



# STUDENT HANDBOOK

2018 - 2021



## Foreword

The regulations that appear on this Student Handbook apply to all undergraduate and graduate students who are enrolled in the different colleges of the University. Upon admission, they agree to abide by these regulations so as to maintain discipline, uphold the good order of the school, preserve the fair name of the University, and actualize its Misson-Vision Statement.

Aside from norms contained in this Student Handbook, bulletin board and website postings, special manuals for specific purposes, and published announcements are the ordinary channels by which the University administration informs the student body of official business. The students should consult these channels regularly.

The administrative authority of the University is vested on the President of the Institution. The continued attendance of any student at De La Salle University subjects him or her to this authority, conforming to the spirit of the on-going policies set by the academic community.

(A separate Student Handbook for the students under the College of Law is provided.)



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This is to acknowledge receipt of the  
De La Salle University  
(DLSU) Student Handbook  
for Academic Year 2018-2021

\_\_\_\_\_  
(Date)

I also understand that as a bonafide student of DLSU, I am responsible in reading and understanding all the information contained in the DLSU Student Handbook.

\_\_\_\_\_  
(Signature over Printed Complete Name)  
College/Degree Program/ID No. \_\_\_\_\_

Conforme:

\_\_\_\_\_  
(Signature over Printed Complete Name)  
Parents/Guardian

Note:

Please submit this Acknowledgement Form to the Student Discipline Formation Office (SDFO) of DLSU-Taft Campus or the Laguna campus during the enrollment period or during the Lasallian Personal Effectiveness Program (LPEP) Orientation.

Thank you.



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# ST. LA SALLE HALL

St. La Salle Hall is DLSU's heritage building. This historical landmark is an H-shaped four-storey neoclassical structure built from 1920 to 1924 to serve as the new campus of then De La Salle College to accommodate its increasing student population.

The senior high school classrooms as well as the Pearl of Great Price Chapel are located on the first floor. The second floor of the St La Salle Hall houses the Chapel of the Most Blessed Sacrament. The fourth level serves as residence of the De La Salle Brothers.





# MESSAGE FROM THE PRESIDENT

Dear Lasallians,

Welcome to De La Salle University. You are now members of a talented, passionate, and committed community of learners, who want to achieve their full potential as persons, as well as integrate in your selves the Lasallian core values of faith, zeal for service, and communion in mission.

You've come to the right place! DLSU is among the top 3% of higher education institutions worldwide, according to the 2019 Times Higher Education (THE) World University Rankings. We are the sole Philippine private university on the list. In addition, DLSU is the Philippines' top-ranked institution in its Engineering and Technology Subject Rankings. The Times Higher Education World University Rankings list the world's best research universities, requiring a minimum threshold of Scopus publications, combined with data on teaching, innovation, international outlook, and reputation.

DLSU is also included in the 2019 THE Emerging Economies University Rankings, again the only private school in the country to join the list. The emerging economies rankings cover institutions in countries classified by the Financial Times Stock Exchange. Moreover, the University placed 301+ in the THE Impact Rankings (the only Filipino higher education institution).

DLSU has also been conferred by the ASEAN University Network (AUN) the AUN Quality Mark at the Institutional Level, the first university in the ASEAN to earn the certification.

These milestones in addition to our new facilities in the Laguna Campus, chiefly the George S.K. Ty Advanced Instrumentation Building, the Richard L. Lee Technology Block, and the John Gokongwei, Jr. Innovation Center are indicative of DLSU's continued commitment to being a key resource towards the advancement of science and technology in the country and strengthening the research abilities and capabilities of our faculty.

Our commitment to serving as a resource to our country, and to society as a whole, extends to matters of the spiritual as well. With the groundbreaking of the Shrine of St. John Baptist de La Salle, which will house the major relic of our Founder, the Laguna Campus will become a key pilgrimage site for both teachers and the students.



Pathbreaking efforts towards research and innovation aside, the University has also been at the forefront of Outcomes-based Education and has already envisioned an education curriculum that goes beyond K-12. While our programs and course offerings are as diverse as the needs and interests of our students, what is common among them all is a system of pedagogy that is problems-based and research-oriented. All of these are aimed at preparing you, our students, for a world where emerging technologies and innovations in artificial intelligence, communications, and automation will affect, if not define, society. In short, we're preparing you to be lifelong learners.

While a great deal has been made in discussing the improvements and additions to our key facilities and the direction that the University is taking in shaping the programs and course offerings, Lasallian education has always placed a premium on being holistic. As students, you will find that there are many activities and groups that will cater to a diverse set of interests and passions. Campus life is seldom dull and there is an opportunity to be had in making new friendships, sharing what you know, and caring for others. Additionally, a Lasallian education is a Christian one, that is, solidly grounded in faith. DLSU offers venues and activities for you to explore and deepen your faith in God and your strengthen your ties with the Church, our faith community.

Let this handbook serve as your guide for conduct becoming of a Lasallian. May it also be a helpful resource in allowing you to flourish as Lasallian learners and companions. As you make your way through your school life, know that you are in a community that will nurture your unique talents and will also challenge you to be the best of who you are, for your self, your family and our people.

Animo La Salle!

**BR. RAYMUNDO B. SUPLIDO FSC**  
DE LA SALLE UNIVERSITY PRESIDENT







# DE LA SALLE PHILIPPINES

## PREAMBLE

De La Salle Philippines is a network of 16 Lasallian schools under the Lasallian East Asia District. It was established to facilitate collaboration in the Lasallian Mission and the promotion of the spirit of faith, zeal for service, and communion in mission. These are at the heart of the journey of our Founder, John Baptist de La Salle. Our schools pursue programs that are geared towards providing quality, transformative Christian education, especially for the most vulnerable children in society.

# ABOUT THE DLSP LOGO

## THE STAR.

The five-pointed star at the center of the DLSP logo is the Signum Fidei Star. It is a sign of faith and the symbol officially used by the Institute of Brothers of the Christian Schools (Fraternum Scholarum Christianarum or FSC), also known as De La Salle Brothers.

It has as its origin the Star of Bethlehem, which led the Magi (Wise Men of the East) to the birthplace of Christ. It represents the faith that has led countless Brothers and members of the Lasallian Family in more than 80 countries to pursue the Lasallian Mission.

## BROKEN CHEVRONS AND INDIVISA MANENT.



The house of De La Salle was first established in Urgel, an area of Catalonia, Spain, where the form of the family name was "Salla." The head of the family, Johan Salla, Warrior in Chief of Atphonus the Chaste, King of Oviedo, expelled the Moors from Urgel and reestablished the Episcopal See in 818. The broken legs he sustained during combat as he fought side by side with his king are the origin of the broken chevrons on the De La Salle's coat of arms.\*

In the 13th century, the La Salle family migrated to the Basque province in the south of France, and though their name became French, they retained "Salla!" as their battle cry. The ancient motto of the family is "Que sien toustem ligato amasse," which in Gascon dialect means "Let us all be united!" or "Let us all stick together!" The Reims branch of the family translated this motto into the Latin "Indivisa Manent," which is the present wording of the motto on the coat of arms, literally translated as "Permanently Indivisible." The Latin phrase is translated into the present tag line "One La Salle." The broken chevrons and the motto speak of the courage and commitment that the family of De La Salle wishes to convey in every generation and the importance of remaining undivided at different levels: the personal level, the family/organizational level, and the network Lasallian schools in the Philippines and the world.





## OUR FOUNDER

John Baptist de La Salle is credited as one of the founders of modern classroom-style education. As a priest living in 17th-century France, De La Salle was led by the spirit of God to become involved in the education of youth. Education became his vocation.

During his lifetime, he founded a religious order of men, the Brothers of the Christian Schools, who devoted themselves to teaching boys and young men. To assist the Brothers in this ministry, he developed the first real strategy for teaching, created a teacher's manual, wrote student textbooks, and opened a school to train teachers. He challenged the Brothers of his community to look upon everything with the eyes of faith, to see the person of Christ in their students, and to approach their ministry with great zeal for the evangelization of youth. By the time of his death in 1719, he had established numerous schools throughout France that followed his ideals. This success was later copied in Europe and in America.

John Baptist de La Salle was an educational innovator. He looked at the world and saw a need to educate all children, and responded to that calling. In De La Salle's day, education was reserved for the privileged; generally only those boys and young men whose families could afford private tutors studied at all. Relatively few of these men went on to university. All subjects were taught in Latin, greatly limiting the spread of education and texts. There were no programs to train teachers. The tutors of the day were well-educated men who performed this gentleman's occupation to earn a living.

De La Salle realized that this approach closed education to all but the very wealthy, perpetuating an entrenched upper class while cutting off opportunities for bright but poor children. He believed that the working class and poor had a right to quality education, so he directed his efforts to these youth. What was truly revolutionary was De La Salle's understanding that a tutorial approach to instruction would never be able to reach the masses—a new technique for instruction was needed. Thus, he developed the simultaneous approach to instruction, using monitors to educate small groups within a larger group. These groups were the first "classrooms," and this form of instruction remains the principal form of instruction worldwide some 300 years later.

De La Salle also understood the critical need for teacher training to ensure success in the classroom, as well as the benefit of teachers continuing their training throughout their careers. Before placing teachers in the classroom, De La Salle trained them and called the



teachers aside periodically to renew their instruction. He wrote a training manual for his teachers, *The Conduct of Christian Schools*, that included extraordinary insight to the task of the classroom instructor. The book outlined rules and techniques for class teaching, including regulations for maintaining discipline, steps for teaching reading, and even for student assessment and discipline.

## CONCERN FOR THE POOR AND VULNERABLE

John Baptist de La Salle had great love for the poor. He demonstrated this devotion by taking the poor teachers into his home to feed them, by giving away his patrimony, and by requiring the Brothers to teach the poor and working class. He held school on Sundays for those working-class youth who had to labor during the week. De La Salle even opened a school for “incorrigible delinquents.”

## HIS LEGACY

De La Salle and his Brothers succeeded in creating a network of quality schools throughout France that featured instruction in the vernacular, students grouped according to ability and achievement, integration of religious instruction with secular subjects, well-prepared teachers with a sense of vocation and mission, and the involvement of parents.

In 1900, John Baptist de La Salle was declared a saint. In 1950, because of his life and inspirational writings, he was made Patron Saint of Catholic Teachers.

His educational legacy has since continued to La Salle schools in over 80 countries. We see that the principles that guided his life remain relevant today. These same principles can be the driving force for all of us involved in the glorious ministry of Catholic education.

St. John Baptist de La Salle, Patron of Teachers, pray for us.



# DE LA SALLE UNIVERSITY

## PREAMBLE

De La Salle University is an internationally recognized Catholic university in the Philippines established by the Brothers of the Christian Schools in 1911. Inspired by the charism of St. John Baptist de La Salle, the University community, together and by association, provides quality human and Christian education by teaching minds, touching hearts, and transforming lives.

## VISION-MISSION

A leading learner-centered and research University bridging faith and scholarship, attuned to a sustainable Earth, and in the service of Church and society, especially the poor and marginalized.





## CORE VALUES

### FAITH

DLSU is committed to nurturing a community of distinguished and morally upright scholars that harmonizes faith and life with contemporary knowledge in order to generate and propagate new knowledge for human development and social transformation.

### SERVICE

DLSU is committed to being a resource for Church and nation and to being socially responsible in building a just, peaceful, stable, and progressive Filipino nation.

### COMMUNION

DLSU is committed to building a community of leaders, competent professionals, scholars, researchers, and entrepreneurs, who will participate actively in improving the quality of life in Philippine society within the perspective of Christian ideals and values.

# HENRY SY, SR. HALL

This hall was named in honor of its first donor, Henry Sy, Sr., whose generosity jumpstarted its construction in December 2010. The building's modern and open design was developed by the renowned architectural firm Leandro V. Locsin Partners.

Likened to a “habitable tree”, it mirrors DLSU's commitment to environmental responsibility and sustainability. It has pocket indoor gardens, outdoor reading areas, and wide-open spaces. It also boasts of a green roof, a rainwater collection system, and a water re-use system.

The hall features a central hub called the Learning Commons, which serves as the intellectual crossroads for university study. It houses the University Libraries and has spaces for both personal and collaborative engagements, meetings, exhibits, film viewings, and other university activities.



# GENERAL PROVISIONS

## SECTION 1: GENERAL DIRECTIVES

- 1.1 All students<sup>1</sup> are required to comply with the provisions of the Student Handbook. They should be familiar with its contents. Ignorance of any provision on the Student Handbook does not excuse any student from being sanctioned for non-compliance.

Subject to the duties and responsibilities corresponding to each right as well as the limitations provided for on the Student Handbook, and provided that the exercise of a right does not infringe the right of others, De La Salle University (DLSU or University) recognizes the rights of students under the DLSU Students' Charter<sup>2</sup>, more specifically the following:

- 1.1.1 The right to express concern on matters related to the quality of education they deserve;
- 1.1.2 The right to be represented in policy-making bodies in the University or in committees handling issues that concern students. Students are represented to the following councils and committees internal to the University.
  - 1.1.2.1 Aspiring Organizations Accreditation Committee (AOAC)
  - 1.1.2.2 Ad-Hoc Grievance Board
  - 1.1.2.3 Drug Testing Selection Board
  - 1.1.2.4 Canteen Inspection Committee
  - 1.1.2.5 Committee on National Issues and Concerns (CONIC)

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1 Students refer to all those enrolled in all DLSU courses and programs whether undergraduate, graduate, and College of Law.

2 Refer to Appendix I for the DLSU Students' Charter



- 1.1.2.6 College Council
- 1.1.2.7 Enrollment Council
- 1.1.2.8 University Honors and Awards Council (UHAC)
- 1.1.2.9 Housing Committee
- 1.1.2.10 Lasallian Core Curriculum Committee
- 1.1.2.11 Multi-Sectoral Committee on Student Fees
- 1.1.2.12 Student Fees Revision Committee
- 1.1.2.13 Student Discipline Formation Board
- 1.1.2.14 University Panel for Case Conference
- 1.1.2.15 Student Discipline Formation Office Management Committee
- 1.1.2.16 Student Handbook Revision Committee
- 1.1.2.17 Task Force Safe School Committee
- 1.1.2.18 University Library Council
- 1.1.2.19 University Vision Mission Week Executive Committee

- 1.1.3 The right to organize among themselves;
- 1.1.4 The right to express one's self provided it is exercised in accordance with the University's social norms; and

- 1.1.5 The right to due process of law; and
  - 1.1.5.1 The right of students to be free from discrimination on the basis of sex, sexual orientation, gender identity, gender expression, race, color, religion, age, physical disability, and mental illness.

- 1.2 The University respects the right of students to be free from any form of discrimination. Every student, no matter who he or she is, enjoy the same rights and should have equal


access to them.

- 1.3 All students should respect Catholic and other religious practices and beliefs in campus, such as praying before and after class. The Angelus, a Catholic devotion recited daily at 12 noon and 5:45 p.m., should also be properly observed by Catholics and respected by non-Catholics. Everyone should cease the performance of activities for a moment of silent reflection during the recitation of the Angelus.
- 1.4 All students should always give reverence and respect to the Philippine National Flag by participating in the singing of the Philippine National Anthem.<sup>3</sup>
- 1.5 The University recognizes the hazards of smoking to health and declares the University premises, as defined on Sec. 5.5.3 (University Jurisdiction), a non-smoking area.
- 1.6 Students should be polite and courteous towards all persons within the University premises and at all times.
- 1.7 Upon enrollment, students are issued original identification cards (ID) with computer-registered student numbers. Students are required to scan their ID upon entry and visibly wear it while inside the campus or any of its satellite premises. The ID is valid as long as the student is enrolled at the University and must present the same when asked by the University personnel and authorities, but it cannot be confiscated. Students who lose or misplace their ID may secure campus pass following the process stated in the implementing guidelines on ID policy.<sup>4</sup>
- 1.8 Students are liable for false information on their ID, registration forms, and other school documents. Students who have transferred residence or have changed their civil status should inform the Office of the University Registrar through the Request for Change of Information Form (OUR Form No. R-50) available at the Front Desk. Any written

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3 As stipulated in Republic Act No. 8491 otherwise known as Flag and Heraldic Code of the Philippines

4 Please refer to Appendix V for the guidelines on the implementation of the ID Policy.



communication sent to the last recorded address of students should be considered delivered even if returned.

- 1.9 Students are responsible for the submission and completion of required documents and forms by the concerned offices. Non-compliance or non-submission of documents and forms would constrain the offices to regulate the students ID or place his/her clearance or enrolment status on hold. Similarly, International Students are mandated by Philippine Immigration Laws to comply with required visa for study.
- 1.10 The University regards its students as responsible individuals from the time they are admitted. Consequently, it is the responsibility of students to keep their parents or guardians informed or updated on their academic standing, the status of their attendance and the status of their discipline record, including the consequences of their failures, absences, and discipline infractions. Notices regarding these matters are sent by the University only by way of courtesy and do not relieve the students of their responsibility. Ignorance on the part of the parent or guardian of the academic standing or discipline record of the student may not be imputed to the University.
- 1.11 As a general rule, unless there is an announcement to the contrary, classes will proceed as usual.
- 1.12 Classes are automatically suspended, without need for any announcement from the University, under the following conditions:
  - 1.12.1 All levels (Pre-School to Doctoral)
    - 1.12.1.1 During regular holidays or when declared as a special non-working holiday by the Office of the President of the Philippines or, in the case of local holidays, by the local government of the Province/ City/ Municipality having political jurisdiction over the campus.
    - 1.12.1.2 When specifically declared as “all levels” and for private schools by national government agencies, such as the Office of the President or the National Disaster Risk Reduction and



Management Council (NDRRMC); or

1.12.1.3 When specifically declared as “all levels” and for private schools by the local government for classes held in campuses covered by its jurisdiction; or

1.12.1.4 When Typhoon Signal No. 3 or above is raised.

1.12.2 College, master’s and doctoral levels

1.12.2.1 When declared by the Commission on Higher Education (CHED) for private schools.

1.13 The President and Chancellor makes the decision for the suspension of classes under the following conditions:

1.13.1 In cases when the decision on the suspension of classes, for whatever reason, is left by the government to the discretion of the school;

1.13.2 In all other cases when the school, on its own, intends to suspend classes.

1.13.3 In cases when an announcement of suspension of classes by the government is made, when classes for the day have already begun, the President and Chancellor shall, only for purposes of standardizing the cut-off time for the suspension of classes, determine the time of the suspension.

1.14 When left to the University, the decision to suspend classes takes into account many factors, such as safety of the members of the Lasallian community, academic calendar, government regulations on class contact hours, and many others. The University shall exert all efforts to decide on suspension of classes at the earliest practicable time.

1.15 The decision of the President and Chancellor will be communicated to the Office of the Vice Chancellor for Administration for dissemination. The official announcement of the suspension of classes will be made through the following official Facebook/ Twitter accounts.



## De La Salle University

<http://www.facebook.com/DLSU.Manila.100>

<http://twitter.com/DLSUManila>

additional mode to communicate via the official DLSU website, <http://www.dlsu.edu.ph> and to be determined by ITS, managed by the Security Office

## De La Salle University- Admin

<http://www.facebook.com/dlsu.administration>

[http://twitter.com/dlsu\\_adm1n](http://twitter.com/dlsu_adm1n)

## De La Salle University- Laguna Campus

<http://www.facebook.com/DLSUScienceTechnologyComplex>

## De La Salle University- IS

<http://www.facebook.com/DLSUIntegratedSchool>

- 1.16 The DLSU campuses open and close on the following times:

|               |  |
|---------------|--|
| Manila Campus | 6:00 a.m. to 10:00 p.m. (Monday to Saturday) |
| Laguna Campus | 6:00 a.m. to 9:00 p.m. (Monday to Saturday)  |
| Rufino Campus | 6:00 a.m. to 10:00 p.m. (Monday to Saturday) |

Only those with SPCA will be allowed to enter earlier than and stay beyond these hours.

- 1.17 Campus access status, to be declared by the Chancellor or the Vice Chancellor for Administration, may be classified as follows:

1.17.1 Open

1.17.1.1 When this campus access status is in effect, the campus maintains normal operating hours — 6:00am to 10:00pm — and activities.

1.17.2 Restricted

1.17.2.1 When this campus access status is in effect, all scheduled activities for the day within the campus are cancelled and the entry to and

the stay in campus is limited to those covered by a valid Special Permit for Campus Access approved and issued AFTER the declaration of the campus access status. Those approved and issued BEFORE the declaration of the campus access status are deemed cancelled.

- 1.17.2.2 Campus access may be given to individuals if the transit, stay, and the planned activities do not pose any threat to the safety of the participants, including those who will provide support services.
- 1.17.2.3 The campus is on restricted campus access status automatically from 10:00 p.m. to 6:00 a.m. the following day, Mondays to Saturdays, and on Sundays and holidays.
- 1.17.2.4 When office work is suspended before classes for the day being, personnel will still be allowed to enter the campus until 9:30 a.m. to allow them to secure important materials from their offices. However, all personnel must exit by 10:00 a.m. Entry and exit during this period will be logged and strictly monitored. Only personnel authorized to stay inside the campus will be allowed to do so.

### 1.17.3 Shelter-in-Place

- 1.17.3.1 This campus access status may be declared only when classes have begun for the day.
- 1.17.3.2 During suspension of class and office work, one (1) hour after the suspension. However, when this campus access status is in effect, those waiting to be fetched or for weather conditions to improve may stay in areas designated by authorities. The following specific areas are automatically designated as such:



### **Manila Campus**

- The covered walk from Gate 2 (North Gate) to Gate 3 (Velasco)
- The waiting areas of Gate 1 (South Gate)
- The front entrances of the Br. Andrew Gonzalez Hall
- The front entrances of the Gokongwei Hall

### **Laguna Campus**

- The East Canopy and East entrance of the Milagros Del Rosario Building
- The front entrances of LC 1 and LC 2 buildings

### **Rufino Campus**

- The front entrance of the DLSU Rufino Building

1.17.3.3 During situations when students and personnel are stranded in campus, the University shall designate controlled holding areas for overnight stay and provide necessities.


1.17.3.4 While the status is in effect, loitering inside the campus and/or staying inside the office or work area are strictly prohibited.

#### 1.17.4 Closed (Extremely Restricted)

When this campus access status is in effect, the campus shall strictly be off-limits to all members of the Lasallian community. The declaration of this status means that transit, stay, and activities inside the campus present clear threats to safety of the community. Special Permits for Campus Access approved and issued prior to this status taking effect are deemed revoked. Access is given exclusively to

individuals who are required to perform tasks critical to the operations or resumption of the operations.

- 1.17.5 The restrictions on campus access do not apply to the following:
  - 1.17.5.1 The President
  - 1.17.5.2 The Chancellor
  - 1.17.5.3 Vice Presidents and Vice Chancellors
  - 1.17.5.4 Associate Vice Presidents and Associate Vice Chancellors
  - 1.17.5.5 University Fellows
  - 1.17.5.6 Deans and Associate Deans
  - 1.17.5.7 Principal and Associate Principals
  - 1.17.5.8 Director, Office of Personnel Management
  - 1.17.5.9 Director, University Safety Office
  - 1.17.5.10 Director, Security Office
  - 1.17.5.11 La Salle Brothers, their special guest(s), and others who reside at the Brothers Community
  - 1.17.5.12 Technical workers from utility companies
  - 1.17.5.13 Contracted workers scheduled to work on campus
- 1.17.6 The Special Permit for Campus Access (SPCA) is granted by the Office of the Vice Chancellor for Administration, through the Security Office or, in the case of the Laguna Campus, through the Office of the Vice Chancellor for DLSU Laguna Campus. The SPCA guidelines on processing including the form is available online.
- 1.18 The provisions on suspension and campus access are detailed in the University Guidelines on Suspension of



Classes and Office Work and Restriction in Campus Access. Any change in the approved guidelines will be posted via official channels of communication.

- 1.19 The University acknowledges the right of the students to equal access to available campus space. Benches and tables in campus meant for students shall be accessible to all who wish to use them on a principle of right by physical presence. It is understood that students will occupy only the space they need.
- 1.20 The University values the health and well-being of the members of the academic community.
  - 1.20.1 Undergraduate and graduate students are required to undergo the scheduled entrance and annual health examination conducted by the Health Services Office (HSO).
  - 1.20.2 Undergraduate and graduate students who are diagnosed to have communicable diseases and/or those who are unable to report to class because of a prolonged illness are required to seek clearance from the HSO before returning to the University.
  - 1.20.3 All students are required to undergo drug testing as part of the health and wellness of Lasallian students. The guidelines pertaining to the implementation of the drug testing is in accordance with the government-mandated laws.<sup>5</sup>
- 1.21 The University does not sanction student membership in non-DLSU accredited organizations.

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5 See Appendix M for the Guidelines in the implementation of LFA Drug Testing Program, including relevant government laws on drug testing (DDB Board Regulation No. 3 Series of 2009 and CHED Memorandum Order (CMO) No. 64, Series of 2017).

## SECTION 2: STUDENT CLASSIFICATION

- 2.1 Undergraduate students enrolled in the University are classified by year level in the curriculum and according to degree program as follows:

| Year Level | Designation |
|------------|-------------|
| Freshman   | 1 of Fr     |
| Sophomore  | 2 or So     |
| Junior     | 3 or Jr     |
| Senior     | 4 or Sr     |
| Terminal   | 5 or Tr     |

- 2.2 Graduate students admitted to the University are classified as follows:

2.2.1 Regular:

When the student has met all the admission requirements of the program;

2.2.2 Probationary:

When the student needs to fulfill certain requirements or pre-requisites of the program.

2.2.3 Conditional:


When the student lacks certain documents, as indicated on the Notice of Graduate Studies Admission. Non-fulfillment of the conditions within thirty (30) working days from admission shall result to the automatic cancellation of enrollment without any refund.

- 2.3 Colleges and Departments<sup>6</sup>

**Ramon V. Del Rosario College of Business (RVRCOB)**

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6 Based on 2012 Description of Colleges in [www.dlsu.edu.ph](http://www.dlsu.edu.ph)



The Ramon V. del Rosario College of Business (RVR-COB) is committed to the continuous pursuit of excellence in business education responsive to the needs of national development.

- Accountancy
- Commercial Law
- Decision Sciences & Innovation
- Financial Management
- Marketing and Advertising
- Management and Organization

### **School of Economics (SOE)**

The DLSU School of Economics (SOE) has stood for more than 50 years doing innovative and committed teaching, rigorous research, and steadfast engagement with the public and private sector. It pioneered many practices now considered standard within the profession: the emphasis on mathematical and econometric training for undergraduates, early exposure to evidence-based research and the publication of new knowledge, the development of a scientific discourse in Filipino, problem-based learning, and investment in new economic methodologies.

- Economics

### **College of Computer Studies (CCS)**

The College of Computer Studies (CCS) is committed to its three-pronged vision of continually sharing knowledge and expertise through teaching, engaging in Computer Science research and Information Technology product development, and rendering service to communities in need.

CCS upholds the tradition of excellence embodied by the Lasallian education. Through its intensive undergraduate programs that emphasize actual implementation of theories and of project-oriented and real world environment, the College develops experts in computer science, computer engineering, and information technology, equipping



its students to become tomorrow's leaders in industry, academe, and government.

- Computer Technology
- Information Technology
- Software Technology

### **Gokongwei College of Engineering (GCOE)**


The Gokongwei College of Engineering (GCOE) is a model institution of research, as it supports research projects that respond to the needs of both industrialized and the rural regions in the country. It has earned recognition from reputable organizations for research conducted by faculty and students which have significantly contributed to national development.

The Gokongwei College of Engineering is known for its relevant and progressive curriculum; a faculty roster of top caliber academics and industry practitioners; and modern laboratories and state-of-the-art equipment in the formation of highly competent, morally-grounded, and service-oriented engineering professionals.

- Chemical Engineering
- Civil Engineering
- Electronics and Communications Engineering
- Industrial Engineering
- Manufacturing Engineering and Management
- Mechanical Engineering

### **College of Liberal Arts (CLA)**

The College of Liberal Arts provides the student with a liberal education background in the humanities and social sciences. It also develops the student's competence in any of the specific academic fields of study he or she chooses to pursue. The sense of national identity and Christian orientation which the College instills is the essence of



a Lasallian education. A Lasallian liberal arts education distinctly places priority on the integrative development and cultivation of the human potential.

- Behavioral Sciences
- Communication
- Literature
- Filipino
- History
- International Studies
- Philosophy
- Political Science
- Psychology
- Theology and Religious Education

### **College of Science (COS)**

The thrust of the College of Science is to develop an academic community of whole persons who are intellectually, socially, spiritually responsive to the needs of nation and of the Filipinos, using the instrument of science. These values are manifested in the different science disciplines through its various programs and services. The role of Laguna Campus, is emphasized in the curricular offerings with research and development as a necessary input.

- Biology
- Chemistry
- Mathematics and Statistics
- Physics

### **Br. Andrew Gonzales College of Education (BAGCED)**

Education is the development of the total person who is imbued with Christian values, active in the pursuit of academic excellence, committed to effecting social

changes, and dedicated to the search for new knowledge. Guided by this philosophy, the Br. Andrew Gonzalez College of Education (BAGCED) envisions itself as a center of excellence in the development of educational leaders, researchers, counselors and professionals in the Asia-Pacific region. This will be achieved by providing excellent Lasallian education that is holistic, interdisciplinary, innovative, and culture-sensitive.

The Br. Andrew Gonzalez College of Education aims to implement training and development programs responsive to the educational and professional needs of administrators, faculty, and students and to contribute significant research for policy formulation, knowledge expansion, and attitude and value formation.

- Counseling and Educational Psychology
- English and Applied Linguistics
- Educational Leadership and Management
- Physical Education
- Science Education

### **College of Law (COL)**


The College of Law (COL) of De La Salle University aims to contribute to the development of future leaders in the legal profession with the establishment of the College of Law. The DLSU Juris Doctor (JD) program offers a multi-disciplinary approach to learning, developing in law students the research and communication competence to practice the profession. An outstanding corps of faculty will provide hands-on mentoring throughout the program, to fully prepare the small but select group of students for the Bar exams.

## 2.4 Administrators in the Colleges, Schools, and Departments<sup>7</sup>

### 2.4.1 Dean

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7 As provided in the Administration Manual of 2016



As the Chief Executive Officer of the college/school, the Academic Dean provides overall leadership and general supervision.

#### 2.4.2 Associate Dean

The Associate Dean handles all student-related matters (students' concerns, academic advising, students' programs, students' professional organizations, student complains/ grievances, etc.) in the college or school and performs other administrative functions that are assigned by the Dean.

#### 2.4.3 Assistant Deans

2.4.3.1 External Affairs and Lasallian Mission

2.4.3.2 Research and Advanced Studies

#### 2.4.4 Department Chair

The Chair works in close collaboration with the Dean in matters pertaining to the strategic direction, management, and coordination of the academic programs, research, and community engagement activities in line with the College and department's vision-mission.

#### 2.4.5 Department Vice-Chair

The Vice Chair assists the Department Chair in matters pertaining to course loading and offerings as well as student concerns, welfare, and activities under the department.

#### 2.4.6 Graduate Program Coordinator

2.5 Students who would like to shift to another program within the same or a different college may apply for shifting only after two (2) completed terms in the current program. The process for shifting after two (2) completed terms begins on the first day of the third term. The schedule and procedures for shifting are available through the bulletin board and internet postings of the Office of the University Registrar.

For students taking a double degree program, dropping one degree for the intent of pursuing a single degree program shall no longer take a shifting exam.

## **SECTION 3: COMMUNICATION**

- 3.1 All official business with any office, unit or department of the University, or with any administrative personnel, should be transacted in writing following the standard letter format. The student should provide two (2) copies: one copy for the office concerned and the other one noted by the recipient for the student as a receiving copy. Oral arrangements or agreements should be supported afterwards by a written document.
- 3.2 All letters, requests and the like should be deposited to the Mailing Unit for routing or sent directly to the person addressed. The Mailing Unit is found at the South Wing of St. La Salle Hall. Communications from students should be preferably encoded.
- 3.3 All communications should be signed and indicate student's name and ID number. For emailed communications, students are strongly encouraged to use their official My.LaSalle account.
- 3.4 Under special circumstances, academic-related and discipline-related information regarding students enrolled at the University may only be obtained from the Office of the University Registrar (OUR) and the Student Discipline Formation Office (SDFO), respectively.
- 3.5 Any person who transacts business with OUR, the Finance and Accounting Office, SDFO, and the Dean's Office, for and on behalf of a student, should present a letter of authorization. The office concerned may require notarization of such document.



## SECTION 4: SOCIAL NORMS

All members of the University community are expected to observe the values of politeness, etiquette, and courtesy in dealing with the other members and guests on campus at all times. They are expected to show respect to persons with exceptionalities and for difference in religion, race, sexual orientation and gender identity, and political beliefs.

Upon admission to the University, a student is regarded as a mature individual with all the rights and responsibilities of a citizen to foster an environment that is conducive for academic, social, and moral development. All these contribute to the goal of achieving a Lasallian education and upholding Lasallian values for the common good within and outside the University. With this, certain forms of conduct and demeanor should be observed as follows:

- 4.1 The University recognizes the right of students to come to school dressed according to their individual taste. However, they are encouraged to use attires that would consider the educational character of the University and the sensibility of other members of the academic community. Dressing appropriately is a virtue that the University would like to cultivate among students; thus, the University reserves the right to call the attention of students who dress inappropriately<sup>8</sup>, with objective consideration to what is allowed based on the written dress code policy.
- 4.2 Students should follow the standard classroom policies and procedures.
  - 4.2.1 Prescribed attire that may be required by faculty members in their classes or during specific activities/ sessions.
  - 4.2.2 Appropriate and proper use of electronic devices as defined by faculty to support instruction (e.g., cellular phones and other communication devices, laptops, etc.) should be observed to promote a classroom environment that is conducive for learning.

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8 See Appendix V: Implementing Guidelines for Discipline-Related Policies.

- 4.2.3 Use of instructional equipment and materials in classrooms for academic and related purposes, following the guidelines on venue and equipment reservation<sup>9</sup>.
- 4.2.4 Proper care and responsible use of all classroom equipment, furniture, and other gadgets of the University.
- 4.3 Faculty members are also allowed to set additional policies and procedures provided that these are reasonable and mutually agreed upon by the faculty and students. Any student who violates these policies and procedures may be asked to report immediately to the SDFO for investigation. The student must obtain a Re-admission Slip, without which the respondent may neither be re-admitted to class, allowed to take his/her examination, nor enroll. The student shall be marked “absent” for every session missed from the date he or she is sent out until the time of re-admission. The SDFO shall inform the complainant of actions taken on the case.
- 4.4 Students should observe proper decorum and attire during academic and non-academic events held on and off-campus. Specific guidelines on proper decorum in theater should also be followed<sup>10</sup>.
- 4.5 Noisy and disruptive behaviors, which distract ongoing classes and activities like the Angelus, are not to be tolerated. In addition, everyone is expected to remain where they are during the recitation of the Angelus, regardless of his/her religious affiliation.
- 4.6 Students are encouraged to observe elevator courtesy.
- 4.7 Specific rules and markings are posted in classrooms, university libraries, canteens, restrooms, and in other facilities under the University’s jurisdiction and should be strictly observed. Further, the areas identified as restricted and are identified for specific groups (such as restrooms and

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9 <https://my.dlsu.edu.ph/rrs/Docs/ReservationAndRoomAndFacilitiesUseGuidelines.pdf>

10 See Appendix V: Implementing Guidelines for Discipline-Related Policies.



faculty areas) must be respected and followed.

- 4.8 The University encourages healthy interaction among students. However, acts or gestures that tend to offend the sensibilities of other members of the community, including public display of physical intimacy, are not tolerated. In line with this, they should comply with the implementing guidelines set by the University Student Government (USG), Graduate Student Council (GSC), and the SDFO.
- 4.9 The University encourages students to use campus facilities for business meetings, social, cultural, and recreational activities. However, the University reserves the right to deny the use of such facilities to those who do not abide by the University regulations.
- 4.10 Students who invite guests from outside the campus (e.g., lecturers, speakers, and seminar participants) are requested to submit a Special Permit for Campus Access (SPCA) to the Security Office, indicating the names of the campus visitors, the purpose of their visit, and the expected time of their arrival.
- 4.11 The University recognizes the importance of support for students' wellness. Any student deemed to be dealing with mental health issues may be assisted by the Office of Counseling and Career Services (OCCS).

The Associate Dean of the student concerned shall convene a committee, whose members include the Director of OCCS and the Director of the Health Services Office. The Committee shall evaluate and recommend measures on how to help the student. The Committee shall make a decision on whether to allow the student to enroll or to go on leave. The committee's decision is final and executory.

- 4.12 Participation of students in any external academic or non-academic activity (e.g., contest, play, band, orchestra, choir, conference, association, society, or group) as official representatives of the University or any of its recognized student organizations or groups, should be approved by the College Associate Dean (for academic activities) or the Dean of Student Affairs (for non-academic activities). An office may endorse approval of other external participation



of students. However, participation in activities as individuals and not as representatives of the University is not included in this reservation.

4.13 Students may release notices of University or student activities to the press, or similar channels of public communication, only after securing clearance from the Office for Strategic Communications (Strat Com) through the Dean of Student Affairs (DSA).

4.14 Activities that inflict physical or psychological harm or demean the dignity of an individual (e.g., hazing, initiation, etc.) are not allowed. The University is, however, not responsible for the actions of students who on their own, without regard of the existing law, and despite awareness of possible grave punitive sanctions, will engage in such activities, either actively or passively.

4.15 Policy Statement on Academic Honesty

As a Catholic University that prepares its students to become professionals and be the resource for Church and nation, De La Salle University puts premium on academic honesty. A student's academic requirement, such as assignments, term papers, computer programs/ projects, and thesis papers, should be his/her own work. He/she must distinguish between his/her own ideas and those of other authors. The student must cite references, direct quotes, and other sources (including data obtained from tables, illustrations, figures, pictures, images, and video) following the prescribed format of the discipline.

Should a student intend to submit a similar previous work for credit, in different courses, written permission must first be obtained from the faculty members concerned. In addition, for works where he/she is only one of the authors, the following must be observed:

4.15.1 Provide a disclaimer stating that the work is not entirely his/hers;

4.15.2 The work cannot be published without the written consent of the group of authors;



- 4.15.3 If the work is separable (i.e., parts are clearly attributed to the individual authors), the student may use and must cite his/her own part only; otherwise, the student must seek the written consent of the group of authors.
- 4.15.4 Computer codes obtained from open source reference may be copied freely, but the source should be cited, provided further that the faculty member allows the use of open source reference in the course.
- 4.16 The University recognizes the value of genuine concern for the environment. Students are encouraged to observe practices that put this value into action.
- 4.17 Faculty members, administrators, or staff members, in their obligation to exercise judgement as special parents, may call the attention of students whose behavior and actions do not uphold the provisions on this Handbook.

## **SECTION 5: LASALLIAN COMMUNITY STANDARDS**

The character formation and imbibing Lasallian values are the ultimate objectives having rules and responsibilities, proper decorum and social norms, in and outside the University. These define the Lasallian community standards that play significant role in providing Lasallian students a holistic educational experience.

In line with this, the students are also expected to exercise their rights as they fulfill their obligations and responsibilities in and outside the campus. This is a response to their duty not only as students but also as citizens. To fulfill these goals, Lasallian students need to know University discipline structures, policies, rules and regulations as well as procedures and practices. This section intends to meet this need.

- 5.1 Role of the Student Discipline Formation Office
  - 5.1.1 Generally, the Student Discipline Formation Office

(SDFO) promotes and supervises student discipline by implementing the provisions on this Handbook, primarily within University premises as defined on this section and also during University-supervised activities held outside its premises. It focuses on corrective measures for student misbehavior and preventive discipline approaches including discipline orientation and learning sessions and formative interventions.

5.1.2 The specific functions of the SDFO are to:

- Promote student discipline formation, ensure and maintain proper student's decorum, and instill the value of responsibility and vigilance to students;
- Protect the students and promote peace and order in the campus through discipline education;
- Enforce the pertinent provisions of the Student Handbook;
- Manage the lost and found items of the Lasallian community;
- Support and perform the administrative functions of the Student Discipline Formation Board (SDFB) and the University Panel for Case Conference (UPCC);
- Attend to application to student discipline clearances; and
- Network with other offices and units of the University on student discipline and decorum.

5.1.3 There are three (3) sections under SDFO:

5.1.3.1 Discipline Enforcement Section (DES) - this section enforces the pertinent provisions of Sections 1, 4, and 5 of the Student Handbook on general directives, University norms, and student discipline formation.

5.1.3.2 Discipline Education, Advocacy & Programs Section (DEAPS) - this section carries out the SDFO's policy education, student advocacies



and formation programs.

5.1.3.3 Lost and Found and Clearance Section (LFCS) – this section ensures the proper implementation of University policies, rules, and regulations related to lost and found items on campus, issuance of student clearances, monitoring of the use of lockers in the campus, and renders administrative support to SDFB and UPCC for case hearing.

5.1.4 The SDFO Management Committee is the body concerned with implementing discipline-related policy affecting the students. The committee is composed of the Director of SDFO (who acts as the Chair), SDFO Coordinator, SDFO Section Heads, and the University Student Government President or his/her appointed representative. Its specific functions are to:

- Review standard implementing procedures and guidelines of pertinent provisions of the Student Handbook;
- Decide on proposed revisions of standard implementing procedures and formulate standardized interpretations of rules and regulations approved by University authorities;
- Formulate the procedure for discipline enforcement and disseminate to the students; and
- Ensures that any decision by this Committee, for it to be final and binding, shall have met the following requisites:
  1. Confirmation and approval by the Dean of Student Affairs;
  2. A majority constituting a quorum with the presence of a student representative; and
  3. Dissemination of information to students through student media and other appropriate and official channels.

- 5.2.1 The Director of SDFO shall have jurisdiction over all minor offenses involving students under these rules. The respondent is required to see the Director of SDFO who investigates and decides on the case.
- 5.2.2 The University Panel for Case Conference (UPCC) shall have jurisdiction over all major offenses involving students should there be complete admission on the part of the respondent.
  - 5.2.2.1 The UPCC is composed of the Director of SDFO or his/her appointed representative as the presiding officer, the Dean of Student Affairs (DSA) or the Associate Dean of Student Affairs as the DSA's alternate, a student representative trained and appointed by the USG and SDFO, and the Associate Dean of the College where the student belongs.
  - 5.2.2.2 The panel meets the parents or the guardian of the student and the student himself/herself to hear and decide on the discipline offense committed by the student.
  - 5.2.2.3 Proceedings in the case conference are governed by rules applicable to Summary Proceedings before the Student Discipline Formation Board (SDFB).
- 5.2.3 5.2.3. The Student Discipline Formation Board (SDFB) shall have jurisdiction over all major offenses involving students should there be incomplete or qualified admission, or denial on the part of the respondent, pursuant to the published rules of the SDFO.
  - 5.2.3.1 The SDFB is composed of a Chair who is a member of the Integrated Bar of the Philippines (IBP) and not a member of the Student Discipline Formation Office (SDFO) and three other members representing sectors of administration, faculty, and students. The sector representatives may



appoint alternates. The administration and student representatives shall not come from the SDFO and the USG, respectively.

The Associate University Legal Counsel (AULC), who is a member of the IBP and appointed by the President from the University constituency, assists the University and the parties in conducting formal hearings.

### 5.2.3.2 Formal Hearing before the Board

#### 5.2.3.2.1 Complaint

##### 5.2.3.2.1.1

For major discipline offenses, a formal complaint in writing whether under oath or not is filed with the SDFO by any person having direct knowledge of the commission of the act complained within 100 days upon the date of its discovery.

For minor offenses, 30 days is given to the complainant to file a written complaint with the SDFO from date of its discovery.

##### 5.2.3.2.1.2

The SDFO shall conduct an initial investigation of the complaint by requiring the respondent to explain in writing within five (5) days why no disciplinary action should be filed against him/her. The respondent may opt to remain silent during the initial investigation.

##### 5.2.3.2.1.3

The University Legal Counsel (ULC) may summon both parties for clarificatory questions in determining whether there is a prima facie case.

If the ULC finds no prima facie case, he/she would dismiss the complaint. The decision of the ULC in finding whether or not there is a prima facie case is final and not appealable.

If the ULC finds a prima facie case the complaint will be given clearance to proceed. However, if the nature of the case can possibly be settled amicably as determined, the ULC may again invite both parties for the said settlement. The process will be subjected to the rules and regulations implemented and promulgated by the SDFO. In consultation with the ULC, If mediation fails, the case will be sent back to the SDFO for the filing of charges with the SDFB.


The decision of the ULC is final and not appealable.

#### 5.2.3.2.1.4

Upon receipt of the complaint approved by the ULC for filing of a case before the SDFB, the SDFO prepares a Notice of Hearing attaching notarized statements of aggrieved party, the complaining witnesses, or both after the SDFO has required the latter to go over and read the complaint. Any matter not clear or understood should be explained to them.

#### 5.2.3.2.1.5

After completion of the required documents, the case is filed before the SDFB.



#### 5.2.3.2.1.6

In all cases where the complaint is found to be sufficient in form and substance, the Chair convenes the SDFB to a formal hearing. A majority of the SDFB constitutes a quorum but the student representative should always be present.

#### 5.2.3.2.2 Answer

##### 5.2.3.2.2.1

The respondent is required to answer the complaint in under oath within three (3) days from receipt of the Notice of Complaint. In case there is no answer the case shall be heard on the basis of the evidence of the complainant and shall proceed ex-parte.

