills as hazardous until liquid is identified.
9. Be prepared for emergencies, alert Communication/ dispatch units for mobilization of Emergency Response Team.
10. To advise Chairperson of ECC of situation and to prepare and submit written report.

In Case of Bomb Threat

As soon as a bomb threat is received, the communication/dispatched officer should inform immediately the Safety/Security Officer who will in turn:

1. Inform Campus Admin. Officer and convene Central Safety Committee immediately and activate ECC, ERT on alert and standby status.
2. Campus Admin. Officer to order to immediately evacuate affected area.
3. Evacuation team leader of the department/college shall sound on the evacuation alarm and perform evacuation procedure.
4. Convene immediately the ERT,s and start searching the area with extreme caution. This bomb could be in a box, a dynamite stick, a hand grenade or bomb itself.
5. If sighting is made, do not touch, instead endeavor to sandbag the area to minimize its ill effect should it finally explode.
6. Communication/dispatch officer to contact immediately the PNP Ordinance Bomb Disposal Unit in your area.
7. Cordon off the area, do not allow anyone to return inside the facility until announced the area is clean.
8. Convene again the CSC before the ALL CLEAR signal is sounded.

The following basic search safety rules must be strictly observed in all searching operations.

1. Never use more searchers than absolutely necessary.
2. Use a maximum of two searchers per room or for an area of up to 250 square feet.
3. Use searchers in alternate rooms or areas.
4. Never assume that only one device has been planted, continue searching operations until the whole area is cleared.
5. Clearly mark and report areas searched and cleared.
6. Clearly mark and report areas found hazardous.

SAFETY AND SECURITY

EMERGENCY RESPONSE PROCEDURES

In Case of Earthquake (Manmade or Natural Earthquake) In

the Office: (During the earthquake)

1. Remain inside the building.
2. Seek immediate shelter under a heavy desk/table or brace yourself inside a door frame or against an inside wall.
3. Get at least 15 ft. away from windows.
4. Stay firm. If shaking causes the desk to move, be sure to move with it.
5. Resist the urge to panic. Organize your thoughts, mentally review the established psychological considerations for earthquake safety.
6. Don't be surprised if the electricity goes out, fire alarms begin to alarm.
7. Expect hear noise from broken glass, cracking walls and falling objects.

In a Gymnasium or Training Center:

1. Remain in your current location. Do not rush to the exits. The chaotic fleeing of large crowds diminishes the effectiveness of an evacuation procedure and frequently results in unnecessary injuries and deaths.
2. Seek cover under a bench or chair. If unavailable, crouch down and cover your head with your arms and protect against falling debris.
3. Keep away from overhead electric wires or anything that might fall.

Immediately After the Earthquake

1. Convene ECC and activate ERT.
2. Remain in the same position for several minutes after the earthquake in case of aftershocks.
3. Do not attempt to evacuate or leave your immediate area unless absolutely necessary or when instruction to do so by a proper authority.
4. Check for injuries and administer first aid. Recognize and assist coworkers or students from shock or emotional distress.
5. Implement evacuation plan. Establish a temporary shelter if rescue team are expected to be delayed.
6. Use stairway when instructed to exit the building.

In Case of Typhoon/ Flash Floods

1. Convene ECC in case of storm signal warning from PAGASA, MDCC.
2. Implement Disaster Risk Reduction Plan
3. Activate ERT on standby alert status.
4. Initiate Clearing operation, Search and Rescue operation after a storm
5. Evacuate residents to designated evacuation center
6. Initiate damage assessment to environment and property.