#### 5.2.3.2.3 Notice of Clarificatory Hearing

##### 5.2.3.2.3.1

Upon receipt of the answer, or if no answer is filed, the case is scheduled for hearing. The corresponding notice is issued to the parties and to the parents or guardian of the respondent.

##### 5.2.3.2.3.2

The issuance of the notice of hearing is mandatory, i.e., at least five (5) days before the date of the hearing except when new date has been agreed upon before the SDFB.

#### 5.2.3.2.4 Hearing

##### 5.2.3.2.4.1

The clarificatory hearing before the SDFB shall be summary in nature and



shall be conducted using the case conference type of proceedings. However, the SDFB should ensure that the following standards required by due process in discipline cases are satisfied:

5.2.3.2.4.1.1

The respondent should have been informed in writing of the nature and cause of the accusation;

5.2.3.2.4.1.2

The respondent should have been granted the right to answer the charges against him or her;

5.2.3.2.4.1.3

The respondent should be informed of the evidences against him or her.

5.2.3.2.4.1.4


The respondent is given the right to adduce evidence on his/her own behalf; and

5.2.3.2.4.1.5

The evidence should be considered by the SDFB.

5.2.3.2.4.2

Should the complaining witness fail to appear without just cause on the scheduled initial hearing despite notice, the complaint is dismissed. On the other hand, should the respondent fail to appear for the initial hearing after notice and without sufficient cause, this fact is placed on record and the hearing shall proceed ex-parte without prejudice to the appearance of respondent in



subsequent hearings.

#### 5.2.3.2.4.3

Evidence, testimonial or documentary, is limited to allegations in the complaint or answer;

#### 5.2.3.2.4.4

Witnesses testify under oath. Testimonial Affidavit may be submitted.

#### 5.2.3.2.4.5

The Chair exercises complete control of the proceedings on all stages. He/she prescribes the order in the presentation of evidence by the parties. He rules on the exclusion of other witnesses for the same party while a witness testifies. He has the power to rule on the admissibility of evidence or testimony. He/she may invite a University Counselor as consultant or resource person during the formal hearings and/or summary proceedings. Student-respondent may be represented by a private counsel of his or her own choice during formal hearings. However, the private counsel must direct his or her clarificatory questions through the SDFB Chair, who can screen the questions to be asked.

#### 5.2.3.2.4.6

As a general rule, clarificatory hearings are continuous the moment they begin. All cases should be finished the soonest possible time, but each party is allowed only one postponement upon submission of a written request addressed to the SDFB at least three (3) working days

before the date of formal hearings or summary proceedings or to the UPCC for case conferences copy furnished all concerned.

#### 5.2.3.2.4.7

A record of the entire proceeding is taken and filed as part of the record of the case. The parties may be furnished copies of the record (Transcript of the Stenographic Notes) of the proceedings upon request and upon payment of the required fee.


### 5.2.3.2.5 Decision

#### 5.2.3.2.5.1

The duty of the SDFB is to find and establish facts relevant and substantial evidence on which to base a decision rendered in the manner provided.

#### 5.2.3.2.5.2

A majority of the SDFB which consists of a quorum, is necessary to pass a judgement in a case. However, if the penalty imposed is expulsion or dismissal, a unanimous vote of the members present consisting a quorum is necessary. Failure to obtain a unanimous vote automatically calls for the imposition of the next lower penalty. In case of a tie on whether the respondent is guilty or not the student respondent shall be acquitted, or the case shall be dismissed. It is the duty of members of the SDFB present and constituting a quorum to cast their votes. There shall be no abstentions.



#### 5.2.3.2.5.3

The SDFB renders its decision within five (5) days from the date the case is submitted for decision. The decision shall be in writing stating the reasons therefore, copy furnished the Chancellor, Vice-Chancellor for Academics, the Associate Dean of the college to which the respondent belongs, the Dean of Student Affairs, the Director of OCCS, the SDFB members, and the ULC. The aggrieved party and his/her witnesses, as well as the respondent and his/her parents or guardian. A copy of the decision with the complaint is filed at the SDFO and forms par of the respondent's record or folio.

#### 5.2.3.2.5.4

A party not satisfied with the decision of the SDFB may appeal the decision in writing to the Chancellor within five (5) days from receipt of the decision, stating the grounds for the appeal. (e.g., lack of due process, penalty is too severe, the decision is not based on the evidence presented, etc.)

If an appeal is not availed of by a party within the period prescribed, or is turned down, the decision of the SDFB becomes final and immediately executory unless the SDFB defers the imposition of penalty for meritorious reasons

### 5.2.3.3 Summary Proceedings

If during the preliminary investigation,

respondent appears and admits guilt in writing, the case may be acted upon by the SDFB summarily. This is entered into the record and the Director of SDFO recommends that a hearing be dispensed with. The action is terminated as soon as the respondent explains the charges and the members of the SDFB are through with their clarificatory questions.

Any penalty imposed in a summary proceeding is final and immediately executory unless the Board defers the imposition of the penalty for meritorious reasons.

#### 5.2.4 Special Powers

5.2.4.1 The deans are granted a special power to suspend students involved in fraternity rumbles, tumultuous affrays, boycotts, or illegal demonstration for a maximum period of fifteen (15) school days effective upon its imposition.

Any decision of the dean under this section may be appealed to the Chancellor within five (5) days from the date the decision is handed. The appeal does not, however, stay the suspension imposed. Any action taken by the dean under this section is not a bar to other disciplinary actions that may be imposed arising from the same act or acts.

5.2.4.2 The faculty members have the right to demand the presentation of a student's ID, to give a grade of 0.0, and to deny admission to class of any student caught cheating under Sec. 5.3.1.1 to Sec. 5.3.1.1.6. The student should immediately be informed of his/her grade and barred from further attending his/her classes.

5.2.4.3 Discipline Formation Officers have the right to demand for the presentation of the student's



ID and summon students who violate any University policy to SDFO for investigation.

## 5.2.5 Summary Powers

### 5.2.5.1 For the Dean or Associate Dean

The Dean, or the Associate Dean, in the absence of the former, may proceed summarily against any student in the following cases:

5.2.5.1.1 Violation of rules and regulations issued in consultation with the Council of Chairpersons and approved by the College Council.

5.2.5.1.2 Misconduct committed in the presence of a faculty member or any official of the University within the jurisdiction of the College, or in the course of school function sponsored by the College.

### 5.2.5.2 For the Dean of Student Affairs

The Dean of Student Affairs may proceed summarily against any student in the following cases:

5.2.5.2.1 Misconduct under Sec. 5.2.5.1.2 when committed within the University premises but outside the jurisdiction of any college, school, or academic unit or in the course of a school function sponsored by the University.

5.2.5.2.2 Misconduct under Sec. 5.3.1.4, whether or not the acts are committed within the premises, and by individuals belonging to one or several colleges, schools, or academic unit.

5.2.5.2.3 Misconduct under Sec. 5.3.1.5, and Sec. 5.3.1.6.

### 5.2.5.3 Procedures

5.2.5.3.1 The student is summoned to appear before the Dean, informed of the charge against him or her and afforded the opportunity to present his/her side.

5.2.5.3.2 Should the student refuse without cause, to appear before the Dean despite being summoned, this is taken into account in imposing the penalty corresponding to the offense committed.


5.2.5.3.3 Any decision taken under this section should be in writing, stating the grounds for which disciplinary action is taken. The decision is final and executory upon the issuance of the order.

5.2.5.3.4 The penalty imposed under this section is suspension not exceeding fifteen (15) calendar days.

5.2.5.3.5 Any decision of the dean under this section may be appealed to the Chancellor within five (5) days from the date the decision is handed. The appeal does not, however, stay the suspension imposed. Any action taken by the dean under this section is not a bar to other disciplinary actions that may be imposed arising from the same act or acts.

### 5.2.6 Rules Governing Discipline Cases Involving Students from DLSU, DLS-CSB, and DLS-MHSI as follows:

The rules governing the handling of discipline cases involving students from DLSU, DLS-CSB, and DLS-MHSI as follows:



5.2.6.1 Ordinarily, cases under this section are handled by the Student Discipline Formation Board of the school where the respondent belongs. However, the case shall be initiated by the SDFO where the offense was committed. The SDFO concerned files and refers the required reports to the Student Discipline Formation Board concerned. This is without prejudice to the right of the complainant to file the case in any forum other than with the Board.

All three schools should extend cooperative efforts in the service of the required documents or pleadings, in the safeguarding of evidence, and in other measures related to the case.

5.2.6.2 In cases arising from the same incident falling under this section, the Student Discipline Formation Office of the respective schools consolidate the cases and file with a joint expanded Board to be constituted for this purpose.

The joint expanded Board is composed of the Chairs of the Discipline Boards, administration, faculty, and student representatives of the two schools. The Chair of the Discipline Board of the school with a bigger number of respondents shall act as Chair and the other as Co-Chair.

5.2.6.3 Where the number of respondents from both schools are the same in number, the joint expanded Board is presided by the Chair of the Board of the school where the offense is committed.

5.2.6.4 The procedures governing the hearing of the case are those of the school where the Chair of the joint expanded Board comes from.

## 5.3 Types of Offenses

### 5.3.1 Major Offenses



- 5.3.1.1 Cheating in any form during an examination, test, or written reports including reaction papers, case analysis, experiments or assignments required. The act of cheating includes, but is not limited to, the following:
  - 5.3.1.1.1 Unauthorized possession of notes or any material relative to the examination or test whether the student uses them or not.
  - 5.3.1.1.2 Copying or allowing another to copy from one's examination papers. In the latter case, both parties are liable.
  - 5.3.1.1.3 Looking at another student's examination paper or allowing another student to look at his/her examination paper.
  - 5.3.1.1.4 Communicating with another student or any person in any form during an examination or test without permission from the teacher or proctor. This includes leaking examination questions to another or other student/s.
  - 5.3.1.1.5 Having somebody else take an examination or test for one's self or prepare a required report or assignment. If both parties are students, both are liable.
  - 5.3.1.1.6 Plagiarism; and
  - 5.3.1.1.7 Other forms of academic dishonesty as duly approved by University authority.
- 5.3.1.2 Vandalism or the deliberate destruction of property belonging to any member of the DLSU community including visitors on



campus.

- 5.3.1.3 Carrying or possession of a deadly weapon inside the University premises or outside the University during an academic function or school activity without securing a permit from the University Safety Office and/or Security Office in consultation with SDFO.
- 5.3.1.4 Deliberate disruption of the academic function or a school activity that tends to create disorder, tumult, breach of peace or serious disturbance not necessarily connected with any academic function or school activity.
- 5.3.1.5 Brawls within the University premises or outside the University during an academic function or school activity.
- 5.3.1.6 Direct assault or inflicting physical injuries on any person inside or outside the University during an academic function or school activity.
- 5.3.1.7 Unauthorized bringing in, carrying, possession or use of prohibited or regulated drugs or chemicals without proper prescription, inside University premises or outside the University during an academic function or school activity, and any other violation of the provisions of Republic Act (RA) 9165, otherwise known as the “Comprehensive Dangerous Drugs Act of 2002.”
- 5.3.1.8 Unauthorized bringing in, possession or drinking of liquor or alcoholic beverages inside the University premises or outside the University during an academic function or school activity or entering the University premises or attending academic functions or school activities under the influence of liquor or alcoholic beverages. A student is

considered under the influence of liquor if he/she is found to have had an alcohol intake regardless of the amount.

- 5.3.1.9 Gross acts of disrespect in words or in deed that tend to put the University or any administrator, faculty member, co-academic personnel, security guard, maintenance personnel, student, and visitor in ridicule or contempt.
- 5.3.1.10 Threatening another with any act amounting to a crime, delict or wrong, or with the infliction of any injury or harm upon his person, honor, or integrity.
- 5.3.1.11 Acts of lewdness or commission of any act of immorality such as but not limited to the following: being inside a cubicle of a comfort room with another person regardless of gender or sex; necking or petting; viewing, reading, display or distribution of pornographic materials inside the University (unless with SDFO permit and endorsed by the faculty member concerned as part of a course requirement), including accessing Internet sites that do not correlate to any specific subject or course within the University.
- 5.3.1.12 Acts that bring the name of the University into disrepute such as public and malicious imputation of a crime, or of a vice or defect, real or imaginary, or any act, omission, condition, status or circumstance, tending to cause dishonor, discredit or contempt to the name of the University.
- 5.3.1.13 Unjust enrichment; stealing whether attempted, frustrated, or consummated; or failure to turn over items to the SDFO Lost and Found Section.
- 5.3.1.14 Unauthorized collection or extraction of



money, checks or other instruments as equivalent of money, which includes but is not limited to, matters pertaining to the University.

Failure to deposit collected, solicited funds from official activities to the organization's in-campus depository account no later than three (3) working days.

Any unauthorized actions relating to the deposit of the collected money, in an individual's personal or non-recognized bank account.

- 5.3.1.15 Forging, falsifying, or tampering with academic or official records or documents of any kind; or intentionally making a false statement of any material fact or practicing fraud or deception in connection with anything that pertains to the University.
- 5.3.1.16 Gambling in any form inside the University, including betting in any form in the UAAP, NBA, or any other games or events. This also applies to academic functions or school activity conducted outside the University.
- 5.3.1.17 Conviction before any court for a criminal offense involving moral turpitude, against person or property other than through reckless imprudence.
- 5.3.1.18 Membership in a fraternity or sorority. This also includes membership in any unrecognized organization that subscribes or participate in any violent act.
- 5.3.1.19 Encouraging students to violate their Non-Fraternity Contracts by inviting them to join a fraternity, sorority, or any organization not recognized by the University.
- 5.3.1.20 Any kind of provocation that results in heated

verbal or physical confrontation between students and groups of students.

5.3.1.21 Willful failure to comply with summonses or notices issued for purposes of investigation conducted in connection with discipline-related offenses.

5.3.1.22 Hazing or physical injuries committed as a result of an initiation rite or practice as a pre-requisite for admission into a membership in a fraternity, sorority, or organization by placing the recruit neophyte or applicant in some embarrassing or humiliating situations, such as forcing him/her to do menial, silly, foolish, and similar tasks or activities or otherwise subjecting him/her to physical or psychological suffering or otherwise subjecting him/her to physical or psychological suffering or injury (Republic Act No. 8049). For this purpose, the members who were present shall be liable whether they participated or not. The officers of the organizations, society or group, shall also be liable, whether or not they were present during the hazing incident.

5.3.1.23 Computer security breach: A University computer or computer network without authority or beyond authorized access and consent. Acts that constitute computer security breach include but are not limited to the following:


5.3.1.23.1 Altering information, (e.g., changing the password of someone else's account and changing data in files beyond one's authorized access, etc.) damaging or destroying information (e.g., deleting someone else's file, etc.).

5.3.1.23.2 Introducing false information (e.g., using someone else's account and sending offensive mail, etc.).



- 5.3.1.23.3 Preventing authorized use of information; or hacking of computers.
- 5.3.1.23.4 Preventing normal operation (e.g., changing the configuration or CMOS set-up of a PC, introducing computer virus, etc.) of computers or computer networks of the University.
- 5.3.1.24 Perjury, defined as testifying falsely in any administrative proceeding, or knowingly making untruthful statements on documents under oath when such oath is required.
- 5.3.1.25 Possession or causing the explosion of firecrackers inside the University or outside the University during academic functions or school activities, unless authorized by the AVC for Campus Development.
- 5.3.1.26 Lending ID to another or using someone else's ID.
- 5.3.1.27 Making sexual advances in words or deeds to another student or to any member of the academic community.
- 5.3.1.28 Illegal or unauthorized reproduction of University materials.
- 5.3.1.29 Such other acts as may be determined by University authorities upon consultation with student representatives, provided the application is prospective and properly disseminated to students through official student media, through official DLSU Website announcements, or both.
- 5.3.1.30 Repetitive and/ or willful violation of established policies, rules, or regulations consisting in the commission of three (3) minor offenses of the same kind or nature, or five (5) minor offenses of different kinds or nature.

- 5.3.1.31 Violation of the De La Salle University Policies on Intellectual Property (I.P.) (Please refer to Appendix Q)
  - 5.3.1.32 Scalping or selling of UAAP and other events' tickets at a price higher than the prescribed or approved amount.
  - 5.3.1.33 Bullying another in any form or violation of any of the provisions of the Republic Act (R.A.) No. 10627 or Anti-Bullying Act of 2013.
  - 5.3.1.34 Rape, any form of sexual assault, or abuse (as defined in the 1997 Anti-Rape Law and the Violence against Women and Children).
  - 5.3.1.35 Act that causes emotional and psychological distress such as but not limited to annoyance or mischief (Unjust vexation as defined in Article 287 of Revised Penal Code).
  - 5.3.1.36 Violation of the Data Privacy Act (as defined in the 2012 Data Privacy Act).
  - 5.3.1.37 Violation of policies on legal review of contracts and on signatory authority of contracts.
  - 5.3.1.38 Commission of any cybercrime offense as defined under Republic Act 10175 or the Cybercrime Prevention Act of 2012, such as cyberlibel, etc.
  - 5.3.1.39 Direct or indirect offering, promising or giving of gifts, money or other things of value in exchange for any favor or the performance of an act or omission that violates University regulations, or in expectation of favor in the future.
- 5.3.2 Minor Offenses
- 5.3.2.1 Simple acts of disrespect in words or in deed committed against any administrator, faculty member, co-academic personnel, security




guard, maintenance personnel, student, and visitor.

- 5.3.2.2 Acts that disturb peace and order short of being a major offense such as disturbing classes, academic-related activities, or school functions.
- 5.3.2.3 Disobeying school regulations and other rules approved by University authorities, provided they are properly disseminated to students through official student media with monthly circulation, through official DLSU Website announcements, or both.
- 5.3.2.4 Disobeying classroom policies and procedures.
- 5.3.2.5 Refusal to present an ID or temporary campus pass when asked by University authorities.
- 5.3.2.6 Proselytizing, defined as an attempt to convert another to one's faith by attacking or denigrating other person's practices and beliefs, or by offering special inducements.
- 5.3.2.7 Littering.
- 5.3.2.8 Selling items, engaging in business, or soliciting contributions or donations in campus without prior approval of authority.
- 5.3.2.9 Preventing the circulation of a recognized student media by withholding or removing a substantial number of copies from the news bins.
- 5.3.2.10 Public Display of Physical Intimacy (PDPI).
- 5.3.2.11 Violation of policies of the Information Technology Services (ITS) such as but not limited to accessing Chat, IRC, MOO, MUD sites and the like, playing any form of games, and using cellular phones and other electronic communication devices in



computer laboratories.

- 5.3.2.12 Use of classrooms and other school facilities for any purpose without any reservation or proper authorization.
- 5.3.2.13 Loitering along the classroom corridors while classes are going on for second and succeeding violations.
- 5.3.2.14 Second and succeeding violations of the eating policy wherein eating and drinking other than water in areas designated as a non-eating place such as auditoriums, seminar rooms, classrooms (except light snacks such as biscuits and candies) laboratories, libraries, chapels, and study areas inside the buildings (except SJ Study Area and Gokongwei Lobby).
- 5.3.2.15 Smoking, including e-cigarettes, inside University premises, along Agno and F. Reyes Sts. until E. Razon Sports Complex Bldg., or outside the University during academic functions or school activities.
- In the Laguna Campus, this includes all University Premises including Residence Halls and the University Drive and parking lots.
- In the Rufino Campus, this includes all University Premises including the University Drive and parking lots.
- 5.3.2.16 Playing of electronic, board and card games outside official University activities and academic requirement in auditoriums, seminar rooms, classrooms, laboratories, libraries, chapels, and study areas inside the buildings.
- 5.3.2.17 Violation of policies on the use of lockers.
- 5.3.2.18 Unhygienic and improper use of University facilities.

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- 5.3.2.19 Second and succeeding violations of policies on the lending of calculators.
- 5.3.2.20 Second and succeeding violations of policies on the use of University parking lots.
- 5.3.2.21 Entering any restricted area within the University without prior permission or authority. A restricted area is one that is designated as such by the proper authorities and marked with proper signage.
- 5.3.2.22 Bringing in of cutters, pointed scissors and laboratory instruments not duly endorsed by a faculty member or an elected USG/CSO/GSC officer and without the necessary permit from SDFO in coordination with Security Office.
- 5.3.2.23 Violation of the De La Salle University Policy and Guidelines on the use of Trademarks (Please refer to Appendix R).
- 5.3.2.24 Failure to surrender the campus pass within five (3) days from issuance.
- 5.3.2.25 Entering the campus without the school ID, the following policy will be observed:
- 5th (1st minor) - The Student will be required to attend a formation program plus a fine equivalent to the cost of the ID.
- 10th (2nd minor) - The Student will be required to render eight (8) hours of University Service.
- 15th (1st major) - The incident will already be processed as a major offense subject to the proceedings or rules established by SDFO in its Manual of Operation.
- For cases of lost IDs, a student is given three (3) days to secure a new ID. Entering the

campus without an ID after the given period will be counted as entering the campus without the school ID.

5.3.2.26 Second and succeeding violations of the Implementing Guidelines on the Dress Code Policy.

5.3.2.27 Third and succeeding failure or refusal to present University issued ID/ Campus Pass inside the University premises or campus.

5.3.2.28 Refusal to undergo random drug testing required by the government and the University.

5.3.2.29 Failure to comply with the established policies of DLSU managed dormitories in addition to those that have been already specifically provided in this student handbook.

## 5.4 Corrective Measures and Formative Interventions

### 5.4.1 For Major Violations

The corrective measures and formative interventions for major offenses are the following:

5.4.1.1 Probation for such time and under such conditions<sup>11</sup> as the SDFB or UPCC may determine.

5.4.1.2 Suspension for such time and under such conditions as the SDFB or UPCC may determine.

5.4.1.3 Dismissal

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11 Conditions may include undergoing the Strengthening Attitudes through Values Enhancement & Development (SAVED) Program or Formation on Restructuring and Managing the Self (FORMS) Program; personal mentoring; rendering University service; attendance in relevant seminar/s or learning session/s; counseling; psychological and/or behavioral evaluation; drug testing, etc.



## Non-Readmission<sup>12</sup> Exclusion<sup>13</sup>

### 5.4.1.4 Expulsion

### 5.4.2 Minor Violations

The corrective measures and formative interventions for minor violations are the following:

5.4.2.1 For the first offense, written warning from the Director of SDFO

5.4.2.2 In case of a second offense, a written reprimand from the Director of SDFO upon submission of a written letter from parent/s or guardian. The parent/s or guardian of the student concerned may be invited by the SDFO Director for a case conference to discuss the discipline record of the student.

5.4.2.3 In case of third and succeeding offenses, the student is charged with a major offense under Sec. 5.3.1.30, if applicable; otherwise, a written reprimand from the Director of SDFO upon submission of a written letter from parent/s or guardian. The parent/s or guardian of the student may be invited again by the SDFO Director for a case conference to discuss the discipline record of the student.

In any event the student may be required

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12 The erring student will be allowed to complete the current academic term when the resolution for non-readmission was promulgated, but the student will be denied of admission or enrolment for the next academic term; transfer credentials may be issued upon promulgation, subject to the other provisions of the Manual of Regulations for Private Higher Education (MORPHE).

13 The erring student's name is immediately dropped from the enrolment list upon promulgation of the decision or resolution; transfer credentials may be issued upon promulgation, subject to the other provisions of the Manual of Regulations for Private Higher Education (MORPHE).

to attend a seminar/learning or orientation session depending on the assessed needs and the nature of the violation; submit a written apology letter addressed to the offended party (if the act is personal in nature); referred to OCCS; ordered the restitution or reparation of the damage or injury sustained (if necessary); or both; etc.

5.4.3 For offenses whose reach is increased because of online visibility, then the Board may impose a higher penalty.

## 5.5 Definition of Terms

As used in this section the term –

5.5.1 A student, under this section, refers to a person who at the time of commission of the offense, is:

5.5.1.1 Enrolled in any subject or course in the University, regardless of the number of units enrolled.


5.5.1.2 Included in the official student list of the Office of the Registrar (OUR), whether enrolled, on official leave of absence (LOA), on residency, or absence without leave (AWOL).

5.5.1.3 Allowed to graduate from the University but has not yet secured the required clearances from the University.

5.5.2 Enrolled in any subject or course in the University, regardless of the number of units enrolled.

5.5.2.1 Included in the official student list of the Office of the Registrar (OUR), whether enrolled, on official leave of absence (LOA), on residency, or absence without leave (AWOL).

5.5.2.2 Allowed to graduate from the University but has not yet secured the required clearances from the University.



5.5.3 University premises refers to the territorial boundaries of De La Salle University Manila, Laguna, and Rufino Campuses, including the academic and non-academic buildings and campuses, the parking lots adjacent to it as well as immediate sidewalks within a periphery of five (5) meters from gates, fences or dividing walls of buildings and within a periphery of two hundred (200) meters for the following offenses, to wit:

The coverage of the 200-meter peripheral in DLSU Manila Campus jurisdiction are:

- From Sports Complex to DLSU Female Athlete's Dorm (Fidel Reyes St.)
- From DLSU Facade to 944 Maligaya St. (after Dagonoy) marked by a post
- From South Gate to the street across Starbucks (up to the power source of LRT)
- From Biological Garden to front of Harrizon Plaza (up to Metrobank's rear premises)

In the DLSU-Laguna Campus, this covers the University Drive and adjacent open spaces surrounding the campus.

In the BGC Campus, this covers the University Drive and adjacent open spaces surrounding the campus.

- 5.5.4 "In flagrante" means the very act of committing a discipline offense or the condition of sbeing caught in the act of committing the offense.
- 5.5.5 "Ex-parte hearing" refers to a hearing held in the absence of one of the parties.
- 5.5.6 "Illegal demonstration" includes a public show of feeling or opinion as by a mass meeting or parade accompanied by force, coercion, or violence.
- 5.5.7 "Deadly weapons" include but is not limited to firearms (including spring-type, air, powder, and

similar mechanism), explosives (e.g., firecrackers, pyrotechnics), stones, lead pipes, and sharp or cutting instruments (e.g., pointed scissors, ice picks, Swiss knives or blades of any length), with the exception of cutters and laboratory instruments that are commonly used for academic purposes; provided that in the exceptional case, the one who brought the same shall be equally responsible with the person who inappropriately used it. Any similar object shall be considered deadly weapons if used to inflict physical injury or cause death. Tear gas, pepper spray, and similar sprays normally used for self-defense are allowed inside the campus provided that the one who brought the same inside shall be equally responsible with the student who inappropriately used said spray, except in case of coercion which must be duly proven.


- 5.5.8 “Unjust enrichment” means any condition where a student takes a thing at the expense of another for his/ her benefit regardless of his intent to gain.

## **SECTION 6: STUDENT GRIEVANCE**

Students of De La Salle University are given the right to air their grievance against any member of the academic community. Grievances are best settled through sincere dialogue and discussion between the parties to a grievance, befitting a Lasallian academic community. Formal grievance may be pursued only as a last resort after efforts for direct discussion and mediation have been exhausted through informal grievance proceedings. The procedures in handling grievances are outlined in this section. For assistance, students are encouraged to drop by either the University Student Government (for undergraduate students) or the Graduate Student Council (for graduate students).

### **6.1 Definition of Grievance**

For purposes of this section, a grievance refers to any controversy between a student as the aggrieved party and a member of the academic community as respondent that may be the cause of a complaint. A grievance may be informal or



formal. A grievance made orally is considered informal. Only when a grievance is reduced into writing and duly signed does it become a formal complaint. An informal grievance should be settled informally while a formal grievance complaint should be settled formally following a set of procedures.

A grievance may be academic or behavioral. An academic grievance is one that arises from any controversy related to learning or to performance in academic courses while a behavioral grievance is one that arises from the manner a person conducts himself/herself.

## 6.2 The Ad Hoc Grievance Board

### 6.2.1 Principal Function

The Ad Hoc Grievance Board (Board) is a quasi-judicial body that hears and decides all grievance cases filed by a student, group or class against any member of the faculty brought to the college level in accordance with the defined procedures.

### 6.2.2 Composition

The Board shall be composed of the following:

- 6.2.2.1 The Associate Dean of the College to which the faculty belongs, as the Chair of the Board;
- 6.2.2.2 Senior Faculty Member of the Department to which the faculty belongs;
- 6.2.2.3 The President of the University Student Government or the Graduate Student Council;
- 6.2.2.4 The College Assembly President of the College or the GSC College Council President to which the student complainant belongs; and
- 6.2.2.5 Association of Faculty and Educators of DLSU (AFED)
- 6.2.2.6 The Chairperson of the Department to which the faculty belongs shall serve as a resource



person of the Ad Hoc Grievance Board. Other agreed individuals may be invited as resource persons if the need arises.

### 6.2.3 Powers

The Board shall exercise the following powers:

- 6.2.3.1 Define the procedures to be followed in the conduct of its hearings;
- 6.2.3.2 Summon witnesses or persons whose assistance is needed in arriving at a just and fair decision;
- 6.2.3.3 Access all information and documents relevant to the case;
- 6.2.3.4 Recommend to the Dean appropriate measures consistent to its findings; and
- 6.2.3.5 Exercise fairness and objectivity in hearing the merits of the case, without prejudice to either the complainant or the defendant.

## 6.3 Procedures in Grievance Cases

### 6.3.1 Informal Grievance

If a crisis arises, the students are encouraged to seek the assistance of the USG through their respective batch representative or their GSC College President if the student is a graduate student regarding the process of informal grievances.

#### 6.3.1.1 Process

Students are encouraged to settle it with their respective faculty member through a sincere dialogue. If the concern is not settled through the dialogue between the student and the faculty concerned, the student should approach the chairperson of the faculty who shall then facilitate a dialogue, to act as mediator and to amicably resolve the matter, with the presence of a USG or GSC



representative.

To ensure that there is sufficient time to facilitate the dialogue between the student and the faculty concerned, the student should approach the department chairperson not later than three (3) calendar weeks after grade consultation day.

If on the last day of filing a formal grievance, the parties concerned have not yet conducted a dialogue, or a dialogue transpired but the issue was not resolved, then the student may already file a formal grievance on that day.

The student should take charge of properly documenting the proceedings of the informal grievance process in case the need arises to create a statement of facts or timeline of events as evidence during formal grievance proceedings.

### 6.3.2 Formal Grievance

In the event a student decides to pursue a formal grievance, after availing the informal grievance process, the steps to be taken are as follows:

#### 6.3.2.1 Complaint of a Student Against a Faculty Member

The procedures to be followed in the handling grievance cases filed by students against faculty members are:

6.3.2.2 If an undergraduate, the student shall approach the Office of the President of the University Student Government who shall course the complaint and assign a Student Adviser upon the request of the student. If the student is a graduate student, the student shall approach the his/her Graduate Student Council College President who shall help the student with regards to filing a formal

grievance.

#### 6.3.2.2.1 Complaint

The student files a written complaint with the Department Chair to which the concerned faculty member belongs to at any time during the term, but not later than four calendar weeks (28 calendar days) after Grade Consultation Day, excluding Saturdays, Sundays, and holidays.

The complaint should be signed by the student and accomplished in three copies to be distributed as follows:

- Original: Department Chair;
- One (1) copy: Faculty Member (respondent); and
- One (1) copy: Student File duly received and dated by the Department Chairperson (or any representative)

A formal complaint should contain the following:

##### 6.3.2.2.1.1


The name of the faculty member against whom the complaint is filed;

##### 6.3.2.2.1.2

A narration of the circumstances surrounding the commission of the act complained of with supporting evidences or documents attached;

##### 6.3.2.2.1.3

The specific action asked for from the faculty member and the University and;



#### 6.3.2.2.1.4

The specific department or University policy that allegedly has been violated.

#### 6.3.2.2.2 Answer

##### 6.3.2.2.2.1

Within three (3) working days from receipt of the complaint, the department chairperson writes the faculty concerned to respond in writing, within three (3) working days from receipt of the letter.

The written answer shall also be prepared in three (3) copies to be distributed as follows:

- Original: Department Chair
- One (1) copy: Faculty member file
- One (1) copy: Student as complainant

##### 6.3.2.2.2.2

Failure of the respondent to answer the complaint in writing within the period required shall be considered an admission of the charges, and the department chair shall resolve the complaint on the strength of this admission.

6.3.2.2.2.3 Upon receipt of the written answer by the respondent, the department chair evaluates the complaint and the answer.

The department chair may find it necessary to ask for clarification. In this case, the department chair shall call the parties to a meeting for this purpose within three (3) days from

receipt of the written answer.

6.3.2.2.4 Within three (3) days after the meeting and from determination that sufficient facts and evidence exist on which to base a resolution, the department chair resolves the case. The resolution shall be in writing stating the supporting reasons and prepared in three (3) copies to be distributed as follows:

- Original: Department file
- One (1) copy: Student (complainant)
- One (1) copy: Faculty Member (respondent)

### 6.3.3 Class or Group Grievance


A student, group or class may raise a grievance. A grievance raised by three (3) or more students is considered a group grievance. Moreover, a grievance raised by 50% + 1 of enrolled students in a certain course is considered a class grievance.

The people involved in a group or class grievance must elect an official group representative and affix their respective signatures in The Summary of Events document. Afterwards, they must proceed with the appropriate grievance procedure.

## 6.4 Appeal and Escalation of Case

### 6.4.1 Appeal to the Ad Hoc Grievance Board

A party not satisfied with the resolution of the department chair may appeal the resolution to the Ad Hoc Grievance Board in writing, within five (5) working days from receipt of the resolution. The appeal shall be taken in accordance with these procedures:

- 
- 6.4.1.1 The appellant sends a letter to the Dean of the faculty concerned requesting that the Board be convened to hear the grievance complaint.
  - 6.4.1.2 Upon receipt of the letter, the Board Chairperson requires the department chair concerned, in writing, to immediately, within two (2) working days forward to the Ad Hoc Grievance Board Chairperson the complete record of the case, which includes the original copy of the complaint, the answer, the resolution, and other documents related to the case, if any.
  - 6.4.1.3 Upon receipt of the complete record of the case, the Chairperson immediately convenes the Board, in coordination with other board members within five (5) working days for the purpose of hearing the case.
  - 6.4.1.4 Before the deliberation of the case, the Board first defines the procedures it will follow in hearing the case except that:
    - 6.4.1.4.1 For the hearing to commence, the board must be in a majority (50%+1) quorum as long as both faculty and student sectors are represented.
    - 6.4.1.4.2 The parties concerned may request the presence of a counsel who could be but is not limited to any member of the Lasallian Community, to provide them advice during the grievance proceedings. Said counsels shall not be allowed to participate during the proceedings.
      - 6.4.1.4.2.1 The University Student Government, at the request of an undergraduate student appellant, shall provide a student adviser to assist in the

process.

6.4.1.4.2.2

If the student is a graduate student, the Executive Board of the College Graduate Student Council shall assist in the process.

6.4.1.4.3 Hearings shall be held in a regular basis and shall not last for more than six (6) working days from the date of the first hearing.

6.4.1.4.4 Only evidence (testimonial or documentary) related to the allegations of the complainant shall be considered during the hearings.


6.4.1.4.5 The complainant shall have his/ her right to retract the formal grievance before the Board makes its recommendation.

6.4.1.4.6 Within five (5) working days from the date of last hearing, the Board shall meet to deliberate on the case and to arrive at a recommendation.

Majority of the members of the Board is required to arrive at a recommendation.

6.4.1.4.7 Copies of the recommendation of the Board shall be furnished to all the parties concerned including the members of the Board. A copy of the final recommendation is also filed in the 201 files of the respondent.

6.4.1.4.8 The Dean of the shall act on the Board's recommendation within three (3) working days from receipt. His/ her decision shall be put in writing. Copies of which shall be distributed as follows:

- 
- Original: Dean
  - One (1) copy: Complainant
  - One (1) copy: Respondent
  - One (1) copy: Each member of the Board
  - One (1) copy: Dean of Student Affairs

#### 6.4.2 Appeal to the Vice-Chancellor for Academics

6.4.2.1 A party not satisfied with the decision of the Dean may appeal the decision to the Office of the Vice-Chancellor for Academics (VCA), in writing, within five (5) working days from receipt of the written decision of the Dean.

6.4.2.2 Within five (5) working days from receipt of the appeal, the VCA shall decide the appeal and shall notify the parties of the decision in writing immediately. The decision of the VCA is final and executory unless the execution is deferred for meritorious reasons.

#### 6.4.3 Appeal to the University Chancellor

6.4.3.1 A party not satisfied with the decision of the Vice-Chancellor for Academics (VCA) may appeal to the Chancellor, in writing, within five (5) working days from the receipt of the written decision of the VCA.

If a decision of the VCA is not appealed within the period provided, the decision becomes final and immediately executory unless execution is deferred for meritorious reasons.

6.4.3.2 Within five (5) working days from receipt of the appeal, the Chancellor shall decide the appeal and shall notify the parties of the decision in writing immediately. The decision of the Chancellor is final and




executory unless the execution is deferred for meritorious reasons.

## 6.5 Grievance Against other Members of the Academic Community

- 6.5.1 Complaint of a Student against Another Student- A formal letter of complaint must be presented to the Student Discipline Formation Office.
- 6.5.2 Complaint of a Student against a Co-Academic Personnel - A formal letter of complaint must be presented to the Office of Personnel Management (OPM).
- 6.5.3 Complaint of a Student against a Department Chair or Associate Dean - A formal letter of complaint must be addressed to the college Dean.
- 6.5.4 Complaint of a Student against a Dean - A formal letter of complaint must be addressed to the VCA.
- 6.5.5 Complaint of a Student against other Administrators - A formal letter of Complaint must be addressed to the immediate supervisor.
- 6.5.6 Complaint of a Student against a Vice-Chancellor - A formal letter of complaint must be addressed to the Chancellor of the University.
- 6.5.7 Complaint of a Student against the Chancellor - A formal letter of complaint must be addressed to the President of the University.
- 6.5.8 Complaint of a Student against the University President - A formal letter of complaint must be addressed to the Chairperson of the Board of Trustees.

## 6.6 Sexual Harassment

Any complaint on sexual harassment should be handled in accordance with the University policies, rules and regulations implementing R.A. 7877, otherwise known as the "Anti-Sexual Harassment Act" (See Appendix L).

- 
- 6.6.1 The University is committed to the prevention of sexual harassment of students, defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
- 6.6.1.1 Submission to such conduct is made explicitly or implicitly a term or condition for a student's educational advancement;
  - 6.6.1.2 Submission to or rejection of such conduct by a student is used as the basis for academic consideration affecting the student; and
  - 6.6.1.3 Such conduct has the purpose or effect of substantially interfering with a student's academic performance or creating an intimidating, hostile or offensive educational environment.
- 6.6.2 Any student who intends to file a sexual harassment complaint should follow the steps outlined on Appendix L (Policies and Guidelines for the Prevention and Investigation of Sexual Harassment Cases). The student complainant may forward his/her complaint to the respondent's superior in cases deemed necessary.

6.7 Procedures Common to Sec. 6.5 —6.6

The complaint, answer, memorandum, recommendation, decision, as well as transcripts of all proceedings should be in writing and signed by all parties concerned.


## **SECTION 7: STUDENT MEDIA**

Student media at De La Salle University aims to inform and eventually engage the students and other sectors of the University to a meaningful discourse and action. Involvement in student media provides students with practical experiences that will enable them to become campus journalists who keep Lasallian core values in mind and take craft proficiency to heart. Aligned with the tenets of responsible journalism, student media allows students to enhance

both their personal and intellectual development.

## 7.1 Definition of Terms

- 7.1.1 “Student Media” shall refer to any form of media (i.e. printed and electronic) produced by students for publication, broadcast, distribution, dissemination or otherwise communication on or from the campus of the University.
- 7.1.2 “Student Publications”, based on the Campus Journalism Act of 1991 (Republic Ac 7079), shall refer to any printed material that is independently published by, and which meets the needs and interests of, the students. This includes newspapers, magazines, newsletters, periodicals, handouts, or other publications whether printed, mimeographed, or photocopied, published by students for campus circulation.
- 7.1.3 “Student Media Group” shall refer to any recognized editorial board (including its staff members) of any association involved in student media. It may be a group in itself (i.e. a major student media group) or may be part of a sponsoring student organization or government (i.e. a minor student media group). Duly supervised by the Student Media Office (SMO), only such groups shall be allowed to produce any form of student media on or from the campus of the University.
- 7.1.4 “Major Student Media Group” shall refer to any group involved in student media circulated university-wide. The University, through the Student Media Office, duly recognizes them as an official student media group. Ang Pahayagang Plaridel (APP), Green & White (G&W), Malate Literary Folio (MLF), and The La Sallian (TLS) are major student media groups who independently publish their publications as guaranteed by RA 7079. Green Giant FM (GGFM) and Archers Network (ARCH), who also independently broadcast through radio and television, are also major student media groups recognized by the University.
- 7.1.5 “Minor Student Media Group” shall refer to



any group involved in student media circulated organization- wide. This kind of group usually belongs to any student organization or student government recognized by the Student Leadership Involvement, Formation and Empowerment (Student LIFE) or other colleges, offices and units within the University. SMO assists these groups by providing technical assistance (i.e. layout and graphic design assessment, and editing).

## 7.2 Accreditation of a Major Student Media Group

7.2.1 The following requirements should be submitted by a student media group-applicant to the Student Media Office by the first week of August prior to the opening of classes to obtain official recognition:

7.2.2 Certificate of recognition from the college, office or unit it is affiliated;

7.2.3 A proposal that outlines the following:

7.2.3.1 Purpose and nature of the student media group;

7.2.3.2 Proposed contents of the communication material/s;

7.2.3.3 Proposed platforms to be used;

7.2.3.4 Number of copies to be printed and circulated; and frequency of broadcast or content release;

7.2.3.5 List of editorial or executive board members (including their CGPA and Certificate of Good Moral Conduct from the Student Discipline Formation Office);

7.2.3.6 Student Media Group activity calendar; and

7.2.3.7 Budget plan.

## 7.3 Accreditation of a Minor Student Media Group

The following requirements should be submitted by a student

media group-applicant to the Student Media Office by the first week of August prior to the opening of classes to obtain official recognition:

7.3.1 Certificate of recognition from the college, office or unit it is affiliated;

7.3.2 A proposal that outlines the following:

7.3.2.1 Purpose and nature of the student media group;

7.3.2.2 Proposed contents of the communication material/s;

7.3.2.3 Proposed platforms to be used; and

7.3.2.4 Circulation calendar

7.4 Funding of a Student Media Group

Any student media group may use the existing funds of an organization for the printing, publication, broadcast, distribution or dissemination of any communication material.

7.5 Circulation of Unrecognized Groups or Individuals

Circulation of publications (and broadcast groups) by unrecognized organizations, groups or individuals must have the prior approval of the Dean of Student Affairs, upon the recommendation of the Director of Student Media.

7.6 Distribution of Communication Materials


Circulation of publications (and broadcast groups) by unrecognized organizations, groups or individuals must have the prior approval of the Dean of Student Affairs, upon the recommendation of the Director of Student Media.

7.7 Dealing with Suppliers

All Student Media groups shall comply with the procurement and accounting policies of the University. The provisions to this will have to be considered by the University.

7.8 Application for an Editorial or Executive Board Position

7.8.1 Major student media groups shall conduct



competitive examinations in accordance with the guidelines stated on the Campus Journalism Act of 1991, the DLSU Student Handbook, the student media groups by laws, and supervised by their respective outgoing or executive editorial board members.

7.8.2 Application for an Editorial or Executive Board Position in a Major Student Media Group Applicants for the available posts of the editorial or executive board of any major student media group should:

7.8.2.1 Have at least one-year residence in the major student media group prior to their assumption of office;

7.8.2.2 Be in good academic standing with a CGPA of at least 2.000 throughout their stay in the University (by assumption of office);

7.8.2.3 Obtain clearance from the Student Discipline Formation Office certifying that they have not incurred a major offense or have pending major disciplinary case throughout their stay in the University.

7.8.2.4 Should have one full academic year remaining in which they are in office. Graduating students may enroll in fewer than 12 units.

7.8.2.5 Should not hold office in any executive capacity in any other official or minor student media group or any recognized student organization while they are still members of the editorial or executive board of any major student media group.

7.8.2.5.1 Any editorial board member of any major student media group who intends to run for a position in the University Student Government or the Council of Student Organizations for the following academic year should


write a letter of intent addressed to the Student Media Council and should resign from the student media group immediately.

- 7.8.3 Application for an Editorial or Executive Board Position in a Minor Student Media Group Minor student media groups may select their editorial or executive boards through elections or appointments according to their preference.

## 7.9 Student Media Council

The Student Media Council envisions itself as an empowered body composed of student leaders, visible through concrete action, duly recognized by the Lasallian community. It aims to be the benchmark of student publication and media management among universities and colleges in the Philippines.

- 7.9.1 The Student Media Council (SMC) shall be composed of the top editorial/executive board members of each major student media group. The Director of Student Media shall supervise its operations.
- 7.9.2 The Council members shall select among themselves the Chairperson, Vice-Chairperson, Public Relations Officer, Secretary, Treasurer, and Events Manager from among the top editorial/executive present in accordance with the guidelines specified by the Student Media Council (SMC).
- 7.9.3 The Student Media Council shall have the following responsibilities:
- 7.9.3.1 Ensure that all guidelines for student media groups are implemented;
  - 7.9.3.2 Recommend to the Student Affairs Council revisions to rules and regulations covering student media and other relevant topics on the Student Handbook;
  - 7.9.3.3 Assist the Coordinator for Training and Operations in preparing and implementing



media and journalism workshops and other related projects;

7.9.3.4 Assess the performance of various student media groups and provide recommendations for their improvement;

7.9.3.5 Meet at least once a month (more often when necessary); and

7.9.3.6 Receive, investigate, and decide, together with the Director of Student Media, complaints from any aggrieved member of the community. If contested, the Student Media Council shall review the decision.

7.9.3.6.1 Complaint letters from any member of the academic community should be addressed to the Chairperson of the Student Media Council.

## 7.10 Editorial or Executive Screening Board

7.10.1 The Editorial or Executive Screening Board shall be composed of the following:

7.10.1.1 Director of Student Media;

7.10.1.2 Coordinator of Student Media;

7.10.1.3 Incumbent top officers; and

7.10.1.4 The faculty adviser.

7.10.2 If any of the outgoing top editors will run for a position for the next academic year, the other outgoing editors or officers may assign a representative, preferably a former top editor or officer, as a replacement.

7.10.3 The Editorial or Executive Screening Board shall have the following responsibilities:

7.10.3.1 Determine the criteria for the selection of the editorial or Executive staff of the major student media groups;




- 7.10.3.2 Prescribe the manner and procedure for the implementation of the editorial examinations;
- 7.10.3.3 Prescribe the criteria and manner in the selection of the Editorial or Executive Examiners Board by the Director of Student Media; and
- 7.10.3.4 Appoint students who will assist in the conduct of the editorial examinations.

## 7.11 Editorial or Executive Examiners Board

- 7.11.1 The Editorial or Executive Examiners Board shall be composed of the following:
  - 7.11.1.1 Incumbent editors or officers of the student media group concerned who are not running for any position in the following academic year; and
  - 7.11.1.2 Corresponding number of practitioners in journalism, creative writing, broadcasting, and related fields duly appointed by the current editorial or executive board.
- 7.11.2 The board shall have the following responsibilities:
  - 7.11.2.1 Evaluate and select the incoming editorial or executive staff based on clearly established criteria and properly promulgated procedures.
  - 7.11.2.2 Formulate questions for the written and/or oral examinations; and
  - 7.11.2.3 Check examination papers and present the results of the examinations to the Editorial or Executive Screening Board.

## 7.12 Selection of Staff Members

- 7.12.1 Staff members shall be selected by the editorial or executive board based on proficiency and competence through competitive examinations and interviews to be conducted by the editorial



or executive board of the student media group, headed by the Associate Editor or Vice President for Internals.

7.12.2 Applicants should meet the following requirements:

7.12.2.1 Obtain clearance from the Student Discipline Formation Office certifying that they have not incurred a major offense or have pending major disciplinary case throughout their stay in the University; and

7.12.2.2 Not be an officer or member of any political party (with an exemption for Green & White and Malate Literary Folio staff members).

7.12.3 Staff members should maintain their status as bona fide students of the University to retain their membership in the student media group.

7.12.4 Staff members shall be classified as either regular or probationary based on the length of time of active membership set by each editorial or executive board.

7.13 Allocation of Duties and Responsibilities

7.13.1 Schedule of Circulation, Broadcast or Release

Major student media groups shall publish and circulate their communication materials for the University following this schedule:

7.13.1.1 The LaSallian: every first week of the month within each term;

7.13.1.2 Ang Pahayagang Plaridel: every third week of the month within each term;

7.13.1.3 The Malate Literary Folio: one week\* before the end of each term; and

7.13.1.4 Green & White: annually and released by the third month after the last commencement exercise of the academic year.

7.13.1.5 Green Giant FM schedule of broadcast is

determined by the Executive Board and approved by SMO Director.

7.13.1.6 Archers Network releases one (1) video per month and bi-monthly broadcasts.

7.13.1.7 Releases of special issues are not covered in the said schedule.

7.13.2 All monetary disbursements should be approved by the Managing Editor, Vice President for Externals, or Station Manager of any major student media group. Only the signature of the Editor in Chief or President, duly noted by the Director of Student Media, will validate the requisition. In the absence of the editor in chief or president, the signature of the second in line, usually the Associate Editor or Vice President for Internals, with a reasonable explanation for the proxy, shall suffice.


7.13.3 The Managing Editor, Vice President for Externals, or Station Manager should support all payment requisitions with official receipts to be submitted to the Director of Student Media.

7.13.4 All office supply purchases should be recorded and accounted for by the Managing Editor, Vice President for Externals, Station Manager, or the office manager.

7.13.5 Editorial or Executive board members and their staff are the only ones who may use the facilities belonging to the major student media groups. Equipment and supplies may not be taken out of their respective offices, except during out-of-campus presswork.

7.13.6 The Editorial or Executive Board and the office manager will determine office rules and policies by the major student media groups. It is the responsibility of each major student media group to ensure that its staffers know the existence of such rules.

7.14 Student Media Grievance Committee

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- 7.14.1 The Student Media Grievance Committee shall have the appellate jurisdiction over the decision of the Student Media Council and the Director of Student Media.
  - 7.14.2 The Student Media Grievance Committee shall be composed of the following:
  - 7.14.3 The Dean of Student Affairs shall convene the Committee and define the procedures to be followed in the conduct of the review.
  - 7.14.4 The proceedings before the Student Media Grievance Committee shall be without prejudice to the filing of any criminal case under the Revised Penal Code and other existing laws.

7.15 Policy on Professional Journalism

- 7.15.1 Student media groups shall enjoy the right to freely and responsibly publish articles, opinions, and other works, guided by the Campus Journalism Act of 1992 (RA 7079) and the University Mission Statement, without any undue influence or threat.
- 7.15.2 Student media groups shall be subject to all the provisions of the law pertaining to mass media. The student media groups shall be fully and solely responsible for materials they publish.
- 7.15.3 Complaints against any member of the academic community may be published following the existing student media group policies. For cases with on-going investigations, only the facts and not the merits of the case may be published. Published articles must be well researched and balanced.
- 7.15.4 All stories, editorial, photographs, illustrations, video and audio published in communication materials should carry bylines, credit lines, or taglines. The editorial or executive board of the student media group shall be held fully and solely responsible for materials appearing without credit.
- 7.15.5 Staff members must use an audio recorder during interviews. Interviewees have the right to keep their statement from being audibly recorded. Interviewees

may also request for a copy of the transcript and approve it to ensure that the statements are accurate. The staff member must comply if the interviewee requested some facts to remain off the record.

7.15.6 All stories, editorials, photographs, illustrations, video and audio scheduled for distribution through any communication material produced by any major student media group may not be shown to anyone besides its staff members.

7.15.6.1 Any leakage prior to the communications material's release must be reported to the Director of the Student Media for investigation.

# DON ENRIQUE T. YUCHENGCO HALL

Ambassador Alfonso Yuchengco supported the construction of a nine-storey neoclassical building on the Manila campus and had it named The Don Enrique T. Yuchengco Hall (Building code: Y; also as Yuchengco Hall) in honor of his father.


Inaugurated in 2002, the building initially housed the central administrative offices of the University. It currently features modern learning spaces and the three-storey state-of-the-art Teresa Yuchengco Auditorium, a venue for major cultural and academic activities. The building also houses The Museum at DLSU on the second floor.



# UNDERGRADUATE

## SECTION 8: FEES, SCHOLARSHIPS AND PAYMENTS

- 8.1 Tuition and special fees are posted on the administrative bulletin boards and the DLSU website prior to and during the enrollment period. It is the student's responsibility to know the prescribed fees, scholarship grants, and payment policies.
- 8.2 The University, through the Office of Admission and Scholarship (OAS), offers scholarships to deserving students who pass the screening process. The various scholarship and financial assistance programs include the Star Scholarship, St. La Salle Financial Assistance Grant, Vaugirard Scholarship Program, Gokongwei Scholarship, Br. Andrew Gonzalez Academic Scholarship, De la Salle University-TELUS Student Assistantship Program, Lasallian Instructional Gift to Adopted Pupils (LINGAP), Brother President Scholarship Program (BPSP), Centennial Scholarship Program (CSP), Scholarship for Children of Faculty (SCF), Scholarship for Children of Co-Academic Personnel (SCC), Military Scholarship (PD 577), Top Achievers in the Freshman Test 100 (T.A.F.T. 100), Student Assistantship and Resource Training (START) Program, athletics scholarship/ tuition discount, cultural arts tuition discount, student media tuition discount, family tuition discount for three or more children enrolled at DLSU, and the Student Loan Program. Interested students may inquire at the SFA Office for information.
- 8.2.1 Loans are available to students with at least one (1) term of enrollment at the University and who cannot meet the deadline for payments of tuition. After the deadline for loan payment, a 1% interest per month shall be imposed on the outstanding loan.
- 8.2.2 A loan may only be availed of once every academic year and entails no processing fee.



8.2.3 To enroll for the next trimester, loans obtained for a current trimester must be settled one week before the scheduled date of online enrollment for the succeeding trimester.

8.3 Undergraduate students may also approach the University Student Government to apply for the Student Government Assistant Fund (SGAF), a project of the University Student Government- Office of the Executive Treasurer that provides 0% interest loans to DLSU students. SGAF provides loan opportunities such as calamity, thesis and emergency loans. Students may approach the Office of the Executive Treasurer for more information on the procedure for application for and payment of SGAF.

8.4 All refund checks pertaining to undergraduate students will be payable to the parent/guardian on record.

The release of student refund checks for those who dropped until the second week of classes will start on Week 5 of the trimester and for those who dropped after the second week will start on Week 10 of the trimester. Refund checks for ineligibles, complete withdrawals and other cases shall be made available ten (10) working days from receipt of the memo from the Office of the University Registrar.

Claims for refund are made according to the following memorandum from the Commission on Higher Education:

When a student registers in a school, it is understood that he is enrolling for the entire academic year for elementary and secondary courses, and for the entire semester for collegiate courses. A student who transfers or otherwise withdraws, in writing within two weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full for any length longer than one month, will be charged 10 percent of the total amount due for the term if he withdraws within the first week of classes, or 20 percent if within the second week of classes, regardless of whether or not he has actually attended classes. The student may be charged all the school fees in full if he withdraws any time after the second week of classes.

8.5 Over-the-Counter Collection Facility



Students may opt to avail of the United Coconut Planters Bank (UCPB) and Union Bank of the Philippines (UBP), and Metrobank over the counter payment facility in paying their tuition and fees only up to two weeks of the trimester. Students may also avail of the Credit Card or ATM method of paying their tuition and fees. Guidelines and procedures are available at the Finance and Accounting Office and DLSU website. Students may claim their official receipts on the next banking day at the Student Services window of the Controller's Office and are encouraged to keep their official receipts. There is a charge for the re-printing of official receipts.

- 8.6 Deadlines for payment of tuition and fees are posted on the administrative bulletin boards and printed on the student's Enrollment Assessment Form (EAF). A student who has not paid anything by the stipulated deadline will be considered not enrolled. This will automatically result to the deletion of the student's name from the official enrollment list.

Such students will also be charged an amount equal to 10% of their assessment regardless of whether the student attended classes or not.


These students need to file a leave of absence (LOA).

Moreover, students with outstanding balances from previous trimesters will not be accommodated for current transactions unless they settle their previous accounts.

- 8.7 Leave of Absence (LOA)

A student who files for a leave of absence will be refunded he/she submits his/ her LOA form within the following dates:

- 8.7.1 Before start of classes (Total payment less registration fee)
- 8.7.2 First Week of the trimester (90% of the total assessment)
- 8.7.3 Second Week of the trimester (80% of the total assessment). No refund will be made after the Second Week of the trimester except when the student is considered ineligible. In this case, the



refund will be 100% of the total assessment or in the case of an installment basis, the amount to be refunded will be the amount paid by the student.

A student who paid on installment basis and eventually files for a leave of absence after the second week of classes will still have to pay the balance of the tuition and fees.

## 8.8 Returned Checks

The responsibility of ensuring the check is well-funded rests with the students. They should verify that their check has been honored by the bank and, in case it has been dishonored, should settle their account immediately by paying in cash or manager's check. Failure to do so will automatically result to the deletion of the student's name from the official enrollment list.

The student who paid within the regular enrollment period and whose check was subsequently dishonored will incur a penalty of PHP 500.00. The following additional charges will be imposed if the said check was replaced within the following dates:

Within the first week of classes: PHP 200.00

Within the second week of classes: PHP 300.00

After the second week of classes: PHP 300.00 +  
PHP 100.00 / delayed working day

Students whose checks have been dishonored twice during their entire stay at the University may no longer make subsequent payments using checks. Only cash and manager's check will be accepted.

## 8.9 Personal Accident Insurance

Every student is covered by a Personal Accident Insurance. The coverage is for 24 hours, on and off campus, and for injuries caused by the accident. Benefits are as follows:

8.9.1 Accidental Death and Reimbursement;

8.9.2 Medical Reimbursement;

8.9.3 Burial Expense; and

8.9.4 Murder and Unprovoked Assault.

8.10 The following procedure should be followed when availing of student insurance:

8.10.1 Claimants should submit the documents stated below to 1911 Insurance Corporation (Room 202, Br. John Hall). These documents must be submitted within one year from the date of the accident. You may inquire about the amount you may claim from the office.

8.10.1.1 In cases of accidental death or murder:

8.10.1.1.1 Death Certificate (certified true copy);

8.10.1.1.2 Accident Report or Police Report; and

8.10.1.1.3 Official Receipt of Burial Expenses.

8.10.1.2 In cases of injury (reimbursement of medical expenses)

8.10.1.2.1 Medical Certificate;

8.10.1.2.2 Accident Report or Police Report; and

8.10.1.2.3 Original copy of Official Receipts of expenses (e.g., hospital bills, professional fee of doctors, medicine).

8.10.2 Claim the check after two weeks at Window G of the Finance and Accounting Office.

8.10.3 Exclusions from the insurance coverage include the following:

Suicide, bacterial infections, certain murder and assault, war or organized hostilities, strikes, nuclear radiation, professional athletics, mountaineering, scuba diving, aerial sports, racing, and mine cave-ins.

8.11 All financial transactions should be made through the Finance and Accounting Office at the Student Services window.



## Mode of Paying Tuition and Fees

### 8.12 Cash, Personal Check or Manager's Check

- 8.12.1 For security reasons, payment by check is encouraged.
- 8.12.2 Post-dated, state-dated and/or overstated checks are not accepted.
- 8.12.3 The authorized signatory must sign any check alteration.
- 8.12.4 The following information should be written correctly on the back of the check: student's full name, ID number, course/ college, telephone/mobile number, and home address.
- 8.12.5 The Student Services Section of the Finance and Accounting Office will automatically cancel the official receipt of those whose checks were returned or dishonored by the bank for whatever reason.
- 8.12.6 Replacement for returned or dishonored checks shall be in cash or manager's check and shall be paid to the Cashier at the Finance and Accounting Office only.


### 8.13 Over-the-counter Collection Facility with any UCPB and Union Bank and Metrobank Branch

- 8.13.1 This is a collection facility of UCPB and Union Bank and Metrobank where payments for DLSU tuition and fees are accepted in all its participating branches nationwide.

The following documents must be presented to the bank teller for payment to be accepted: Photocopy of Enrollment Assessment Form (EAF) and two accomplished copies of the Bills Payment Slip (BPS). Printed copies of BPS are available at the Finance and Accounting Office or any UCPB or Union Bank and Metrobank branches or this may be filled out and printed by the student from <http://www.dlsu.edu.ph/students/payments/UCPB.pdf>.

Payments can be made in the form of cash, checks (either local or regional), or a combination of both. Receiving banks shall accept check payments with the clearing cut-off time of 1:00 p.m. Checks received after the clearing cut-off time shall be considered as payment on the following banking day. The date of receipt shall be based on the date indicated on the machine validation on the BPS and on the bank collection report.

- 8.13.2 Post-dated, state-dated and/or overstated checks are not accepted.
- 8.13.3 The authorized signatory must sign any check alteration.
- 8.13.4 The following information should be written correctly on the back of the check: student's full name,
- 8.13.5 ID number, course/ college, telephone/mobile number, and home address.
- 8.13.6 The payer should not forget to get the second copy of the validated BPS from the teller as proof of receipt of payment.
- 8.13.7 The DLSU official receipt will be available for pick up at the Student Services Section of the Finance and Accounting Office after three (3) working days after the Cashiering Section of the Finance and Accounting Office receives a transmittal report from the participating banks, or the student may present immediately the validated BPS to the Student Services Section for the issuance of official receipt by the Cashier of the Finance and Accounting Office.
- 8.13.8 Original Enrollment Assessment Form (EAF) will be submitted to the Student Services Section of the Finance and Accounting Office.
- 8.13.9 The Student Services Section of the Finance and Accounting Office will automatically cancel the Official Receipt of those whose checks were returned or dishonored by the bank for whatever reason.



8.13.10 Replacement for returned or dishonored checks should be in cash or manager's check and shall be paid to the Cashier at the Finance and Accounting Office only.

8.14 Credit Card Payment

8.14.1 Any Mastercard or VISA card through straight payment is acceptable as mode of payment for tuition and fees. Only one (1) swipe per card and up to a maximum of two (2) credit cards are allowed per student.

8.14.2 Credit card installment scheme are acceptable through the following banks: Citibank (Paylite), BPI (Special Installment Plan), and BDO (Easy Pay).

8.14.3 Payment through credit card may be made only to the Cashier at the Finance and Accounting Office.

8.14.4 The credit card holder or owner is required to be present during payment to sign the credit card transaction slips.

8.15 Debit Card Payment

8.15.1 Payment through ATM via debit to savings account with BPI and BDO are acceptable as mode of payment for tuition and fees.

8.16 Full Payment

8.16.1 Total tuition and fees for freshmen, transferees and cross-enrollees for the particular term must be paid in full.

8.16.2 Graduating students and upperclassmen with assessments of PHP 12,000.00 and below must be paid in full.

8.16.3 Students in all year levels must be paid in full during summer classes.

8.17 Installment Basis

8.17.1 Payment may be in cash, credit card, personal check, or manager's check.

- 8.17.2 The over-the-counter facility of UCPB or Union Bank and Metrobank are acceptable but only on the first payment. The second payment shall be made only to the Cashier at the Finance and Accounting Office.
- 8.17.3 An installment fee of PHP 200.00 will be charged to the students.
- 8.17.4 Computation of First Payment:
- 8.17.5 Undergraduate: 50% of total assessment but must not be lower than PHP 12,000.00, installment fee.
- 8.17.6 The balance is payable on or before Midterm week.

Sample Computation of Balance:

|  |           |
|--|-----------|
| Assessment as per EAF:                   | 57,134.00 |
| Add: Manual Assessments: Installment Fee | 200.00    |
| Total Assessment                         | 57,334.00 |
| First Payment on Installment:            |           |
| (PHP 57,134.00 x 50%)                    | 28,567.00 |
| Installment Fee                          | 200.00    |
| First Payment Total                      | 28,767.00 |
| Second Payment Balance Due               |           |
| (PHP 57,134.00 x 40%)                    | 28,567.00 |

Note: Late payment, installment, and surcharges are separate assessments.

- 8.17.7 Students paying on installment basis who fail to pay the balance on the stipulated deadline will be allowed to complete the remainder of the term. However, such students will not be allowed to enroll for the next trimester and their transcript of records and transfer credentials, certifications, and other documents will be withheld until the balance is paid. In addition, a surcharge will be imposed upon payment of the balance.

## 8.18 Late Payment Fees

- 8.18.1 On the Initial Payment: A deadline is set for paying the fees without surcharge. A Late Registration Fee (LRF) is imposed if payment is made after the deadline:

|                   |  |
|-------------------|--|
| Start of classes  | PHP 200.00                               |
| Second Week       | PHP 300.00                               |
| Third Week        | PHP 400.00                               |
| Beyond third week | PHP 400.00 + 100.00/working day of delay |

- 8.18.2 Students with scholarships must submit to the Student Services window their Financial Assistance Certification from SFA within the set deadline; otherwise, they will also be subjected to late payment fees.

## 8.19 On the Balance

- 8.19.1 Any payment of the balances beyond the deadline will incur a penalty. The surcharge to be imposed is as follows:

|  |  |
|--|--|
| Payment within the first week after the deadline:  | PHP 100.00   |
| Payment within the second week after the deadline: | PHP 200.00   |
| Payment beyond two weeks after the deadline:       | PHP 300.00 but in no case shall it exceed PHP 500.00 |

\*Only the Cashier at the Finance and Accounting Office is authorized by the University to receive payments.

\*Payments made to unauthorized persons will not be honored.



## SECTION 9: ATTENDANCE

9.1 Prompt and regular attendance in all classes is encouraged of all students throughout the term.

9.2 Members of the faculty are expected to begin their classes promptly.

However, unavoidable circumstances may cause them to be late for class. In such cases, the following guidelines are to be observed:

For 60-minute classes, students should not leave until after 20 minutes for 90- to 180-minute classes, students should wait for 30 minutes. A faculty member may consider his/her students absent if they leave their classes earlier than the prescribed time.

9.3 A student who is absent is held responsible for all assignments and for the entire content of the course missed, regardless of the reason for the absence. The student is encouraged to consult with the faculty member regarding his/her current academic status.


9.4 A student is considered absent from class if he/she is not present within the first third fraction of the scheduled class time period. However, such grace period should not exceed thirty minutes. Thus, a student is considered absent if he/she arrives after:

9.4.1 20 minutes for a 60-minute class; or

9.4.2 30 minutes for all classes exceeding 60 minutes (laboratory or lecture) including LASARE, NSTP, PERSEF and IPERSEF modules for undergraduate students.

9.5 A student is considered late or tardy and receives a half-absence if he/she arrives in class during the first third fraction of the scheduled class time, i.e. if he/she arrives within the time schedule described above. A half-absence may be added to another half-absence to make a full absence recorded against a student.

9.6 Students render themselves ineligible for a passing grade



in a given course for the trimester if they are absent from class for more than two and a half times the number of class meetings in a week, such as: more than 12 1/2 times in a class meeting five times a week; more than 10 times for a class meeting four times a week; more than 7 1/2 times for a class meeting thrice a week; more than five times for a class meeting twice a week; more than 2 1/2 for a class meeting once a week.

9.6.1 For the summer term, students render themselves ineligible for a passing grade in a given course if they are absent for more than three (3) class meetings.

9.7 It is the student's responsibility to keep a record of his/her absences, however he/she may verify such from the faculty member concerned. Once the allowable number of absences has been exceeded, the faculty member should verify this with the student concerned before the student is given a failing grade due to excess absences. The University has no obligation to inform parents about the number of absences their sons/daughters have incurred.

9.8 Regulations regarding approved absences are as follows:

9.8.1 An approved absence is one authorized by the Dean of Student Affairs because a student has to attend an official function or activity. The Approved Absence Form shall be recommended for approval by the University official concerned.

9.8.2 Absences due to sickness (physical or mental) of not more than two weeks are considered approved absences and should therefore not be counted against the student's attendance if it is certified by a medical doctor using his/her official letterhead and validated by the Health Services Office Director. In case of absences due to prolonged illness, a student or his/her duly authorized representative should notify as soon as possible the Associate Dean who shall recommend the appropriate action to be taken.

9.8.2.1 In order for an absence to be approved, the student should present his/her original medical certificate to the Health Services Office (HSO) for it to be validated. The

validated medical certificate should be presented to the Associate Dean, or Assistant Dean for graduate students within one (1) week after returning to the University.

9.8.3 Students with approved absences should not be put to a disadvantage. The faculty member should give special make-up activities, other requirements, or special considerations, the manner and form determined by the faculty member following pertinent school guidelines. The schedule/deadline of such (e.g., special make-up activities, other requirements, or special consideration) shall be in consultation with the student concerned. Students should communicate the approved absences to the faculty concerned prior to the absence by sending the form via electronic mail or hard copy.

9.8.4 Absences due to special cases will be counted as approved absence upon the evaluation of the Associate Dean or Assistant Dean for Graduate Students, based on implementing guidelines.

9.9 Only students who are enrolled for credit or audit are allowed to attend classes. Other students who wish to sit in should get prior permission from the faculty concerned.

9.10 Undergraduate students on the Dean's Honors List of the preceding trimester are given the privilege of unlimited absences in academic courses during the current trimester. As such, these students should not be given a failing grade due to excess absences only. Students on the Dean's Honors List are indicated in the Final Class List received by the faculty members. The Dean's List Certificate is prepared by the Office of the University Registrar and may be claimed at the Associate Dean's Office.

9.11 The dean of the college in which the student is enrolled has the final authority to adjudicate all problems arising because of absences from regularly scheduled classes in the college.



## SECTION 10: EXAMINATIONS

10.1 A student who takes an examination should present his/her ID when required.

10.2 During examinations, a student may not leave the assigned place without the permission of the proctor-in-charge.

10.3 A student caught cheating, as defined in Sec. 5.3.1.1., shall be penalized with a grade of 0.0 in the requirement or in the course, at the discretion of the faculty member, without prejudice to an administrative sanction.

In cases of alleged cheating, the faculty member should report the incident to the Student Discipline Formation Office.

10.4 A student who completes his/her examination should submit his/ her paper only to the proctor.

10.5 Final examination schedules are posted on the DLSU website and on the administrative bulletin boards three weeks before the examinations. A student with conflicting examination schedules should proceed to the Office of the University Registrar to apply for special final examination.

10.6 Final examination booklets and other necessary papers shall be distributed to the student in the examination room.

10.7 A form shall be secured from the Office of the University Registrar and a fee shall be paid at the Finance and Accounting Office for each special or validating final examination requested by a student if the reason is not due to conflict in examination schedule.

Conflicts in final exam schedule should be resolved following the provisions in the Department Operations Manual:

| <b>Conflict:</b>                        | <b>Priority is given to:</b> |
|---|------------------------------|
| Regular Exam vs. Departmental Exam      | Departmental Exam            |
| Part-time Faculty vs. Full-time Faculty | Part-time Faculty            |

|   |                              |
|---|------------------------------|
| <b>Conflict:</b>                        | <b>Priority is given to:</b> |
| Full-time Faculty vs. Full-time Faculty | Seniority of Rank            |

- 10.8 A University policy of exempting students from final examinations is implemented under the following guidelines:
- 10.8.1 Faculty members are given the authority to exempt a student from final examination provided the student has a pre-final grade of at least 3.0 and provided further that such exemption is not contrary to departmental policies. This right of the faculty is made a policy of the University, but the faculty member is under no obligation to grant any examination exemption.
  - 10.8.2 At the beginning of the course, faculty members should convey to their students the policy on final examinations and should also stipulate the criteria for exemption.
  - 10.8.3 The Gokongwei College of Engineering has adopted a policy of not allowing exemption in courses that will be covered in the professional board exams.
- 10.9
- 10.10 Students have the right to see their graded quizzes and exams preferably the latest 1 week before the next succeeding examination and their indicative class standing before the final exams.
  - 10.11 Students have the right to see their duly corrected final examination papers, the questionnaires, the answer key, and the computation of their final grades during the Grade Consultation Day.



## SECTION 11: CREDIT, GRADING AND RETENTION

- 11.1 In general, the credit for a course is determined by the number and length of class meetings in every week of a trimester. Thus, a class meeting of three hours a week for one trimester gives three hours of credit. Some classes on the undergraduate level designated as laboratory require two or three hours to equal one trimester hour of credit. The number of units is indicated on the course offerings, the Student Enrollment Record, the Enrollment Assessment Form, and other documents/materials related to the course. A full-time undergraduate student is defined as one who carries a load of 12 units or more during the regular trimester. Students are expected to carry not fewer than 12 credit hours per trimester unless specified by their flowchart, or they are graduating.
- 11.2 For regular terms, the maximum academic load for undergraduate students is 15 units, or the number of units indicated on the program checklist. A student may be allowed to enroll more than the maximum allowable load during a regular term under the following circumstances:
- 11.2.1 The additional units pertain to or the list of enrolled courses includes a PE course; and
  - 11.2.2 The student is on his/her last term and the overload does not exceed 6 units.
- 11.3 Grading System

The University adopts the numerical grading system (see Table 11.3.1). The grade INC (“Incomplete”) does not exist in the grading system.

Table 11.3.1. Grading System

| <b>Grade Point</b> | <b>Description</b> |
|--------------------|--------------------|
| 4.0                | Excellent          |
| 3.5                | Superior           |
| 3.0                | Very Good          |
| 2.5                | Good               |

|     |  |
|-----|--|
| 2.0 | Satisfactory                                 |
| 1.5 | Fair   |
| 1.0 | Passed                                       |
| 0.0 | Failed                                       |
| 9.9 | Deferred (only for thesis/practicum courses) |

(9.9 is automatically changed to 0.0 after one term if not completed)

11.4 The following grading system, with the approval of the Vice Chancellor for Academics, is also used for special courses.

11.4.1 PASS: no grade point equivalence

11.4.2 FAIL: no grade point equivalence

11.5 Only grades in academic courses are included in the computation of either the trimestral or cumulative GPA. Grades for NSTP, Lasallian Studies, LASARE, PERSEF, IPERSEF, and Student Affairs Series (SAS) courses, those with Pass or Fail grades, and courses with zero credit, are not included in the computation of the trimestral or cumulative GPA. The trimestral GPA refers to the weighted average of grades in all academic courses taken in a given trimester, whereas the cumulative GPA refers to the weighted average of grades in all academic courses from the first term in which the student was enrolled up to the trimester just finished.

11.6 Computing your GPA


The GPA may be obtained using this formula:

11.6.1 Multiply the credit for each course by the corresponding grade points merited in each course to get the honor points;

11.6.2 Add all the honor points to get the total; and

11.6.3 Divide the total honor points by the total number of credit units during the trimester. Indices are computed to four decimal places rounded off to three decimal places.

11.7 Grades for courses taken by a DLSU student cross enrolled



in another school will not be included in the computation of his GPA. These courses, together with the corresponding grades, will be reflected on the Transcript of Records as having been taken from another school.

#### 11.8 Credit and Grading for Transferees

The guidelines for credit and grading for transferees are as follows:

11.8.1 Courses taken in other schools by transferees may be credited, provided that the number of units to be credited does not exceed 20% of the total number of units required in the program at DLSU.

11.8.2 Only grades for courses taken at DLSU shall be included in the computation of the CGPA.

11.9 Any and all grades obtained in academic courses are included in the computation of the trimestral and cumulative GPA for as long as such grades have been obtained at the University, regardless of the program under which they were obtained.

11.10 For subjects with lecture and laboratory courses, the following general policies apply:

11.10.1 The laboratory course is a co-requisite of the corresponding lecture course, both should be taken during the same term;

11.10.2 Separate grades are given for the lecture and laboratory courses unless specified otherwise by the department concerned;

11.10.3 If a student drops the lecture course, he/she must also drop the laboratory course. However, a student may drop the laboratory course without dropping the lecture course unless specified otherwise by the department concerned;


11.10.4 If the student fails in either the laboratory or lecture course, he/she should re-enroll only in the failed subject; and



- 11.10.5 Students have to pass both the lecture and laboratory courses to proceed to the succeeding course(s) unless specified otherwise by the college concerned.
- 11.11 A drop system from courses is covered by the following guidelines:
- 11.11.1 A student may drop a course up to the fourth week of the term. However, a student may drop NSTP and PERSEF courses with the approval of the associate dean if there is conflict with the schedule of academic subjects.
- First year students should take their Student Affairs and Services 1000<sup>14</sup> (SAS1000) during their 1st term of their first year.
- 11.11.2 Refunds for dropped course(s) will follow the CHED approved policies governing refunds.
- 11.11.3 A dropped course will not appear on the records of the student for the term during which it was dropped.
- 11.11.4 A student should maintain the minimum 12-unit load even after dropping certain courses.
- 11.11.5 A revised EAF, reflecting the change on the list of courses.
- 11.11.6 Students taking up modular programs may refer to the memorandum released by the Office of the Vice-Chancellor for Academics (Appendix S).
- 11.12 Students who wish to petition for a change in a trimestral grade should ask the faculty member(s) concerned to fill out the necessary forms and comply with the procedure for change of grade. Applications for change of grade should be given to the OUR within the deadline published on the academic calendar. After this deadline, no petition for

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14 SAS1000 is a test that all first year students take and result is discussed during the intake interview with the counselor. Students may enlist in the computer laboratory the schedule of actual test SAS1000.



change of grades shall be honored and the original one shall be retained unless the student has filed a grievance against the faculty concerning his/her grades.

11.13 Students should ensure that the list of courses and sections indicated on their Student Enrollment Record and My.LaSalle / animo.sys account is correct. They should also make sure that they are attending the correct courses and sections. Students who fail to drop are considered officially enrolled and are, therefore, covered by all the provisions applicable to enrolled students.

11.14 Audit courses are applied for during the first week of the term and are subject to availability of slots and approval of the department chairperson and college Associate Dean where the audit class is classified under. Auditing students or auditors are those who want to sit in classes without any intention of having these courses credited. They just intend to increase their knowledge on the subject matter or acquaint themselves with classroom procedures. As such, student auditors may:

11.14.1 Attend such classes only when they wish to, and incur any number of absences;

11.14.2 Refuse to take the examinations of the professors; and


11.14.3 Not apply for course credit within the term.

Enrollment forms and procedures for audit courses are available at the Office of the University Registrar. Special audit fees are payable at the Finance and Accounting Office.

11.15 Audit courses are not included in the computation of the total number of unit-load for the term for purposes of computing the GPA.

11.16 Within the first week of classes, audit courses may be converted to credit courses and as such are included in the computation of the GPA upon the recommendation of the department chair, in consultation with the Associate Dean and approval by the OUR, provided that the rules on maximum units enrolled are not violated.

- 11.17 Non-continuation of academic studies at the University is covered by the following guidelines:
- 11.17.1 The following are ineligible to continue studies at the University:
- 11.17.1.1 Upperclassmen who obtain a cumulative GPA of less than 1.000 at the end of the third trimester of any academic year of their residence in the University may not re-enroll. For freshmen, the cumulative GPA is assessed at the end of three consecutive trimesters starting from the term of entry, notwithstanding LOA.
- 11.17.1.2 Upperclassmen who incur 15 units of accumulated units of failure in academic courses by the end of each academic year, notwithstanding any LOA, are ineligible to enroll. Freshmen are rendered ineligible to continue their studies in the University if they incur at least 18 units of accumulated units of failure in academic courses by the end of the third trimester starting from the term of entry notwithstanding any LOA.
- 11.17.1.3 For students with ID number 102 and above: those under the Liberal Arts, Science, Business, Economics, and Education single degree programs who have accumulated 24 units of failure; under the Computer Studies programs who have accumulated 27 units of failure; and under the LIA-COM, Engineering, COM-COM and Education double degree programs who have accumulated 30 units of failure in academic courses at the end of any trimester. After proper evaluation, students (regardless of the program he/ she belong to) incurring at least 50% of the maximum allowable failure accumulations in academic course shall have their EAFs withheld. A student who reaches the failure limit specified in any subsequent



trimester will not be allowed to enroll in the University. Responsibility for evaluation of eligibility still lies with the student. Ineligibility or suspension does not depend on prior notice by the University.

11.17.2 Any failure incurred is automatically added to previous accumulated units of failure. Only students who have not reached the maximum allowable accumulated failures may re-enroll any failed course. If a student receives a grade of 2.5 or higher in the re-enrolled failed course, the original failure will not be counted in the accumulation of the number of units failed. However, all failures will still be counted for purposes of GPA computation and will be reflected on the transcript of records.

11.17.3 Pre-enrollment of students who have become ineligible will be invalidated automatically.

11.17.4 Students who have accumulated the maximum number of units of failure set per program but have less than or equal to 30% of academic units remaining in their curriculum will be allowed to re-enroll.

11.17.5 Students in the DLSU-Laguna Campus with ID 112 and below who obtains a CGPA of less than 1.000 at any given term after his/her third term in the University are not allowed to re-enroll.

11.18 A student who has exceeded the number of terms prescribed in his/her program flowchart will have to secure permission from the Associate Dean to continue enrollment in the University.

11.19 All students are required to attend the NSTP General Orientation (as mandated by the revised NSTP IRR of 2009) offered during the first year. In general, students are required to complete the two (2) NSTP courses based on their flowchart.

11.20 Subject to the approval of the department chairperson, the college Associate Dean, and the University Registrar, a student may, upon request, be allowed to take special

classes only under any of the conditions below. However, the University is not compelled to grant the request.

- 11.20.1 The student is graduating at the end of the term and the course to be taken as a special class is not offered for the term;
  - 11.20.2 The student is graduating at the end of the term and the schedules of the regular sections of the course to be taken as a special class conflict with other enrolled courses of the student;
  - 11.20.3 The course to be taken as a special class is indicated in the program flowchart as a regular offering for the term but is not offered;
  - 11.20.4 Other cases deemed meritorious by the department chair, the Associate Dean, and the University Registrar.
- 11.21 Subject to the approval of the department chair, the college Associate Dean, and the University Registrar, a student may, upon request, be allowed to take a course equivalent should the course not be offered for the term and a faculty member is not available to teach the course as a special class.

## **SECTION 12: TRIMESTRAL HONORS**

- 12.1 The Dean's Honors List recognizes superior scholastic achievement. To qualify for the Dean's Honors List, students should:
- 12.1.1 Carry a minimum course load of 12 academic units, unless less than 12 units are indicated in their flowchart or curriculum for that specific term.
  - 12.1.2 Not have a grade below 2.0 in any academic course;
  - 12.1.3 Not have a failure in any course, including, NSTP, PERSEF, IPERSEF, LASARE, Lasallian Studies and other courses with Pass or Fail grades and zero-credit;



- 12.1.4 Not have been found guilty of cheating or academic dishonesty and/or discipline offenses involving behavior unbecoming of a Lasallian such as commission of the act as defined on Section 5.3.1.15 (Section on Student Discipline) of this Handbook within the term; and
- 12.1.5 Have a GPA of at least 3.000 as indicated below:
- 12.2 Students who qualify for the Dean's First and Second Honors Lists are entitled to receive a Jose Rizal Certificate from the Dean's Office. Only those who are in the Dean's First Honors List for the entire academic year are recognized during the annual Academic Recognition Day held during the first term of the next academic year. Students who are included in the Dean's First Honors List for the first six (6) consecutive terms shall be automatically admitted as candidate-members for the Jose Rizal Honor Society and shall be recognized during the annual Academic Recognition Day.
- 12.3 Students on the Dean's First and Second Honors List in a particular trimester are entitled to unlimited absences in academic courses for the succeeding trimester. Students who will be enrolling only in a practicum course on the succeeding term may avail of the privilege upon their return to the University provided they pass the course.
- 12.4 In case a student is enrolled in an academic course with a pass or fail grading system, the number of credit units of such a course will not be included in the total number of credit units in computing the trimestral GPA. Such number of units, however, shall be included in the computation of the total number of units for purposes of qualifying for trimestral honors.
- 12.5 Any request for interpretation or clarification of rules about honors and academic awards should be forwarded to the Chair of the University Honors and Awards Council.
- 12.6 Students on the Dean's First Honors List are given advance enrollment privilege in the succeeding pre-enrollment period.

## SECTION 13: GRADUATION

- 13.1 Students may not participate in any activity related to the Commencement Exercises unless all administrative procedures relating to graduation are completed and discipline sanctions, if any, are served.
- 13.2 Students who are on their last term of enrollment may qualify to graduate at the end of the term. As such, they should apply to graduate following the procedure and the schedule (Weeks 5 to 8 of the term) posted by the Office of the University Registrar. Students need not be absolutely certain of passing their remaining courses, other requirements, or both.
- 13.3 Upon graduation, undergraduate students who have remained on the Dean's First Honors List for all terms of their program at the University shall be admitted to full membership in the Jose Rizal Society and shall receive a special Jose Rizal Honors Award.
- 13.4 Undergraduate students maintaining the required academic standards will be recommended by the University Honors and Awards Council for graduation honors of summa cum laude, magna cum laude, cum laude, and honorable mention.
- 13.4.1 To graduate with honors, 80% (75% for students in the Human Biology program) of the total credits earned toward the degree must have been earned in residence at the University.
- 13.4.2 Grades in Pass or Fail courses and those with zero credit do not count in the computation of the cumulative GPA in determining eligibility to graduate with honors.
- 13.4.3 The GPA of a graduating student refers to his/her cumulative GPA. The following cumulative GPA requirements apply to students graduating with honors:

| Honors          | GPA   |
|-----------------|-------|
| Summa Cum Laude | 3.800 |

|                   |        |
|-------------------|--------|
| Magna Cum Laude   | 3.600  |
| Cum Laude         | 3.400  |
| Honorable Mention | 3.200* |

13.4.4 Students with a failing grade for any academic or nonacademic course, and/or found guilty of cheating or academic dishonesty and/or discipline offenses involving behavior unbecoming of a Lasallian such as commission of the act as defined on Section 5.3.1.15 (Section on Student Discipline) of this Handbook are disqualified from graduating with honors.

13.4.5 Students with ID # 109- and above should not have a failing grade in any academic or non-academic course.

13.5 Loyalty awards are given to students who have completed their schooling at the University, or at any school run by the De La Salle Brothers, from the first grade of their elementary studies. Students who officially stopped studying at the University or any school run by the De La Salle Brothers through the issuance of a Transfer Credential (Honorable Dismissal) are disqualified from receiving loyalty awards from the University.

13.6 The University Honors and Awards Council may give special awards to deserving graduating students. (E.g. Br. Connon, Student Leadership, Athletics, Cultural Development, and Community Development)

13.7 Graduates of undergraduate degrees may also be awarded special honors for excellence in their major fields based on criteria determined by each academic department.

## **SECTION 14: DISCONTINUANCE OF STUDIES**


14.1 The following are ordinary means of discontinuing studies:

14.1.1 Issuance of a Certificate of Transfer Credentials (Honorable Dismissal) by the Office of the University Registrar as requested by the student if he/she is of



legal age, or his/her legal guardian if the student is still a minor.

- 14.1.2 Expulsion is initiated by the University for the commission of a major offense(s) specified on this Handbook (cf. Section Expulsion carries the warning to other educational institutions regarding the student's record.
- 14.1.3 Academic ineligibility as specified in this Handbook (cf. Section on Credit, Grading and Retention 11.8.1). Students who have become ineligible need to request for the issuance of a Certificate of Transfer Credentials to transfer to another school.
- 14.2 A Certificate of Transfer Credentials shall be requested from the Office of the University Registrar when the student discontinues his/her studies in the University. A student filing for a Certificate of Transfer Credentials shall secure clearances from concerned offices of the University. The Certificate of Transfer Credentials, once issued, is a permanent termination of studies and may not be cancelled. A second copy of this certificate shall not be issued at any time.
- 14.3 No records shall be supplied to any student whose account has not been settled with the Finance and Accounting Office.
- 14.4 A student who wishes to secure a copy of his/her collegiate records should send the OUR a notice at least one week prior to its claiming.
- 14.5 The Student ID is generally invalidated by the system two (2) weeks into the following term unless there is current enrollment on record.
- 14.6 For meritorious cases, a student may apply to drop from all courses or not enroll for a specific term(s) by filing a Leave Of Absence (LOA) approved by the Associate Dean and the University Registrar. The receipt of the Application for Leave of Absence form by the OUR shall be deemed official only when a Document Tracking System (DTS) card is issued. No Application for LOA Form will be processed after the midterm except for special cases endorsed by the Associate



Dean to the Office of the University Registrar. This leave shall be effective for a maximum of two (2) terms. To return, a student with a valid LOA for all the trimesters of absence proceeds to the Office of the Associate Dean at least a week before the start of classes to enroll for the following term. A student without a valid LOA for all the trimesters of absence is considered to be on Absence With Out Leave (AWOL). As such, he/she should proceed to the OUR at least two (2) weeks before the start of classes for procedures to apply for re-admission and enrollment for the following term. Returning students on AWOL shall be assessed a returnee fee.

- 14.7 Any leave of absence, or extension of a leave, not formally approved by the Associate Dean and the University Registrar shall be considered as absence without leave (AWOL) in which case the University reserves the right to refuse re-admission to the student. Any student applying for LOA within two weeks after the beginning of classes should be refunded that portion of the fees he/she paid in accordance with Section 8.6 (Section on Fee, Scholarships and Payments).

# BR. ANDREW GONZALEZ HALL

The Br. Andrew Gonzalez Hall is a 20-storey academic complex designed by Philip H. Recto Architects for De La Salle University. It is located on a 1,700-square-meter lot between Taft Avenue and Fidel Reyes St. and in front of the Enrique M. Razon Sports Center. The building was formally inaugurated on March 1, 2007 in celebration of Br. Andrew's 67th birthday. The building was opened for use in May 2006 for the first trimester.

Eduardo G. Fajardo, chairman of the Natividad Galang-Fajardo Foundation, Inc., contributed a significant amount to DLSU for the construction of the building.