SOCIOCULTURAL AND ARTS DEVELOPMENT SERVICES

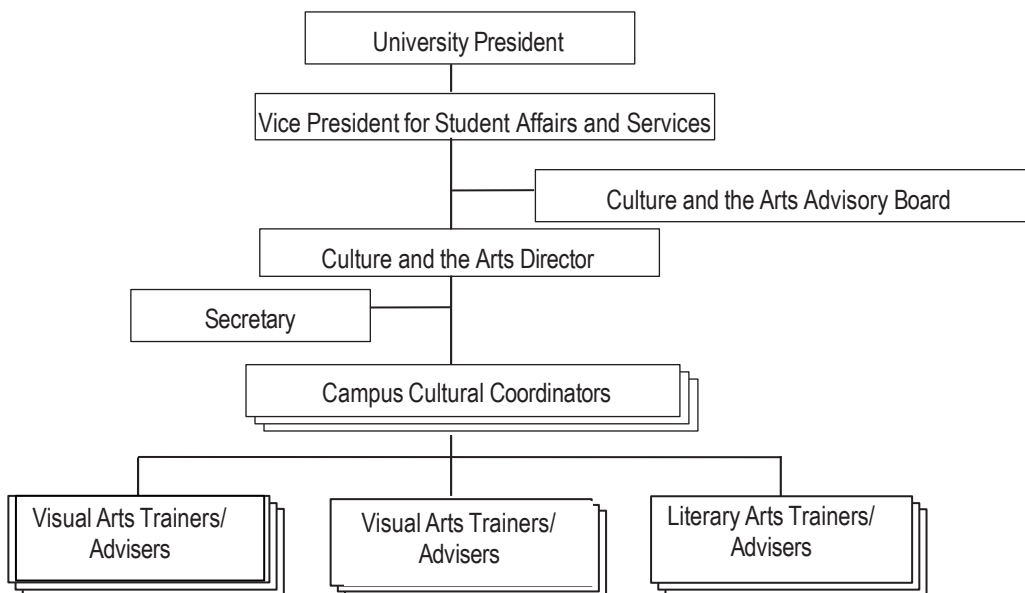
The Sociocultural and Arts Development Services primarily established to plan and conduct activities on culture and the arts activities designed to provide opportunities to develop and enhance talents, abilities, and values for appreciation, and to elevate cultural awareness among students, and whole academic community.

Specifically, the culture and arts shall be responsible in the:

1. Development and enhancement of artistic talents and abilities of students, faculty and staff;
2. Development of academic community that is highly appreciative and has deep respect for culture and the arts;
3. Promotion of cultural and artistic heritage;
4. Dissemination of cultural and artistic works; and
5. Preservation and integration of traditional culture and arts.

PERSONNEL OF THE SOCIOCULTURAL AND ARTS DEVELOPMENT SERVICES

The Office for Sociocultural and Arts Development Services is composed of the Director, Campus Cultural Coordinators, Trainers/Advisers for each cultural and arts group, and a Secretary (Figure 1). SADS0 is headed by the Director of Sociocultural and Arts Development Services. The Director is being supervised by the Vice President for Student Affairs and Services, who is under the University President. A Culture and the Arts Advisory Board serves as an advisory body to the SADS0. The Advisory Board provides guidance and counsel to the Director on issues that affect the SADS0's ability to carry out its functions as well as on current trends and future directions in culture and the arts.



SADSO SHALL PROVIDE THE FOLLOWING SERVICES YEAR-LONG:

1. Sociocultural and Arts Development Group. Through cultural and arts groups (CAG), SADSO provides artistic training to students, faculty and staff inclined in performing arts, visual arts, or literary arts.
 - ◆ Performing Arts – provides opportunities for artistic talent development and enhancement in performing arts, specifically in the fields of dance, music, and theatre (dance and music – existing services; theatre – to be offered).
 - ◆ Visual Arts – provides opportunities for artistic talent development and enhancement in visual arts e.g., painting, drawing, photography, ceramics (to be offered).
 - ◆ Literary Arts – provides opportunities for artistic talent development and enhancement in literary arts e.g., essay writing, storytelling, speech (to be offered).
2. Endorsement to Performing Arts Scholarship Grant. SADSO provides endorsement to qualified performing arts groups members for the availment of the Performing Arts Scholarship Grant of the University (existing service).
3. Performance Requests Grants. SADSO, through its CAG, provides performances during the activities of the University or its various units, and other requesting entities outside the University (existing service).
4. Dissemination of Culture and Arts-related Information. SADSO acts as the center of information in the University regarding events where the students, faculty and staff can enhance their knowledge and experiences of culture and the arts (existing service). Likewise, SADSO disseminates IEC materials regarding culture and the arts (to be offered).

SPORTS AND DEVELOPMENT PROGRAMS AND SERVICES

THE OFFICE SHALL PERFORM THE FOLLOWING FUNCTIONS:

1. Plan and implement sports programs for skilled students who wish to excel in sports and to experience actual athletic competition;
2. Plan, implement, and improve varsity programs for highly competitive athletes that will excel in athletic competitions bringing the name of the university;
3. Plan and implement sports and recreational programs for the university;
4. Provide technical assistance to other agencies and organizations in the promotion of sports and recreational programs;
5. Maintain athletic scholarship and support the varsity athletes to encourage sports excellence;
6. Improve coaches' and trainers' knowledge, technical expertise and competence through attendance in seminar-workshops, refresher courses and advanced trainings; and
7. Establish linkages in different sports associations such as Philippine Sports Commission, National Sports Association, other national and regional sports associations, and other sports associations from other colleges and universities in the region and the province.

THIS OFFICE OFFERS/CATERS THE FOLLOWING SERVICES:

1. Conduct annual Sports Olympics (Intramural Meet);
2. Facilitate team try-outs and recruitment for varsity program;
3. Offer athletic scholarship for varsity players;
4. Provide training equipment and upkeep of different facilities that the varsity teams as well as the WPU students and employees use;
5. Train and develop athletes through respective coaches/trainers; and
6. Facilitate the participation of the university in the annual STRASUC Olympics, national, regional and international competitions.

POLICIES ON THE USE OF SPORTS FACILITIES

1. WPU students and employees are given priority to use the sports facilities and equipment.
2. Non-WPU students and outsiders may also be allowed to use the facilities provided that they provide their own equipment and that they should give priority to students who will hold their P.E. classes and other approved activities in those facilities (i.e. basketball court, covered court, volleyball court) except if these outsiders have an official request to use the sports facilities duly approved by the University President.
3. Outsiders using the sports facilities who do not have an approved request should observe the schedule of use of sports facilities posted therein.
4. For security purposes and as austerity measure especially at night time, students will only be allowed to use the gymnasium during the following occasions/instances:
 - a. P.E. classes (with the supervision of the faculty);
 - b. student activity/student organization use (approved request is required)
 - c. University Olympics

POLICIES ON SELECTION OF PLAYERS TO COMPETE IN MAJOR COMPETITION

1. Varsity players are given priority to join major sports competitions such as STRASUC Olympics, National PASUC Olympics and PPPHEI Meet.
2. Non- varsity players may also be recruited to join provided that they are highly recommended by the coaches of their respective events.
3. Non-varsity players who have exceptional skills (particularly in individual events) will be given priority over the varsity players who have less exceptional skills.

POLICIES ON SELECTION OF EVENTS TO COMPETE IN MAJOR COMPETITIONS

The following events are given priority during annual STRASUC Olympics and other major sports tournaments because these are the events with varsity players:

- | | |
|--------------------|---------------------|
| Individual Events: | Team Events: |
| a. Athletics | a. Badminton |
| b. Arnis | b. Basketball |
| c. Boxing | c. Beach Volleyball |
| d. Swimming | d. Sepak Takraw |
| e. Taekwondo | e. Volleyball |
| | f. Football |

Note: The above-mentioned events may be removed from the list of events to compete in major sports competitions if they consistently perform poorly in these competitions particularly in STRASUC Olympics. In the same manner, other events may also be added to this list provided that the players of those events are skillful enough to compete in such competitions based on the assessment of the sports director and the coach of the said event and if budget warrants the addition of such events.