# GRADUATE

## SECTION 15: FEES, SCHOLARSHIPS, AND PAYMENTS

- 15.1 All payments should be transacted directly with the Finance and Accounting Office. Tuition and special fees are posted on the bulletin board of the Office of the University Registrar (OUR) and on the website prior to and during the enrollment period.
- 15.2 Students may opt to avail of the United Coconut Planters Bank (UCPB) or Union Bank of the Philippines (UBP), and Metrobank over-the-counter payment facility when paying their tuition and fees. Copies of the guidelines and procedures are available at the Finance and Accounting Office and at <http://www.dlsu.edu.ph/offices/financeandaccounting/payments>.
- 15.3 The schedule of payments is printed on the Enrollment Assessment Form (EAF) of each student and posted on the bulletin board of the Finance and Accounting Office. Generally, the last day of payment without surcharge/penalty is the last working day before the start of the term.
- 15.4 A student who has not paid anything on the stipulated deadline will be considered not enrolled. As such, this will automatically result in the removal of the student's name from the official enrollment list. Students removed from the official enrollment list will also be charged an amount equal to 10% of their assessment, regardless of whether they actually attended classes or not.
- 15.5 A student may opt to pay on installment basis, subject to the following:
  - 15.5.1 Initial payment computed at 50% of the total assessment of tuition and fees + installment fee and other charges:

- 15.5.2 The balance is payable on or before the Midterm week.
- 15.5.3 Students paying on installment basis who fail to pay the balance on the stipulated deadline will be allowed to complete the remainder of the term. However, such students will not be allowed to enroll for the next trimester and their documents (Transcript of Records, Certifications, Transfer Credentials, etc.) will be withheld until the balance is paid;
- 15.5.4 A student who paid on installment basis and, eventually, discontinues attending classes will have to pay the balance of his/her tuition and fees.
- 15.6 Students who pay beyond the deadline, whether in full or by installment, are assessed late payment charges.
- 15.7 The responsibility of ensuring the check is good rests with the students. They should verify that their check has been honored by the bank and, in case it has been dishonored, should settle their account immediately by paying in cash. Failure to do so has the same effect as non-payment. As such, the student is automatically deleted from the official enrollment list.
- 15.8 A student who paid within the regular enrollment period and whose check was subsequently dishonored will incur a penalty. Additional charges will be imposed for delays in check replacement.
- 15.9 Claims for refund are made according to the following policy from the Commission on Higher Education:

When a student registers in a school, it is understood that he is enrolling for the entire school year for elementary and secondary courses, and for the entire semester for collegiate courses. A student who transfers or otherwise withdraws, in writing within two weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full for any length longer than one month, may be charged 10% of the total amount due for the term if he withdraws within the first week of classes, or 20% if within the second week of classes, regardless of whether or not he



has actually attended classes. The student may be charged all the school fees in full if he withdraws any time after the second week of classes.

Note: The equivalent number of days for refund applies during the summer term.

- 15.10 Students may apply for financial assistance and scholarships at Office of Admission and Scholarship (OAS)
- 15.11 Students under external scholarships are advised to coordinate with the Finance and Accounting Office regarding payment of their tuition and fees.
- 15.12 All enrolled students are covered by a personal accident insurance, 24 hours a day, on and off campus, for injuries caused by accident. For benefits and procedures for claiming, visit the 1911 Insurance Corp. at Room 202, St. John Hall.

## SECTION 16: ENROLLMENT

- 16.1 A full-time student may enroll for a maximum of twelve (12) units during the trimester. A part-time student, on the other hand, may enroll for a maximum of nine (9) units during the trimester. Students may take an overload upon the approval of the Associate Dean and the University Registrar.
- 16.2 Standard Schedule of Classes


Regular graduate classes have the following standard schedules:

|             |   |
|-------------|---|
| Week nights | 6:00 PM to 9:15 PM (meeting once a week)  |
|             | 6:00 PM to 7:30 PM (meeting twice a week) |
| Saturdays   | 7:30 AM to 10:45 AM                       |
|             | 9:15 AM to 12:30 PM                       |
|             | 12:45 PM to 4:00 PM                       |
|             | 4:15 PM to 7:30 PM                        |

- 16.3 Only courses to be counted towards earning the degree in the current program may be enrolled for credit. Students

who wish to enroll in courses outside the curriculum for additional knowledge and the like must do so without credit (audit).

- 16.4 A student who cannot enroll in any regular/special class must enroll for residency via the My.LaSalle (MLS) portal within the first two (2) weeks from the start of the term. The student on residency is considered a bona fide student for the term and may avail of University services (campus entry, insurance, internet access, medical/dental) and does not need to apply for re-admission upon return. However, a student who is not enrolled in residency or in any regular or special class needs to apply for returnee status before re- enrollment, subject to an assessment of a returnee fee.
- 16.5 A student is required to attend the SPS5000 which is composed of Institutional Orientation and the College Orientation for New Graduate Students. If they fail to attend during their first term of enrollment, the student will be automatically charged of the orientation fee until he attends the Orientation. Failure to attend the orientation on their third term will automatically prohibit the student to take the subjects for the term. (The mandatory requirement to attend the Institutional Orientation is applicable to graduate students with ID#109 and above.)
- 16.6 A student with two “incomplete” (INC) grades at the time of enrollment will not be allowed to enroll.
- 16.7 The University adopts an online pre-enrollment system, where old students enroll for the succeeding term before the end of the current term through the MLS [<http://my.dlsu.edu.ph>] portal. The procedures for enrollment are as follows:
- 16.7.1 Re/Activation of MLS account
- 16.7.1.1 Students who have paid their tuition and other fees for the current term within the deadline of payment need not reactivate their accounts.
- 16.7.1.2 Re/activation of accounts is done through [http://my.dlsu.edu.ph/create\\_account.asp](http://my.dlsu.edu.ph/create_account.asp). The system will require the Official Receipt



number relating to the tuition payment for the current term. Students who lost their Official Receipt need to activate or reactivate their account manually at the Help Desk of the Information Technology Center (ITC) at Room 305, Gokongwei Hall.

16.7.1.3 Students who are under scholarship from the University OAS, faculty development, staff development, etc.) need to check if their student accounts are still active.

16.7.1.4 Graduate students enrolled in any course or in residency in the current term may enroll their courses for the following term online.

## 16.7.2 Academic Advising

16.7.2.1 Students should check the courses (and their respective course codes) offered for the following term. These are available through the MLS account and posted at the bulletin boards of the Office of the University Registrar (OUR), the Office of the Associate Dean, and the academic departments.

16.7.2.2 Students may discuss the courses they intend to enroll in, including alternative courses, with the Graduate Program Coordinator of their academic department.

16.7.2.3 Only regular courses and residency may be enrolled online. Non-coursework enrollment shall be done manually at Window 8 of the Office of the University Registrar following the schedule below:

|                                    |             |
|------------------------------------|-------------|
| Written Comprehensive Exam         | Week 5 to 6 |
| Oral Comprehensive Exam            | Week 9      |
| Thesis/Dissertation Writing 1 only | Week 9      |



|  |             |
|--|-------------|
| Thesis/Dissertation Writing<br>1 onwards | Week 1 to 2 |
| Proposal Defense                         | Week 1 to 9 |
| Final Defense                            | Week 1 to 7 |

Course codes and other course details (such as schedule, room, etc.) must be copied carefully.

### 16.7.3 Online Enrollment

16.7.3.1 The schedule for online enrollment is announced by the OUR two (2) weeks before the actual enrollment schedule.

16.7.3.2 On the scheduled date of enrollment, students must proceed to an internet-enabled computer and log in to their MLS account (using their graduate studies student account) from 8:00 AM to 7:00 PM (Mondays-Fridays) and from 8:00 AM to 12:00 NN (Saturdays).

16.7.3.3 Students should click on the link “Enroll Courses” found at the left-hand side of the page under the category “Registrar’s Office” and follow the detailed procedure for adding/dropping of courses. The confirmation page may be printed for reference.

### 16.7.4 Claiming of Enrollment Assessment Form

16.7.4.1 The Enrollment Assessment Form (EAF) will be ready for pick up at the Office of the Associate Dean on the schedule provided in the postings

### 16.7.5 Adjustment

16.7.5.1 Revisions in the selection of courses may be made during adjustment day held before the start of the term.



16.7.6 Payment at the Finance and Accounting Office

16.7.6.1 Students should proceed to the Finance and Accounting Office with their original or revised EAF for payment of the assessed amount. Payments made when the term has started will be assessed a surcharge.

16.7.6.2 All payments should be made at the Finance and Accounting Office. Non-payment means removal from the list of students officially enrolled.

16.7.6.3 All branches of the United Coconut Planters Bank (UCPB) are authorized to accept payments for and in behalf of DLSU. Forms are available at the Finance and Accounting Office or may be downloaded from [http://www.dlsu.edu.ph/offices/Finance and Accounting/payments](http://www.dlsu.edu.ph/offices/Finance%20and%20Accounting/payments).

16.8 The following should undergo manual enrollment during adjustment day:

16.8.1 Returnee students – those who are not enrolled in any course or in residency during the current term;

16.8.2 Late enrollees – those who did not enroll online;

16.8.3 Students with changes in course/sections. All requests for changes in courses, section, etc., should be made during the adjustment day; and

16.8.4 Students enrolling in audit classes.

16.9 Enrollment in regular courses will not be entertained once the term has started. Only the following special enrollment will be allowed, subject to the corresponding deadlines:

16.9.1 Special classes (courses which are not offered as regular courses) – up to the end of Week 2 of the term. A dissolved class may also be converted to a special class.

16.9.2 Residency – up to the end of Week 2 of the term and

is done online;

16.9.3 Practicum and Thesis/Dissertation Writing – up to the end of Week 2 of the term.

16.9.4 Written Comprehensive Exam – from Week 5 to end of Week 6 of the term;

16.9.5 Oral Comprehensive Examination – during Week 9 of the term only;

16.9.6 Thesis/Dissertation Proposal Defense – up to the end of Week 9 of the term; and

16.9.7 Thesis/Dissertation Final Defense – up to the end of Week 7 of the term

16.10 Students should ensure that the list of courses and sections in their EAF as issued by the OUR is correct. They should also ensure that they are attending the correct courses and sections. Only students who are enrolled for credit or audit are allowed to attend classes.

16.11 Dropping/Withdrawal

16.11.1 A course may be dropped only up to the end of Week 2 of the term. Dropping of courses is done via the MLS portal. Officially-dropped courses will not appear in the Transcript of Records. Refunds for dropped course(s) comply with the CHED-approved policies governing refunds, as follows:


100% - before the term starts

90% - until the end of Week 1

80% - until the end of Week 2

16.11.2 After the dropping period, a student has to apply for withdrawal if he/she wishes to discontinue attending a course. A “W” appears in the Transcript of Records. A student may withdraw from a course until the end of Week 7 of the term.

16.11.3 Students who fail to drop are considered officially enrolled and are therefore covered by all the provisions applicable to enrolled students.

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- 16.12 Students enrolled as audit are entitled to the following:
    - 16.12.1 Attend such classes only when they wish to, and incur any number of absences;
    - 16.12.2 Privilege not to take examinations; and
    - 16.12.3 Convert audit classes to regular classes with credit up to the end of the Week 2 of the term, upon the approval of the academic department and the University Registrar.
  - 16.13 A student may cross-enroll in another school only after securing the written permission of the Associate Dean and the University Registrar.

## **SECTION 17: COMPREHENSIVE EXAMINATIONS**

- 17.1 As a general rule, passing the Written Comprehensive Examinations (WCE) is a pre-requisite to thesis or dissertation writing. Students are allowed to take the WCE after they have passed all coursework of their program, unless specified otherwise in their flowchart/checklist.
- 17.2 Generally, the WCE in the various programs are scheduled once each term, although some programs only schedule these annually. The WCE normally cover four (4) to five (5) areas of the major content and/or core subjects.
- 17.3 The guidelines for enrollment in comprehensive examinations are listed below:
  - 17.3.1 The enrollment for WCE is similar to that for a regular course. However, this is done manually at the Office of the University Registrar (OUR) from Week 5 to the end of Week 6 of the term;
  - 17.3.2 To enroll in WCE, the student must submit in quadruplicate the accomplished Application for Written Comprehension Examination (Form No.E-25). This is available at the academic department, the

Office of the Associate Dean or at the Front Desk of the OUR. A copy may be downloaded from <http://www.dlsu.edu.ph/offices/registrar/pdf>.

- 17.3.3 The accomplished form must be accompanied by a Certification of Academic Units Completion which can be secured at the Enrollment Services Hub (ESH).
- 17.4 The student is officially informed about the results of the WCE by the respective departments about three (3) weeks after the end of the last testing date.
- 17.5 Students who fail the WCE may apply for a re-test in the area(s) where they failed. Students who fail a second time must audit the courses for which they did not pass the WCE. After auditing, they may take the WCE for the third time. A student who fails a third time in any of the areas of the WCE is rendered ineligible to continue in the program.
- 17.6 Some programs may require a separate Oral Comprehensive Examination (OCE). The guidelines for enrollment in OCE are listed below:
  - 17.6.1 The enrollment for OCE is similar to that for a regular course. However, this is done manually at the OUR during Week 9 of the term only.
  - 17.6.2 To enroll in OCE, the student must submit in quadruplicate the accomplished. Application for Oral Comprehension Examination (Form No.E-26). This is available at the academic department, the Office of the Associate Dean or at the Front Desk of the OUR. A copy may be downloaded from <http://www.dlsu.edu.ph/offices/registrar/pdf>.
  - 17.6.3 The accomplished form must be accompanied by a Certification of Academic Completion which can be secured from the Front Desk of the OUR.



## SECTION 18: CREDIT, GRADING AND RETENTION

- 18.1 Each program has a prescribed minimum number of academic units. The curriculum for the master's degree usually has a minimum total of thirty-six (36) units. The total number of required units for the doctoral programs varies, with the minimum being thirty (30) units.
- 18.2 In general, credit for a course is determined by the number and length of class meetings per week per trimester. Thus, a class meeting for three hours a week for one trimester gives three hours of credit. Some classes designated as laboratory require two or three hours to equal one trimester hour of credit.
- 18.3 Prompt and regular attendance in all class sessions is required throughout the term. The following are the rules on student attendance.
- 18.3.1 Students render themselves ineligible for a passing grade in a given course for the trimester if they are absent from class for more than two and a half times the number of class meetings in a week, such as: more than 12-1/2 times in a class meeting five times a week; more than 10 times for a class meeting four times a week; more than 7-1/2 times for a class meeting thrice a week; more than five times for a class meeting twice a week; more than 2-1/2 for a class meeting once a week.
- 18.3.2 A student is considered late or tardy and receives a half absence if he or she arrives in class during the first third fraction of the scheduled class time but not to exceed thirty (30) minutes. A student is considered absent from class if he or she is not present within the first third fraction of the scheduled class time but not to exceed thirty minutes. Thus, a student is considered absent if he or she arrives after: 20 minutes, for a 60-minute class; 30 minutes, for a 90 to 180 minute class (laboratory or lecture)
- 18.4 Members of the faculty are expected to begin their classes

promptly: However, unavoidable circumstances may cause them to be late for class. In such cases, the following guidelines are to be observed:

18.4.1 For a 60-minute class, students should not leave until after 20 minutes; for 90 to 180-minute classes, students should wait for 30 minutes. Students may be marked absent by a professor if they leave their classes earlier than the prescribed time.

18.5 The Dean of the college in which the student is enrolled has the final power to adjudicate all problems arising due to absences from regularly scheduled classes in the college.

18.5.1 Before the start of classes, all faculty members must determine the performance standards and the weight assigned to each standard in grading that course. The faculty must disclose to the students his or her grading system (i.e. performance standards and respective weights assigned) at the beginning of the trimester.

18.6 The University adopts the grading system below for its graduate programs:

18.6.1 Diploma/Certificate Programs

| <b>Grade Point</b> | <b>Description</b>             |
|--------------------|--------------------------------|
| 4.0                | Excellent                      |
| 3.5                | Superior                       |
| 3.0                | Very Good                      |
| 2.5                | Good                           |
| 2.0                | Satisfactory                   |
| 1.5                | Fair                           |
| 1.0                | No credit                      |
| 0.0                | Failed                         |
| 7.0                | Passed (for Pass/Fail courses) |
| 8.0                | Failed (for Pass/Fail courses) |
| 9.9                | Incomplete/Deferred            |
| A                  | Audit                          |
| W                  | Withdrawn                      |

For the diploma programs, courses for which grades below 1.5 were obtained should be repeated.

A grade of INC becomes a “W” after (1) term if the student fails to complete the course. The highest completion grade that a student may receive is 3.5.

### 18.6.2 Masteral Programs

| <b>Grade Point</b> | <b>Description</b>             |
|--------------------|--------------------------------|
| 4.0                | Excellent                      |
| 3.5                | Superior                       |
| 3.0                | Very Good                      |
| 2.5                | Good                           |
| 2.0                | Satisfactory                   |
| 1.5                | No credit                      |
| 1.0                | No credit                      |
| 0.0                | Failed                         |
| 7.0                | Passed (for Pass/Fail courses) |
| 8.0                | Failed (for Pass/Fail courses) |
| 9.9                | Incomplete/Deferred            |
| A                  | Audit                          |
| W                  | Withdrawn                      |

For the Master’s programs, courses for which grades below 2.0 were obtained should be repeated.

A grade of INC becomes a “W” after one (1) term if the student fails to complete the course. The highest completion grade that a student may receive is 3.5.

### 18.6.3 Doctoral Programs

| <b>Grade Point</b> | <b>Description</b>             |
|--------------------|--------------------------------|
| 4.0                | Excellent                      |
| 3.5                | Superior                       |
| 3.0                | Very Good                      |
| 2.5                | Good                           |
| 2.0                | No credit                      |
| 1.5                | No credit                      |
| 1.0                | No credit                      |
| 0.0                | Failed                         |
| 7.0                | Passed (for Pass/Fail courses) |
| 8.0                | Failed (for Pass/Fail courses) |
| 9.9                | Incomplete/Deferred            |
| A                  | Audit                          |
| W                  | Withdrawn                      |

For the doctoral programs, courses for which grades



below 2.5 were obtained should be repeated.

A grade of INC becomes a “W” after one (1) term if the student fails to complete the course. The highest completion grade that a student may receive is 3.5.

18.6.4 The Trimestral Grade Point Average (TGPA) refers to the weighted average of grades in all academic courses taken in a given trimester, whereas the Cumulative GPA (CGPA) refers to the weighted average of grades in all academic courses from the first term in which the student was enrolled up to the trimester just finished.

18.7 Only grades in courses taken at De La Salle University shall be included in the computation of the cumulative GPA. Any and all grades obtained in academic courses are included in the computation of the trimester and cumulative GPA for as long as such grades have been obtained at DLSU, regardless of the program under which they were obtained and whether they were credited to the current program or not.

18.8 The GPA may obtain through the following procedure:


18.8.1 Multiply the credit for each course by the corresponding grade points merited in each course to get the honor points. Units corresponding to undergraduate pre-requisite/refresher courses, Pass/Fail courses, and audit courses are not included in the computation.

18.8.2 Add all the honor points to get the total; and

18.8.3 Divide the total honor points by the total number of credit units during the trimester. Indices are computed to four decimal places rounded off to three.

18.9 Credit and grading for transferees are governed by the following terms and conditions:

18.9.1 Evaluation of transfer of credits is subject to the approval of the Associate Dean and the University Registrar, upon the recommendation of the Chair/Graduate Coordinator of the academic department.

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- 18.9.2 A maximum of one-third (1/3) of the total number of academic units (excluding thesis/dissertation) required for the degree at DLSU may be accepted as transfer credits.
- 18.9.3 Course taken from another school should be credited on the first term of studies at DLSU. No other courses taken from another school may be credited subsequent to this, unless covered by the issuance of a cross-enrollment permit from the Office of the University Registrar (OUR).
- 18.9.4 Courses counted to earn a separate degree, whether at DLSU or in another school, are not eligible for crediting.
- 18.10 The final grades may be viewed online through the My.LaSalle Account. Faculty will be available for consultation during the Grade Consultation Day.
- 18.11 Students who wish to petition for a change in a trimestral grade should ask the faculty member(s) concerned to fill out the necessary forms and comply with the procedures for change of grade. Application for change of grade by faculty members (using the appropriate form for change of grade) will be entertained only if such completed forms are received at the OUR. The deadline for applying for a change of grade is indicated in the University Calendar and is generally one week after the Grade Consultation Day. After this deadline, no petition for changes of grades shall be honored and the original shall be retained.
- 18.12 The following are the rules governing program residency:
- 18.12.1 Program residency refers to maximum number of years a student has to complete his program. Program residency is reckoned from the date of admission to DLSU.
- 18.12.2 A student in the master's program is given a maximum of eight (8) years to complete his program. A student in the doctoral program is given a maximum of ten (10) years to complete his program. For the College of Law, a student is given a maximum

of six (6) years to complete the program. The Dean may, at his discretion, give the student a one year grace period but in no case shall the student's residency exceed a total of seven (7) years.

18.12.3 A student who goes beyond the maximum program residency will be required to take one (1) penalty course for every year of extension, for a maximum period of three (3) years and five (5) years for masters and doctoral programs, respectively.

18.12.4 For graduate students with ID number 105 and below they may be exempted from penalty courses if they have passed the comprehensive exam stage or its equivalent.

18.12.5 The student is responsible for monitoring the status of his or her eligibility. No prior notice from DLSU is needed.

18.12.6 Pre-enrollment of students who have become ineligible in the program will be invalidated automatically.

18.12.7 A student who has exceeded the maximum program residency (as defined in 4.13.2) will have to secure permission from the Associate Dean to continue enrollment in the University.

18.13 Based on the results of the admission examination, a student may be required to take Advanced Technical Reading and Writing – ENGM (3 units) and ENGM (3 units) as pre-requisite courses to the program, subject to the following:

18.13.1 A student unable to meet the cut-off for the qualifying exam is required to enroll ENGM (3 units) not later than the second term of enrollment and ENGM (3 units) not later than the third term of enrollment.

18.13.2 The course ENGM is a pre-requisite to ENGM. As such these courses may not be taken simultaneously. Moreover, a student may enroll in ENGM only after earning credit for ENGM.



- 18.13.3 A student required to undergo Advanced Technical Reading and Writing may be allowed to proceed to other courses in the program only after earning credit for ENGM and ENGM. However, other courses may be enrolled simultaneously with ENGM and ENGM.
- 18.13.4 The course ENGM and ENGM cannot be waived as a requirement for the completion of the program.
- 18.13.5 A student not required to undergo Advanced Technical Reading and Writing may opt to enroll the same for audit purposes.
- 18.13.6 A student who obtains a grade of 3.0 or higher in ENGM need not enroll ENGM.
- 18.14 A student who incurs two (2) grades of "0.0" is rendered ineligible for re-enrollment in the program. A student rendered ineligible in a program may shift to another program.
- 18.15 A student may shift to another program, subject to the following guidelines:
  - 18.15.1 Shifting is transferring from one program to another in the same level. Thus, a student in a diploma/certificate program may not shift to a master's program. In this case, the student needs to undergo the usual admission process for entry into the master's program;
  - 18.15.2 A student may shift a maximum of two (2) times for the duration of his stay at DLSU;
  - 18.15.3 Student may apply to shift to the same program, in cases when both an old and a new curriculum exist. These cases do not count against the maximum number of allowable shifting;
  - 18.15.4 A student may apply for shifting through the Application for Shifting (Form No. E-04C) available at the OUR, subject to an application fee;
  - 18.15.5 An application for shifting, if and when approved,

is effective the succeeding term. Results of shifting application are released before the pre-enrollment period to allow students to enroll in courses under the new program.

## SECTION 19: THESIS AND DISSERTATION

- 19.1 Upon completion of all coursework and other requirements of the program, a student may enroll in thesis or dissertation writing. The thesis or dissertation or the equivalent research work entails an in-depth study and an extensive investigation of a problem. It must show originality and should contribute to the existing field of knowledge, preferably in conformity with institutional goals, thrusts, and objectives, and should manifest the student's competence in research.
- 19.2 Enrollment in the graduate thesis or dissertation has the following stages:
- 19.2.1 Thesis/Dissertation Writing
- 19.2.1.1 The Thesis/Dissertation writing course is enrolled similar to a regular course. However, this is done manually at the Office of the University Registrar (OUR) up to the end of Week 2 of the term only. However, enrollment in Thesis/Dissertation Writing 1 may additionally be done during Week 9 of the term. To enroll in the thesis/dissertation writing course, the student must submit in quadruplicate the accomplished Enrollment of Thesis/Dissertation Writing (Form No. E-24). This is available at the academic department, the Office of the Associate Dean or at the Front Desk of the OUR. A copy may be downloaded from [http:// www.dlsu.edu.ph/offices/registrar/pdf](http://www.dlsu.edu.ph/offices/registrar/pdf).
- 19.2.1.2 The Accomplished form must be accompanied by a Certification of Academic Completion which can be secured from the

Front Desk of the OUR.

19.2.1.3 The thesis writing course for the master's program is six (6) units. Enrollment in the thesis course is valid for nine (9) consecutive terms.

19.2.1.4 The assessment for thesis writing course has three components: (1) Tuition; (2) Research Supervision; and (3) Miscellaneous, scheduled as follows:

| <b>Thesis Writing</b> | <b>Tuition</b>              | <b>Research Supervision</b> | <b>Miscellaneous</b> |
|-----------------------|-----------------------------|-----------------------------|----------------------|
| 1                     | *                           |                             | *                    |
| 2 to 9                | Enrolled with zero (0) unit | *                           | *                    |

19.2.1.5 A student who goes beyond the enrollment validity for thesis/dissertation shall be required to retake the thesis/dissertation cycle, that is, start from Thesis/ Dissertation Writing 1.

19.2.1.6 For the doctoral program, the dissertation writing course is twelve (12) units and valid for fifteen (15) consecutive terms.

19.2.1.7 The assessment for dissertation writing course has three components: (1) Tuition; (2) Research Supervision; and (3) Miscellaneous, scheduled as follows:

| <b>Thesis Writing</b> | <b>Tuition</b> | <b>Research Supervision</b> | <b>Miscellaneous</b> |
|-----------------------|----------------|-----------------------------|----------------------|
| 1                     | *              |                             | *                    |

|         |                             |   |   |
|---------|-----------------------------|---|---|
| 2       | *                           |   | * |
| 3 to 15 | Enrolled with zero (0) unit | * | * |

\* Term here does not refer to the trimester of the Academic year, but the instance of enrollment of the student.

## 19.2.2 Proposal Defense


19.2.2.1 Only if and when the adviser has approved the defense of the thesis/dissertation should the student enroll for proposal defense. The enrollment is done manually at the OUR up to the end of Week 9 of the term only.

19.2.2.2 To apply for proposal defense of thesis/dissertation, the student must submit in quadruplicate the accomplished Application for Thesis/Dissertation Defense (Form No. E-22). This is available at the academic department, the Office of the Vice-dean or at the Front Desk of the OUR. A copy may be downloaded from <http://www.dlsu.edu.ph/offices/registrar/pdf>.

19.2.2.3A student needs to be enrolled in the thesis/dissertation writing course during the term to be allowed to apply for thesis/dissertation proposal defense.

19.2.2.4 Payment for thesis/dissertation defense may not be carried over to another trimester even if no defense transpired, except when the department is unable to convene a panel for the current term.

19.2.2.5If revisions in the thesis/dissertation are required by the proposal defense panel, the revised version should be submitted to



the members of the proposal defense panel, through the adviser, not later than the end of three (3) terms from the term of defense.

19.2.2.6A student unable to submit the revised thesis/dissertation within the allotted period shall be deemed to have failed the proposal defense. As such, the student needs to repeat the entire thesis/dissertation cycle.

### 19.2.3 Final Defense

19.2.3.1 Only students who have successfully completed the Proposal Defense are qualified to apply for the Final Defense. The enrollment is done manually at the OUR up to the end of Week 7 of the term only.

19.2.3.2 The conditions, policies and procedures in connection with Proposal Defense should also be followed when applying for the Final Defense.

19.2.3.3A student may have the Proposal Defense and Final Defense within the same term, provided that the deadlines for application and submission of requirements are observed.

19.2.3.4 If revisions in the thesis/dissertation are required by the final defense panel, the revised version should be submitted to the members of the final defense panel, through the adviser, not later than the end of three (3) terms from the term of defense or six (6) terms for programs under the Colleges of Engineering, Science, and Computer Studies.

19.2.3.5A student unable to submit the revised thesis/ dissertation within the allotted period shall be deemed to have failed the final defense. As such, the student needs to repeat the entire thesis/dissertation cycle.



#### 19.2.4 Submission of Requirements

Upon successful completion of the Final Defense and upon revision (if necessary) of the thesis/dissertation, the student needs to submit the following to the department secretary.

19.2.4.1 Five (5) compact discs (CDs) (of reputable brand) containing the version consistent with the approved graduate thesis/dissertation by the Final Defense panel (including annexes, tables, and the like) in non-editable Portable Documents File (PDF) format, readable in a standard computer, with CD and transparent case labeled as follows:

Title of graduate thesis/dissertation

Program

Name of school

Name of student (Last name, first name, middle name)

Month and year of completion (e.g., July 2004)

Name of faculty adviser


19.2.4.2 Signed Approval Sheet

19.2.4.3 Application to Graduate (Form S-01).

A copy may be downloaded from <http://www.dlsu.edu.ph/offices/registrar/pdf>

19.2.4.4 Photocopy of Official Receipt (payment of graduation and other fees).

19.3 The composition of the defense panel is determined after consultations among the Department Chair/Graduate Program Coordinator, faculty adviser and the student. The panel for the master's level consists of a chair and two (2) members. For the doctoral level, the panel consists of a chair and four (4) members.



19.3.1 As far as practicable, faculty members from schools other than DLSU and experts in the field should be invited to sit in the panel. The panel chair, however, must come from DLSU.

Each member of the panel must be provided with a copy of the thesis/ dissertation at least two (2) weeks before the defense date.

19.3.2 The same members, or at least a majority of the proposal defense panel, shall compose the final defense panel.

19.3.3 To officially convene the panel, at least two (2) of the three members at the master's level and four of the five at the doctoral level, should be present provided the absentee member has submitted written comments. The mentor and the chair should be present at both proposal and final defenses.

19.4 To give recognition to outstanding research projects and upon the recommendation of the chair of the defense panel to the department, a student may be granted an award for outstanding thesis/dissertation, subject to the following criteria:

19.4.1 Significant contribution to the development or refinement of knowledge improvement of practice;

19.4.2 Originality and creativity;

19.4.3 Practicability in the discipline where it applies; the extent to which the study reflects and responds to practical problems;

19.4.4 Identification of a strong theoretical framework within which the problem is developed; and


19.4.5 Clarity and coherence of presentation and accuracy of language.

## **SECTION 20: GRADUATION**

- 20.1 Students who have successfully completed the required number of units and all the courses required in their curricula are eligible to apply for graduation. In applying to graduate, the student needs to submit the requirements in Section 19.3.4 of this Handbook and undergo other procedures set by the Office of the University Registrar (OUR), such as toga measurement for students attending the Commencement Exercises. The OUR will post announcements regarding the procedures and deadlines for the application to graduate.
- 20.2 Students may not participate in any commencement activity unless all curricular requirements are completed and administrative sanctions, if any, are served.
- 20.3 Students in the diploma/certificate programs need to submit the Program Completion Form (Form No. S01A) at the end of their programs to receive their Transcript of Records and Certificate.
- 20.4 The official date of graduation or completion is the last day of the term when all the requirements of the program have been satisfied and submitted to the OUR.

## **SECTION 21: DISCONTINUANCE OF STUDIES**

- 21.1 The following are ordinary means of discontinuing studies:
  - 21.1.1 A certificate of Transfer Credential (Honorable Dismissal) issued by the University Registrar for reasonable cause on petition by the student, if he/she is of legal age, or on his/her behalf by a legal guardian, if the former is still a minor.
  - 21.1.2 Expulsion, as initiated by the University for the commission of a major offense(s) specified on this Handbook. Expulsion carries the warning that other educational institutions should not accept the person expelled.
- 21.2 A certificate of Transfer Credential (Honorable Dismissal)



should be requested from the Office of the University Registrar (OUR) when circumstances render such a step necessary. This certificate should be requested for as soon as a student decides to discontinue his or her studies at the University.

21.3 The Transcript of Records is a complete record of a student's work in the University. It may be official (with school seal and signature of the University Registrar) or unofficial and may be requested at the OUR.

21.3.1 Transcript of Records intended to transfer credits of a student or graduate to another institution of learning is official and may not be hand-carried, but is sent directly from the OUR to the school to which the student or graduate wishes to transfer credits. Such Transcript of Records may only be sent by the OUR to another school if and when the student or graduate has filed for Transfer Credential and upon receipt of the request from the requesting school.

21.3.2 Transcript of Records intended for evaluation by a school for possible admission, whether for continuance of studies or for further studies, should be official. It shall be marked "For Evaluation Purposes Only" and may be hand-carried.

21.3.3 Transcript of Records intended for employment purposes whether complete (graduate) or not, should be official. It shall be marked "For Employment Purposes Only" and may be hand-carried.

21.3.4 Transcript of Records intended for other purposes, whether complete (graduate) or not, may be unofficial, without any markings, and may be hand-carried.

## **SECTION 22: STUDENT ACTIVITIES FOR ALL STUDENTS**

The University recognizes the importance of developing creative and responsible student leaders who will eventually assume the mantle of leadership on their chosen fields of endeavor. For this purpose, the University ensures the democratic and autonomous existence of the University Student Government (USG) and the Graduate Student Council (GSC) to encourage the formation of student groups that pursue clearly established common objectives and the initiation of student-directed endeavors set-up along social, cultural, religious, literary, educational, or recreational lines.

### **22.1 General Policies**

The University Student Government (USG) and the Graduate Student Council (GSC) as well as the establishment and operations of student organizations in the University are governed by the rules and regulations concerning student organizations and their activities within school campuses.


Specific policies and processes on approval of activities can be found at the Student Activities Manual (SAM) for compliance of all University Student Government (USG), Graduate Student Council (GSC) units, recognized student organizations, and groups.

### **22.2 Authority to Operate**

Students desiring to establish, join and participate in student organizations on campus may do so as a right, subject only to reasonable regulations promulgated by the University through the Dean of Student Affairs (DSA), consistent with the Students' Charter and other laws and regulations, in return for recognition by, affiliation with, and support from the DSA. It is also understood that organizations or publications of students that exist or operate outside the system of school recognition shall continue to be governed by law.

### **22.3 Forming a Student Organization**

**22.3.1 Role of the Aspiring Organizations Accreditation Committee (AOAC)**



The primary role of the AOAC is to facilitate the recognition of aspiring organizations into the University system. It is likewise tasked to make policies affecting the recognition of aspiring organizations.

22.3.2 The AOAC shall:

22.3.2.1 Screen the application of aspiring organizations;

22.3.2.2 Prepare aspiring organizations on the rudiments of operating a recognized student organization;

22.3.2.3 Facilitate the admission of successful aspirants to other Student Affairs offices; and

22.3.2.4 Recommend and make policies regarding aspiring organizations.

22.3.3 The AOAC shall be composed of the following:

22.3.3.1 For undergraduate student organizations:

- Office of Student Leadership Involvement, Formation and Empowerment (Student LIFE) Director;
- Council of Student Organizations (CSO) Chairperson; and
- University Student Government (USG) Vice President for Internals.


22.3.3.2 For graduate student organizations:

- Dean of Student Affairs or Director of Student LIFE;
- College Associate Dean or Assistant Dean/Graduate Studies Director
- Graduate Student Council President or equivalent; and
- Coordinator for Graduate Student

## Programs and Services of Student LIFE

### 22.3.4 General Policies of the AOAC

- 22.3.4.1 All aspiring organizations shall abide by the policies of the University.
- 22.3.4.2 All reservations of aspiring organizations during their trial period shall be under the name of Student LIFE.
- 22.3.4.3 The official standard to be used in the accreditation of organizations for the following academic year is the one used by the CSO.
- 22.3.4.4 Any violation of the aspiring organization on the existing policies of the University will be counted against their application.
- 22.3.4.5 All decisions to be carried out by the AOAC must have the concurrent approval of all members of the AOAC.
- 22.3.4.6 The provisions stipulated on the AOAC Manual of Operations shall be binding to all members of the AOAC.
- 22.3.4.7 The AOAC Manual of Operations shall be subject to review once every academic year, during the last four weeks prior to the activity ban of the third trimester. Substantive changes made on this document should be published on any of the University's student media at the beginning of the next academic year.
- 22.3.4.8 A disqualified aspiring organization, depending on the reason for disqualification, will not be allowed to apply again.
- 22.3.4.9 Acceptance or rejection of application shall depend on the existing Policies for Applying Organizations, and shall be made



consistent with the Students' Charter and the Student Handbook.

22.3.4.10 Appeal of any nature should be submitted to the Dean of Student Affairs, through the AOAC, for resolution.

22.3.4.11 The decision to recognize the organization shall be based on a majority vote.

### 22.3.5 Specific Policies Regarding Applying Organizations

22.3.5.1 As a general policy, AOAC will only consider aspiring organizations that contribute to the University's goal of establishing an integrated community of persons, learners, scholars, and citizens. Thus, any applicant-organization whose goals, objectives and/or activities (proposed or implemented) seem to promote some form of regionalism, exclusivity, prejudice, or malice toward any sector of the University will be denied recognition.

22.3.5.2 Aspiring organizations whose membership qualifications or activities are rigid and unreasonable and demand the use of physical harm or violence will be denied recognition.

22.3.5.3 Because funds, facilities and other resources in the University are limited, AOAC will not recognize an applicant organization:

22.3.5.3.1 Whose general nature, objectives and/or activities overlap with those of existing student organizations; and

22.3.5.3.2 That may be integrated into the functions of any existing student group or academic sector.



22.3.5.4 All accepted applicant-organizations will undergo a three-month or one-term observation/trial period to prepare themselves with the rudiments of operating a recognized student organization and help AOAC verify its nature. After the trial period, any of the two (2) conditions will apply:

22.3.5.4.1 The organization is accepted under a three-term probationary status under CSO or Student LIFE; or

22.3.5.4.2 The organization's application is denied.

22.3.5.5 The Executive Board of Officers of all applicant organizations must have at least two (2) years left from the time of application.

22.3.5.6 Applicant-organizations whose nature may be classified under any of the Student Affairs offices will be referred to the AOAC who shall decide whether to grant or reject the application

22.3.5.7 An organization must pass the entire probationary period to qualify for full accreditation.

## 22.3.6 Procedure on Forming a Student Organization

22.3.6.1 Application and Filing Any group of fifteen (15) students may apply to the AOAC to form a student organization. The application may be filed with the AOAC on the first trimester of the current academic year but not later than the 10th week of the first trimester.

22.3.6.2 Documents Required Three copies of the following documents should be presented at the time the application is filed:

22.3.6.2.1 A formal letter of application addressed to the AOAC;



- 22.3.6.2.2 Constitution and By-laws;
- 22.3.6.2.3 List of interim board of officers, with their names, respective positions, majors, year levels, addresses, telephone numbers, birthdays, specimen signatures and ID numbers;
- 22.3.6.2.4 Names, year levels, majors, ID numbers and signatures of at least fifteen (15) founding members, inclusive of officers;
- 22.3.6.2.5 A master plan of activities good for one academic year, which includes the goals, objectives, brief description and budget breakdown per activity;
- 22.3.6.2.6 A Table of Organization or Organizational Structure;
- 22.3.6.2.7 Budget Proposal for one year;
- 22.3.6.2.8 Certification from the Student Discipline Formation Office stating that the founders are bona fide students of DLSU together with the students' existing discipline records; and photocopy of government-issued ID and EAF of members on the term of application as proof that members are bona fide students of DLSU.
- 22.3.6.2.9 Name of faculty adviser/s with the letter of acceptance addressed to the AOAC.

22.3.6.3 Other Requirements

The constitution and by-laws as well as the proposed activities of the applicants should be in accordance with the institutional policies and other rules and directives of Student Affairs (SA), University Student

Government (USG), Council of Student Organizations (CSO), or Graduate Student Council (GSC). It should not conflict or overlap with those of existing organizations. In addition, the officers and founding members should be of good moral character.

#### 22.3.6.4 Approval of Application

22.3.6.4.1 The applicant should be informed of the approval of its application within two months from the start of the second term. No student organization shall be allowed to function without the prior approval required.

22.3.6.4.2 If the membership of a probationary organization is less than 50 members, the AOAC shall deliberate on a case-to-case basis on the status of recognition of the organization.


### 22.4 Monitoring of Organizational Activities

22.4.1 It shall be the responsibility of Director of Student LIFE, in cooperation with and through the USG, CSO, and GSC, to supervise and regulate the operation and activities of all USG/GSC units and duly recognized student organizations. They should provide needed guidance for the maximum use of the organization's human potentials and resources and efforts toward the attainment of goals and objectives of the organization as envisioned in their approved constitution and by-laws. All policies on supervision shall be based on official guidelines of the respective Student Affairs office.

### 22.5 Specific Policies Governing Student Organizations

#### 22.5.1 On Constitution and By-Laws

The USG, GSC and each recognized student



organization should have a constitution and by-laws that conform to institutional requirements.

## 22.5.2 On Certificate of Proclamation and Recognition

22.5.2.1 For undergraduate organizations, the signatories of the certificate of recognition should include the following: DSA, Director of Student LIFE, USG VP-Internals, and CSO Chairperson. For graduate organizations, the signatories are DSA, Director of Student LIFE, and GSC President.

22.5.2.1.1 Any University Student Government (USG) or Graduate Student Council (GSC) unit and/or recognized student organization that violates its statement of purpose or constitution or fails to comply with University policies should be investigated and decided upon by the Revocation Committee, composed of the DSA, Director of Student LIFE, USG VP-Internals or GSC President, and CSO Chairperson.

## 22.5.3 On Probation

22.5.3.1 All newly recognized student organizations shall be placed on a three-trimester probationary status. If necessary, the probationary period may be extended for another term for further evaluation.

22.5.3.2 All student organizations under probationary status shall abide by all the rules, regulations and requirements of the University. They are entitled to all rights and privileges of a duly recognized student organization. They should pass the entire probationary period to qualify for full accreditation or recognition.

## 22.5.4 On Accreditation


22.5.4.1 For undergraduate student organizations, an Accreditation Committee, composed of representatives from Student LIFE and the Executive Board of the CSO, shall announce an annual re-accreditation of all student organizations. The criteria on re-accreditation may be obtained from CSO. Any student organization that fails the evaluation of the Accreditation Committee for two (2) consecutive years shall be automatically considered defunct. Recognized special groups/organizations shall also undergo an annual accreditation by an Accreditation Committee composed of representatives from the Student Affairs Office, Office of Student LIFE, and the Executive Board of USG or CSO. Specific guidelines and criteria can be found in the Student Activities Manual.

22.5.4.2 All recognized graduate student organizations shall be under re-accreditation to be granted formal accreditation for the current academic year. The organizations will be evaluated using the "Professional Graduate Student Organizations Accreditation Model".

22.5.5 On Membership - All officially enrolled students shall be qualified for membership in any student organization.

22.5.6 On Officership - Qualified students are encouraged to run for elected positions in the USG/GSC. Also, members of student organizations are encouraged to become officers of their respective organizations. The following guidelines are to be followed:

22.5.6.1 All bona fide students who fulfill the following requirements may file a certificate of candidacy for USG General Elections / GSC Elections. Members of student organizations



who fulfill the following requirements are allowed to become officers:

22.5.6.1.1 For undergraduate organizations and USG, they should be full-time students carrying a minimum academic load of 12 units, with the exception of graduating students who may have fewer than 12 units left in their final term or as specified on their curriculum.

22.5.6.1.2 For graduate organizations and GSC, they should be enrolled in at least one academic course (including non-coursework requirements) to be eligible for the post.

22.5.6.1.3 They should not be under any major academic or disciplinary offense.

22.5.6.1.4 For undergraduate students, they should maintain a cumulative grade point average of at least 1.750 or any other higher CGPA as may be stipulated in the organization's constitution and bylaws

22.5.6.1.5 For graduate students, they should maintain a cumulative grade point average of at least 2.000 or any other higher CGPA as may be stipulated in the organization's constitution and bylaws.

22.5.6.2 All officers of organizations are expected to serve the full three trimesters of their office. Students who cannot complete their service, except in meritorious cases as ruled upon by the LA for the USG, the CSO Executive Board for student organizations

under CSO, or those cited in the GSC Constitution will not be allowed.


22.5.6.3 Any student may occupy an elected position (e.g., USG Executive Board member, College President, Legislative Assembly Representative, Batch Representative, CSO Executive Board member, member of the executive board of any of CSO organization, GSC Officer, GSO Executive Board Member) in only one organization.

22.5.6.4 The foregoing requirements shall be monitored, on a per-term basis, by the respective administrative offices by requiring USG/GSC units and student organizations to submit the names of elected and appointed officers for verification of records not later than two weeks from the start of each term. Concerned officers are deemed to have waived their right to confidentiality with regards to their CGPA and discipline records. Failure to maintain the requirements while serving as an officer in the USG/GSC unit and/or accredited student organization means that the student has to vacate his/her designated post in the organization.

## 22.5.7 On Grievance

22.5.7.1 In case of conflict within an undergraduate organization, or between two or more organizations, and when no resolution to the issue at hand may be reached, the Executive Board (EB) of the CSO, the USG, or both may intervene and render a decision deemed appropriate after consultation with the Student LIFE.

22.5.7.2 For conflict within a graduate organization, or between two or more organizations, and when no resolution to the issue at hand may



be reached, the Office of Student LIFE shall intervene.

#### 22.5.8 On Overnight and Off-campus Activities

Overnight and Off-campus activities of student organizations pertain to activities conducted and/ or held out of the campus and/or overnight (in or outside the campus). A University authorized off-campus activity involving student organizations must have the approval or recommendation of Student LIFE or by the Associate Dean of the College if the activity is an academic requirement.

22.5.8.1 Undergraduate students participating in any off-campus activities must submit a notarized consent form signed by their parent/ guardian before they will be allowed to participate in the activity.

22.5.8.2 Graduate students participating in any off-campus activities must submit a notarized graduate student consent form before they will be allowed to participate in the activity.

22.5.8.3 A faculty adviser or authorized faculty representative must be present in any off-campus activity.

22.5.8.4 Specific guidelines set by the University on overnight and off-campus activities must be observed by all student organizations.

#### 22.5.9 Approval of Activities

All co-curricular and extra-curricular activities sponsored by any duly recognized student organization shall be under the supervision of Student LIFE. The approval process of said activities shall be handled by this office.

#### 22.5.10 On Activity Ban

A ban on all student activities and publicity, except



for tutorials, reviewer distributions, grievance booths, and meetings of officers, shall be enforced seven (7) calendar days before the start of the final examinations week until the last day of finals. Proposals submitted prior to the ban shall be accommodated.

#### 22.5.11 On Term Break Activities


Only organizational planning (e.g. teambuilding activities, meetings, distribution of newsletters, leadership seminars for organization officers) and development activities shall be allowed during the term breaks.

#### 22.5.12 On Selling, Solicitations, and Sponsorships

All student organizations and groups are to support DLSU's policy on non-commercialization, which discourages selling in campus and forging inappropriate partnerships with external companies and sponsors. Companies of ill-repute, and whose products promote non-Lasallian and negative values (e.g., cigarettes, contraceptives, liquor and gambling) will not be allowed as sponsors. Student LIFE has the option to reject a sponsor or donor on this ground. Selling is not allowed except for those provided in the Student Activities Manual. The University Guidelines on the Conduct of Bazaars on Campus shall govern all bazaars initiated by the student organizations or groups, including USG and GSC.

#### 22.5.13 On Communication Protocols

All communications such as invitations, requests, inquiries, and the like, sent by student organizations to offices inside the University, shall be noted by the director or the supervising office. External communications and those addressed to the



members of the University administration (e.g. President, Chancellor, Vice Chancellors, Vice Presidents, Associate Vice Chancellors, Deans, Associate Deans) shall also be noted by the Dean of Student Affairs.

#### 22.5.14 Guidelines for Specific Activities

A specific guide on activities are found in the Student Activities Manual. All student organizations and groups are expected to have read, understood, and complied with the provisions set therein.

##### 22.5.14.1 Linkages

A student organization may have tie-up activities with other organizations in and outside the university. Additional requirement for activity approval will include a draft Memorandum of Agreement (MOA) containing all the accountabilities of each of the parties involved in the activity. External agreements should be cleared by the Office of the University Legal Counsel.

##### 22.5.14.2 Seminars/Talks/Fora

Any duly recognized student organization may organize seminars/talks/fora that would contribute to the development of students in the academic and non-academic areas. If speakers and/or facilitators are from external public partners, the sponsoring organization should closely work with Student LIFE. Consultations must be done with administration on topics that may be detrimental to the University policies and principles through the signed endorsement from the department chair or college's associate dean.

##### 22.5.14.3 Contests/Competition

Student organizations are encouraged to join and organize contests and competitions within the University or by outside entities or

groups. For academic contests/competitions, the organizers within campus or participants in off-campus contests must secure the endorsement of the chair of the department or the associate dean of the college.

#### 22.5.14.4 Fund-Raising Activities

The University acknowledges the need for student organizations to source their funds on top of the operating budget allocated for them. They are encouraged to organize fundraising activities that shall give favorable returns to the organization. The incidence of expense beyond the financial capacity of the organizations to pay is strictly discouraged. Specific guidelines of the University on fund raising activities must be observed by all organizations.

#### 22.5.14.5 Purchases and Contracts


All student organizations shall abide by the terms and requirements set by the Finance and Accounting Office on purchases, contracts, and payments. They shall also abide by the policies and procedures set by the university on procurement of services and materials.

#### 22.5.15 Documentation and Financial Reports

All government/council units and student organizations must furnish the Office of Student LIFE copies of their respective organization's term-end and year-end reports. A copy of the organization's financial condition must be submitted to Student LIFE at the end of each term.

### 22.6 Faculty Adviser

The University believes in the importance of assigning and supporting its student organizations in their co- and extracurricular endeavors. It strongly encourages other members of the academic community, specially its faculty members, to take an active role in the total development



of these students by serving as advisers of student organizations. In doing so, they will be able to provide professional and moral guidance as well as facilitate the students' personal growth and maturity. The interaction between the faculty advisers and the student leaders will also create an atmosphere of mutual respect and appreciation of each other's role in the community.

Each student organization shall have no more than three faculty advisers. The DSA appoints the faculty adviser, upon the recommendation of the Associate Dean from the list of faculty nominated by the concerned organization. The term of appointment of faculty members is for one academic year and may be renewed. If the faculty adviser withdraws anytime his/ her terms expire, a new faculty adviser should be recommended by the organization to the DSA to serve the remaining term after which he/ she may be re-appointed.

The selection of a faculty adviser shall be based on the following qualifications:

- 22.6.1 He/she should be full-time/part-time faculty member of the University. Exceptions may be allowed on a case-to-case basis;
- 22.6.2 For professional organizations, he/she should be involved in the discipline related to the organization;
- 22.6.3 For non-professional organizations, the adviser should be knowledgeable in the particular field in which the organization is involved; and
- 22.6.4 His/her acceptance of the position of adviser should be done in writing by signing the letter of acceptance. The letter will be filed with Student LIFE.
- 22.6.5 Office of the Student LIFE is the official adviser of the University Student Government (USG), Council of Student Organizations (CSO), Graduate Student Council's Council of Presidents, and accredited Special Groups.

# MILAGROS R. DEL ROSARIO BUILDING

The first building to be constructed on the Laguna Campus is the four-storey Milagros V. del Rosario Building, which houses the school's administrative offices and classrooms.

It was built with the generous donation of Ambassador Ramon V. del Rosario. Designed by the firm Leandro V. Locsin Partners, the building has 35 classrooms, a 200-seat auditorium, audio-visual rooms, a library, a media lab, and computer laboratories. Its construction was completed in June 2003.





# APPENDICES

## APPENDIX A

### GUIDING PRINCIPLES OF THE PHILIPPINE LASALLIAN FAMILY

These three documents, the Foundational Principles of Lasallian Formation, the Principles of Lasallian Education in the Philippines, and the Principles of Lasallian Social Development, are products of an ongoing effort to define and clarify the nature of the Lasallian presence and mission in the country today. They are the direct result of resolutions passed during the First Lasallian Family Convocation of 2003 calling for the strengthening of the sense of Lasallian identity and the deepening of the Lasallian charism among individuals and institutions in the Philippine District. Each of these statements builds on three values which are fundamental to Lasallian identity: the spirit of faith, zeal for service, and communion in mission. The intention of each of the three documents is to articulate the commitments that flow from these values in relation to the training and formation of Lasallian associates and partners, the conduct of the Lasallian educational mission in schools and the socio-political involvement of the Lasallian Family.

The preamble of the Foundational Principles of Lasallian Formation articulates the core values of Lasallian identity. In this sense, it is the “heart” of the three documents. The values of faith, zeal for service, and communion, taken together as dimensions of one spirit, capture an important dynamism that goes back to the time of the Founder and his first associates. It is this same dynamism that has given rise to the countless apostolic initiatives and innovations that have since grown out of St. John Baptist de La Salle’s initial response to the call of God discerned in the needs of poor and abandoned youth. Taken as one spirit, the spirit of faith, zeal and communion provide a paradigm for living the Lasallian story today.

These documents are intended to stimulate apostolic creativity, not to restrict it. The intention of the members of the three committees

tasked with drawing up these documents was to provide a starting point for discernment regarding the way the Lasallian charism and mission are to be incarnated in Philippine society today. They are intended to provide principles and parameters rather than specific answers and solutions. It is the task of individuals and institutions using these documents to find ways in which to develop their own contextualized way of living out the Lasallian story in creative fidelity to the principles articulated herein.

## **FOUNDATIONAL PRINCIPLES OF LASALLIAN FORMATION**


### **Preamble**

“As he became aware, by God’s grace, of the human and spiritual distress of the ‘children of the artisans and the poor,’ John Baptist de La Salle devoted himself to forming schoolmasters totally dedicated to teaching and to Christian education. He brought these teachers together in a community and subsequently founded with them the Institute of the Brothers of the Christian Schools.” (R 1.1)

In creative fidelity to our Founder’s inspiration, we, the Lasallian formators in the Philippines, commit ourselves to assuring the vitality and continuity of the Founder’s mission by providing a genuine Lasallian formation to all members of the Lasallian Family in the Philippines.

Believing in a God of goodness and compassion who wills the integral liberation and salvation of all, we as Lasallian formators commit ourselves to educating and forming persons of faith and zeal who will make the saving compassion of God a living and effective reality in the lives of men and women today, especially those who are poor and vulnerable in society.

We believe that the vocation of an authentic Lasallian is essentially a free and willing collaboration with God in the work of building truly human communities that reflect the values of God’s kingdom as expressed in the Gospel. Thus, the process of Lasallian formation is about enabling persons



to acquire the vision, values, attitudes and practices that support collaboration with God's creative and redemptive action in the world.

In the Lasallian tradition, there are three constitutive elements that enable this participation. These elements, taken together as one dynamic unity, provide a way of integrating and expressing every Lasallian's vocation.

### **The Spirit of Faith**

The spirit of faith flows from a relationship of communion with the Triune God who wills to save all people by drawing them into a lifegiving communion with him and with one another in the Lasallian tradition, the spirit of faith is a spirit that allows one to:

- discover God's active presence in his Word, in men and women, in the poor, in nature, in history, and in ourselves;
- judge and evaluate things in the light of the gospel,
- search for God's will in order to carry out his saving plan,
- unite one's actions to the ongoing saving action of God in the world and
- trust in God's loving presence and providence when acting or discerning God's will.

### **Zeal for the Integral Salvation of All**

Zeal is the active expression of faith in gospel witness and service. It is oriented towards the integral salvation of persons, particularly the poor and the excluded. Zeal is the enthusiastic and total gift of self for the sake of the mission expressed in such qualities as gratuity and generosity, creativity and fortitude, compassion and commitment. It involves a preferential concern for the poor and the vulnerable. The desire to be of greater service to others conditions the quest for excellence and continuous self-improvement.

### **Communion in Mission, Mission as Communion**




Communion recalls the dynamic of association by which the first Brothers bonded together for the sake of the particular mission entrusted to them by God. Communion has four dimensions. As a relationship with God, it is the source of all mission and ministry; as a way of accomplishing mission, it suggests the solidarity and collaboration that comes from sharing in one vision, one spirit and one mission; as a way of relating to others, it suggests openness to all persons and the desire to be brother or sister to all especially those in need; as a goal of mission, it suggests the unity that comes through reconciliation between God, human beings, and creation.

## **PRINCIPLES OF LASALLIAN EDUCATION IN THE PHILIPPINES**

St. John Baptist de La Salle and his companions discerned God's call to service in the human and spiritual distress of the poor and abandoned children. As a concrete response to this divine call, they associated together to conduct schools that would make the benefits of a quality human and Christian education accessible to the poor. By giving visible and effective expression to the creative and redemptive love of God for young people, such schools became "signs of God's Kingdom and instruments of salvation."

Today, the mission of human and Christian education is a wide-ranging collaborative effort entrusted to men and women of diverse backgrounds and gifts, who, in creative fidelity to De La Salle's vision, commit themselves to making the benefits of a transformative human and Christian education available to all, most especially to the poor. Each member of the Lasallian Family lives out this commitment through association in a Lasallian educational project according to his or her particular role and area of competence. By our efforts to ensure the vitality, relevance and effectiveness of the educational project, all who participate in and support such work act as partners in the educational process.

As inheritors of De La Salle's legacy and collaborators in the Lasallian Mission, we are convinced that:

- 
- Lasallian education is a mission and ministry at the service of God, the Church and society, and directed towards integral human and Christian development and liberation.
  - Lasallian education is imbued with a spirit of faith, which enables persons to interpret, judge and evaluate realities in the light of the Gospel, to unite one's actions and intentions with God's, and to rely on God's providence in acting and discerning God's will.
  - Lasallian education is marked by zeal: the wholehearted giving of oneself to the service of others, in gratuity and generosity, in creativity and fortitude, in compassion and commitment.
  - Lasallian education is exercised as a communion in mission marked by a fraternal spirit which enables all sectors of the school community and all those who support its work to collaborate in educating towards a world that is more humane, more just and more fraternal, a world where no one is excluded from the banquet of life.
  - Lasallian education forms disciples and citizens, prophets and professionals, who bring the transforming power of the Gospel to bear on culture and on every human endeavour in order to realize God's kingdom of truth, justice, love, and peace.

Guided by these principles, we believe that...

Lasallian schools are educational communities where all sectors-

- Participate in the Church's mission and are committed to easing the plight of the vulnerable and marginalized sectors of Philippine society; are committed to assuring the integral human and Christian development of learners in all their uniqueness and diversity;
- Are co-responsible for creating a culture and climate conducive to genuine learning and character formation;
- Are stakeholders who work in association with one another in a strong spirit of fraternal solidarity; and
- Are committed to continuous renewal and transformation in collaboration with others to accomplish their common mission

Lasallian learners are unique and gifted individuals who...


- Strive to integrate Gospel perspectives and values in the conduct of their daily lives;are committed to excellence in order to be of greater service to God and country;
- Take progressive responsibility for their own learning and development
- Express concern and compassion for the plight of the vulnerable and marginalized sectors of society and respond to their needs;
- And work together creatively, constructively, and enthusiastically to support the Lasallian Mission.

Lasallian educators are service-oriented professionals who. . .

- Are genuinely committed to the integral human and Christian development of diverse types of learners through personal witness and service;
- Are attentive to learners in their uniqueness and seek to build appropriate relationships that promote total human formation;
- Are committed to lifelong personal and professional improvement and service;
- Work together creatively, constructively and enthusiastically both to realize the Lasallian Mission and to assure the effectiveness and vitality of the institutions to which they belong; and
- Serve as resources for the renewal of the Church and for the integral development of society.

Lasallian educational experiences are dynamic processes that...

- Challenge learners to realize their full potential by promoting critical and creative thinking, self-knowledge, and self-mastery;
- Bring Christian perspectives and values to bear on human knowledge and culture;
- Encourage synergy, collaboration and dialogue in an environment that is fraternal, hospitable, and laden with mutual respect;
- Impel learners to translate their knowledge into actual practice for the betterment of society; and

- 
- Prepare learners for responsible participation in the world of work, the family, the community, the wider society, and the local Church.

Guided by these principles and together in faith and zeal, we aspire to create educational works of quality that will be “signs of God’s Kingdom and instruments of salvation” for the various individuals and groups who seek to realize the fullness of their dignity and humanity through education.

## **PRINCIPLES OF LASALLIAN SOCIAL DEVELOPMENT**

Across the globe, in spite of the perceived bridging effect of advancements in information and communications technology, the multiple forms of exclusion and deprivation indicate the continuance of human suffering. The deprivation ranges from environmental degradation, material deficiencies as indicated by income poverty, gender discrimination, to the denial of fundamental freedoms or rights. Unless such prolonged social malaise is addressed, conflict within and between societies are expected to be aggravated.

In the Philippines, the progress in addressing persistent social woes – from poverty, unemployment, and landlessness, among others – has been irregular. While the blame could be squarely put on the feeble nature of the state and the deficiencies of the concomitant political institutions, as well as the interrupted growth of the economy, the persistence of these problems could also be attributed to the inability of the relevant social institutions to engender individuals who will constitute the social capital that will push for significant social change. Of these institutions, the schools must reflect on their roles and the transformative action they must take to help bring forth genuine social development, a society where everyone is liberated, and work towards the fullness of life.

As Lasallian institutions we understand that genuine social development and the fullness of life for everyone in God’s plan requires our institutions to fulfill our educational mission and subsequently:


**BRING FORTH AWARENESS AND A DEEPER UNDERSTANDING OF SOCIAL REALITIES.** Lasallian institutions must strive to develop among its members greater recognition of the realities of human

suffering and the stewardship role that each share in preserving the integrity of God's creation and creating a humane and just society. In developing such awareness, our institutions should recognize the following:

- Awareness is the first level in a prolonged process of formation-conscientization that is integral to our educational mission.
- Every individual needs to be constantly exposed to or immersed in the pressing social problems to which we subsequently aim to contribute a resolution. Such recursive and multi-sensory experience should enable the Lasallian to transcend his/her class in the same manner that our Founder, St. John Baptist de la Salle, gave up the comforts of the canonry in favor of providing educational services to the poor.
- Heightened awareness of social realities subsequently aids the Lasallian in reading the signs of the times, discerning from this expansive assessment of social realities the various modes of life-affirming action that could be implemented to address prolonged social problems.

**EFFECT LIBERATING ACTION.** Individually and collectively, Lasallians must act to eliminate forms of human suffering that contradict the God's plan of fullness of life. Avenues and opportunities for self-propelled individual, collective and institutional life-affirming action to respond to varied social issues must be provided in every Lasallian institution. In carrying out all forms of social development interventions, Lasallian individuals and institutions must be guided by the following:

- The action to be undertaken must be context-sensitive so that it could be purposeful and sustainable, necessary attributes of social interventions owing to the depth/magnitude of the social problems to which we hope to contribute resolutions. The contexts for social development intervention cover two dimensions –institutional and societal. As regards the first, the actions to be undertaken must be aligned to the core mission/purpose of their institution while the second requires that all actions are appropriate to the social milieu where such intervention will be effected. A thorough appreciation of the context would allow for a nuanced selection among the various forms of liberating action (from providing support services



[resources and skills sharing] to community and institutional partners, advocating policies to address social and ecological issues, to capacity-building engagements).

- Actions must always be life-affirming. The goal of social development interventions is to preserve and bring forth the fullness of life. Liberating action is mutually empowering, enabling the individuals and institutions engaged in such action to increasingly realize their own worth as individuals and as a collective, deriving joy and fulfilment from the faith-strengthening experience of inducing social change.
- Liberating action should be capacitating and not a mere transfer of the endowments of a Lasallian individual or institution to less privileged and impoverished groups. The latter simply reproduces the conditions that perpetuate dependence, helplessness, indifference, benevolence and structural inequality.

**BE IN SOLIDARITY WITH PROGRESSIVE ELEMENTS OF THE LARGER COMMUNITY TO BRING FORTH A SOCIETY THAT IS IN KEEPING WITH GOD'S PLAN.** As a member of a community, of the nation, and of the global village, Lasallian institutions must work in solidarity with peoples and institutions that share the conviction in denouncing and working towards the elimination of unjust practices and social structures that deal death on the suffering majorities, promoting the participation of the underrepresented and implementing other life-giving interventions.

The institutions and peoples that our institutions could partner with locate themselves in communities, at the regional and national levels, in the Asia-Pacific region, and across the world. Lasallian institutions, individually and as a Philippine Family, have the capacities to effectively work in partnership with larger organizations, be they Church-based, multisectoral, or a network of civil society organizations.

At the District level, the District Justice and Peace Commission (DJPC) shall be the chief vehicle in forging partnerships with national and international organizations that share the same conviction for social change and emancipation in keeping with God's plan.

## **LASALLIAN ASSOCIATIONS, ASSOCIATES & OTHER RELATIONSHIPS**

Whereas, the Lasallian Family is growing worldwide, and the levels of involvement and relationships of its members have evolved over the years in an altogether unique way;

Whereas, the Philippine Lasallian Family recognizes individuals and groups that have a long history of collaboration and have answered the call to deepen their commitment to the Lasallian Mission as manifested by their lives, which are marked by distinctive Lasallian characteristics;

Whereas, the Philippine Lasallian Family sees the need to create a Task Force that will set in place definitive criteria and process in classifying and recognizing Lasallian Associations, Associates and Other Relationships with the end in view of providing them with options to deepen their commitment to the “Shared Mission;”

Let it be resolved that the Brother Visitor create that Task Force within School Year 2003-2004 considering sectoral and geographic representations to generate District-wide participation utilizing various approaches and strategies. The Chair of the Lasallian Partners Council shall convene the Task Force.

Let it be further resolved that the Task Force shall submit within one year its final output to the District Council and Lasallian Partners Council. In turn, the District Council and Lasallian Partners Council shall forward their recommendations to the Brother Visitor for final approval. Dissemination and adoption of the approved criteria and process immediately follow.


Let it be further resolved that the District provide necessary resources to carry out this mandate.

### **Basic Premise**

The main basis for the definitions provided below is the varying levels of commitment to the Lasallian Mission.

### **Section I: Individuals**

#### **A. Members of the Philippine Lasallian Family**



This is the entire universe of Lasallians: Brothers, Sisters, students, parents, alumni, teachers, support staff and benefactors who have been or are currently connected to La Salle by virtue of their employment, enrollment or participation in a Lasallian ministry, and who explicitly or implicitly consider themselves members of the Lasallian Family.

## **B. Lasallian Partners**

[These are Lasallians] who in fact share [the Lasallian Mission] in its multiple educational, catechetical, apostolic and professional aspects, and make it possible for the mission to be accomplished. They collaborate with conviction for the time they are [connected with La Salle]. [cf. The Documents of the 43rd General Chapter, p. 4]

These are members of the Lasallian Family who are currently and actively engaged in a Lasallian ministry, and endeavor to be personal witnesses through their ethical and moral lives, to live integrated lives worthy of their vocations, and to be committed to their chosen faiths, vocations and professions.

Since the main criterion is active engagement in a Lasallian ministry, some students, parents and alumni may also be considered Lasallian Partners if their involvement goes beyond being beneficiaries of Lasallian education. When these people volunteer to be involved in the delivery of the Lasallian Mission to others, they are de facto Lasallian Partners.

## **C. Lasallian Associates**

[These] are Partners who have had a long record of collaborating in the Lasallian Mission, and who feel a call to deepen the charism, spirituality and Lasallian communion in which they wish to participate. In particular, their lives are already marked by a number of distinctively Lasallian characteristics:

- A vocation inspired by the charism of Saint John Baptist de La Salle and his values;




- A life of faith which discovers God in everyday life understood in the light of Scripture and, for persons of other religions, in the light of their own sacred texts;
- A community experience of some form or other suited to the identity of its members;
- A mission of some duration which associates persons with the educational service of the poor;
- An openness of mind which makes it possible to see beyond the individual and his immediate environment. [cf. The Documents of the 43rd General Chapter, p. 4]

For some persons who are involved in the mission, sharing tasks and responsibilities is a truly personal response to an interior call which they feel, and which motivates them to accept formation, to share, and to listen to Lasallian appeals for commitment to the service of young people in difficulty. By mutual agreement, they may eventually be associated with a community of Brothers or a District, depending on their type of commitment. Perhaps they are already part of a process which will lead them, later on, to join an intentional group, if they so desire.

In certain cases, these persons, if they so wish, and at their request, may express a desire to be associated in a more formal way with the Institute. It is for the Brother Visitor and his Council to recognize these persons as Associates. [The Documents of the 43rd General Chapter, p. 5]

Becoming an Associate is not an award or recognition given by the District. It is first and foremost a free choice of the Partner to deepen his/her commitment to the Mission and to express this commitment in a more formal way. The District merely accepts the commitment and commissions the Partner as an Associate. Because of this deepening commitment, the commissioned Associate can expect, as St. La Salle says, to receive two kinds of rewards: (1) “an



abundance of grace”; and (2) “a more extended ministry and a greater ability to procure the conversion of souls.” [Meditation 207.1] The reward for such commitment and good work is, simply put, more work, more responsibility, and the ability to do the work.

The goal of the District is not to create an elite class of Associates. Rather, the goal is to promote the vocation of the Associate so that there will be more Partners willing to commit themselves to the Lasallian Mission in a deeper way. Building up a critical mass of such Associates is necessary to further the Lasallian Mission in the Philippines.

The following are expected of Associates:

23. An Associate must constantly endeavor to grow in Lasallian spirituality by his/her involvement in Lasallian formation, be it personal or for other Partners.
24. An Associate must be actively involved in the advocacy of particular causes relevant to the advancement of the Lasallian Mission.
25. An Associate must continue to strive to live up to the criteria by which he/she was commissioned as an Associate.

## **Section II: Groups**

### **A. Lasallian Groups**

This is the entire universe of Lasallian organizations, groups and communities: religious congregations, student organizations, parents' associations, alumni associations, faculty and staff associations, labor unions, etc. These are all groups that have been formed because of some connection with a Lasallian institution or ministry.

### **B. Lasallian Partner Groups**

We call groups ‘intentional’ when their members, in

response to an interior call, come together voluntarily to practice some aspects of Lasallian life, each group choosing particular type of life and the length of their members' commitment. For this to be considered an intentional Lasallian group, there are three necessary conditions:

- That some aspect of Lasallian practice is clearly visible;
- That there is a clear commitment to young people and the poor;
- That the Visitor and his Council have authenticated it in an official document for a prescribed time.

...In the medium term, we think that it is possible that a number of other intentional groups will be founded. In fact, these groups already exist, although they may have no juridical structure. They exist because their members have developed links and relationships, and have adopted projects, and have done so with explicit reference to the Lasallian charism which they share. If they so wish, they could envisage becoming intentional groups.

Such a request could come from a whole variety of groups. These could include, among others: Lasallian teams, teams of educators and teachers, joining forces temporarily to respond to specific needs encountered by young people in difficulty, Christian Lasallian communities, volunteers, Lasallian Youth, young people doing missionary work, former pupils, parents of students...

We should note that in the composition of these groups, one can meet Brothers, other Christians, members of other religions, and persons of good will whose point of reference, as the 42nd General Chapter indicates, is the "human and spiritual values recognized, pursued by and lived by all Lasallians – meditation, service of the poor, the family, human rights, the rights of children..." (Circular 435, p. 43)



[The Documents of the 43rd General Chapter, p. 5-6]

Lasallian Partner Groups are Lasallian Groups that are currently and actively engaged in a Lasallian ministry. Since the main criterion is active engagement, some student organizations, parents and alumni associations may also be considered Lasallian Partner Groups if their involvement is in the delivery of the Lasallian Mission to others.

### **C. Lasallian Associations**

Consequently, we recognize as being associated with the Lasallian Mission all intentional groups and all persons who respond to an interior call by an educational commitment which has Lasallian characteristics, and which has been authenticated by a competent authority.

Together, these persons and groups are associated with the Institute of the Brothers of the Christian Schools, in order to respond, in a complementary manner, to the demands of the Lasallian Mission. The charism inspiring this mission was given to Saint John Baptist de La Salle, and was authenticated by the Church, for the service of young people. [The Documents of the 43rd General Chapter, p. 6]

A Lasallian Association is a Lasallian Partner Group that has asked to be formally associated with the Lasallian Mission. Becoming a Lasallian Association is not an award or recognition given by the District. It is first and foremost a free choice of the Lasallian Partner Group members to deepen their commitment to the Mission and to express this commitment in a more formal way. The District merely accepts the commitment.

The following are expected of Lasallian Associations:

1. The group must have some structures for formation and renewal.
2. The group must be aligned with the directions of the Lasallian Mission set by the De La Salle

Brothers and the Philippine Lasallian Family  
as expressed in the resolutions of the General  
Chapter, the District Chapter and the Philippine  
Lasallian Family Convocation.

In behalf of the Philippine Lasallian Family, we salute  
the following committed Brothers and Lay Partners  
who shared their time and talents to draw up the 3  
documents as mandated by the Convocation of 2003.

From the booklet, Guiding Principles of the Philippine  
Lasallian Family Published by The Philippine Lasallian  
Family, 2005



## **APPENDIX B**

# **LASALLIAN SCHOOLS IN THE PHILIPPINES**

De La Salle University (1911)  
Malate, Manila and DLSU Laguna  
Campus

La Salle University-Ozamiz (1929)  
Ozamiz City, Misamis Occidental

De La Salle Araneta University  
(1946)  
Malabon City, Metro Manila

University of St. La Salle (1952)  
Bacolod City, Negros Occidental

La Salle Academy (1958)  
Iligan City, Lanao del Norte

La Salle Green Hills (1959)  
Mandaluyong City, Metro Manila

St. Joseph School-La Salle (1960)  
Bacolod City, Negros Occidental

De La Salle Lipa (1962)  
Lipa City, Batangas

De La Salle John Bosco College  
(1963)  
Bislig City, Surigao Del Sur

De La Salle Andres Soriano  
Memorial College (1965)  
Toledo City, Cebu

De La Salle-Santiago Zobel  
School (1978)  
Muntinlupa City, Metro Manila

La Salle College Antipolo (1985)  
Antipolo City, Rizal

De La Salle University-  
Dasmariñas (1987)  
Dasmariñas, Cavite

De La Salle Medical Health  
Sciences Institute (1987)  
Dasmariñas, Cavite

De La Salle - College of Saint  
Benilde (1988)  
Malate, Manila

St. Jaime Hilario School - De La  
Salle Bataan (2006)  
Bagac, Bataan

## APPENDIX C

# SOUTH MANILA EDUCATIONAL CONSORTIUM (SMEC)


The South Manila Educational Consortium (SMEC) formerly South Manila Inter-Institutional Consortium (SMI-IC) was established in 1974 to be an instrument for the maximization of institutional resources through the sharing and cooperation of universities and colleges in the South Manila area. It is the oldest academic consortium in the Philippines.

Originally, the member schools are: DLSU, PCU, SSC and SPM. Now, the consortium is composed of twelve member schools, as follows:

|  |  |
|--|--|
| Adamson University (AdU)                       | University of the Philippines -Manila (UP-M) |
| De La Salle-College of Saint Benilde (DLS-CSB) | Philippine Christian University (PCU)        |
| De La Salle University (DLSU)                  | Philippine Normal University (PNU)           |
| Emilio Aguinaldo College (EAC)                 | Sta. Isabel College (SIC)                    |
| Philippine Women's University (PWU)            | St. Scholastica's College (SSC)              |
| Lyceum of the Philippines University (LPU)     | St. Paul University Manila (SPUM)            |

For more than thirty years, SMEC has provided a support network to ensure quality, humanist, and holistic education to its member schools. The committees formed by representatives from SMEC member schools focused on common issues and concerns ranging from administrative, academic, students, and service-related projects. Projects and activities organized by the committees strengthened and complemented existing school programs. More than a hundred projects were completed in the areas of faculty and staff enhancement, instructional materials development, technology updating and training, physical resources improvement and library collection expansion. Camaraderie and community spirit have also been fostered, strengthening the spirit of oneness and belonging.

SMEC envisions a nation transformed through education. Its mission is to organize a group of higher education institutions actively



collaborating to effect social transformation by promoting the cause of education. This is to be achieved by making quality and relevant learning accessible to as many as possible. SMEC aims not just to prepare graduates to be professionally competent but also to inculcate in them humanist and holistic values centered and rooted in Christ. SMEC has five service areas that implement projects. Extension Services promotes civic responsibility through critical engagement and participation in the community and society Student Affairs Committee promotes excellence and quality education through better student services. Curriculum and Instruction continuously share information, training and resources to improve curriculum and instruction of member schools. Faculty and Administrative Staff Development ensure excellence especially in faculty academic preparation, competency, and effectiveness. Research and Publications monitors and supervises the conduct of SMEC research projects as well as textbook preparation and publication.

Collaboration leads to synergy among member schools to effectively initiate social change. Developing the strengths of each member and respect for each other's differences is the core in enhancing the spirit of complementarity and camaraderie.



# APPENDIX D

## OFFICES UNDER VP FOR LASALLIAN MISSION

### Center for Social Concern and Action (COSCA)


The Center for Social Concern and Action (COSCA) is the social development arm of De La Salle University. It is the primary unit responsible in mobilizing the university to serve Church and Society, especially the poor and marginalized. It accomplishes this by facilitating the integration of social engagement in the teaching, learning, research and community life of the university.

Guided by the Lasallian Social Development Principles (LSD), this integration effort follows the Social Engagement Framework which entails:

- a) Bringing Forth Social Awareness and Understanding;
- b) Partnership Building; and
- c) Effecting Liberating Action.

COSCA has four programs and subunits that collaborate toward this goal. These programs are the following:

- a) Partnership and Network Development (PNDP) - PNDP mandate is to establish, sustain and manage formal partnerships with People's Organizations, Non-Profit Organizations, Faith-Based Groups, Government Agencies and Industries implementing programs for the vulnerable and marginalized. PNDP ensures that the university's engagement with these organizations are aligned with their needs, dreams and capacities.
- b) Service - Learning (SLP) - SLP ensures the integration of social engagement in all undergraduate and graduate programs of the university. It is also tasked to help the university in establishing Global Service-Learning Programs in partnership with foreign universities and colleges.
- c) Student Social Formation and Development (SSFP) - SSFP supplements students' course-based social



engagement by providing them with various co-curricular social formation, immersion, exposure and volunteering opportunities.

- d) Advocacy and Adult Formation (AAFP) - AAFP focuses on raising the awareness of adult Lasallians on the many social and political issues of the country and beyond. Using the Church Social Teachings as guide, AAFP mobilizes the Lasallian community in developing, supporting (or opposing) local or national policies that impact the poor and marginalized..
- e) Lasallian Sustainable Development (LSDP) - LSDP facilitates Sustainable Social Engagement Projects of DLSU Offices and Student Organizations. The Project has four components specifically addressing key social concerns in the sectors of education, health, environment, and social entrepreneurship namely:
  - Lasallian Accessible, Relevant, and Alternative Learning (L-ARAL);
  - Lasallian Health Education, Health Services and Training Services (L-HEARTS);
  - Lasallian Environmental Sustainability and Governance (L-EnviSaGe); and
  - Lasallian Social Enterprise for Economic Development (L-SEED).
- f) Program and Resource Development (PRD) - PRD develops material, financial and technical resources to support the various units of COSCA. It also provides updated, accurate and accessible information on the accomplishments, documentation and researches related to the Social Engagement of the university.

## **Lasallian Pastoral Office (LSPO)**

The Lasallian Pastoral Office (LSPO) leads the members of the DLSU community towards faith-life integration and inbecoming authentic disciples and prophetic citizens through worship and liturgical

celebrations, spiritual formation, community building activities, and research on spirituality and faith development.

LSPO is known and distinguished 1) by the retreats and recollections it gives to the students (LASARE1, LASARE2 and LASARE3), faculty, staff and personnel of the university that help deepen their spirituality and facilitate in building faith communities among themselves; 2) by the meaningful liturgical celebrations that nurture the faith and deepen prayer life of the community; and 3) by becoming a resource for the Church as it promotes priestly and religious vocations and in conducting research in faith development.

LSPO maintains various groups of ministers that assist in the liturgical celebrations of the community. It is also supported by the Student Lasallian Animators, the volunteer youth ministers in the campus. These groups of ministers and volunteers receive special formation program and training in order to be of better service to the community, to the Church and society. The office supervises the Catholic Religious Organizations of Students (CROSSs) and other religious organizations and communities in the campus. LSPO also conducts interfaith prayer services with other Christian communities, Iftar Dinner during Ramadan for Muslim faculty, staff and students, and liturgical celebrations during the Chinese New Year.

## **STUDENT AFFAIRS**

Cognizant of its responsibility of developing the full potentials of the individual person, the University sponsors and implements a comprehensive student services program. Coordinated by the Dean of Student Affairs, the following offices offer student-related programs and services.

### **Culture and Arts Office (CAO)**

The Culture and Arts Office dedicates itself in promoting a well-balanced non-formal education of culture and the arts to the Lasallian community. Through its self-organized programs and activities, the awareness and appreciation of different art forms are being promoted. It ensures that its self-organized productions are of



good quality and are relevant to the community.

The office also cultivates the innate talents of artistically inclined Lasallian students through its different cultural organizations representing dance, music, theatre, film and broadcast arts. The skills of aspiring artists in these fields are refined through relevant workshops, seminars, symposia as well as competitions and awards. The CAO consists of the Green Media Group (production staff) and the Student Artist Managers (administrative staff) and seven performing groups: the DLSU Chorale, Lasallian Youth Orchestra, De La Salle Innersoul, La Salle Dance Company - Contemporary, La Salle Dance Company-Street, La Salle Dance Company-Folk, and the Harlequin Theatre Guild. They are trained not only to be excellent performers but excellent managers as well. These groups also hold outreach programs to promote culture and the arts in the grassroots level through workshops and performances.

The Student Artist Managers:

The administrative arm of the Office handles talent management and booking, research and training, marketing, event management, office management, and ushering.

## **Office of Counseling and Career Services (OCCS)**

The Office of Counseling and Career Services (OCCS) is an integral part of the DLSU educational system that is responsive to the students' needs and contribute to their achievement in college and beyond. It recognizes students as an individual capable of functioning well by utilizing his/ her potentials to the fullest and planning for his/her present and future in accordance with his/ her abilities, interests and needs. Likewise, OCCS emphasizes on student competency development, evidence-based programs, appropriate counseling practices and collaborative partnership with various stakeholders of the University.

The Office, through a team of licensed university counselors and career services providers, is committed to facilitate the students' holistic well-being towards better life adaptability and social integration for God and Country. These helping professionals provide psychological assessment, crisis intervention and counseling to students with personal-social, academic, and career concerns. Other services include career education, job placement, and

other employment recruitment-related activities supported by industry partners. Consultation and supervision services are also being provided by OCCS personnel within and outside the DLSU community. Assistance of student volunteers who undergo formation training programs is sought to ensure wide reach of clientele and quality care.


### **OCCS Student Volunteers Program**

The Office of Counseling and Career Services (OCCS) Student Volunteers Program is a peer support arm or service for and by the students. The program is staffed by carefully selected undergraduate students who make themselves available to fellow students with personal-social, academic, and career concerns. They also assist the office in facilitating college-to-work transitions through career education, job exploration, and career placement services. They are required to: a) undergo student volunteers formation program that integrates faith-life, community engagement and servant leadership; b) participate in intensive and extensive need-based, goal-directed and experiential skills training; c) receive regular supervision from the University Counselors and Career Services Coordinators; and d) adhere to professional ethics and standards set by OCCS. The two pools of student volunteers are:

#### **1. Peer Facilitators**

The Peer Facilitators serve as the extension arm of the Counseling

Services unit. They are composed of highly qualified students trained to provide supportive and non-judgmental listening, facilitating skills, conflict management, decision-making assistance, informative materials and referrals. They play an integral role in the effective delivery of the counseling services by serving as preventive agents who identify problems among their peers and encourage them to seek the necessary help from the Licensed University Counselors. They also serve as college adjustment mentors to freshmen, co-facilitators for group activities, peer helpers to students living away from their homes, here and abroad, and peer coaches to students with special needs. They link the students to the counselors by providing peer-initiated



helpline services through online information and referral sources. By helping others, peer facilitators also enhance their own self-esteem and regulate their personal-social functioning.

## 2. Student Representatives

The Student Representatives provide assistance to the Career Services unit. They are composed of top caliber students that went through stringent application process that ensures committed, professional, service-oriented and goal-driven pool of Lasallians, facilitating logistics, marketing, linkages, publicity, documentation, and management of the Job Placement Services and Career

Education Program of the Office. This group of volunteers has the singular opportunity to network directly with University partners in the industry as well as connect the industry to the different student organizations through career talks, on-campus exams and interviews.

## **Office of Sports Development (OSD)**

The OSD is the unit tasked with the formulation, design and implementation of university sports programs, policies, and procedures. It is also responsible in ensuring the university's responsiveness to the needs of the changing academic and non-academic conditions in the field of sports by providing formative programs to its student-athletes and the entire Lasallian community.

## **NSTP and Formation Office (NFO)**

The name of the office describes the main function of NFO as the unit-in-charge of implementation of the formation programs integrated in the undergraduate curriculum.

It emphasizes the significance of Lasallian formation to be present on all the mass-based programs offered to the students in the University.

### Core Functions

- (1) Supervises the design, implementation, formulation

and adoption of the National Service Training Program (NSTP) Components;

(2) Ensures the integration of the Lasallian formation in the different NSTP components;

(3) Develop and implement curriculum-integrated Lasallian formation programs given to students; and

(4) Provide meaningful and formative activities to students in coordination with the different units under the Office of Student Affairs.

### Programs/Courses Offered

“The youth, the most valuable resource of the nation, shall be motivated, trained, organized and mobilized ... in the SERVICE of the nation” – NSTP Act of 2001

#### (1) Civic Welfare Training Service (CWTS)

- Instills the value of social engagement and the Lasallian core values in the lives of the students. Also, it enhances the capability of the partner communities to utilize available resources and to respond to their needs through collaborative endeavors with the students and other stakeholders

#### (2) Literacy Training Service (LTS)


- Seeks to give the students an opportunity to become teachers of literacy and numeracy skills to school children and out of school youth in need of their service in partnership with child development centers or local organizations with education as their prime advocacy.

#### (3) Reserve Officers' Training Corps (ROTC)

- A program designed to provide military training in order to motivate, train, organize and mobilize students for national defense preparedness.

#### (4) Integrated Personal Effectiveness (IPERSEF)

- As a Lasallian Formation Integration Course, IPERSEF purports to inspire graduating students to become future leaders with a sense



of vocation and shared mission with St. John Baptist De La Salle. The course highlights the Lasallian Core Value of Communion in Mission, which describes the relationship of each graduate with God, the Community, and the Founder as they continue the Lasallian Mission after leaving the university.

#### Services Offered

- (1) Student Consultation
- (2) Color Operations and Ushering Services
- (3) Student Clearance
- (4) Parent/s Consultation
- (5) Alternative Classes for Lasallian Enrichment Alternative Program (LEAP)
- (6) Volunteer and Adult Formation

### **Student Discipline Formation Office (SDFO)**

The Student Discipline Formation Office (SDFO) promotes student discipline formation, ensures and maintains proper students' decorum and instills the values of responsibility, initiative, and vigilance to students by implementing the provisions of the DLSU Student Handbook (SH) primarily within the university premises as well as during university-supervised activities held outside the campus.

The SDFO does not only focus on corrective measures for student misbehaviour through referral for appropriate investigation and sanction but more importantly, it focuses on how to prevent, rather than correct, unseemly student behaviour by expanding and promoting preventive discipline approaches such as discipline orientation lectures, formative programs and discipline-related student gatherings.

The unit also maintains a student support staff known as SDFO Paragons. The SDFO Paragon Program is designed to recruit students with potentials, capabilities, and interest to assist the unit in the planning, implementation and evaluation of its programs and



services. Moreover, the unit expects to produce student volunteers to be role models of excellence in terms of discipline leadership and advocacy.

## **Student Leadership Involvement, Formation and Empowerment Office (Student LIFE)**

The Student Leadership Involvement, Formation and Empowerment Office (Student LIFE) seeks to develop and implement programs that promote self-sustaining development and positive influence towards effective personal and organizational leadership. It takes charge of ensuring smooth and well-balanced implementation of co-curricular and extra-curricular activities of the different units/ student organizations under the University Student Government, and the Council of Student Organizations, Graduate Student Council, Graduate Student Organizations, and other student groups. It also encourages student involvement and helps orient freshmen and graduate school learners on University life.

Programs and Services:

### **Leadership Formation**

Student LIFE provides student leaders with an awareness and understanding of the basic concepts and theories, as well as skills, principles, and techniques that will lead to the effective leadership and management of their organizations.

### **Leadership Development Training**

Seminars are offered for free to undergraduate and graduate students to improve their skills in leadership, communication, personal management, and interpersonal relations.

### **Organizational Development Interventions (OD Interventions)**

The office assists student organizations in managing problems which hinder their effectiveness through a systematic diagnosis of the organization's problem/s; formulating appropriate interventions and/ or programs aimed at resolving issues identified; and providing follow-through services towards increasing organizational effectiveness.



## **Quality Assurance**

This includes the following: Accreditation system, orientation of the officers of the University Student Government, Council of Student Organizations, and other recognized student organizations on university policies, exposure of student leaders to outside events and training that raise the standards of performance of their organizations, and a program for faculty advisers to assist them in student organization advising work.

## **Orientation Services**

This is designed to acquaint new undergraduate and graduate students to the University's Mission statement, campus facilities and offices, and the Lasallian community. More importantly, it aims to provide students a better understanding of the Lasallian culture and heritage.

## **Lasallian Student Consultancy Program (LSC), Lasallian Ambassadors (LAMBs) and Lasallian Student Ambassadors for Graduate Education (Lasallian SAGE)**

This program aims to develop a pool of student volunteers who serve as models of the Lasallian values of faith, zeal for service, and communion. This select pool undergoes training and assists in the delivery of the office's programs and services.

## **Graduate Student Service Program**

The program aims to coordinate services related to the non-academic needs and concerns of the graduate students.

## **Student LIFE Online Services**

This refers to the office's online structures to communicate and assist students and faculty on matters related to co-curricular and extra-curricular activities in the University. This includes online activity approval and document receiving system, social media information campaign, and Web-based learning, among others.

## **Lasallian Student Consultancy Program & Lasallian Ambassadors (LAMBs)**

The program aims to develop a pool of student volunteers who serve as models of the Lasallian values of faith, zeal for service, and communion. This select pool undergoes training and assists in the delivery of the office's programs and services.

## **Student Media Office**

The Student Media Office (SMO) offers students the opportunity to hone their skills in print, broadcast, online media, marketing, and graphic design. It ensures the smooth flow in the operations of the major student media groups, namely Ang Pahayagang Plaridel, Archers Network, Green & White, Green Giant FM, Malate Literary Folio, and The LaSallian. It also edits the print and online publications produced by accredited student organizations under SLIFE.