SPORTS AND DEVELOPMENT PROGRAMS AND SERVICES

POLICIES ON THE CONDUCT OF UNIVERSITY OLYMPICS

1. Students who are officially enrolled in any undergraduate program of the university may be allowed to play in the University Olympics. Graduate students are not allowed to participate.
2. All teams are required to submit their official list of athletes to the Registrar's Office for validation.
3. All players should accomplish their Athletes' waiver and secure medical certificate from the University Physician before they are allowed to play.
4. A player may only be allowed to carry the following athletic loads:
 - 1 major ballgame + relays
 - 2 minor events + relays
 - 4 individual events (athletics+ relays)
 - 1 combative event

POLICIES IN PARTICIPATION TO INVITATIONAL TOURNAMENTS

The following are the standard procedures to be followed in deciding whether or not to send varsity athletes to competitions, and/or invitational tournaments:

1. Upon receipt of a letter of invitation, the sports director consults the concerned coaches, decides whether to accept or not the said tournament. If accepted, the director plans and organizes the necessary logistics for the tournament games;
2. The schedule of the tournament should not be in conflict with the University's major examinations week (Midterm and Final Exams)
3. The coordinator and coach(es) determine the varsity athletes and under - trainees who will join the tournament based on the criteria set;
4. The budget allocated for the tournament must be within the approved sports budget by the University;
5. The director endorses the request to the VP for Student Affairs, VP for Academic Affairs, VP for Finance and the University President for final approval.

FOOD SERVICES

Western Philippines University Cafeteria is responsible for providing basic food services to students and WPU employees. The University encourage the None Academic Personnel (NAPO) and Multi-Campus Faculty Association (MCFA) to operate a canteen also as a venue of food services to students and WPU employees.

WPU Cafeteria is supervised by Project In-Charge who report directly to the Director of IGP/Auxiliary and coordinate closely with the Director for Institutional Student Program and Services.

The Cafeteria project In-Charge supervises several people who provide food services to the university.

CAFETERIA

1. Offers meals and snacks to WPU students, employees and guest daily from Monday to Friday and Saturday if needed.
2. Provides catering services to trainings and seminars as well as parties and reception. These are carried out in coordination with the person In-Charge of the Training Center and the gymnasium. Small group are accommodated in the Air-con Room of Cafeteria.
3. Rent out Canteen facilities (mono block chairs and tables) to interested persons for non-official activities.
4. Available Function Rooms at the University Cafeteria.
5. Dining Hall with seating capacity of 100 pax
6. Air-con Function Room with seating capacity of 30 pax

POLICIES AND GUIDELINES OF CAFETERIA RENTAL

1. University Organization of Faculty, Staff and Students who are willing to occupy stall inside the cafeteria must secure an approved letter to the WPU President.
2. There must be a notarized stall lease of contract signed by the WPU President as the lessor and the lessee, stipulating their responsibilities.
3. The lease of contract is renewable every semester, however the lessee must execute a letter of intent (LOI) to the President if they are still willing to renew after expiration of their lease contract.
4. The lessee must register the business name with the Department of Trade and Industry (DTI) and pay the necessary taxes, business permit and licenses before starting its operation.
5. The lessee is responsible for the payment of electricity and water bill.
6. The lessor will provide the building with plastic chairs and tables; however, the lessee will replace the items in case of damage and loss.
7. Maintain cleanliness and orderliness in their respective areas. The lessee will be the one to dispose their garbage.
8. The stall rental with a value of Php 300.00/m² as the floor price/stall per month. It shall be paid by the lessee to the University Cashier not later than every 5th of the month. And the photocopy of Official Receipt of payment will be submitted to WPU IGP/Auxiliary Director. One month advance and one month deposit will be imposed.
9. The lessee will provide their own cabinet, utensils, and other tools related to their operations.
10. Observance of dress code
Male: White T-shirt, long pants, rubber shoes and hairnet
Female: White T-shirt, long pants, rubber shoes/sandals and hair net

FACILITIES RENTAL (Approved by Admin Council last Aug. 19, 2013)

Tables / Chair rental and others

1. Chairs and Tables (set) P 80.00
(1 plastic mono block table @ P50.00 and 6 chairs @ P5.00 each)
1. Set cover at the training center (P20.00/piece)
2. Mattress and linens (P100/set)
3. Any damaged rented (chairs and tables, etc.) be replaced by the borrower.
4. A penalty will be charged for not returning on time.
5. A gate pass is issued before the equipment rented is taken out
6. Rental during school days is not allowed.
7. Activity of the WPU students and church is free of charge.

SOCIAL AND COMMUNITY INVOLVEMENT PROGRAMS AND SERVICES/NSTP

The NSTP of the University is basically concerned with development of the youth. It emphasizes the intensification of values, ideals related to civic consciousness particularly those that enhances their intellectual, moral, spiritual, and social well-being. It aims to inform, train, mobilize and serve youth as arm in helping the community in the pursuit of national development. It particularly deals with training, packaging, and disseminating information for the development of knowledge, skills and attitude needed as future leaders and good citizens, demonstration and application of technologies tools and materials generated by the University and in some selected institutions for livelihood and community improvement. (Sec. 2, para. 3, R.A. 9163)

Based on the concept, the NSTP of the University, prepares, coordinates, consolidates and operationalizes the NSTP program of the University and its campuses. It shall also recommend polices on NSTP for the attainment of its objectives and render better services to student youth and the community clients.

SERVICE COMPONENTS OF NSTP

Civic Welfare and Training Service (CWTS) Component refers to programs or activities contributory to the general welfare and the betterment of life for the members of the community and the enhancement of its facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation, and morals of the citizenry. (Sec. 3 para. d, R.A. 9163)

CWTS Dimensions

- ◆ Leadership and Moral of Citizenry
- ◆ Health
- ◆ Safety Services
- ◆ Environmental Services
- ◆ Education
- ◆ Entrepreneurship/Livelihood
- ◆ Recreation

Reserve Officers Training Corps (ROTC) is a program designed to provide military training to tertiary level students in order to motivate, train, organize and mobilize them for national preparedness. (Sec. 3, para. b, IRR - NSTP)

ROTC Dimensions

- ◆ Military Science 1. Which includes military indoctrination which human, combat training for the Individual Soldier, individual protective measures, basic Weapon Training, marksmanship training, drills and ceremonies. (ROTC POI)
- ◆ Military Science 2. Which includes general military operations, small Unit tactics, individual unit training, crew serve weapons, familiarization firing, educational tour, and drill ceremonies, (ROTC POI)

Literacy Training Service (LTS) is a program designed to train students to teachers of literacy and numeracy skills to school children, out - of - school youth and other segments of society in need of their services.

LTS Areas of Concern

- ◆ Basic Literacy shall include teaching of the 3 Rs, reading, writing and arithmetic;
- ◆ Functional Literacy shall include activities which involve analytical thinking, application concepts based on lessons that will raise the level of literacy. (Bureau of Alternative Learning System Manual, Department of Education, 2004)

POLICIES AND GUIDELINES

1. Before the conduct of Field Work/Community Immersion, students are required to secure a waiver/Parents' Consent form from the Office of Student Affairs and Services. Students are required to have their respective waivers notarized by a Notary Public.
2. Copy of duly notarized waivers should be submitted to the concerned NSTP Instructor.
3. NSTP students who failed to accomplish waiver will not be allowed to participate in community immersion.
4. Students are required to meet with their class facilitator/Instructor before they proceed to the area where field work will be conducted.
5. Students who have failed to meet with their class facilitator/Instructor during a community-based activity will not be allowed to follow to the area.
6. Students are required to submit their respective Field Work Reports at the end of Community Immersion/Field Work.