## **College Student Affairs - Laguna Campus**

Attuned to a vibrant DLSU Laguna Campus community, the College Student Affairs executes the programs and services of the Student Leadership Involvement, Formation and Empowerment (SLIFE), NSTP and Formation Office (NFO), Student Media Office (SMO) and Culture and Arts Office (CAO) and collaborate with other Student Affairs constituent offices in providing opportunities for student involvement, volunteerism and leadership through various student development programs.

## **OTHER SERVICES FOR STUDENTS**

### **The University Library**

The De La Salle University Library offers academic library resources and services to support the institution's instructional, curricular, research, and extension programs. It strives to provide an adequate and stimulating learning environment through organized, relevant and fast delivery of information services and excellent facilities. It is housed in a fully air-conditioned four-story building strategically accessible to faculty and students. It has a floor area of 6,800 square meters to accommodate its collection and provide reading



areas, workstations, listening and viewing rooms, administrative offices, function rooms, faculty and graduate areas and the Cybernook for Internet surfers.

### **Collections**

The library has a collection of approximately 300,000 books with almost 10,000 volumes on deposit and close to 23,000 volumes of graduate and undergraduate theses and dissertations. Periodical subscriptions are either in print or electronic format. Access to online database subscriptions covering full-text journal articles on various subjects is provided both in and off-campus. It houses the collections of the American Studies Resource Center (ASRC) and European Documentation Centre (EDC) in support to the International Studies academic program.

The Filipiniana Collection includes books of Philippine imprints and authorship and covers a variety of subjects on the Philippines from history and culture, to the social sciences and technology. It has a number of rare books collection with some titles in digitized format, a preservation file for original books with author's signature and selected single-copy editions, a map collection, the Rizaliana Collection and the Philippine English Data, a database of an extensive corpus of oral and written samples of Philippine English. The family memorabilia of Teresa Bitanga Valeros is proudly displayed in the room, showcasing Philippine culture in the forms of antique furnishings and furniture.

The Instructional Media Collection contains about 9,000 video recordings and assorted resources such as audio tapes, slides, posters and multimedia sources in CD-ROMs and a wide array of audio-visual and projection equipment and devices.

The Special Collection includes the Center for English for Specific Purposes (CESP) collection, the Philippine Oral and Local History collection, and the collections of Efren R. Abueg, Cirilo Bautista, Aurelio B. Calderon, Isagani R. Cruz, Clodualdo del Mundo, Jr., Rafael Donato FSC, Marcelino A. Foronda, Andrew Gonzalez FSC, Alfredo E. Litiatco, Francisco Ortigas, Emerita S. Quito, Jose Javier Reyes, Robert Salazar, Zeus Salazar, Bienvenido N. Santos, Bonifacio and Renato Sibayan, Agustin (Hammy) Sotto, Lorenzo M. Tañada, Julio Teehankee, Teresa Bitanga Valeros,

and Wilfrido V. Villacorta,

The Archives Collection covers the institutional, historical, administrative, and academic records of the university. It includes also all faculty and student publications, graduate, undergraduate, and faculty theses and dissertations, the La Salliana collection and a good collection of university memorabilia, numismatics, artworks mostly by local artists, and museum artifacts.


### **Services**

The Library has fifteen professional librarians and a media specialist who are responsible for the development and management of the Library's programs. They provide bibliographical instruction and user's assistance, and regularly conduct library orientation courses for freshmen, new faculty and staff, and other interested parties.

The University Library Council composed of representatives of the College Library Committees, the Student Body, the Library and Associate Vice-Chancellor for Academic Services and University Registrar serves as the main channels of communication between the library and the academic community.

A fully-integrated library system is provided for faster delivery of service and information access. Online public access catalog (OPAC) is searchable onsite and via Internet for remote users. The acquisition, cataloging, indexing, abstracting, and circulating functions are done electronically. Current awareness service is provided through the e-mail, intranet and internet delivery systems and the monthly publication of the Library Newsette.

Involvement in consortium activities and linkages with other institutions such as the South Manila Inter-Institutional Consortium (involving DLSU, St. Scholastica's College, St. Paul's College Manila, Philippine Normal University, Philippine Christian University, Adamson University, De La Salle-College of St. Benilde, Emilio Aguinaldo College, Lyceum of the Philippines University, Philippine Women's University, Technological University of the Philippines, and University of the Philippines-Manila), the DOST-ESEP Library Network



(involving DLSU, UP, Ateneo, UST, MSU-IT), the European Studies Consortium (involving DLSU, UP, Ateneo), the Inter-University Consortium (involving DLSU, AIM and UP) and the DLSU System Libraries is focused on resource-sharing and document delivery service.

Support facilities are available for the convenience of the users. There are three listening and viewing rooms, a preview room, mini-e-classroom, photocopiers at every floor of the library, scanners, a faculty corner, graduate corners, Library Conference room, Ortigas Room and EDC Multi-Purpose Room for small conferences, seminars and workshops and a depository counter.

Library Service Hours During regular term:

Monday to Friday      7:00 am —8:00 pm

Saturday                      7:00 am —7:30 pm

During term break:

Monday to Friday      8:00 am —5:00 pm

Saturday                      8:00 am —12:00 pm

During summer:

Monday to Saturday 8:00 am —6:00 pm

Internet Homepage <http://www.dlsu.edu.ph/library>

## Health Services

The Health Services Office aims to ensure the well-being of students and employees of the University by providing basic medical care, performing physical examination, prescribing appropriate medical and dental treatment and referring clients to different disciplines by competent medical and paramedical personnel.

### Services

1. Attendance to emergency calls

2. Routine medical and dental examination and prescription of medication
3. Periodic medical and dental examination
4. Medicine dispensation
5. Provision of medical team to students' activities done outside the campus
6. Issuance of first aid kit
7. Referral to specialist
8. Conduction of patients with emergency hospital needs to nearby hospitals
9. Validation of medical certificate
10. Issuance of medical certificate for university purposes
11. Health education through individual counseling and wide information dissemination
12. Pre-employment examination of employees
13. Other services related to the preceding services

### **Clinic Locations**

|                  | Taft Campus                                | Makati Extension Campus                                     | Laguna Campus  |
|------------------|--|---|--|
| Main Clinic      | Ground Floor, Br. Connon Hall              | Room 518, 5th Floor, RCBC Building, Ayala Ave., Makati City | East Wing, Lower Ground Floor, Milagros del Rosario Building |
| Satellite Clinic | Ground Floor, Enrique Razon Sports Complex |   |  |

|               |  |  |   |
|---------------|--|--|---|
| LC1<br>Clinic |  |  | Ground Floor<br>Learning<br>Community 1         |
| LC2<br>Clinic |  |  | Room 308, 3rd<br>floor, Learning<br>Community 2 |

### Clinic Hours

| Campus                | Days                  | Time                    |
|-----------------------|-----------------------|-------------------------|
| DLSU Taft<br>Campus   | Monday to<br>Saturday | 6:00 a.m. to 10:00 p.m. |
| DLSU Laguna<br>Campus | Monday to<br>Saturday | 7:00 a.m. to 6:30 p.m.  |
| DLSU Makati<br>Campus | Monday to<br>Friday   | 1:30 p.m. to 9:00 p.m.  |
|                       | Saturday              | 7:30 a.m. to 3:30 p.m.  |

### Dining Services

The University's food concessionaires make fresh and healthy meals, light snacks and refreshments available to the academic community from Monday to Saturday. The Manila campus has canteens located at St. La Salle Hall (Perico's), the Br. Andrew Gonzalez Hall (La Casita Roja) and the Enrique Razon Sports Complex (La Casita Roja). The Laguna Campus has 1 canteen at the Milagros del Rosario Building (Zaide Food Corp.). These concessionaires also provide catering services for school functions and social gatherings.

Bloemen Hall, located along St. Joseph Walk, provides the community an access to a wide variety of grab-and-go meals and desserts. It also houses student-run businesses under the ANIMO BIZ (Business Innovation Zone) program, the Bloemen Art Gallery and the Green Giant DJ booths, easily making the area one of the hippest hang out places in the Manila campus.

A coffee shop operated by the Coffee Bean and Tea Leaf Co. at the 6th Floor of Henry Sy, Sr. Hall caters to the patrons of the library.

### Auxiliary Services



The University has a full roster of service providers to make the academic life of students as convenient and conducive to learning as possible. These include a Bookstore where textbooks and basic school supplies may be purchased and a Copy and Printing Center to meet the various printing and binding needs of the members of the community. Both services are located at the Ground Floor of Yuchengco Hall. A complementary set of photocopier operators are strategically located throughout the campus.

A digital hub operated by Power Mac Center serves the technology needs of the community. The educational service center is also located at the Ground Floor of Yuchengco Hall.

## **Transportation Services**

The school manages a transportation system to support the various logistical needs of the academic community. The primary service is carried out through Arrows Express which operates 5 round trip routes whose schedules are set and announced at the start of every term:

Line 1: DLSU <> Laguna Campus

Line 2: Paseo Caltex <> Laguna Campus

Line 3: Pavilion Mall <> Laguna Campus


Line 4: Carmona <> Laguna Campus

Line 5: Walter Mart <> Laguna Campus

Chartered trips are also arranged for other school activities such as sports events, student plays, immersion activities and team building exercises, as requested by host offices or organizations.

## **Fitness Services**

The University has partnered with reputable organizations and specialists to meet the various fitness needs of its diverse community members. Yoga Plus, one of the premiere yoga chains in the country, has a yoga facility equipped with infrared heaters and showers located at the 2nd Floor of the Enrique Razon Sports Complex. The studio offers sessions for warrior, flow, hot, and yin yoga which are handled by certified instructors. Gold's Gym, a global fitness expert operating in 30 countries worldwide, runs a full facility



on the 6th Floor of Enrique Razon Sports Complex that features top of the line equipment. Services offered include personal fitness training, spinning, sports conditioning, kid's fitness, Pilates, yoga, and core weight lifting.

## **Security Services**

The University maintains 24/7 security in all campuses through organic personnel and an accredited security agency. Services rendered include emergency response and incident investigations. Members of the community are also assisted when addressing concerns that require further police coordination and action.

# APPENDIX E

## EXPECTED LASALLIAN GRADUATE ATTRIBUTES FOR DLSU GE CURRICULUM

The Expected Lasallian Graduate Attributes (ELGAs) focus on the knowledge, skills and attributes that graduates should acquire and demonstrate in their course of studies and internships as evidence of accomplishing the school's vision-mission. These ELGAs also reflect the graduate's capacity for lifelong learning and transfer of knowledge in the workplace.

| Expected Lasallian Graduate Attributes (ELGAs) | Desired Learning Results That Demonstrates Higher Order Thinking Skills (deep understanding)<br>A Lasallian who:   |
|--|--|
| Critical and Creative Thinker                  | <p>Generates ideas, designs, systems or information with resourcefulness, imagination, insight, originality, aesthetic judgment, enterprise and a risk-taking approach to meet current and emerging needs of society.</p> <p>Responds to multiple experiences and ideas about the world and communicates personal and religious meaning through various modes and media.</p> <p>Uses innovative methods and technologies to solve problems, make decisions and envisage hopeful futures.</p> <p>Constructs and applies knowledge, concepts, theories, and generalizations to make meaning and communicate clear and coherent ideas and concepts as much as possible aligned with Christian principles.</p> |
| Effective Communicator                         | <p>Communicates effectively and confidently in a range of contexts and for many different audiences.</p> <p>Listens actively to the intent and spirit of others' words and respond appropriately verbally and non-verbally.</p> <p>Composes and comprehends a range of written, spoken and visual texts to convey information that is meaningful to society and the Church.</p> <p>Explores ideas critically and expresses them clearly for a variety of purposes.</p> <p>Uses individual and group performances to explore and express ideas, thoughts, feelings, values and understandings</p>   |




|                                    |  |
|------------------------------------|--|
| <p>Reflective Lifelong Learner</p> | <p>Critically reflects on problems and issues to shape ideas and solutions that contribute to a better understanding of the wider world and the Church.</p> <p>Critically evaluates and reflects on their assumptions and values.</p> <p>Plans, organizes, manages, and evaluates own thinking, performance, behavior, and well-being.</p> <p>Reflects on the significance of God and/or religious experience for themselves and others</p> <p>Develops awareness of the spiritual nature and religious significance of life.</p>  |
| <p>Service-Driven Citizen</p>      | <p>Creates products and performances that achieve their purpose and are appropriate for their intended audience.</p> <p>Develops and incorporates Christian leadership skills to contribute positively to the accomplishment of team goals, through collaborative processes.</p> <p>Develops and practices effective interpersonal skills in order to relate to others in peaceful, tolerant, compassionate, and non-discriminatory ways.</p> <p>Nourishes relationships with God, self, others and the environment with compassion, sensitivity, respect, integrity, and empathy.</p> <p>Evaluates their moral sensitivities and sense of responsibility through participation in a range of learning contexts.</p> |

# APPENDIX F

## MANILA CAMPUS

TRUNK LINE NUMBER: 465-8900 OR 524-4611

| Department/Office/Unit  | Local No.     | Room No. |
|---|---------------|----------|
| 1911 Insurance Agency Corporation                                     | 277           | JH-G/F   |
| Academic Support for Instructional Services and Technology            | 563           | MH-216   |
| Accountancy   | 106, 135      | FC-G/F   |
| Accounting  | 227           | LS-133   |
| Accounting, Benefits Section  | 354, 267      | LS-133   |
| Accounting, Budget and Fixed Assets Section                           | 348, 358      | LS-133   |
| Accounting, Controller  | 175           | LS-133   |
| Accounting, Disbursement Section                                      | 118, 352      | LS-133   |
| Accounting, Financials Section  | 119, 177      | LS-133   |
| Accounting, Information Systems Development Section                   | 268           | LS-133   |
| Accounting, Payroll   | 174           | LS-133   |
| Accounting, Science Foundation Affiliates                             | 138           | JH-203   |
| Accounting, Student Accounts Extension Office                         | 296           | HSSH-2/F |
| Accounting, Student Services Section                                  | 196           | LS-133   |
| Admissions and Scholarships   | 166           | HSSH-2/F |
| Admissions and Scholarships, Graduate Studies Section                 | 468           | HSSH-2/F |
| Admissions and Scholarships, Scholarships Section                     | 162           | HSSH-2/F |
| Admissions and Scholarships, Undergraduate Studies Section            | 167           | HSSH-2/F |
| Advanced Research Institute for Informatics, Computing and Networking | 342           | GH-406   |
| Advancement and Alumni Affairs  | 107, 129      | AGH-20/F |
| Alumni Association  | 122, 128, 395 | AGH-101  |
| Animo Lab   | 282           | AGH-102  |
| Ang Pahayagang Plaridel   | 701           | CH-503   |
| Angelo King Institute for Economic and Business Studies               | 287           | LS-223   |



| Department/Office/Unit   | Local No. | Room No.  |
|--|-----------|-----------|
| Archers Network  | 701       | CH-503    |
| Asian Regional Programme on Environmental Technology                   | 215       | AGH-21/F  |
| Associate Vice Chancellor for Academic Services                        | 597       | HSSH-1502 |
| Associate Vice Chancellor for Campus Development                       | 183       | YH-610    |
| Associate Vice Chancellor for Campus Services                          | 595       | HSSH-1503 |
| Associate Vice Chancellor for Facilities Management                    | 599       | HSSH-1501 |
| BAGCED, Academic Programming Officer                                   | 266       | AGH-1603  |
| BAGCED, Dean   | 121       | AGH-1603  |
| BAGCED, External Affairs   | 172       | AGH-1609  |
| BAGCED, Research and Advanced Studies                                  | 158       | AGH-1603  |
| BAGCED, Associate Dean   | 192       | AGH-1603  |
| Behavioral Sciences  | 347, 550  | FC-4/F    |
| Bienvenido N. Santos Creative Writing Center                           | 233       | MH-208    |
| Biology  | 460       | WH-4/F    |
| Biology Dispensing Laboratory  | 462       | STRC-402  |
| Biology Laboratory   | 408, 409  | STRC-210  |
| Biology Laboratory and Undergraduate Thesis                            | 467       | STRC-208  |
| Biology Stockroom  | 463       | SJ-605    |
| Biotechnology Laboratory   | 230       | STRC-216  |
| Bookstore  | 712       | YH-G/F    |
| Br. Alfred Shields FSC Ocean Research Center                           | 404, 406  | HSSH-3/F  |
| Br. Anelino Manuel Castillo FSC Religious Educational Foundation, Inc. | 762       | JH-302    |
| Brothers' Community  | 139, 140  | LS-4/F    |
| Building and Grounds Maintenance Office                                | 474       | SJ-201    |
| Campus Sustainability Office   | 272       | HSSH-407  |

| Department/Office/Unit                                      | Local No. | Room No.            |
|---|-----------|---------------------|
| Canteen, La Casita  | 344       | AGH-6/F             |
| Canteen, La Casita  | 367       | ERSC-2F             |
| Canteen, Perico's Grill                                     | 150       | LS-106A             |
| CCS, Academic Programming Officer                           | 303       | AGH-10/F            |
| CCS, Dean   | 300       | AGH-10/F            |
| CCS, External Affairs                                       | 302       | AGH-10/F            |
| CCS, Research and Advanced Studies                          | 302       | AGH-10/F            |
| CCS, Technical Support Group                                | 302       | AGH-10/F            |
| CCS, Associate Dean   | 301       | AGH-10/F            |
| Center for Business Research and Development                | 149       | FC-G/F              |
| Center for Engineering and Sustainable Development Research | 275       | VH-102C             |
| Center for Language and Lifelong Learning                   | 403       | AGH-1503            |
| Center for Language Technologies                            | 391       | GH-409              |
| Center for Lean Systems and Management                      | 223       | STRC-223            |
| Center for Micro-Hydro Technology for Rural Electrification | 273       | MH-113<br>Mezzanine |
| Center for Natural Sciences and Environmental Research      | 404, 406  | SJ-206              |
| Center for Professional Development in Business             | 396       | FC-G/F              |
| Center for Social Concern and Action                        | 147, 417  | CH-202              |
| Chancellor's Office, Administrative Officer                 | 801       | HSSH-1507           |
| Chancellor's Office, Executive Officer                      | 809       | HSSH-1507           |
| CHED PHERNet Sustainability Studies Program                 | 127       | HSSH-3/F            |
| Chemical Engineering  | 218       | AGH-8/F             |
| Chemical Engineering Energy Laboratory                      | 211       | STRC-107            |
| Chemical Engineering Instrumentation Room                   | 214       | STRC-215            |
| Chemical Engineering Laboratory                             | 243       | VH-412              |

| Department/Office/Unit                        | Local No. | Room No.  |
|---|-----------|-----------|
| Chemistry                                     | 430       | WH-5/F    |
| Chemistry Instrument and Research             | 501       | SJ-512    |
| Chemistry Laboratory                          | 212       | VH-410    |
| Chemistry Laboratory                          | 429       | SJ-313    |
| Chemistry Laboratory                          | 431       | SJ-615    |
| Chemistry Laboratory                          | 432       | SJ-508    |
| Chemistry Laboratory                          | 502       | STRC-308  |
| Chemistry Laboratory Instructors              | 366       | MH-401    |
| Chemistry Teaching Laboratory                 | 430       | WH-5/F    |
| Civil and Sanitary Works Office               | 475       | SJ-201    |
| Civil Engineering                             | 226       | AGH-8/F   |
| Civil Engineering Laboratory                  | 203       | MH-104A   |
| Civil Engineering Laboratory                  | 305       | STRC-103  |
| CLA, Academic Programming Officer             | 327       | FC-G/F    |
| CLA, Dean                                     | 325       | FC-G/F    |
| CLA, External Affairs                         | 216       | FC-G/F    |
| CLA, Research and Advanced Studies            | 328       | FC-G/F    |
| CLA, Associate Dean                           | 326       | FC-G/F    |
| Commercial Law                                | 132       | FC-2/F    |
| Communication                                 | 322       | FC-3/F    |
| Computational Chemistry Laboratory            | 405       | STRC-301  |
| Computational Materials Design Research Group | 422       | STRC-315  |
| Computer Engineering Laboratory               | 253       | VH-313    |
| Computer Laboratory, Gokongwei Hall           | 341       | GH-404    |
| Computer Laboratory, Gokongwei Hall           | 384       | GH-306A/B |



| <b>Department/Office/Unit</b>                        | <b>Local No.</b> | <b>Room No.</b> |
|--|------------------|-----------------|
| Computer Laboratory, Gokongwei Hall                  | 385              | GH-304A         |
| Computer Laboratory, Gokongwei Hall                  | 386              | GH-304B         |
| Computer Laboratory, Gokongwei Hall                  | 387              | GH-302A/B       |
| Computer Laboratory, Gonzalez Hall                   | 258              | AGH-1706        |
| Computer Laboratory, St. Joseph Hall                 | 418              | SJ-212          |
| Computer Laboratory, St. La Salle Hall               | 193              | LS-212          |
| Computer Laboratory, St. La Salle Hall               | 219              | LS-229          |
| Computer Laboratory, St. La Salle Hall               | 382              | LS-335          |
| Computer Laboratory, St. La Salle Hall               | 505              | LS-320          |
| Computer Laboratory, Velasco Hall                    | 213              | VH-103          |
| Computer Laboratory, Velasco Hall                    | 242              | VH-208B         |
| Computer Laboratory, Velasco Hall                    | 364              | VH-301          |
| Computer Laboratory, Velasco Hall                    | 383              | VH-310          |
| Computer Laboratory, Yuchengco Hall                  | 351              | YH-602          |
| Computer Technology                                  | 306              | AGH-10/F        |
| Computer Technology Laboratory                       | 292              | GH-408          |
| Consulting and Education Center                      | 304              | GH-102          |
| Continuing Education Office                          | 390              | AGH-21/F        |
| COS, Dean  | 520              | WH-2/F          |
| COS, External Affairs                                | 522              | WH-2/F          |
| COS, Associate Dean                                  | 521              | WH-2/F          |
| Council of Student Organizations                     | 744              | CH-403          |
| Counseling and Career Services Extension Office      | 389              | AGH-1505        |
| Counseling and Career Services, Career Services Unit | 416              | CH-203          |
| Counseling and Career Services, Counseling Unit      | 419              | CH-203          |




| <b>Department/Office/Unit</b>                        | <b>Local No.</b> | <b>Room No.</b>     |
|--|------------------|---------------------|
| Counseling and Educational Psychology                | 172              | AGH-1609            |
| Concierge  | 400              | YH-G/F              |
| Credit Cooperative                                   | 750              | JH-205              |
| Culture and Arts Office                              | 702, 737         | CH-505              |
| Culture and Arts Office, Rehearsal Room              | 311              | ERSC-204            |
| Data Privacy Office                                  | 811              | LS-124              |
| Decision Sciences and Innovation                     | 134, 188         | FC-2/F              |
| Decision Sciences and Innovation, Business Incubator | 125              | LS-108              |
| DOST Science Education Institute                     | 343              | LS-229<br>Mezzanine |
| ECE Electrical/Electronics Laboratory                | 711              | VH-403              |
| ECE Extension Office                                 | 565              | MH-116              |
| ECE Research Laboratory Coordinator's Office         | 207              | STRC-112            |
| ECE STRC-EC Laboratory                               | 206              | STRC-112            |
| Economics  | 137              | LS-324              |
| Educational Leadership and Management                | 171, 195         | AGH-1610            |
| Electrical Laboratory                                | 312              | MH-402              |
| Electronics and Communications Engineering           | 224              | AGH-8/F             |
| Electronics and Instrumentation Laboratory           | 465              | STRC-414            |
| Employees Association                                | 754              | JH-201              |
| Engineering Research and Development for Technology  | 324              | AGH-910             |
| English and Applied Linguistics                      | 530, 562, 564    | AGH-1501            |
| English Language Laboratory                          | 340              | AGH-1408            |
| Enrollment Services Hub - Help Desk                  | 114              | HSSH-2/F            |
| Enterprise Resource Planning - BITUIN                | 458              | LS-203              |
| Ergonomics and Product Design Laboratory             | 209              | STRC-218            |

| <b>Department/Office/Unit</b>               | <b>Local No.</b> | <b>Room No.</b> |
|---|------------------|-----------------|
| Faculty Association                         | 332              | FC-G/F          |
| Filipino                                    | 509, 552         | FC-3/F          |
| Financial Management                        | 133              | FC-2/F          |
| Food Institute                              | 401              | HSSH-3/F        |
| Former President                            | 247              | HSSH-1507       |
| GCOE, Dean                                  | 229              | AGH-908         |
| GCOE, External Affairs                      | 278              | AGH-910         |
| GCOE, Laboratories                          | 210              | AGH-910         |
| GCOE, Research and Advanced Studies         | 217              | AGH-910         |
| GCOE, Transportation Laboratory             | 231              | MH-104A         |
| GCOE, Associate Dean                        | 201              | AGH-909         |
| Graduate Student Council                    | 733              | CH-401          |
| Green & White                               | 205              | CH-503          |
| Green Giant FM                              | 208              | BH-G/F          |
| Health Services Office                      | 221              | CH-101          |
| Health Services Office Extension Office     | 334              | ERSC-G/F        |
| History                                     | 461, 572         | FC-3/F          |
| Industrial Engineering                      | 220              | AGH-8/F         |
| Information Systems Laboratory              | 284              | VH-506          |
| Information Technology                      | 307              | AGH-10/F        |
| Information Technology Services Office      | 310              | GH-308          |
| Innovation and Technology Office            | 248              | LS-114          |
| Institutional Testing and Evaluation Office | 143, 168         | HSSH-4/F        |
| Intellect Seminar Room                      | 355              | GH-101          |
| Intellectual Property Office                | 279              | HSSH-3/F        |



| <b>Department/Office/Unit</b>                                | <b>Local No.</b> | <b>Room No.</b> |
|--|------------------|-----------------|
| Intelligent Systems Laboratory                               | 353              | MH-106          |
| International Center   | 289              | SJ-207          |
| International Studies  | 545              | FC-4/F          |
| Inventory Management Office                                  | 190, 191         | Warehouse-101   |
| ITS, Asset Management  | 317              | GH-303          |
| ITS, Systems Management and Services                         | 309              | GH-308          |
| ITS, Technology Infrastructure and Assets                    | 349              | GH-305          |
| ITS, Technology Support and Laboratories - Help Desk         | 316, 466         | GH-305          |
| ITS, Web Management and Documentation                        | 318              | GH-309          |
| Jesse M. Robredo Institute of Governance                     | 524              | YH-601          |
| Lasallian Core Curriculum Office                             | 156              | AGH-1504        |
| Lasallian Institute for Development and Educational Research | 435              | AGH-1603        |
| Lasallian Pastoral Office                                    | 104, 410         | SJ-101          |
| Lasallian Pastoral Office, Chaplain                          | 412              | SJ-103          |
| Laser and Optics Laboratory                                  | 424              | STRC-313        |
| Legal Counsel  | 173              | HSSH-1410       |
| Libraries  | 600              | HSSH-6/F        |
| Libraries, Acquisition Section                               | 610              | HSSH-6/F        |
| Libraries, American Studies Resource Center                  | 265              | HSSH-14/F       |
| Libraries, Archives Section                                  | 640, 621         | HSSH-10/F       |
| Libraries, Br. Benedict Learning Resource Center             | 288              | AGH-1804        |
| Libraries, Cataloging  | 601              | HSSH-5/F        |
| Libraries, Circulation Section                               | 622              | HSSH-8/F        |
| Libraries, European Documentation Center                     | 602              | HSSH-14/F       |
| Libraries, Filipiniana Section                               | 262              | HSSH-10/F       |

| Department/Office/Unit  | Local No. | Room No. |
|---|-----------|----------|
| Libraries, Information Desk   | 442       | HSSH-6/F |
| Libraries, Instructional Media Services                             | 370       | HSSH-6/F |
| Libraries, Periodicals Section                                      | 291       | HSSH-9/F |
| Libraries, Reference Section  | 620       | HSSH-7/F |
| Libraries, Systems Services Section                                 | 603, 624  | HSSH-5/F |
| Literature  | 532, 541  | FC-3/F   |
| Malate Literary Folio   | 701       | CH-503   |
| Management and Organization   | 381       | FC-G/F   |
| Manufacturing Engineering and Management                            | 244       | AGH-8/F  |
| Marketing and Advertising   | 136       | FC-2/F   |
| Math and Statistics Computer Laboratory                             | 407       | STRC-314 |
| Mathematics   | 420       | WH-6/F   |
| Mathematics Research Office   | 413       | SJ-205   |
| Matrix Laboratory   | 263       | GH-403   |
| ME Bench Work and Fabrication Shop Laboratory                       | 255       | MH-108   |
| ME Machine Shop and Foundry Laboratory                              | 225       | VH-105   |
| ME Power and Thermodynamics Laboratory                              | 254       | MH-110   |
| Mechanical and Electrical Works Office                              | 477       | SJ-201   |
| Mechanical Engineering  | 299, 308  | AGH-8/F  |
| Mechatronics Laboratory   | 503       | STRC-105 |
| MEM Comp. Aided Three-Dimensional Interactive Application           | 241       | VH-109   |
| MEM Comp. Numeric Control/Comp. Integrated Manufacturing Laboratory | 240       | VH-106   |
| Molecular Science Unit Biology CENSER                               | 372       | STRC-205 |
| Multipurpose Room   | 506       | HSSH-4/F |
| Nano Laboratory   | 425       | STRC-113 |



| Department/Office/Unit                       | Local No. | Room No.      |
|--|-----------|---------------|
| NSTP and Formation Office                    | 436       | GH-102        |
| Operation Big Brother                        | 142       | AGH-1803      |
| Pablo Nicolas Seminar Room                   | 363       | LS-315        |
| Parents of University Students Organization  | 764       | JH-304        |
| Personal Effectiveness Office                | 250       | AGH-1803      |
| Personnel Management                         | 680       | HSSH-3/F      |
| Personnel Management - Front Desk            | 676       | HSSH-3/F      |
| Philosophy                                   | 546       | FC-4/F        |
| Physical Education                           | 740       | ERSC-702      |
| Physics                                      | 450       | WH-7/F        |
| Physics Supplies Room                        | 452       | SJ-409        |
| Political Science                            | 570       | FC-4/F        |
| Practical Genomics Laboratory, CENSER        | 406       | STRC-412      |
| President's Office, Executive Assistant      | 802       | HSSH-1507     |
| President and Chancellor, Reception          | 803       | HSSH-1507     |
| Procurement Office                           | 630       | Warehouse-101 |
| Project Management Office                    | 181       | YH-610        |
| Psychology                                   | 542       | FC-4/F        |
| Psychology Laboratory                        | 752       | SJ-308        |
| Psychometric and Assessment Laboratory       | 329       | MH-207        |
| Publishing House                             | 271       | YH-601        |
| Quality Assurance Office                     | 567, 582  | HSSH-1506     |
| Radio and TV Studio Laboratory               | 321       | MH-209        |
| Registrar                                    | 245       | HSSH-2/F      |
| Registrar, Enrollment and Evaluation Section | 116       | HSSH-2/F      |

| Department/Office/Unit  | Local No. | Room No.      |
|---|-----------|---------------|
| Registrar, Event and Special Services Section                           | 153       | HSSH-2/F      |
| Registrar, Faculty Attendance Section                                   | 113       | HSSH-2/F      |
| Registrar, Records Section  | 115       | HSSH-2/F      |
| Reserve Officers Training Corps   | 185       | GH-102        |
| Risk Management, Compliance, and Audit                                  | 411, 511  | HSSH-4/F      |
| Roof deck   | 507       | HSSH-Roofdeck |
| Rosario D. Jose Science Lecture Room                                    | 365       | SJ-504        |
| RVRCOB, Academic Programming Officer                                    | 124       | FC-G/F        |
| RVRCOB, Dean  | 130       | FC-G/F        |
| RVRCOB, External Affairs  | 130       | FC-G/F        |
| RVRCOB, Research and Graduate Studies                                   | 117       | FC-G/F        |
| RVRCOB, Associate Dean  | 131       | FC-G/F        |
| Salikneta Mart  | 713       | beside WH     |
| Science Education   | 158       | AGH-1608      |
| Science Foundation, Inc.  | 760       | JH-202        |
| Security Office   | 480       | SJ-108        |
| Security Office, HSSH Receptionist                                      | 441       | HSSH-15/F     |
| Security Office, Switchboard Operator                                   | 100       | HSSH-3/F      |
| Senior Financial Consultant to the President                            | 592       | LS-133        |
| Senior High School, Front desk  | 160,161   | LS-118        |
| Senior High School, Office of the Principal                             | 169       | LS-123        |
| Senior High School, SDFO  | 330       | LS-122        |
| Senior High School, Student Affairs Office / Guidance Counseling Office | 331       | LS-121        |
| Social Development Research Center                                      | 402       | WH-3/F        |
| SOE, Dean   | 380       | LS-221        |



| Department/Office/Unit   | Local No.     | Room No.  |
|--|---------------|-----------|
| SOE, Associate Dean  | 380           | LS-221    |
| Software Technology  | 313           | AGH-10/F  |
| Sports Development   | 379, 742      | ERSC-901  |
| Sports Development, Physical Fitness and Rehabilitation Center                     | 197           | ERSC-9/F  |
| Strategic Communication  | 144, 246, 374 | AGH-21/F  |
| Strategic Management   | 582           | HSSH-1506 |
| Student Affairs, Dean  | 730           | CH-301    |
| Student Affairs, Associate Dean  | 276           | CH-301    |
| Student Discipline Formation Office  | 414           | SJ-115    |
| Student Discipline Formation Office, Discipline and Enforcement Section            | 611           | MH-115A   |
| Student Discipline Formation Office, Discipline Educ, Advocacy and Program Section | 611           | MH-115B   |
| Student Discipline Formation Office, Lost and Found and Clearance Section          | 290           | SJ-105    |
| Student Leadership Involvement, Formation and Empowerment                          | 732, 739      | CH-404    |
| Student Media Office   | 738           | CH-503    |
| Support Services Office  | 766           | HSSH-407  |
| Support Services Office, Mailing Unit  | 151           | LS-106    |
| Support Services Office, Materials Reproduction Unit                               | 170           | LS-125    |
| Support Services Office, Transportation Unit                                       | 148           | HSSH-407  |
| Surface Physics Laboratory   | 423           | STRC-311  |
| Teresa Yuchengco Auditorium  | 283           | YH-7/F    |
| The LaSallian  | 701           | CH-503    |
| The Museum   | 368           | YH-2/F    |
| The Store  | 724           | YH-G/F    |
| Theology and Religious Education   | 199, 534      | FC-3/F    |
| Tokyo Institute of Technology - Philippine Office                                  | 232           | VH-510    |



| <b>Department/Office/Unit</b>   | <b>Local No.</b> | <b>Room No.</b> |
|---|------------------|-----------------|
| Unit Operations and Refrigeration Laboratory                          | 234              | VH-102          |
| University Fellows  | 270              | YH-2/F          |
| University Research Coordination Office                               | 164              | HSSH-3/F        |
| University Safety Office  | 123              | HSSH-406        |
| University Safety Office, Lifeguard                                   | 533              | ERSC-G/F        |
| University Student Government   | 734              | CH-302          |
| Vice Chancellor for Academics   | 108, 109         | HSSH-1508       |
| Vice Chancellor for Administration                                    | 557              | HSSH-1504       |
| Vice Chancellor for Research and Innovation                           | 401              | HSSH-3/F        |
| Vice Chancellor for DLSU - Laguna Campus (Extension Office)           | 576              | LS-118          |
| Vice President for External Relations and Internationalization Office | 163, 574         | HSSH-1505       |
| Vice President for Lasallian Mission                                  | 120, 280         | HSSH-1511       |
| Vocations Ministry Office   | 159              | LS-115          |
| William Shaw Little Theater   | 314              | WH-103          |
| Yuchengco Center  | 165              | YH-2/F          |
| Yuchengco Seminar Room  | 336,337          | YH-407,408,409  |

## **HOTLINE NUMBERS**

| <b>Service</b>  | <b>Local No.</b> | <b>Building</b>                 |
|-----------------|------------------|---------------------------------|
| Emergency       | 111              | St. La Salle Hall               |
| Health Services | 222              | Br. Gabriel Connon FSC Hall     |
| Health Services | 333              | Enrique M. Razon Sports Center  |
| Security        | 444              | St. La Salle Hall               |
| Security        | 555              | Br. Andrew B. Gonzalez FSC Hall |
| Facilities      | 666              | Henry Sy Sr. Hall               |
| Reservation     | 777              | Henry Sy Sr. Hall               |

## GATE NUMBERS

| Gate Label         | Local No. |
|--------------------|-----------|
| Gate 1 (South)     | 481       |
| Gate 2 (North)     | 482       |
| Gate 3 (Velasco)   | 483       |
| Gate 4 (Gokongwei) | 484       |
| Gate 5 (Andrew)    | 485       |
| Gate 6 (Razon)     | 486       |
| Gate 7 (STRC)      | 487       |
| Gate 8 (Agno)      | 488       |
| Gate 9 (Leveriza)  | 489       |

## LEGEND

| Acronym | College/Building                                |
|---------|---|
| AGH     | Br. Andrew B. Gonzalez FSC Hall                 |
| BAGCED  | Br. Andrew B. Gonzalez FSC College of Education |
| BH      | Br. Alphonsus Bloemen FSC Hall                  |
| CCS     | College of Computer Studies                     |
| CH      | Br. Gabriel Connon FSC Hall                     |
| CLA     | College of Liberal Arts                         |
| COL     | College of Law                                  |
| COS     | College of Science                              |
| ERSC    | Enrique M. Razon Sports Center                  |
| FC      | Faculty Center                                  |
| GCOE    | Gokongwei College of Engineering                |
| GH      | John Gokongwei Sr. Hall                         |

## LEGEND

|        |  |
|--------|--|
| HSSH   | Henry S. Sy Sr. Hall                     |
| JH     | Br. Celba John FSC Hall                  |
| LS     | St. La Salle Hall                        |
| MH     | St. Miguel Febres Cordero Hall           |
| RVRCOB | Ramon V. del Rosario College of Business |
| SJ     | St. Joseph Hall                          |
| SOE    | School of Economics                      |
| STRC   | Science and Technology Research Center   |
| VH     | Urbano J. Velasco Hall                   |
| WH     | William J. Shaw Hall                     |
| YH     | Don Enrique T. Yuchengco Hall            |

**MAKATI CAMPUS**  
**TRUNK LINE NUMBER: 753-4611**

| <b>Cnt</b> | <b>Department/Office/Unit</b>            | <b>Room</b> | <b>Local No.</b> | <b>Direct Line</b> |
|------------|--|-------------|------------------|--------------------|
| 1          | Switch Board Operator                    |             | Dial 0           |                    |
| 2          | Enrollment Services Hub                  | XR0501      | 111              | 753-4616           |
| 3          | Enrollment Services Hub                  | XR0501      | 112              |                    |
| 4          | Health Services Office                   | XR0518      | 106              |                    |
| 5          | Director for Satellite Campus Facilities | XR0521      | 101              |                    |
| 6          | Libraries                                | XR0504      | 103              |                    |
| 7          | CPDBE                                    | XR0523a     | 105              | 753-4617           |
| 8          | RVRCOB, Associate Dean                   | XR0521      | 107              | 753-4618           |



## RUFINO CAMPUS

TRUNK LINE NUMBER: 753-0000 OR 877-9244

| Department/Office/Unit                            | Local No. |
|---|-----------|
| Accounting  | 604       |
| COL, Academic Programming Officer                 | 611       |
| COL, Dean   | 606       |
| COL, Associate Dean                               | 608       |
| Counseling and Career Services                    | 701       |
| Director for Satellite Campus Facilities          | 601       |
| Enrollment Services Hub                           | 602       |
| Facilities Management Group                       | 103       |
| Health Services Office                            | 613       |
| Information Technology Services Office - Helpdesk | 603       |
| Libraries   | 703       |
| Libraries, Instructional Media Services           | 704       |
| Security Office                                   | 102       |
| Security Office, Receptionist                     | 101       |
| Security Office, Switch Board Operator            | 100       |
| Student Affairs, Dean                             | 700       |
| Student Discipline Formation Office               | 702       |

| HOTLINE NUMBERS |           |
|-----------------|-----------|
| Service         | Local No. |
| Emergency       | 111       |
| Health Services | 222       |
| Security        | 444       |
| Facilities      | 666       |

# APPENDIX G CAMPUS LAYOUT - MANILA AND LAGUNA CAMPUS

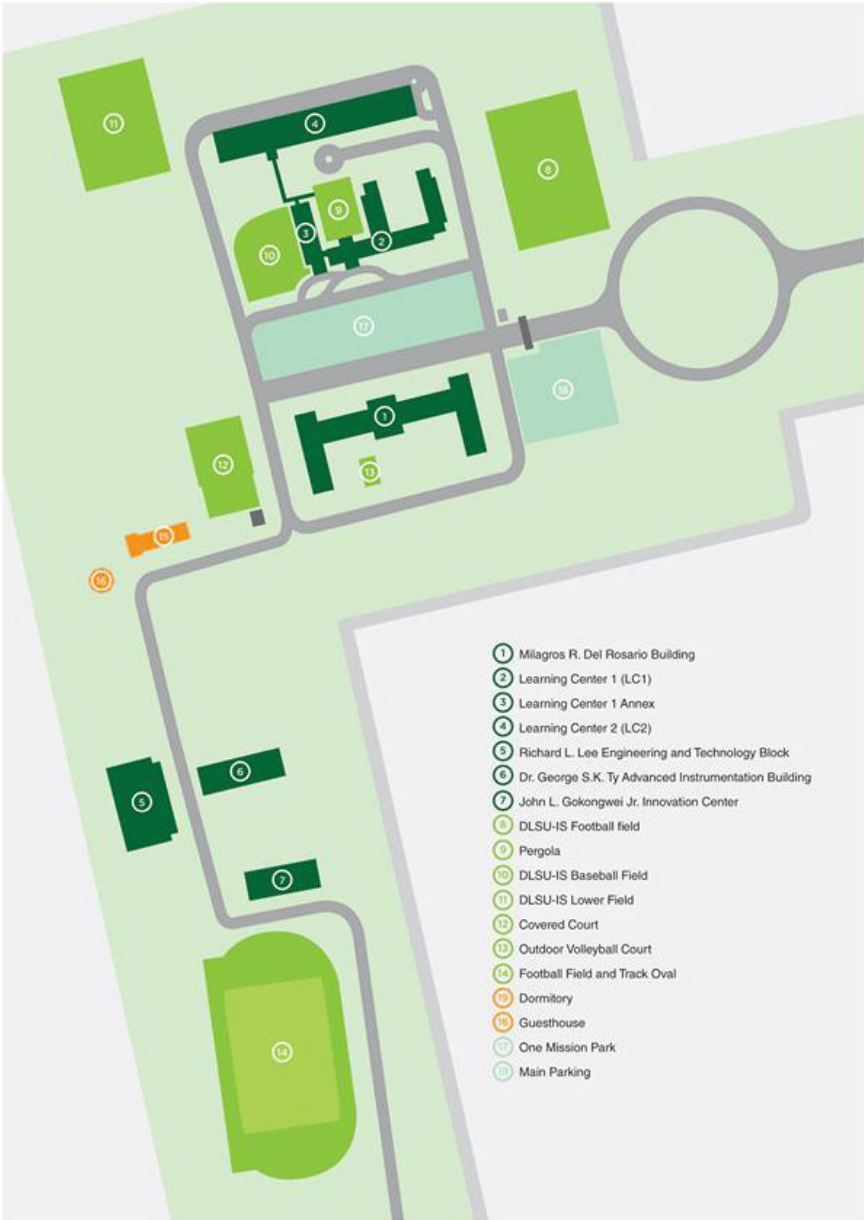


## DE LA SALLE UNIVERSITY CAMPUS

| FUNCTION ROOMS         |          |
|------------------------|----------|
| BUILDING DESCRIPTION   | ROOM NO. |
| ADMINISTRATIVE OFFICE  | 101      |
| ADMISSIONS OFFICE      | 102      |
| ALUMNI OFFICE          | 103      |
| ARCHITECTURE OFFICE    | 104      |
| ARTS OFFICE            | 105      |
| BIOTECHNOLOGY OFFICE   | 106      |
| BUSINESS OFFICE        | 107      |
| COMPUTER OFFICE        | 108      |
| CONSTRUCTION OFFICE    | 109      |
| CRIMINOLOGY OFFICE     | 110      |
| DEVELOPMENT OFFICE     | 111      |
| EDUCATION OFFICE       | 112      |
| ENGINEERING OFFICE     | 113      |
| ENVIRONMENTAL OFFICE   | 114      |
| FINANCE OFFICE         | 115      |
| GENERAL OFFICE         | 116      |
| HEALTH OFFICE          | 117      |
| INFORMATION OFFICE     | 118      |
| LABORATORY OFFICE      | 119      |
| LIBRARY OFFICE         | 120      |
| LEGAL OFFICE           | 121      |
| PLANNING OFFICE        | 122      |
| RESEARCH OFFICE        | 123      |
| SCIENCE OFFICE         | 124      |
| SPORTS OFFICE          | 125      |
| STUDENT AFFAIRS OFFICE | 126      |
| TRUSTEES OFFICE        | 127      |
| UNIVERSITY OFFICE      | 128      |
| WELFARE OFFICE         | 129      |
| WORKSHOP OFFICE        | 130      |



- LEGEND:**
- ST. LA SALLE HALL
  - MARILEN GAERLAN CONSERVATORY
  - BR. JOHN HALL
  - BR. GABRIEL CONNOR HALL
  - E. YUCHENGGCO HALL
  - PGP CHAPEL
- FACULTY BLDG. (FORWYER UNIVERSITY LIBRARY)
  - ST. WILLIAM HALL
  - BR. WILLIAM HALL
  - ST. JOSEPH HALL
  - HENRY SY SR HALL
  - BR. BLOEMEN HALL
  - VELASCO HALL
- ST. MIGUEL HALL
  - ST. MUTIEN MARIE HALL
  - ECO CAR SOLAR CAR SHELTER
  - LE HERMITAGE
  - GOKONGWEI HALL
  - STRC BLDG
- INVENTORY MNGT. OFF/ ROTC/ MAINTENANCE SHOP
  - ENRIQUE RAZON SPORTS CENTER
  - BR. ANDREW GONZALEZ HALL
  - RETREAT HOUSE
  - PRESCHOOL
  - BAHAY KANUNGAN/ LEGAL AIDE CLINIC
  - CARPENTRY/PAINTING WORKSHOP/ IMO EXT.