REPUBLIC ACT NO. 9418 (VOLUNTEER ACT OF 2007)

AN ACT INSTITUTIONALIZING A STRATEGY FOR RURAL DEVELOPMENT, STRENGTHENING VOLUNTEERISM AND FOR OTHER PURPOSES

It shall be the policy of the State to promote the participation of the various sectors of the Filipino society, and as necessary, international and foreign volunteer organizations in public and civic affairs, and adopt and strengthen the practice of volunteerism as a strategy in order to attain national development and international understanding. The inculcation of volunteerism as a way of life shall rekindle in every Filipino the time-honored tradition of bayanihan to foster social justice, solidarity and sustainable development.

WESTERN PHILIPPINES UNIVERSITY



WPU MAIN CAMPUS, ABORLAN, PALAWAN

WESTERN PHILIPPINES UNIVERSITY



WPU PPC CAMPUS, STA. MONICA, PUERTO PRINCESA CITY

WESTERN PHILIPPINES UNIVERSITY



WPU CULION CAMPUS, BALDAT, CULION, PALAWAN

WESTERN PHILIPPINES UNIVERSITY



WPU BUSUANGA CAMPUS, SALVACION, BUSUANGA, PALAWAN

WESTERN PHILIPPINES UNIVERSITY



WPU EL NIDO CAMPUS, VILLA LIBERTAD, EL NIDO, PALAWAN

WESTERN PHILIPPINES UNIVERSITY



WPU CANIQUE EXTENSION SCHOOL, TAYTAY PALAWAN

WESTERN PHILIPPINES UNIVERSITY



WPU QUEZON CAMPUS, POBLACION, QUEZON, PALAWAN

WESTERN PHILIPPINES UNIVERSITY



WPU RIO TUBA EXTENSION SCHOOL, RIO TUBA, BATARAZA, PALAWAN

STUDENT PROFILE

This Student Handbook belongs to:

Name: _____

Student No.: _____

Provincial Address: _____

Tel. No.: **Home:** _____

Mobile: _____

E-Mail: _____

College: _____

Program/Year/Section: _____

Parents/Guardian: _____

Father: _____

Mother: _____

Guardian: _____

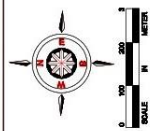
Address: _____

In case of accident or serious illness, please notify:

Name: _____

Contact No.: _____

Address: _____



ADMINISTRATIVE ZONE

- 1. ADMINISTRATIVE

ACADEMIC ZONE

- 2. MAIN LIBRARY
- 3. OFFICE OF STUDENTS AFFAIR
- 4. AGRICULTURAL SCIENCE
- 5. COLLEGE OF ENGINEERING & TECHNOLOGY
- 6. CAFETERIA & COLLEGE OF ECONOMICS & MNGT
- 7. COLLEGE OF TEACHER EDUCATION
- 8. ELEMENTARY
- 9. AGRICULTURAL SCIENCE HIGH SCHOOL
- 10. COLLEGE OF COMMUNITY DEVELOPMENT
- 11. COLLEGE OF FORESTRY & ENVIRONMENT SCIENCES
- 12. ELEMENTARY
- 13. SAKA BUILDING & FARMHOUSE
- 14. FOOD PROCESSING BLDG.
- 15. INTERNET

CIVIC ZONE

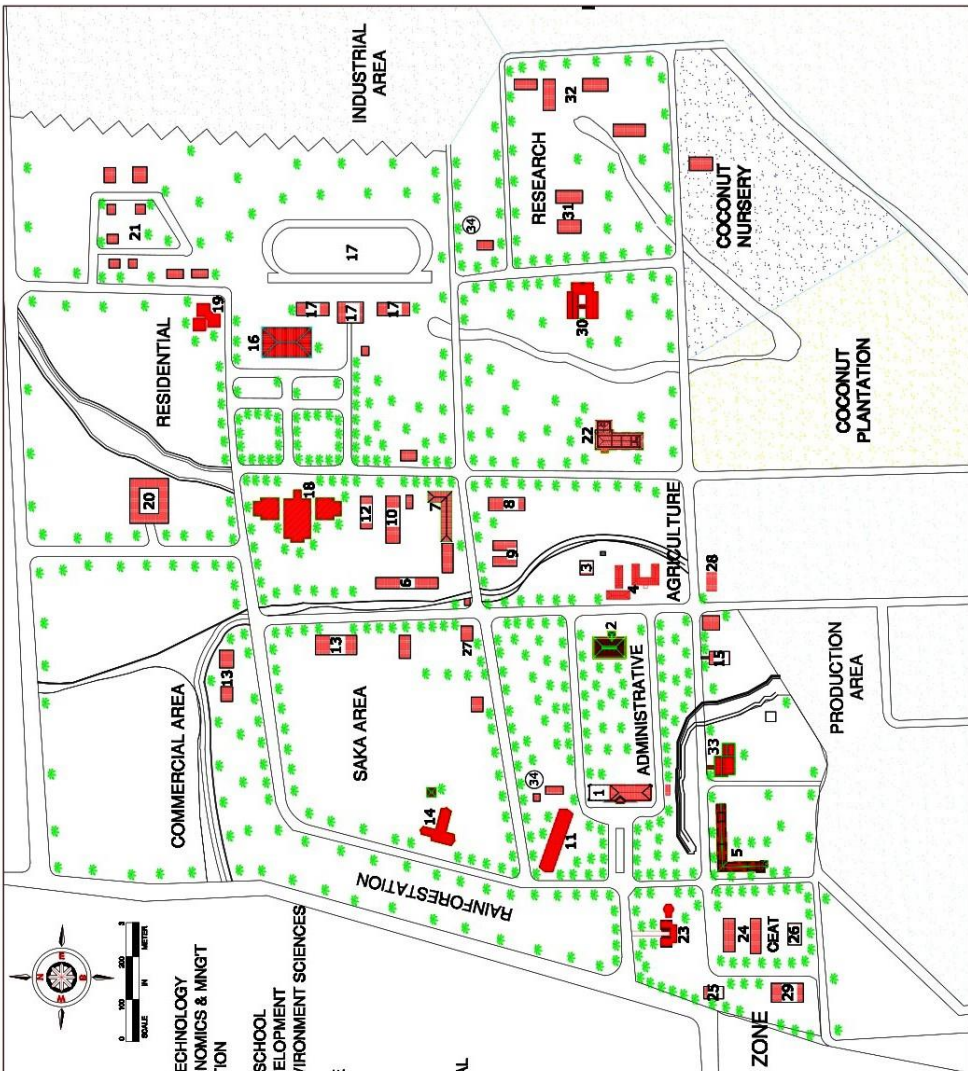
- 16. GYMNASIUM
- 17. GRANDSTAND & ATHLETIC OVAL
- 18. TRAINING CENTER
- 19. INFIRMARY

RESIDENTIAL ZONE

- 20. DORMITORY
- 21. STAFF & GUEST HOUSING
- 22. HOMETEL
- 23. PHYSICAL PLANT
- 24. MOTORPOOL
- 25. RADIO STATION
- 26. POWER HOUSE
- 27. PRESIDENTS COTTAGE
- 28. LADIES DORM

RESEARCH/PRODUCTION ZONE

- 29. POST HARVEST
- 30. RESEARCH LABORATORY
- 31. GREEN & SCREEN HOUSE
- 32. ANIMAL PENS
- 33. COCO OIL MILL
- 34. WATER TANK



The WPU Main Campus Development Plan
San Juan, Aborlan, Palawan