# APPENDIX H

## UNDERGRADUATE STUDENT ORGANIZATIONS

### CSO



The Council of Student Organizations (CSO) is the union of accredited professional (PROF), special interest (SPIN) and socio-civic organizations of De La Salle University. Since its founding in 1974, the Council has continuously delivered quality student services and has produced outstanding student leaders dedicated to serving and contributing to the Lasallian Community.

To support the preparation, execution, and documentation of the activities, projects, and initiatives of the accredited organizations, nine Executive Teams work under the supervision of the CSO Executive Board.


The CSO Executive Board also serves as the coordinating body of the Council and oversees the implementation of university-wide activities participated in by the different organizations. These activities include the Annual Recruitment Week (ARW), Green Card Alliance (GCA), the Lasallian Excellence Awards (LEA) and the Lasallian Enrichment Alternative Program (LEAP) which is a joint venture of the Council of Student Organizations and the University Student Government.

The DLSU-CSO is also a founding member of the Philippine Union of Lasallian Student Organizations (PULSO) which is an alliance between the CSOs and its counterparts in the 11 Lasallian Tertiary Institutions in the Philippines.

### ACCESS



Our contemporary society has increasingly embraced the use of technology in many aspects of human life. One with the Lasallian mission, the Association of



Computer Engineering Students (ACCESS) breeds the leaders of tomorrow in this field by inspiring its members to advance a culture that values innovation in the realm of computer engineering while having a deep sense of their social responsibility as members of a civilization being brought closer by technology. The Association seeks to enrich the Lasallian experience of its members by implementing high quality and exciting activities that would provide students an avenue to explore their potentials and employ their skills in their quest for excellence to uplift the quality of life of every individual in society.

### **Ad Create**



**AdCreate**  
SOCIETY

The AdCreate Society is DLSU's professional organization for advertising management majors, as well as to

those who want to engage their ideas and explore their creativity by letting its members imagine, create, and achieve.

Members are able to IMAGINE the endless possibilities with the potential that they have through AdCreate's seminars and workshops from only the best of the best in the advertising, marketing, and communications industry. AdCreate also hones the creative skills of its members by letting them CREATE their best work through Monster Academy—a crash course on Photoshop and Illustrator. AdCreate also lets its members ACHIEVE by hosting contests held by companies in the real world, as well as freelance projects, which are undoubtedly value-adding to any student's creative portfolio.

Given all these, members of the organization not only enjoy the benefits of it being a member-oriented organization, but also the opportunity to collaborate, to grow, and to be part of a family.



## AIESEC



AIESEC is a global youth-led organization striving to achieve peace and fulfillment of humankind's potential by activating leadership qualities in youth through learning from practical experiences in challenging environments. Together with partner organizations, AIESEC facilitates a network of cross-cultural exchanges in the form of volunteering experiences and professional internships.

## AMSTUD



The Organization for American Studies (AMSTUD) is the home organization for American Studies majors and enthusiasts in De La Salle University. It envisions itself as a professional student organization that seeks to promote the culture and ideals of the American society to the globalized world and to be fully recognized by various governmental and non-governmental institutions in the Philippines.

AMSTUD serves as an instrument for De La Salle University to achieve prominent international status and will provide the means and education to keep the members abreast with the local and international affairs which habitually involves the United States of America and the significant trends in the American society and culture that can contribute to the members' self-development and to the nation in the long-run.

## Archers for UNICEF



Archers for UNICEF is the official De La Salle University chapter of United Nations Children's Emergency Fund Philippines (UNICEF Philippines). With its family of volunteers, AU aims to enact on its mission of targeting a haven for the children.

While being a leg of the Private Partnership and Fundraising Division of UNICEF, the organization serves as an avenue to raise national awareness and enact on prominent social issues as well, through student volunteers with the compassion to address the negligence of basic children's rights. The organization aims to fulfill St. John Baptist De La Salle's vision of an empowered society with AU envisioning a brighter future for the children through the integration of Lasallian values depicted in various charitable endeavors.

## BMS



Throughout the years of sustained excellence, the Business Management Society is one of the top professional student organizations in De La Salle University. The organization takes pride in its dedicated members whose holistic formation is honed through academic excellence, organizational innovation, personal development, and

social responsibility. This institution shapes competent business leaders who will soon be the catalysts of nation building, social dependability, and economic development.

The Business Management Society caters to Business Management, Applied Corporate Management, and Interdisciplinary Business Studies students. It is committed to fostering passionate student leaders, maximizing potentials, and providing developmental opportunities for Lasallian business students.

The Behavioral Sciences Society (BSS) serves as the official organization of the Behavioral Sciences degree programs (AB-OSDM & AB-SPM). It is committed in implementing academic, socio-civic, and developmental activities that benefit the Behavioral Sciences community. It envisions a student organization that initiates, organizes, and leads projects that employ perspectives found in Behavioral Sciences courses such as social research, organizational development, human resource management, and program development.

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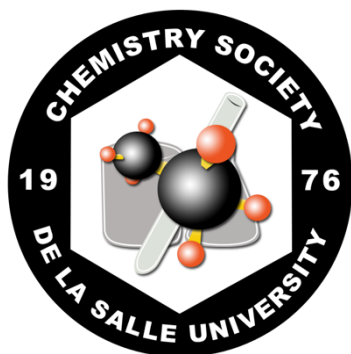


Civil Engineering Society, also known as CES, is a well-recognized and accredited professional organization for Civil Engineering students of De La Salle University-Manila. Serving the students since 1986, the organization aims to nurture and to shape its members to become not only intellectually competent, but also driven by social

responsibility and awareness. Over the years, CES has been bridging connections and creating opportunities to make sure its members are built to build their future, and are guided by the Lasallian faith. Through the Society's innovation of diverse and holistic activities, the Society has become a home and training ground for Lasallian students to become achievers for God and country, and to develop into individuals in pursuit of excellence.

Being the only accredited organization in DLSU for Civil Engineering students, CES offers multifold activities that would enhance the students' characters and develop their skills such as: leadership and career trainings that prepares them for life outside the university; academic events that trains the mind, improves the students' competence and assists students in their academic needs; and socio-civic programs that provides students the opportunities to create a mark and make a change for a better future. It's through these interactions that the Civil Engineering Society slowly grows a familial bond amongst each other through the spirit of camaraderie and friendship.

## CHEMSOC



students, ChemSoc cultivates ideas that transcend the potentials of its constituents. It is dedicated to the holistic development of its members by providing activities involving personal, career, spiritual, and societal involvement. The Chemistry Society aims to enhance the everyday appreciation of science by developing innovative and complex projects through basic ideas.

## CHEN



The Chemical Engineering Society is a service-oriented organization in De La Salle University whose main purpose is to mold future Chemical

Engineers who embody the Lasallian core values. In alignment with its purpose, ChEn aims to accomplish its four missions, mainly: C - Complementing the department's efforts in developing well-rounded Lasallian Chemical Engineers, H - Highlighting the role of the Chemical Engineering profession in the society, E - Elevating the standards of the organization to excellence, and N- Nurturing the existing relationship among faculty, members, officers, other organizations, and other technical staff.



## CULTURA

# cultura

Ready to cultivate the Lasallian community through versatile minds and revolutionary ideas. Diverse in perception, united by one vision:

As an organization led by literature majors, its resolve lies in community building. Cultura works toward spreading the idea that opens people to many cultures and cultural practices that define human experience in the ways simplest or complex.

The approach is simple: acquaintance to cultural studies education. Despite the rigidity, “education” encompasses its formal terms and covers all forms of learning including discourse, immersion, even experimentation. Essentially, art and culture cannot be measured, only experienced.

## DANUM



Dalubhasaan ng mga Umuusbong na Mag-aaral ng Araling Filipino (DANUM), ang nag-iisang organisasyon naglalayong payabungin ang wika at kultura na ipinamana sa atin sa pamamagitan ng midya. Kami ang opisyal na organisasyon ng programang Batsilyer ng Sining sa Araling Pilipinas Medyor sa Filipino sa Mass Media o AB-PHS. Patuloy na ipinagdidiwang ang sining ng mga manlilikhang makabayan para sa bansang sinilangan.

## ECES



The Electronics and Communications Engineering Society, commonly known as ECES, is a professional organization that caters to ECE students, Lasallian electronics hobbyists and individuals fascinated by electronics and communications technologies.

ECES serves the members by aiding in their academic growth through tutorials, reviewer distributions, STRC lab access, plant visits, and annual quiz bees. Moreover, it does its best to develop its members' skills through activities whose nature is of their interest like the numerous sports activities, career seminars and computer/electronics related competitions, and conventions. ECES has also served the community through its annual outreach program and other socio-civic activities. In addition, ECES continues to have strong ties with its national and international organization counterparts, namely, Institute of Electronics & Communications Engineers of the Philippines (IECEP), and Institute of Electrical and Electronics Engineers (IEEE).

As one of the best premier organizations of DLSU, ECES has been continuously receiving awards from different award giving bodies. ECES was recognized Most Outstanding Organization in the Lasallian Excellence Awards 2001, 2003, and 2008-2010. Furthermore, ECES was recognized as DLSU's #1 Professional Organization for two straight years (2008-2010).

ECO



D L S U - E C O  
**ENVIRONMENTAL CONSERVATION  
ORGANIZATION**

De La Salle University Environmental Conservation Organization started on October 1, 2013 at De La Salle University – Science and Technology Complex. The organization commits to pursue the members personal growth and development through various environmental and outdoor activities that promote environmental awareness as well as disaster preparedness, as active members of a dynamic and progressive De La Salle community and to the nation as a whole.

**ECONORG**



The Economics Organization is a professional organization based at De La Salle University-Manila. Its main goals are to hone students into paragons of academic excellence and beacons of service, to strengthen social involvement, and to promote personal growth among its members by serving as a link of communication and

involvement among sectors of the community. The organization initiates programs and projects that establish camaraderie, and reinforce academic learning among members through various activities that incorporate the Lasallian mission – Religio, Mores, et Cultura – and through formal linkages with internal and external sectors whose goals and objectives are cognate and parallel to that of the organization.



## ENGLICOM



ENGLICOM, founded in 1964, is an abbreviation of the three initial colleges at the time - Engineering, Liberal Arts, and Commerce. Being one of the oldest and most diverse among the numerous organizations in De La Salle University, ENGLICOM was created with a vision to promote cultural harmony, social awareness and nation-

building among the Filipino and Chinese-Filipino students. With this in mind, the organization promotes its mission through the four pillars supporting its core values; namely: socio-civic, social, cultural, and leadership development. By offering such diverse programs, ENGLICOM inspires excellence and passion through its dedication to students and to its fellow countrymen - helping the university in molding Lasallian achievers for God and country.

## ESA



The European Studies Association is made of European studies majors and members who have a keen interest in the western region's history, culture, and fad. ESA help its members in maximizing opportunities that can help them in their future careers and make the most out of there are of study. We have embassy

visits, language tutorials, career talk, and seminars provided by the European diplomats. ESA is the first student organization to be recognized by the Commission of the European Community and is also endorsed by all European Embassies in the Philippines; as such, it plays a vital role in motivating its members and the Lasallian community towards strengthening Asian-European relations.

The European Studies Association, also, aims to foster both local and global understanding through cultural, social, and academic education. It also strives to promote awareness, knowledge, learning, and application of significant national and global issues that contribute to self-development and national progress. The organization achieves its goals by providing and organizing learning opportunities such as interactions with diplomats and significant social figures, academic talks and seminars, and cultural activities.

## **GAS**



Gakuen Anime Soshiki is a special interest organization that caters to students interested in Japanese media culture such as anime, manga, cosplay, games, music and the like. GAS aims to create an interactive and socially relevant

community of people with common interests; and inspire, encourage and enhance the skills and talents of its members through their common interests. Based in De La Salle – Science and Technology Complex in Biñan, Laguna, it accepts members from its home-campus and De La Salle University – Taft.

## **IMES**



One of the professional organization under the Council of Student Organizations, is recognized as the Industrial Management Engineering Society (IMES), and is geared towards serving Industrial Engineering, Industrial Management Engineering Minor in Information Technology and Industrial Management Engineering Minor in Service Management students.

As a professional organization in De La Salle University, the Industrial Management Engineering Society (IMES) aims to cultivate unity and competence across all Industrial Management Engineering Society (IMES) members. It serves as a guide and an aid to the academic needs of its members. Acts as an avenue for job placements and/or initiate activities for this objective. Moreover, it to initiates activities geared towards the interaction and unity of all Industrial Management Engineering Society (IMES) members.

Hence, just like the course it represents, IMES optimizes the development of its members not only by supporting them in their academics but also by exposing them in different extra-curricular, developmental, socio-civic, and spiritual activities. "There's always a Better way" in the Industrial Management Engineering Society just like its course manifests.

### **JEMA**




The Junior Entrepreneurs' Marketing Association (JEMA) is the professional organization for both marketing and non-marketing

students who aim to develop and enhance their marketing and entrepreneurial skills. In line with this, JEMA provides for the growth and development of its members through quality service and works of excellence, producing valuable assets to society.

### **JPIA**



The Junior Philippine Institute of Accountants (JPIA) is the premier professional student organization for accountancy students in De La Salle University. With more than 60 years of providing quality activities to its members, JPIA produces well-rounded



individuals who are technically competent to do their business engagements and know how to enjoy and live life to the fullest. It complements the academic training of future CPAs through book service, tutorials, and supplementary lectures. With its motto of “Bringing Balance to Life” JPIA also spearheads non-academic and socio-civic activities which empower and strengthen each and everyone’s individuality and sense of responsibility. Outside the university, JPIA is a member of the National Federation of the Junior Philippine Institute of Accountants (NFJPIA), an organization comprising of different local JPIA chapters which share the same goal of molding highly qualified and competent future accountants in order to promote and improve the business sector of the country.

### **KAUNLARAN**



Envisioning itself as a learning organization whose members – animated by faith, service, and communion – engage in holistic development work and good governance for nation building. Kaunlaran dreams of the Philippines as a nation of empowered communities and a just society.

Its mission is to advocate for the relevant and integrative application of various academic disciplines in the interest of marginalized or basic sectors in the Philippine society. It promotes awareness of development theory and practice, trains youth leaders toward responsible citizenship, and helps build and sustain various forms of university and community partnerships.

## LLS



LEY LA SALLE was established in 1988 for the sole purpose of highlighting service and advocacy directed at its legal management student members and other constituents of the academe. Throughout its 20+ years of operations, Ley's achievements in the field of promoting relevant and adequate legal intuition has been a generous source of

pride not just for its members, but also for the La Salle administration. Undoubtedly, Ley is still and will continue to be the most highly regarded professional organization under the Council of Student Organizations.

## LSCS



La Salle Computer Society (LSCS) is the only professional organization in the College of Computer Studies accredited by the Council of Student Organizations in De La Salle University. For 30 years, LSCS has been committed in the holistic development of its members' skill and knowledge through academic and non-academic activities, and

seminars. These activities aim to provide avenues to the students to learn things that are beyond the requirements of their academic subjects and to deepen their interest in technology and the industry.

## MAFIA



The Management of Financial Institutions Association, founded in 1978, is a duly recognized professional organization of De La Salle University that caters to Management of Financial Institutions majors, and is open to those who want to learn more about the different aspects in Finance.

The organization believes in nurturing the talents of its members by opening opportunities that would develop the best version of themselves through personal development, academic excellence, social awareness, and leadership seminars and workshops. The Management of Financial Institutions Association also strives to provide an organization that the members could call their home.

## MC



The DLSU Mathematics Circle is an organization for all undergraduate Mathematics enthusiasts. Inspired by the teachings of St. John Baptist de La Salle, the organization envisions a society to committed proactive leaders who have the passion for mathematics and the dedication to share this passion with others. Through the years,

the organization continuously pursues mathematical research, mathematical appreciation, membership involvement, and nation building, among others. The organization believes that it is through these four areas of development that the organization unites with the University's mission of becoming Lasallian Christian Achievers for God and Country. By being part of the Circle, we cultivate an atmosphere where students will be able to

utilize the greatest tool mankind has ever produced - Mathematics.

## **MES**



The Mechanical Engineering Society (MES) is the primary professional student-based organization of the Mechanical Engineering program in De La Salle University – Manila. Founded on the year 1977, MES-DLSU is one of the oldest

engineering organizations in DLSU. Mechanical Engineering chapter organizations such as PSME, ASME, and ASHRAE are all under the Mechanical Engineering Society.

The objectives of the MES are:

to help in the development of its members' competence in the field of Mechanical Engineering.

to promote the mission statement of DLSU: “religio, mores, et cultura”, and ensure the intellectual, social, and moral well-being and growth of all its members.

to foster a positive relationship and understanding between the members of the society, the faculty, and the administration of the University.

to align the goals and serve as the supervisor of the following organizations: American Society of Heating, Refrigeration and Air Conditioning Engineers – De La Salle University – Manila Student Chapter (ASHRAE DLSU Student Chapter), American Society of Mechanical Engineers – De La Salle University Student Section (ASME DLSU Student Section), and Philippine Society of Mechanical Engineers – De La Salle University Student Unit (PSME – DLSUSU).



日本研究会  
NIHONKENKYUUKAI

Nihon Kenkyuu Kai 「日本研究会」 or the Japan Studies Society is the professional organization for Japanese Studies Majors of De La Salle University, and for students who are interested in Japan. NKK fosters mutual understanding in building bridges of friendship between Filipinos and Japanese by hosting events that showcase

Japanese culture, customs, language and society for all students who are interested in Japan. Nihon Kenkyū Kai accommodates the academic needs of the Japanese Studies Majors while also serving as a channel to Japan-related topics of interest for non-Japanese Studies Majors. Our organization promotes a friendly atmosphere among all its members and ensures a dynamic exchange of ideas and culture related to Japan.

**OC**



The DLSU Outdoor Club is a leading college outdoor club in the Philippines committed to provide vast outdoor activities, to develop nationalistic and competitive members, and to produce prime movers for sustainable development. Where the members believe in the nature's intrinsic worth and also

provide recreational opportunity, spiritual renewal, and ecological and economic health for the country. By becoming involved in the outdoors, people come to understand the value of a clean and healthy environment. They learn to appreciate the delicate balance of nature while experiencing the recreational opportunities that nature has to offer. The



organization will build a constituency of dedicated individuals who can play a critical role in ensuring the future of environmental treasurers and cherished outdoor traditions.

## PHYSOC



The Physics Society's members comprise of mostly Physics Majors, Engineering students, and physics enthusiasts among the Lasallian community. We conduct activities include, though not limited to, field trips, leadership training, and activities that aim to encourage students to appreciate physics in their everyday lives.

## PILOSOPO



Samahan ng mga Lasalyanong Pilosopo is the professional student organization of philosophy majors who envision a community of individuals who are enthused of the search for the truth, thereby making it a community of critical and liberal thinkers, a community of individuals who are brave enough to be heard and are pro-active, and also, are appreciative of the mysteries of

human existence. Our mission is to establish the organization that is student-friendly, driven to achieve the ideals set forth by the objectives of St. John Baptist de La Salle, and provide opportunities not just to the members but to the whole community as well to appreciate the significance of Philosophy in our daily lives.

## POLISCY



The Political Science Society is the oldest political organization in De La Salle University - Manila and it was established in 1984 for those

individuals who are interested in learning more about the socio-political and economic structures in our society. Its vision and mission is grounded upon the role of uplifting student awareness and involvement towards meaningful, effective and progressive political participation. It aims to advance political awareness and critical thinking in order to empower individuals to be catalysts for social change. In response to its goal, the organization continuously develops a broad range of activities that enables individuals to both raise awareness and engage in community development.

## ROTARACT

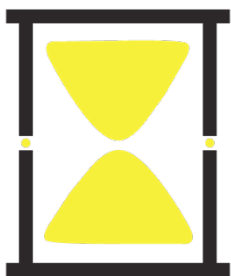
De La Salle University  
**Rotaract**  
*Rotary Club Partner*



Chartered in the year 1998, the Rotaract Club of De La Salle University (RAC DLSU) is recognized as part of the alliance of special interest and

socio civic organizations (ASPIRE) of De la Salle University-Manila. Rotaract Club of DLSU is sponsored by the Rotary Club of Manila and registered in the Rotary International District 3810. We, the officers and members of this club, are fully committed on the club's mission to hone members on becoming future leaders of the country. This club is conducting different socio-civic projects believing that through these, we are able to contribute to the society at the same time enhance the leadership skills of our officers and members.

## SDH



SOCIEDAD DE HISTORIA

Sociedad de Historia is all about looking at a wider perspective of the things through a profound interest and understanding of the human past. We gather students who are passionate about history; from East to

West, ancient to modern, and everything in between! At the same time, we seek to nurture the students' critical abilities and humanistic creative potentials so that they may find self-fulfillment and serve as catalysts of social transformation. And as always, we will strive to be at the school's forefront in the preservation and cultivation of human knowledge through the initiation of history-related activities.

## **SME**



The Society of Manufacturing Engineers DLSU Student Chapter 200 (SME DLSU) is the professional student organization that caters to the Manufacturing

Engineering and Management (MEM) students of De La Salle University - Manila. Under the banner of its mother organization, SME USA, SME DLSU is a world-class community united in molding well-rounded engineers who are the forerunners in the advancement and development of the Philippine manufacturing industry. Amongst its main goals, SME DLSU aims to provide a means of professional development, academic excellence, image enhancement, and special activities development for its members through the activities the organization provides. Through these activities, its officers and members will encounter experiences that will holistically shape and mold its members to be the next generation of Filipino innovators in the future.

## **SMS**



Ang Samahan ng mga Mag-aaral sa Sikolohiya ay isang propesyonal na organisasyon sa De La Salle University. Patuloy na itinataguyod ng SMS

ang pag-aaral at pagpapaunlad ng Sikolohiya bilang malawak at makabuluhang pag-unawa at pagtangkilik sa iba't ibang aspeto ng kurso. Hangad din nitong mapagbuklod ang mga mag-aaral pati na rin ang mga guro at ang buong komunidad ng Sikolohiya tungo sa maayos na pagkakaisa. Ito ay ipinapatupad sa pamamagitan ng pagsasagawa ng mga talakayan, lektyur at iba pang mga gawaing makakatulong sa kanilang pag-unlad at pagkatao.

## SV



Societas Vitae, the professional organization of Biology students, aims to provide holistic development through conducting activities that will further nourish their knowledge and hone their skills in line with various fields of Biology and Medicine. The organization is part of the Biology Majors Alliance of the Philippines and the Alliances of

Pre-Medical Societies in the Philippines. Societas Vitae envisions to enable its members to be productive and progressive citizens for God and country by utilizing their skills in their chosen fields.

## TEAMCOMM



Team Communication is the professional school organization of Communication Arts and Organizational Communication majors in DLSU. For 17 years, it has provided a home for Communication students

where they can freely hone their talents and develop untapped skills in all forms of media. The organization offers activities and services which give students the opportunity to grow into competent professionals, instilled with them are the virtues of a true Lasallian leader. As communication majors, they are committed to being a voice and to getting

the message across effectively.

## UNISTO



UNISTO is focused on the rights and development of International Students studying at De La Salle University -Manila. Its goals are to further awareness of the International Student population to the students, faculty and personnel involved with DLSU while forming camaraderie among International and Filipino students. Through celebration of all


represented cultures and exploration into the foreign culture that its members reside in, UNISTO hopes to further the spirit of respect and multiculturalism that transcends beliefs and nationality.

## UNITED



The Union of Students Inspired towards Education, or UNITED, is the professional organization for the College of Education guided by the Lasallian principle, working with the heart to live a life of service to teach minds, touch hearts and transform lives. This organization is under De La Salle University-Manila, located at 2401 Taft Avenue, Manila. UNITED, is a professional organization of the

College of Education, striving for excellence and catering to the needs of education students. This organization aims to ignite passion for education and to mold its members to become advocates of education who will contribute to the Philippine Educational System. UNITED also aims to be the voice about the importance of Education; and that this will be



heard to the rest of the DLSU community. In the light of this vision, UNITED aspires to holistically develop its members into becoming future teacher leaders striving for excellence. Thus, this organization shall provide venues for character development activities, enhancing professional and personal skills to maximize the student's potential. UNITED also believes that education is the key to success. This is why UNITED members use their talents and skills in teaching to help the society grow. Socio-civic activities that promote social awareness and the spirit of volunteerism will also be hosted in order to better serve the needs of others and ourselves as leaders.

## **WG**



Since 1979, Writers' Guild has been Redefining Writing by not only providing venues for Lasallians for inspiration and discovery, but also ways for its members to broaden their writing experience. It strives to develop the perception of the Lasallians to the value of

writing, through course-related and other literary works. It exposes its members to different areas of learning and forms writing as an expression by means of meaningful and worthwhile seminars and other activities.

## **YES**



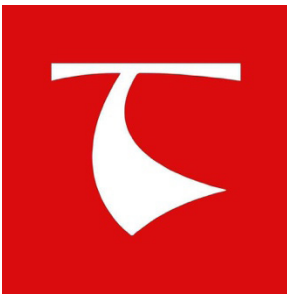
The Young Entrepreneurs' Society of De La Salle University is a local chapter of the Young Entrepreneurs' Society national organization. YES serves as a professional organization for Entrepreneurship students of DLSU. It aims to promote the entrepreneurial spirit among business students and every other individual as the economic

heroes of today's trend. The organization aims to empower students and young people by encouraging and promoting entrepreneurship and sharpening their entrepreneurial skills and competencies by providing a comprehensive network of student and business organizations, government institutions, and non-government organizations which can contribute to the cause of the organization. YES also aims to nurture and support young Lasallian entrepreneurs through sponsored seminars, workshops, and other related activities.

The Young Entrepreneurs' Society of De La Salle University (YES - DLSU) serves as a professional organization that caters to Entrepreneurship students with the objective of spearheading activities that shall enhance the skills, abilities, knowledge, and character of entrepreneurship and business students, aspiring entrepreneurs, and those individuals interested towards trends and development in business and industry contributing to the entrepreneurial progress of the community. These are all possible by providing a comprehensive network of student and business organizations, government institutions, and non government organizations through sponsored seminars and workshops among others.

## Special Groups

### **Alyansang Tapat sa Lasalista (TAPAT)**



Alyansang Tapat sa Lasallista (TAPAT) is the oldest and leading political party in De La Salle University founded on August 16, 1985. In its 30 years of existence, Tapat has produced 20 out of 29 University Student Presidents and a total of 7 executive board sweeps. We continuously commit ourselves to the defense and promotion of

students' rights and welfare. We focus in creating pro-student and pro-people leaders who can foster social responsibility. But most of all, Tapat is an alliance of

organizations and individuals striving for the betterment of our country.

### **DLSU Multipurpose Student Cooperative (SCOOP)**

An organization created by students for the students, the DLSU Student Co-Operative continues to provide services which are geared towards the needs of the student body. True to its mission of providing quality and cost-efficient services to the students, SCOOP, which works under the StudentLife Office, offers several programs and services such as daily printing, membership cards, tarpaulin printing, A3 posters, and the Buy Back Books program. Furthermore, as the first student co-operative working within a university in the Philippines, SCOOP aims to train its members as future Lasallian entrepreneurs.

### **lisang Tugon sa Tawag ng Panahon (SANTUGON)**



Santugon is the premier socio-political organization in De La Salle University. Established in 1985, it is a dynamic political party whose core principles lie on the capacity of the youth in general. To actualize its vision “Empowered Lasallian, Progressive Citizenry,” we field candidates for the University Student Government. We also take an active stand towards social

welfare, environmental protection, and youth empowerment.

### **La Salle Debate Society (LSDS)**



Founded in 1957, the La Salle Debate Society is among the oldest and most reputable organizations in the university. Once a small group that aimed to expose students to the humanities and arts, it has gradually evolved into an active and deeplyrooted society inside and outside the university. Today, it has become one of the powerhouse debate organizations in Asia as a result of the



unwavering support of its members and alumni. Having hosted and participated in a myriad of national and international competitions, it has relentlessly pursued the promotion of debate culture and intellectual discourse.

## Graduate Student Organizations

### Graduate Student Council



The Graduate Student Council serves as the representative body of graduate students. They act as activity initiators and represent graduate students in various committees in the University. The Graduate Student Council advocates

for the welfare and holistic development of graduate students.

### DLSU Business Doctoral Society (BDS)

The Business Doctoral Society (BDS) of DLSU is a student society composed of graduate students of Doctor of Business Administration (DBA) and PhD in Business.

The society's core purpose is to help Business Doctoral Students of DLSU to finish and graduate from the program within the allowable timeframe set by the University.

The society aims to: enhance the members' personal and professional competencies in business management and research; strengthen the camaraderie and expand network among its members, including DBA and Ph.D in Business alumni; provide sustainable development and ethical business practice projects for the benefit of the members, the community, and the world we live in; and contribute in promoting and strengthening of the DBA and Ph.D in Business and its network locally and globally.



De La Salle University

## **DLSU International Law Society (ILS)**



The International Law Society is an organization that is committed to taking the legal profession to another level through activities and programs that will develop and highlight the competencies of law students not only within the college but more especially, in the international sphere. The organization aims to motivate the students to showcase their capabilities in a globally competitive manner, competing against students from local and foreign universities in debate exhibitions and moots, and serving as delegates in various academic fora and seminars.

## **De La Salle Law Paralegal Volunteers Organization (DLSU LAW PVO)**



It is a service and professional organization that seeks to mold La Salle law students with the guidance and vision of St. John Baptist de La Salle to become active builders and leaders of change. The organization seeks to enrich and supplement the theoretical legal education with real application through trainings, lecture and involvement in communities. The vision of PVO is to assist in building an ideal Lasallian lawyer—one who is in the lead in the improvement of the legal profession. One who seeks to abide by the wisdom of the law and to provide justice and service to those who need it most. It has key advocacies such as Human Rights, Children, Women, Indigenous People, Environment, LGBT, and Labor.

## **De La Salle University Law Moot and Debate Society (LAMDES)**

LAMDES has a three-point vision:

1. A society that seeks to promote intelligent discourse in various fields of law through mooting and legal debating.

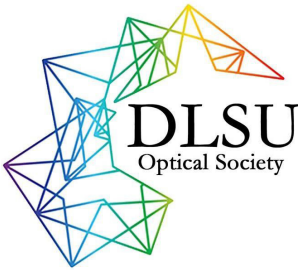
2. A society that aims to perfect or master the art of lawyering through simulated court proceedings.

3. A society that advances the goal of improving the oral and writing skills of law students through oral and written advocacies.



### **DLSU Optical Society (DOS)**

It is a recognized graduate student organization of De La Salle University. Committing to DOS means coherent growth of academic advancement, network expansion, and professional development. The organization aims to: promote awareness of optical science and optical engineering among the student and local communities; facilitate communication and



interaction between students, faculty, administration and industry professionals; interact with The Optical Society members and its student organizations with a focus on information sharing and networking; and, raise awareness of post-graduation opportunities for students.

### **Environmental Justice Movement (EJM)**

It is a research and policy-based organization which upholds environmental justice; premised on the right of people to a healthy and balanced ecology and has the end goal of a sustainable environment.



**Environmental Justice  
MOVEMENT**



# APPENDIX I

## STUDENTS' CHARTER

Section 1: Title. This document shall be known as the Students' Charter of De La Salle University, with campuses in 2401, Taft Avenue, Manila and Science and Technology Complex, Biñan City, Laguna, or shall be referred hereinafter as the Students' Charter.

### Chapter I

#### General Principles

Section 2: Declaration of Policy. It is hereby declared that:

- 2.1 The Vision-Mission of University is: "De La Salle University is a leading learner-centered research university bridging faith and scholarship, in the service of society especially the poor."
- 2.2 The members of the academic community recognize the students' right to participate actively and effectively in the democratic processes of effectuating progressive and developmental changes with the University.

Section 3: Guiding Principles. The Students' Charter hereby declares the following as its basic guiding principles:

- 3.1 Lasallian education, being the primary means by which knowledge, skills and values are imparted to the students, shall be given priority and full attention by all members of the academic community.
- 3.2 Students organizations shall develop and enhance democratic processes on campus in line with the Lasallian Vision-Mission Statement. Membership and active participation in student organizations, alliances, and federations which promote and protect student rights and welfare and/or contribute to national development shall be guaranteed by the University Student Government and the school authorities.
- 3.3 Student organizations shall not be subjected to rules and regulations that unduly hamper their activities and are

prejudicial to their objectives and interests, provided that such objectives are aligned with the University's mission.

- 3.4 The University Student Government (USG), being the supreme and autonomous representative body of the students, shall have the right to participate in the formation of school policies directly affecting the students.
- 3.5 Student publications shall serve as the principal medium for free and responsible expression, dissemination of information, and interaction among the different sectors of the academic community.
- 3.6 With their democratic rights guaranteed, students shall serve as a potent and cogent force in the country's nationalist social transformation.

#### Section 4: Definition of Terms.

- 4.1 Academic Community - A community composed of the students, faculty, non-teaching staff, and the University Administration
- 4.2 Alternative Classes - Classes given by the professor which are outside of classroom such as plays, field trips, etc.
- 4.3 Board of Trustees - The overall governing body of De La Salle University, which oversees the long-term plans for improvements in the university's academic programs, research activities, and facilities.
- 4.4 Campus - The grounds and buildings covering the De La Salle University - Manila and the Science and Technology Complex.
- 4.5 College/school council - A representative body composed of students elected by their constituents to fulfill specific duties and responsibilities in the student government.
- 4.6 Council of University Representatives - Internal and external committees wherein University Student Government officers are given the task of representing the student body
- 4.7 Courses, Academic and Non-Academic - Classes about a particular subject taught during the student's entire



academic stay in the university.

- 4.8 Dean of Student Affairs - The individual responsible for the direct coordination and integration of a comprehensive program for the Student Affairs adopted by the University and administered in its several colleges
- 4.9 Degree Program or Program - A course of study leading to an academic degree.
- 4.10 Make-up Classes - Compensates for a regular class that did not take place due to reasons such as bad weather, unavailability of professors, etc.
- 4.11 Multi-sectoral Committee - A committee composed of representatives from different sectors of the university that discusses different specific university concerns.
- 4.12 Pertinent Documents - Documents that are relevant or related to a specific matter at hand which are given upon the request of a student
- 4.13 Special Classes - Classes which are granted upon by the Department Chair and College Associate Dean upon the special request of students
- 4.14 Student Discipline Formation Board - The body which handles all student disciplinary cases and is composed of a faculty member, a student, an administrator, and a chairperson who must be a member of the Integrated Bar of the Philippines
- 4.15 Separation - means students who have graduated from the university or completed their degree

## **Chapter II**

### **Admission and Separation**

Section 5: Admission. Subject to fair, reasonable, and equitable admission requirements, no student shall be denied admission on account of his or her physical handicap, socio-economic status, political or religious beliefs or membership in student organizations nor shall pregnant, married students, and reformed drug users

be discriminated against. A student shall have the right to freely choose his or her field of study subject to existing academic policy and curricula and to continue his or her course up to graduation except in cases of academic deficiency or violation of disciplinary regulations which do not infringe upon the exercise of student rights.

Section 6: Shifting. Students have the right to shift based on objective criteria as evaluation of acceptance into the degree program subject to the processes of academic departments. Furthermore, students have the right to know the rationale of their final assessment upon inquiry.

Section 7: Separation. Students have the right to be provided with a standard set of pertinent documents (Transcript of Records, Certificate of Good Moral Conduct, Diploma, and Certificate of Graduation when applicable) upon separation from the university as long as the student is cleared from any obligation with the institution.

### **Chapter III Responsibilities of Students**

Section 8: Section 8. Responsibilities. All students shall have the following responsibilities

- 8.1 To develop their potentials to the utmost in order that they may be of service to their families and society;
- 8.2 To strive for academic excellence and to abide by school rules and regulations pertaining to their academic responsibilities;
- 8.3 To exert utmost efforts towards the realization of harmonious relationships with the rest of the academic community;
- 8.4 To participate actively in school activities including athletics and civic affairs for the development of the community and the nation;
- 8.5 To uphold, preserve, and maintain the good name of their alma mater; and
- 8.6 To exercise their rights responsibly.



## **Chapter IV**

### **Academic Rights**

Section 9: Section 9. Unpaid Tuition and Fees and Examinations. No student shall be prohibited from taking a periodic or final examination because of unpaid balances of tuition and fees and under the established terms prescribed by the University and approved by the appropriate educational agency. Students with delinquent accounts permitted to take an examination shall nevertheless be subject to the right of the University to withhold the release or issuance of such students' school records or documents or to deny such students from admission for the next trimester or year until all unpaid accounts are settled fully.

Section 10: Dropping of Courses. A student has the right to drop courses as stipulated in Section 8.11 of the Student Handbook.

Section 11: Honors and Privileges. A student who excels academically shall be given recognition through trimestral honors and graduation honors. Students who enter the Dean's First and Second Honors List are entitled to receive the Jose Rizal Certificate. If they have consistently performed for all three trimesters of the school year, they will be recognized on the Annual Academic Recognition Day. In addition, they are given the privilege of unlimited cuts or absences in their academic courses provided that they will not fail to meet the academic requirements expected of them from any classes. Other special awards may be given to graduating students who are nominated by any student, faculty, and administration to the Honors and Awards Council.

Section 12: Academic Evaluation. Students have the right to know at the start of the trimester how they will be evaluated which are presented to and verified by the Chairperson of the Department, in the course they are enrolled in. Students may clarify and appeal to the Department on the standards and process of how they are evaluated.

Section 13: Class Standing. Students have the right to be informed by their professors of their class standing not later than two weeks following their midterm examinations. They also have the right to see their graded quizzes and other works, which will have bearing on their grades, before the final examinations.



Section 14: Consultation. Students have the right to be given proper consultation by their professors. This includes but is not limited to consultation hours with their respective professors and academic advisers upon mutual agreement.

Section 15: Computation of Grades. Students have the right to see their duly corrected final examination papers and the computation of their final grades during Grade Consultation day or on a day agreed upon by the professor and the students. The departments must ensure that the professors will be present to provide a venue for the students to voice out their concerns. Students are then entitled to an ample duration of time to consult with the professor.

Section 16: Curriculum and Faculty. Students shall have the right to give their opinion and evaluate their curriculum and the list of faculty members, both during hiring and current, to their respective departments.

Section 17: Attendance. All students are expected to attend class promptly and regularly. A student may incur absences, provided that he or she does not exceed the number of allowable absences and the absences are reasonable. A student shall not be considered absent in class when the teacher arrives after one-third of the class time.

Section 18: Make Up and Alternative Classes. In the case of alternative or make-up classes, students and professors should reach a consensus as stipulated in the Department Operations Manual.

Section 19: Credit and Grading. Students who wish to petition for a change of a trimestral grade shall ask their instructors concerned to fill out the necessary forms and to comply with the procedures for the change of grade. Students are informed of the change of grade through their official DLSU email. Same information is sent to the University Registrar and the Faculty concerned. Students are entitled to clarify the reason for the change of grade.



## **Chapter V**

### **Fees and Financing**

Section 20: Tuition and Fees. Students have the right to be properly represented in all meetings relevant to the discussion of tuition and fees increase. They have the right to be provided a summary report of the usage or allocation of the previous academic year's increase.

Section 21: Scholarships. Deserving students have the right to avail of scholarships offered by the University through the Office of Admissions and Scholarships (OAS).

Section 22: Other Forms of Financing. Qualified students have the right to avail of loans, take positions for part-time work within the University (such as assistantship under academic departments), and the like, for the purposes of financing their education.

Section 23: Refund. Students have the right to a refund, according to the memorandum of the Department of Education, Culture and Sports (now known as the Department of Education). When a student registers in the University, it is understood that he or she is enrolling for the entire term. A student who transfers or otherwise withdraws in writing within two weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full for any length longer than one month may be charged ten percent (10%) of the total amount due for the term if he or she withdraws during the first week of classes, or twenty percent (20%) if within the second week of classes, regardless of whether or not he or she actually attended classes. The student may be charged all the fees in full if he or she withdraws anytime after the second week of classes.

## **Chapter VI**

### **Right to Proper Information**

Section 24: Fees and Payment. Tuition, special fees, and deadlines for payments of such must be posted on the administrative bulletin boards and sent to MyLaSalle emails prior to and during the enrollment period.

Section 25: Approval and Accumulated Absences. Students have the right to information regarding the approval of and/or accumulated absences. A student who has acquired the number of absences that may render him or her ineligible for a passing grade shall be informed by the instructor through direct communication (consultation, verbal warning or letter/note) Students, however, must be responsible in monitoring their attendance as well.

Section 26: Pertinent Documents. Students have the right to have access to grading rubrics, manuals, and other documents used by the faculty and the administration in their respective operations provided that it is not illicit in nature as confirmed confidential by the Dean of Student Affairs.

Section 27: Final Examinations. At the beginning of the course, students have the right to be informed of their instructors' policies for final examinations and the criteria for exemptions. Students have the right to be informed of the final examination schedules two weeks before the start of the examinations through class discussions, the administrative bulletin boards and MyLaSalle emails.



## **Chapter VII**

### **Right to Representation and Suffrage**

Section 28: University Student Government. The University shall ensure the democratic and autonomous existence of the University Student Government (USG). This body shall have its own set of officers chosen by the students during annual general and freshmen elections. The USG shall have the right to determine its policies and programs on student activities subject to its duly ratified constitution and policies.

Section 29: Formation of the Commission on Elections (COMELEC). The Commission on Elections shall conduct and oversee the election of officers of the University Student Government. The College Presidents will have the responsibility appointing COMELEC Commissioners from their respective colleges for the approval of the Legislative Assembly. The COMELEC shall be under the USG, which shall provide the COMELEC sufficient funds to ensure the success of its goals and objectives. Once constituted, the COMELEC shall ensure the conduct of clean, honest, and peaceful elections.

Section 30: Right to Representation. The University shall recognize the right of students to be represented, through the USG, in all policymaking bodies and multi-sectoral committees handling issues that affect them. Examples are the following:

- 30.1 Aspiring Organizations Accreditation Committee (AOAC)
- 30.2 Ad-Hoc Grievance Board
- 30.3 Drug Testing Selection Board
- 30.4 Canteen Inspection Committee
- 30.5 Committee on National Issues and Concerns (CONIC)
- 30.6 College Council
- 30.7 Enrollment Council
- 30.8 University Honors and Awards Council (UHAC)
- 30.9 Housing Committee
- 30.10 Lasallian Core Curriculum Committee
- 30.11 Multi-Sectoral Committee on Student Fees
- 30.12 Student Fees Revision Committee

- 30.13 Student Discipline Formation Board
- 30.14 University Panel for Case Conference
- 30.15 Student Discipline Formation Office Management Committee
- 30.16 Student Handbook Revision Committee
- 30.17 Task Force Safe School Committee
- 30.18 University Library Council
- 30.19 University Vision Mission Week Executive Committee


Section 31: Board of Trustees. The USG, on behalf of the students, can meet with the Chairperson of the Board of Trustees every trimester to discuss pertinent University issues. In addition, the USG shall have access to the minutes of the meetings of the Board of Trustees.

Section 32: Hiring of Incoming Faculty Members. Students have the right to quality Lasallian education. They, through their professional organizations under the Council of Student Organizations and their respective College Student Government officers, shall have the right to coordinate with their respective departments for purposes of participating in the screening of incoming teachers/professors.

## **Chapter VIII Right to Organize**

Section 33: Right to Organization. Unity and collective effort being fundamental to the realization of common goals and the promotion and protection of common interests, the University recognizes the right of students to organize among themselves. The right of the students to form, assist, or join any campus organizations, alliance, or federation for their physical, intellectual, moral, cultural, civic, spiritual, and/or political interest, so long as these are not contrary to the University's mission, shall not be abridged.

Section 34: Council of Student Organizations. The university shall recognize the Council of Student Organizations as an independent and autonomous student sector. This body reserves the right to re-accredit organizations every academic year. CSO shall have the right to organize and provide student activities based on its nature, constitution, and need of the Council. CSO shall represent the



different professional, special interest, and socio-civic organizations in the university.

Section 35: Accreditation and Granting of Privileges to Student Organizations. No unreasonable requirements shall be imposed on student organizations seeking recognition. Any group of fifteen (15) students may apply for accreditation of their organization beginning the second trimester. Please see Section 15.3 Student Activities under Specific Provisions for Undergraduate Students.

A duplicate of these documents must be submitted to the Council of Student Organizations. The Council of Student Organizations, USG and the Office of Student LIFE under the Dean of Student Affairs shall take charge of the accreditation of student organizations. Excessive charges for the use of school facilities shall be prohibited. Whenever possible, the University Administration shall allow student organizations to use school facilities free of charge.

Section 36: Prohibition Against the Use of Force on Members and Applicants by Student Organizations. Every campus organization is hereby prohibited from using any form of physical force, violence, threat, or intimidation in the recruitment, initiation, or retention of members and in the conduct of its activities. Violators of this rule shall be subject to the act regulating hazing and other forms of initiation rites in fraternities, sororities, and other organizations, and providing penalties therefore by the Senate and the House of Representatives in Congress (Anti-Hazing Law).

## **Chapter IX**

### **Right to Adequate and Safe Campus Facilities and Services**

Section 37: Adequate Facilities and Services. Students have the right to adequate facilities and services provided by the University. These shall aid the overall development of the members of the Lasallian community through well-equipped venues and well-maintained equipment.

Section 38: Safe Campus. Students, like any other member of the University, have the right to have a safe campus. Thus, the facilities and venues present in the campus shall have periodical evaluation and maintenance, the period of which shall be disclosed appropriately to the community.

Section 39: Right to Equal Access. The University acknowledges the right of the students to equal access and maximized use of available campus space and facilities. Benches, tables, swimming pools, basketball courts, etc. in campus meant for students shall be accessible to all who wish to use them on a principle of right by physical presence unless reserved beforehand with the use of a venue reservation ticket.


Section 40: Prohibition against Militarization of the Campus. The pursuit of academic excellence and exercise of academic freedom can be attained only in an atmosphere free from fear and unreasonable restraint. Pursuant thereto, no military detachments shall be installed in the campus. Military elements and/or policemen in uniform or in plain clothes and school security forces shall not interfere with the student activities, particularly peaceful mass actions inside the school campus. School officials may, however, request their presence in cases where there is disruption of normal school operations.

## **Chapter X**

### **Right to Freedom of Expression and Opinion**

Section 41: Right to Freedom of Expression and Opinion. Students have the right to freedom of expression and opinion provided that these are not contrary to the University's character as a Lasallian institution and its Vision-Mission. The students and University-recognized student organizations have the right to:

- 41.1 To freedom of responsible expression, with respect to the rights of others;
- 41.2 To state their concerns on matters related to the quality of their education;
- 41.3 To dress according to their individual tastes, but within the context of the University's dress code, and to air their



opinions regarding the dress code, through the USG, to the Student Handbook Revisions Committee for review and possible revision;

- 41.4 To file grievance against any member of the academic community following the guidelines stipulated in the Student Handbook;
- 41.5 To free press, according to Republic Act 7079;
- 41.6 To freely declare their sexual orientation and choose their gender identity without fear of discrimination; and
- 41.7 To give stands on political issues and engage in political activities provided that the student/organization shall not speak on behalf of the University nor use any University/ resource for any political activity.

Any violation of the rights stipulated above may be raised to the USG or Grievance Committee following the existing policies and procedures.

Section 42: Consumer Rights. The university recognizes that each student possesses basic consumer rights. Each student has the right to be provided by the university with goods and services with reasonable pricing and good quality. Students have the right to be given complete and truthful information to make informed and intelligent product choices. Students have the right to voice out their complaints and concerns regarding current market dynamics

## **Chapter XI**

### **Right to Due Process in Disciplinary Proceedings**

Section 43: Right to Due Process in Airing Grievances. Students of De La Salle University are given the right to air their grievance against any member of the academic community. Grievances are



best settled through sincere dialogue and discussion between the parties to a grievance, befitting a Lasallian academic community. Formal grievances may be pursued only as a last resort. The procedures in handling grievances are outlined in this section. For assistance, students are encouraged to drop by the University Student Government (USG) Office located at Room 303, Br. Gabriel Connon FSC Hall.

Section 44: Student Grievance. Students of De La Salle University are given the right to air their grievance against any member of the academic community. Grievances are best settled through sincere dialogue and discussion between the parties to a grievance, befitting a Lasallian academic community. Formal grievance may be pursued only as a last resort after efforts for direct discussion and mediation have been exhausted through informal grievance proceedings. The procedures in handling grievances are outlined in this section. For assistance, students are encouraged to drop by either the University Student Government (for undergraduate students) or the Graduate Student Council (for graduate students)

#### 44.1 Definition of Grievance


For purposes of this section, a grievance refers to any controversy between a student as the aggrieved party and a member of the academic community as respondent that may be the cause of a complaint. A grievance may be informal or formal. A grievance made orally is considered informal. Only when a grievance is reduced into writing and duly signed does it become a formal complaint. An informal grievance should be settled informally while a formal grievance complaint should be settled formally following a set of procedures.

A grievance may be academic or behavioral. An academic grievance is one that arises from any controversy related to learning or to performance in academic courses while a behavioral grievance is one that arises from the manner a person conducts himself/herself.

#### 44.2 The Ad HocGrievance Board

##### 44.2.1 Principal Function

The Ad HocGrievance Board (Board) is a quasi-



judicial body that hears and decides all grievance cases filed by a student, group or class against any member of the faculty brought to the college level in accordance with the defined procedures.

#### 44.2.2 Composition

The Board shall be composed of the following:

44.2.2.1 The Associate Dean of the College to which the faculty belongs, as the Chair of the Board;

44.2.2.2 Senior Faculty Member of the Department to which the faculty belongs;

44.2.2.3 The President of the University Student Government;

44.2.2.4 The College Assembly President of the College to which the student complainant belongs; and

44.2.2.5 Association of Faculty and Educators of DLSU (AFED).

44.2.2.6 The Chairperson of the Department to which the faculty belongs shall serve as a resource person of the Ad Hoc Grievance Board.

#### 44.2.3 Powers

The Chairperson of the Department to which the grieved faculty belongs shall serve as a resource person of board proceedings. Other agreed individuals may be invited as resource persons if the need arises.

The Board shall exercise the following powers:

44.2.3.1 Define the procedures to be followed in the conduct of its hearings;

44.2.3.2 Summon witnesses or persons whose assistance is needed in arriving at a just and fair decision;

44.2.3.3 Access all information relevant to the case;

44.2.3.4 Recommend to the Dean appropriate measures consistent to its findings; and

44.2.3.5 Exercise fairness and objectivity in hearing the merits of the case, without prejudice to either the complainant or the defendant.

#### 44.3 Procedures in Grievance Cases

##### 44.3.1 Informal Grievance

If a crisis arises, the students are encouraged to seek the assistance of the USG through their respective batch representative or their GSC College President if the student is a graduate student regarding the process of informal grievances.


###### 44.3.1.1 Process

Students are encouraged to settle it with their respective faculty member through a sincere dialogue. If the concern is not settled through the dialogue between the student and the faculty concerned, the student should approach the chairperson of the faculty who shall then facilitate a dialogue, to act as mediator and to amicably resolve the matter, with the presence of a USG or GSC representative.

To ensure that there is sufficient time to facilitate the dialogue between the student and the faculty concerned, the student should approach the department chairperson not later than three (3) calendar weeks after grade consultation day.

If on the last day of filing a formal grievance, the parties concerned have not yet conducted a dialogue, or a dialogue transpired but the issue was not resolved, then the student may already file a formal grievance on that day.

The student should take charge of properly documenting the proceedings of the informal



grievance process in case the need arises to create a statement of facts or timeline of events as evidence during formal grievance proceedings.

#### 44.3.2 Formal Grievance

In the event a student decides to pursue a formal grievance, after availing the informal grievance process, the steps to be taken are as follows:

##### 44.3.2.1 Complaint of a Student Against a Faculty Member

The procedures to be followed in the handling grievance cases filed by students against faculty members are:

44.3.2.1.1 If an undergraduate, the student shall approach the Office of the President of the University Student Government who shall course the complaint and assign a Student Adviser upon the request of the student. If the student is a graduate student, the student shall approach the his/her Graduate Student Council College President who shall help the student with regards to filing a formal grievance.

##### 44.3.2.1.2 Complaint

The student files a written complaint with the Department Chair to which the concerned faculty member belongs to at any time during the term, but not later than four calendar weeks (28 calendar days) after Grade Consultation Day, excluding Saturdays, Sundays, and holidays.

The complaint should be signed by the student and accomplished in three copies to be distributed as follows:

Original: Department Chair;

One (1) copy; Faculty Member (respondent);

and

One (1) copy: Student File duly received and dated by the Department Chairperson (or any representative)

A formal complaint should contain the following:

44.3.2.1.2.1 The name of the faculty member against whom the complaint is filed;

44.3.2.1.2.2 A narration of the circumstances surrounding the commission of the act complained of with supporting evidence or documents attached;

44.3.2.1.2.3 The specific action asked for from the faculty member and the University and;

44.3.2.1.2.4 The specific department or University policy that allegedly has been violated.

44.3.2.1.3 Answer


44.3.2.1.3.1 Within three (3) working days from receipt of the complaint, the department chairperson writes the faculty concerned to respond in writing, within three (3) working days from receipt of the letter.

The written answer shall also be prepared in three (3) copies to be distributed as follows:

Original: Department Chair

One (1) copy: Faculty member file

One (1) copy: Student as complainant



44.3.2.1.3.2 Failure of the respondent to answer the complaint in writing within the period required shall be considered an admission of the charges, and the department chair shall resolve the complaint on the strength of this admission.

44.3.2.1.3.3 Upon receipt of the written answer by the respondent, the department chair evaluates the complaint and the answer.

The department chair may find it necessary to ask for clarification. In this case, the department chair shall call the parties to a meeting for this purpose within three (3) days from receipt of the written answer.

44.3.2.1.3.4 Within three (3) days after the meeting and from determination that sufficient facts and evidence exist on which to base a resolution, the department chair resolves the case. The resolution shall be in writing stating the supporting reasons and prepared in three (3) copies to be distributed as follows: Original: Department file One (1) copy: Student (complainant) One (1) copy: Faculty Member (respondent)

### 44.3.3 Class or Group Grievance

A student, group or class may raise a grievance. A grievance raised by three (3) or more students is considered a group grievance. Moreover, a grievance raised by 50% + 1 of enrolled students in a certain course is considered a class grievance.

The people involved in a group or class grievance must elect an official group representative and affix their respective signatures in The Summary of Events

document. Afterwards, they must proceed with the appropriate grievance procedure.

#### 44.4 Appeal and Escalation of Case

##### 44.4.1 Appeal to the Ad Hoc Grievance Board

A party not satisfied with the resolution of the department chair may appeal the resolution to the Ad Hoc Grievance Board in writing, within five (5) working days from receipt of the resolution. The appeal shall be taken in accordance with these procedures:

44.4.1.1 The appellant sends a letter to the Dean of the faculty concerned requesting that the Board be convened to hear the grievance complaint.

44.4.1.2 Upon receipt of the letter, the Board Chairperson requires the department chair concerned, in writing, to immediately, within two (2) working days forward to the Ad Hoc Grievance Board Chairperson the complete record of the case, which includes the original copy of the complaint, the answer, the resolution, and other documents related to the case, if any.

44.4.1.3 Upon receipt of the complete record of the case, the Chairperson immediately convenes the Board, in coordination with other board members within five (5) working days for the purpose of hearing the case.

44.4.1.4 Before the deliberation of the case, the Board first defines the procedures it will follow in hearing the case except that:

44.4.1.4.1 For the hearing to commence, the board must be in a majority (50%+1) quorum as long as both faculty and student sectors are represented.

44.4.1.4.2 The parties concerned may request the presence of a counsel who could



be, but is not limited to any member of the Lasallian Community, to provide them advice during the grievance proceedings. Said counsels shall not be allowed to participate during the proceedings.

44.4.1.4.2.1 The University Student Government, at the request of an undergraduate student appellant, shall provide a student adviser to assist in the process.

44.4.1.4.2.2 If the student is a graduate student, the Executive Board of the College Graduate Student Council shall assist in the process.

44.4.1.4.2.3 Hearings shall be held on a regular basis and shall not last for more than six (6) working days from the date of the first hearing.

44.4.1.4.2.4 Only evidence (testimonial or documentary) related to the allegations of the complainant shall be considered during the hearings.

44.4.1.4.2.5 The complainant shall have his/her right to retract the formal grievance before the Board makes its recommendation.

44.4.1.4.2.6 Within five (5) working days from the date of last hearing, the Board shall meet to deliberate on the case and to arrive at a recommendation. A majority of the members of the Board is required to arrive at a recommendation.



44.4.1.4.2.7 Copies of the recommendation of the Board shall be furnished to all the parties concerned including the members of the Board. A copy of the final recommendation is also filed in the 201 file of the respondent.

44.4.1.4.2.8 The Dean of the shall act on the Board's recommendation within three (3) working days from receipt. His/ her decision shall be put in writing. Copies of which shall be distributed as follows:

Original: Dean

One (1) copy: Complainant

One (1) copy: Respondent

One (1) copy: Each member of the Board  
One (1) copy: Dean of Student Affairs

#### 44.4.2 Appeal to the Vice-Chancellor for Academics

44.4.2.1 A party not satisfied with the decision of the Dean may appeal the decision to the Office of the Vice-Chancellor for Academics (VCA), in writing, within five (5) working days from receipt of the written decision of the Dean.

If the decision of the Dean is not appealed within the period provided, the decision becomes final and immediately executory unless execution is deferred for meritorious reasons.

44.4.2.2 Within five (5) working days from receipt of the appeal, the VCA shall decide the appeal and shall notify the parties of the decision in writing immediately. The decision of the VCA is final and executory unless the execution is deferred for meritorious reasons.



#### 44.4.3 Appeal to the University Chancellor

44.4.3.1 A party not satisfied with the decision of the Vice-Chancellor for Academics (VCA) may appeal to the Chancellor, in writing, within five (5) working days from the receipt of the written decision of the VCA.

If a decision of the VCA is not appealed within the period provided, the decision becomes final and immediately executory unless execution is deferred for meritorious reasons.

44.4.3.2 Within five (5) working days from receipt of the appeal, the Chancellor shall decide the appeal and shall notify the parties of the decision in writing immediately. The decision of the Chancellor is final and executory unless the execution is deferred for meritorious reasons.

#### 44.5 Grievance Against other Members of the Academic Community

##### 44.5.1 Complaint of a Student against Another Student

A formal letter of complaint must be presented to the Student Discipline Formation Office.

##### 44.5.2 Complaint of a Student against a Co-Academic Personnel

A formal letter of complaint must be presented to the Office of Personnel Management (OPM)

##### 44.5.3 Complaint of a Student against a Department Chair or Associate Dean

A formal letter of complaint must be addressed to the college Dean.

##### 44.5.4 Complaint of a Student against a Dean

A formal letter of complaint must be addressed to the VCA.

##### 44.5.5 Complaint of a Student against other Administrators

A formal letter of Complaint must be addressed to the immediate supervisor.

#### 44.5.6 Complaint of a Student against a Vice-Chancellor

A formal letter of complaint must be addressed to the Chancellor of the University.

#### 44.5.7 Complaint of a Student against the Chancellor

A formal letter of complaint must be addressed to the President of the University.

#### 44.5.8 Complaint of a Student against the University President

A formal letter of complaint must be addressed to the Chairperson of the Board of Trustees.

### 44.6 Sexual Harassment

Any complaint on sexual harassment should be handled in accordance with the University policies, rules and regulations implementing R.A. 7877, otherwise known as the "Anti-Sexual Harassment Act" (See Appendix L).


44.6.1 The University is committed to the prevention of sexual harassment of students, defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

44.6.1.1 Submission to such conduct is made explicitly or implicitly a term or condition for a student's educational advancement;

44.6.1.2 Submission to or rejection of such conduct by a student is used as the basis for academic consideration affecting the student; and

44.6.1.3 Such conduct has the purpose or effect of substantially interfering with a student's academic performance or creating an intimidating, hostile, or offensive educational environment.

44.6.2 Any student who intends to file a sexual harassment complaint should follow the steps outlined on Appendix L Policies and Guidelines for the Prevention and Investigation of Sexual Harassment Cases). The



student complainant may forward his/her complaint to the respondent's superior in cases deemed necessary.

#### 44.7 Procedures Common to Sec. 44.5 —44.6

The complaint, answer, memorandum, recommendation, decision, as well as transcripts of all proceedings should be in writing and signed by all parties concerned.

# **APPENDIX J**

## **REPUBLIC ACT NO. 8049**

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


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

Section 1. Hazing, as used in this Act, is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing 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.

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

Section 2. No hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before the conduct of 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.

Section 3. The head of the school or organization or their representatives must assign at least two (2) representatives of the school or organization, as the case may be, to be present during



the initiation. It is the duty of such representative to see to it that no physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant.

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

1. The penalty of reclusion perpetua (life imprisonment) if death, rape, sodomy, or mutilation results there from.
2. The penalty of reclusion temporal in its maximum period (17 years, 4 months and 1 day to 20 years) if in consequence of the hazing the victim shall become insane, an imbecile, impotent, or blind.
3. The penalty of reclusion temporal in its medium period (14 years, 8 months and one day to 17 years and 4 months) if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm, or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.
4. The penalty of reclusion temporal in its minimum period (12 years and one day to 14 years and 8 months) if in consequence of the hazing the victim shall become deformed or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than ninety (90) days.
5. The penalty of prison mayor in its maximum period (10 years and one day to 12 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than thirty (30) days.
6. The penalty of prison mayor in its medium period (8 years and one day to 10 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the


activity or work in which he was habitually engaged for a period of ten (10) days or more, or that the injury sustained shall require medical assistance for the same period.

7. The penalty of prison mayor in its minimum period (6 years and one day to 8 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical assistance for the same period.
8. The penalty of prison correctional in its maximum period (4 years, 2 months and one day to 6 years) if in consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.

The responsible officials of the school or of the police, military or citizen's army training organization, may impose the appropriate administrative sanctions on the person or the persons charged under this provision even before their conviction. The maximum penalty herein provided shall be imposed in any of the following instances:

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

The owner of the place where hazing is conducted shall be liable



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

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

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

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

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

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

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

Section 6. All laws, orders, rules or regulations which are inconsistent with or contrary to the provisions of this Act are hereby amended or repealed accordingly.

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



# **APPENDIX K**

## **REPUBLIC ACT NO. 7877**

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

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

Section 1. Title — This Act shall be known as the “Anti-Sexual Harassment Act of 1995.”

Section 2. Declaration of Policy. — The State shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

Section 3. Work, Education or Training-related Sexual Harassment Defined. — Work, education or training-related sexual harassment is committed by an employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainer, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.

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

(1) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms, conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in a way would discriminate, deprive or diminish employment opportunities or otherwise adversely



affect said employee;

(2) The above acts would impair the employee's rights or privileges under existing labor laws; or

(3) The above acts would result in an intimidating, hostile, or offensive environment for the employee.

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

(1) Against one who is under the care, custody or supervision of the offender;

(2) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;

(3) When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or considerations; or

(4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice. Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed, shall also be held liable under this Act.

Section 4. Duty of the Employer or Head of Office in a Work related, Education or Training Environment. — It shall be the duty of the employer or the head of the work-related, educational or training environment or institution, to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

(a) Promulgate appropriate rules and regulations in consultation with the jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the


investigation or sexual harassment cases and the administrative sanctions therefore. Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment. The said rules and regulations issued pursuant to this section shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

(b) Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with other officers and employees, teachers, instructors, professors, coaches, trainers and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of the alleged cases constituting sexual harassment. In the case of a work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees. In the case of the educational or training institution, the committee shall be composed of at least one (1) representative from the administration, the trainers, teachers, instructors, professors or coaches and students or trainees, as the case maybe. The employer or head of office, educational or training institution shall disseminate or post a copy of this Act for the information of all concerned.

Section 5. Liability of the Employer, Head of Office, Educational or Training Institution. — The employer or head of office, educational training institution shall be solidarily liable for damage arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken thereon.

Section 6. Independent Action for Damages. — Nothing in this Act shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

Section 7. Penalties. — Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not



less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand pesos (P10,000) nor more than Twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court. Any action arising from the violation of the provision of this Act shall prescribe in three (3) years.

Section 8. Separability Clause — If any portion or provision of this Act is declared void and unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

Section 9. Repealing Clause. —All laws, decrees, orders, rules and regulations, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

Section 10. Effectivity Clause. —This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspaper of general circulation.

Approved,

EDGARDO J. ANGARA

President of the Senate

JOSE DE VENECIA, JR.

Speaker of the House of  
Representatives

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

EDGARDO E. TUMANGAN

Secretary of the Senate

CAMILO L. SABIO

Secretary General, House of  
Representatives

Approved: Feb 14, 1995

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

FIDEL V. RAMOS

President of the Philippines

Published on February 18, 1995, Malaya, Manila, Philippines

# APPENDIX L

## POLICIES AND GUIDELINES FOR THE PREVENTION AND INVESTIGATION OF SEXUAL HARASSMENT CASES

1. Committee on Decorum and Investigation Pursuant to Section 4 (b) of the Anti-Sexual Harassment Act 1995, a Committee on Decorum and Investigation is created and permanently constituted, hereinafter called the Committee.

1.1 Principal Function The Committee shall conduct meetings and orientation sessions with officers and employees, instructors, teachers, professors, trainers, coaches, trainees, or students to increase awareness and understanding of sexual harassment as penalized by law; take steps to prevent incidents of sexual harassment; and initiate and conduct investigations of violations of the Anti-Sexual Harassment Act of 1995 in general, and any of the prohibited acts defined in these implementing policies and guidelines, in particular.

1.2 Composition. The Committee shall be composed of the following:

1.2.1 The Vice Chancellor for Academics as chair;

1.2.2 The Faculty Association President representing the Faculty,

1.2.3 The President of the University Student Government representing the students, and


1.2.4 The President of the Employee's Association representing the staff. The Committee shall report to the University Chancellor.

1.3 Specific Powers and Functions

1.3.1 Conducts meetings and consultations with sectors of the academic community.

1.3.2 Promulgates rules or guidelines as may be necessary for the effective implementation of the Anti-Sexual Harassment Act of 1995.

1.3.3 Undertakes activities in information dissemination,



consciousness-raising, and over-all better appreciation by the academic community of the issues relating to sexual harassment.

1.3.4 Constitutes the proper sub-committee for the investigation and hearing of a sexual harassment case.

1.3.5 Exercises other powers as may be necessary to effectuate the Act.

#### 1.4 Jurisdiction

The Committee shall have jurisdiction over all (a) employees, whether regular or probationary, (b) faculty, whether full-time or part-time, (c) all other employees who have subsisting and executory employment contracts with the University, verbal or written or on a trimestral or yearly basis, and (d) all students.

2. Sub-Committee to Hear and Investigate Sexual Harassment Cases  
Upon receipt of a complaint alleging sexual harassment committed by any person over whom it has jurisdiction, the Committee shall constitute an ad hoc sub-committee to investigate, hear and decide the case, hereinafter called the Sub-Committee.

2.1 Composition The Sub-Committee shall be composed of at least three members designated by the Committee in accordance with implementing guidelines.

#### 2.2 Powers and Functions

2.2.1 Investigates, hears and decides sexual harassment cases for which it was constituted.

2.2.2 Issues subpoenas and other necessary writs and processes for the effective, efficient, objective, impartial, and expedient disposition of cases.

2.2.3 Makes factual and administrative findings, renders the corresponding decision, and imposes the appropriate penalty in accordance with these policies and guidelines.

2.2.4 Exercises other powers necessary to effectuate the Anti-Sexual Harassment Act of 1995.

### 3. Type of Offenses

#### 3.1 Forms of Prohibited Acts

3.1.1 Physical assault of a sexual nature, such as but not limited to:

3.1.1.1 rape, sexual battery, molestation, or attempts to commit these assaults; and

3.1.1.2 intentional physical conduct which is sexual in nature, such as touching, pinching, pulling, grabbing, brushing against the victim's body, or poking the victim's body

3.1.2 Unwanted sexual advances, propositions or other sexual comments, such as but not limited to:

3.1.2.1 sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experiences directed at or made in the presence of the complainant who indicates or has indicated in any way that such conduct in his or her presence is unwelcome;


3.1.2.2 preferential treatment or promise of preferential treatment to the complainant; and

3.1.2.3 subjecting or threats of subjecting, the complainant to unwelcome sexual attention or conduct or intentionally making performance of the complainant's task more difficult because of that complainant's sex.

3.1.3 Retaliations for sexual harassment complaints, such as but not limited to:

3.1.3.1 disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work or school related matters with the complainant because he or she has complained about or resisted harassment, discrimination or retaliation; and

3.1.3.2 intentionally pressuring, falsely denying, lying



about or otherwise covering up or attempting to cover up conduct such as that described in any item above.

#### 3.1.4 Other acts:

3.1.4.1 The above is not be construed as an all-inclusive list of prohibited acts under these policies and guidelines.

3.1.4.2 Sexual harassment is unlawful and hurts all members of the academic community. Sexually oriented acts or sex-based conduct have no legitimate purpose in an educational institution. Accordingly, anyone who engages in such conduct should be and will be made to bear the full responsibility for such unlawful conduct.

### 4. Procedures

#### 4.1 Complaint

4.1.1 A formal charge or complaint in writing under oath shall be filed with the chair of the Committee by the aggrieved party or by any person having direct knowledge of the commission of the act accused of, or by the University. In the event the University is the complainant the aggrieved party (the victim) shall be the principal witness. The complaint shall be in writing and under oath. It shall contain the following information:

4.1.1.1 the name of the person or persons against whom the complaint is filed; and

4.1.1.2 a narration of the pertinent facts and circumstances of the case. The complaint shall be signed by the complainant and sworn to.

4.1.2 The respondent shall be notified by the Committee in writing of the complaint filed against him or her with a copy of the complaint attached at least five (5) days prior to the scheduled hearing.



## 4.2 Answer

- 4.2.1 Respondent shall be required to answer the complaint in writing, under oath, within three (3) days from receipt of the complaint.
- 4.2.2 Failure of the respondent to file an answer within the prescribed period shall be deemed an admission of the principal act complained of.

## 4.3 Notice of Hearing


Upon receipt of the answer or should respondent fail to file an answer, the case shall be scheduled for hearing and the corresponding notice of hearing shall be issued to the parties by the Sub-Committee. If the victim of sexual harassment is a student, the parents or guardian shall also be sent a copy of the notice.

The issuance of a notice of hearing shall be mandatory.

## 4.4 Hearing

On the day of the hearing, the procedures shall be as follows:

- 4.4.1 In sexual harassment cases, the appearance of counsel shall be allowed. However, it shall be the responsibility of the parties to see to it that their lawyers have the time to attend to the case, shall adhere strictly to the rules, and shall not cause unnecessary delay of the proceedings. In any event, the Chair of the Sub-Committee shall exercise complete control of the proceedings at all stages. He or she shall use every and all reasonable means to ascertain the facts in each case speedily and objectively and without regard to the technicalities of law or procedure, all in the interest of fair play.
- 4.4.2 Should the complainant fail to appear on the scheduled initial hearing despite notice, the case shall be dismissed. On the other hand, should the respondent fail to appear for the initial hearing after due notice and without sufficient cause, this shall be placed on record and the hearing shall proceed exparte without prejudice to the respondent's appearance in subsequent hearings.

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- 4.4.3 Evidence (testimonial or documentary) shall be limited to the allegation in the written complaint or answer.
  - 4.4.4 Witnesses shall testify under oath.
  - 4.4.5 The Chair may rule on the exclusion of other witnesses when a witness for the same party testifies, and shall be allowed re-entry only when their respective turns to testify come. He or she shall likewise have the power to rule on the admissibility of evidence presented, or testimony given.
  - 4.4.6 The hearing shall completely under the control of the Chair of the Sub-Committee. He or she shall conduct the examination of the complainant and his or her witnesses as well as those of the respondent and his or her witnesses. Other members of the Sub-Committee may only ask clarificatory questions.
    - 4.4.7. The respondent may be represented by counsel but only for the purpose of seeing to it that due process is observed. He or she cannot, however, ask questions. If parents of the parties are present during the hearing, they shall be there only as observers.
  - 4.4.7 A record of the entire proceeding shall be taken in stenographic notes properly transcribed and filed in the records of the case. The proceedings may likewise be tape recorded by the Board, and shall likewise be filed immediately with the Chair, who shall take custody of all the records of the proceedings. The parties may be furnished copies of the transcript of stenographic notes and/or tape recording upon request but only after paying a reasonable fee.

#### 4.5 Decision

- 4.5.1 The duty of the Sub-Committee shall be to find and establish facts which shall be the basis for the Sub- Committee to render a decision in the manner provided.
- 4.5.2 A majority vote of the Sub-Committee shall be sufficient to pass a judgment in a case. But if the penalty composed is dismissal, a unanimous vote


shall be necessary. It shall be the duty of all members of the Sub-Committee to cast their votes. No abstentions shall be allowed.

- 4.5.3 The Sub-Committee shall render a decision within five days from the date of the last hearing, which decision shall be in writing stating the reasons for the decision. Copies of the decision shall immediately be furnished to all parties, to the Committee and to the Chancellor. A copy of the decision together with a copy of the complaint shall be filed and form part of the record of the respondent with the University.
- 4.5.4 Any party not satisfied with the decision rendered may file a motion for reconsideration with the Office of the Chancellor stating the grounds therefore, within five (5) days from receipt of the decision. Only one motion for reconsideration will be allowed and entertained. The decision of the Sub-Committee shall immediately become final and executory if neither party avails of this remedy within the prescribed period.

#### 4.6 Sanctions

Sanctions shall be determined according to the gravity of the offense.

- 4.6.1 The penalties impossible in cases of proven sexual harassment are:
  - 4.6.1.1 Severe reprimand;
  - 4.6.1.2 Suspension without pay, with prejudice to subsequent promotion, reclassification and permanency; and
  - 4.6.1.3 Dismissal from the University upon clearance from the Department of Labor and Employment.
- 4.6.2 Any person's first proven offense of assault or threat of assault, including assault of a sexual nature, shall result in dismissal. The commission of acts other than assault may result, if the circumstances warrant so, in non-disciplinary oral counseling upon



alleged first offense, written warning, suspension or discharge upon the first proven offense, depending upon the nature and severity of the misconduct, and suspension or discharge upon the second proven offense, depending on the nature of the severity of the misconduct. Alleged retaliation against a sexual harassment complainant will result in non-disciplinary oral counseling. Any form of proven retaliation will result in suspension or discharge upon the first proven offense, depending upon the nature and severity of the retaliatory acts, and discharge upon the second proven offense.

- 4.6.3 In cases where the imposed penalty appears harsh or incongruent to the offense or the circumstances attending the commission of the offense thereof, the Sub-Committee shall nonetheless mete out the proper penalty under these rules. The Sub-Committee, in these cases, may, however, recommend to the Chancellor that such imposed penalty be commuted or reduced.

#### 4.7 Appeal

- 4.7.1 The party aggrieved by the decision of the Sub-Committee may file an appeal to the Chancellor through the Committee within five (5) working days from receipt of the decision.
- 4.7.2 A perfected appeal of the decision shall not stay the execution of the sanction meted out by the decision. However, in case of reversal of the decision on appeal, execution of the sanction shall not in any way prejudice the respondent.
- 4.7.3 Upon lapse of five (5) working days from receipt of the decision by the respondent, in the absence of a perfected appeal within such period, the decision shall be immediately executory, final and unappealable.
- 4.7.4 The Chancellor shall decide the appeal within five (5) working days from receipt of the records or submission of the last required pleading, if


any, or upon lapse of the period therefore. Such decision shall be immediately executory, final and unappealable.

#### 4.8 Resort of the Courts

- 4.8.1 All complainants, respondents, and witnesses, upon submission to the jurisdiction of the Committee shall be bound to respect the proceedings therein and wait for final termination thereof, including appeal proceedings, before resorting to the courts.
- 4.8.2 In recognition of the primary jurisdiction of the University over them, the complainants, respondents and witnesses shall be bound to respect and abide by the procedures and policies of the Committee herein as well as any other rules heretofore promulgated and duly published, and shall, thus, refrain from hampering, interrupting or frustrating, willfully or otherwise, said proceedings or any incidents thereof, by obtaining any appropriate writ or process from the courts.
- 4.8.3 Nothing shall be interpreted, construed or deemed to diminish the rights of the parties under the law.

#### 4.9 Malicious Prosecution

- 4.9.1 While the University is totally committed to the safeguarding of the rights of all members of the academic community against sexual harassment, it is likewise the policy of the University to protect the same members from any malicious accusation and prosecution involving alleged acts of sexual harassment which may, however, be in fact, baseless and even non-existent.
- 4.9.2 While recognizing that sexual harassment involves the use of power and ascendancy by a superior against a subordinate, it must be conceded that the threat to accuse and prosecute another involving alleged sexual harassment, is also an instrument to wield power over other.



4.9.3 To deter malicious, vindictive, or baseless accusation and prosecution by one against another involving alleged acts of sexual harassment,

4.9.3.1 The University shall require that all pleadings filed with the Sub-Committee be under oath and duly notarized.

4.9.3.2 The University shall endeavor to place the complainant, respondent, and witnesses under oath whenever asked to testify before the Subcommittee.

4.9.3.3 The Sub-Committee shall, as far as practicable, observe the demeanor of the complainant, respondent and witnesses as an indicia or their own credibility as well as the credibility of their claims and testimonies.

4.9.3.4 The Committee shall accordingly publish these policies and guidelines for the information and guidance of the entire academic community.

# **APPENDIX M**

## **GUIDELINES FOR THE CONDUCT OF THE LASALLIANS' FIGHT AGAINST DRUGS (LFAD) DRUG TESTING (DTP) PROGRAM**

### **Rationale**

1. Educational institutions are mandated by the government through Republic Act (RA) No.9165, otherwise known as the “Comprehensive Dangerous Drugs Act of 2002”, to develop and implement policies and measures to prevent and combat the use of dangerous drugs;
2. The University supports the prevention and reduction efforts of the government to fight illegal drug use and abuse and its ill effects to humans and society;
3. Incidents or reports of illicit drugs or substances use and abuse among the youth are prevalent and continue to rise. The University must make precautionary measures or proactive approaches to address the concerns related to dangerous drugs; and
4. The government, under Section 6 Letter H of DDB Board Regulation No. 3 Series of 2009 under “Enforcement and Compliance”, encourages institutionalization of drug testing activities in schools/institutions concerned over-and-above the random drug testing program conducted by the government.

### **Purposes of the LFAD Drug Testing**

1. To identify drug use among the students and help them by providing appropriate intervention/s;
2. To prevent or discourage experimentation and use of illegal substances among the students; and
3. To assess the effectivity and strengthen the drug prevention initiatives and activities of the University.

### **Definition of Terms**

For purposes of this guideline, the definition of terms used in the Dangerous Drugs Board Regulations No. 6 series of 2003 and No. 3 series of 2009, as implemented by CHED Memorandum Orders (CMOs) No. 19 series of 2003 and No. 25 series of 2009, shall be adopted.



## **Drug Testing Center and Site**

The drug screening of students will be conducted by a DOH-accredited Testing Center, to ensure the integrity and confidentiality of the test results. The specimen collection shall be done in DLSU campus and its satellite campuses.

## **Expenses**

The Dean of Student Affairs Office (SAO) shall designate the drug testing laboratory that shall be utilized for the purposes of the program. Payment of testing fee shall be initially borne by the University.

## **LFAD DTP Procedure**

All students will undergo drug testing as part of the LFAD –DTP. The conduct of the Drug testing will be part of the Annual Physical Exam. For its first year of implementation, ID 115 students will undergo random drug testing scheduled anytime within the AY 2015-2016. Starting AY 2016-2017, all students will undergo drug testing scheduled anytime within the current academic year. Incoming freshmen (ID 116) will be required to submit drug test results part of their pre-enrollment medical examination.

For the random selection of students specifically for ID 115, the following procedure which is patterned after the DDB Board Regulations No. 6 series of 2003 and No. 3 series of 2009 with some modification will be followed:

1. Notification
  - a. All incoming freshmen (for ID 115) and their parents shall be notified of the process and manner by which the random drug screening shall be conducted through the Drug Testing Waiver Form (Please see Annex A). Failure to return the acknowledgement receipt of the notice shall not be a bar to the conduct of the drug testing. The University, through the SDFO, shall ensure to keep all the acknowledgement receipt of all the notices as proof of service.
  - b. A general announcement on LFAD Drug Testing Program will be published in the DLSU Student Handbook and primers and released to the Lasallian



community via DLSU official website and social networking sites.

c. Randomly selected students (ID 115) will be informed by the SDFO of their inclusion in the drug testing through a notice or letter (Please see Annex B) on the scheduled date of drug testing. Likewise, concerned faculty will be notified through email and formal letter (Please see Annex C).

2. LFAD DTP Selection Board, Target Samples and Process (only for ID 115 students in their first year)


a. Composition and specific duties and responsibilities of the LFAD RDT Selection Board are as follows:

Dean of Student Affairs – acts as Drug Testing Coordinator (DTC) and Chairperson of the Selection Board; convenes and presides the LFAD DTP Selection Board meetings; and handles the conference of the parents or guardians and students who may be found positive of the use of dangerous drugs

Student Discipline Formation Office (SDFO) Director/ Representative – assists the DTC in his/her duties and responsibilities; handles the logistic requirements of the RDT; supervises the conduct of the RDT; distributes notices of RDT to selected students; and fetches the students from their classes during the scheduled RDT

Office of Counseling and Career Services (OCCS) Director/ Representative – handles the counseling-related concerns of students of the RDT

University Registrar/OUR Representative – provides the official student population for a given period and class schedules of randomly selected students



Health Services Office (HSO) Director/  
Representative – handles all the health  
services-related concerns of the RDT

Information and Technology Services (ITS)  
Director/ Representative – handles the  
random selection of students and provides  
the computer facilities to be used for the RDT

Association of Faculty and Educators of DLSU  
(AFED) President/Representative - assists the  
LFAD DTP Selection Board in its information  
dissemination activities for all faculty

University Student Government (USG)  
President/ Representative - assists the  
LFAD DTP Selection Board in its information  
dissemination activities for all students

Parents of University Students Office (PUSO)  
President/ Representative – assists the  
LFAD DTP Selection Board in its information  
dissemination activities for all parents

- b. The Selection Board shall ensure the integrity and confidentiality of the random selection process.
- c. The Selection Board shall meet to prepare and plan the conduct of the LFAD RDT and to determine the schedules and sample target (e.g. .5% or 1 % of the total student population per term) of the random drug testing at the beginning of the academic year.
- d. The Selection Board shall be convened by the DTC to conduct an orientation on their specific roles and responsibilities for the LFAD RDT and determine the actual names of students who will undergo the drug testing within seven (7) working days prior to the scheduled random drug testing.
- e. The selection shall be randomly made by the ITS through lottery, which may be computerized or in any other manner that shall be agreed upon by the Selection Board.

f. The random drug testing for students will be done anytime within the academic year.

3. Collection of Urine Specimens

The Health Care Center shall follow the DOH-prescribed guidelines in the collection of urine specimens. Universal precautions shall be observed at all times. DOH Prescribed Guidelines shall be posted in strategic places/visible areas of the University.

a. The selected students shall be requested to accomplish a drug testing form (Please see Annex D). They must declare the prescription medicines, vitamins, and food supplements that they had ingested within the past five (5) days.

b. Students who are prepared to give urine specimens shall approach the analyst table and select a specimen bottle.

c. The student will be accompanied by a specimen collector of the same gender to the collection site to safeguard the integrity of the urine sample.

d. The student will be asked to empty his/her pockets, remove outer garments if any (such as blazer, jacket, vest, etc.) and to thoroughly wash and dry hands. A body search may be done when necessary.

e. After checking of urine sample and sealing the specimen bottle by the specimen collector, the student affixes his/her signature, date and time of collection to the "sealing tape".

f. The specimen collector and the student affix final signatures in the drug testing form attesting to the validity of the procedures done.

4. Treatment of Drug Test Results

a. The results of the test shall be strictly confidential. The University shall not publish nor post results



whether positive or negative.

b. Any person who violates the rules of confidentiality of the results and selection shall be liable under Section 72 of RA 9165 and such other appropriate laws, including administrative sanctions as per the DLSU Student Handbook and Operations Manual.

c. The students with negative results shall be provided with an individual copy of their drug screening results.

d. In case the test results are positive at the screening level, the following shall be observed:

i. The same specimen shall immediately be submitted for confirmatory test observing all strict chain of custody procedures and confidentiality of records; and

ii. The DTC shall inform in writing both the students and their parents or legal guardians that a confirmatory test shall be conducted.


iii. The results of the confirmatory test shall be transmitted by the laboratory in a sealed envelope and forwarded directly to the DTC.

e. If a student is “confirmed” negative from dangerous drug use, the DTC shall individually inform each student and parent concerned regarding the results. f. If a student is “confirmed” positive or using a dangerous drug, the following shall be observed:

i. The results of the confirmatory test shall be transmitted by the laboratory in a sealed envelope and forwarded directly to the DTC;

ii. The DTC shall then inform in writing both the student and his/her parent/s or legal guardian of the results and how the information is regarded with utmost secrecy and confidentiality.

- iii. The DTC shall prepare and invite the student and his/her parent/s or guardian for a conference to discuss issues of drug use and appropriate intervention/s or treatment plan.
  - iv. The DTC may refer the student and his/her parent to a DOH-accredited facility or physician to determine the student's dependency level.
  - v. Positive confirmatory drug test result shall not be a ground for any disciplinary action against the student and should not be reflected in any of his/her academic records. Under no circumstances shall the results be used to incriminate the student for further legal action which may result to administrative/civil/criminal liabilities.
- f. The student shall then undergo the prescribed intervention program under the supervision of the DOH-accredited facility or physician, or private practitioner, or school based program in consultation with parents or guardian. Such process of observation and counseling shall be done in coordination with the Drug Counselor of the University/ Office of Counseling and Career Services (OCCS). The student may be asked to file for a Leave of Absence if necessary.
- g. If another drug testing is conducted for another period and the student is found positive the second time or shows no sign of improvement or recovery, the University may place the student under a one (1) term observation and counseling period with OCCS or require the student to file a leave of absence (LOA) in consultation with the parent/s or guardian or proceed in accordance with Section 61 of RA 9165.
- h. If the parents or guardian refuse to act, the University shall process in accordance to Sec. 61, entitled, Compulsory Confinement of a Drug Dependent Who Refuses to Apply Under the Voluntary Submission Program, of RA 9165 without prejudice to the provision of Section 73,



entitled, Liability of a Parent, Spouse or Guardian Who Refuses to Cooperate with the Board or any Concerned Agency of RA 9165.

i. The DTC shall submit reports on drug testing activity initiated by the University to the Commission on Higher Education (CHED) for proper accreditation of the Department of Health (DOH).

5. Enforcement of Compliance

a. The SDFO is mandated to monitor the compliance of the students to the LFAD RDT.

b. Students who refuse to undergo drug testing shall be dealt with in accordance with the rules and regulations of the University; provided that at no time refusal to undergo testing shall not give rise to a presumption of drug use or dependency; provided further that the school may implement interventions on such refusal other than the offense of drug use or dependency.

# **APPENDIX N GENERAL GUIDELINES FOR THE RANDOM DRUG TESTING FOR STUDENTS OF SECONDARY, TERTIARY, VOCATIONAL AND TECHNICAL SCHOOLS**

## **DANGEROUS DRUGS BOARD**


### **BOARD REGULATION NO. 6 Series of 2003**

SUBJECT: General Guidelines for the Conduct of Random Drug Testing for Secondary and Tertiary Students Pursuant to Section 36 (c), Article III of Republic Act No. 9165, the following guidelines are hereby promulgated. The guidelines shall be applicable to the random drug testing of students in public and private secondary, tertiary /higher education institutions and post-secondary technical vocational schools. These guidelines outline the purposes of the random drug-testing program, as well as procedures and necessary consequences of a positive drug test result after confirmation.

All procedures undertaken shall take into account the ideals of fairness and rehabilitation and not isolation of the drug dependent. The school must not violate the constitutional rights to due process, equal protection and self-incrimination.

### **GUIDING PRINCIPLES IN THE IMPLEMENTATION OF RANDOM DRUG TESTING IN SCHOOLS AND MANAGEMENT OF DRUG TEST RESULTS**

10. Government recognizes the primary responsibility of the family, particularly the parents, for the education and awareness of its members of the ill effects of dangerous drugs.
11. Parental involvement shall be maximized in the implementation of drug education, random drug testing, treatment and rehabilitation of drug users and dependents.
12. The school, with the assistance of Local Government Units (LGUs) and other agencies where the school is located, has the obligation to employ every reasonable means to provide a healthy and drug free environment to its populace.
13. Cognizant of the right of the students to continue and complete



their studies, the government and the schools shall give emphasis to the implementation of measures aimed at guidance and counseling together with the treatment and rehabilitation of any student found to have used or to be dependent on dangerous drugs.

14. Academic freedom of institutions of higher learning shall be respected in the implementation of random drug testing and all other pertinent provisions of RA 9165.
15. The implementation of drug abuse prevention and education programs in schools shall be intensified as an integral part of the overall demand reduction efforts of the government.
16. The random drug testing shall be implemented as a collaborative undertaking of the government, the schools, the students and their parents. The whole process shall not in any manner be utilized to harass the students.
17. Random drug testing shall be implemented primarily for prevention and rehabilitation.
18. The drug testing program shall guarantee and respect the personal privacy and dignity of the student.
19. The drug test results shall be treated with utmost confidentiality.
20. The test results shall not be used in any criminal proceedings.

### **PURPOSES OF RANDOM DRUG TESTING**

1. To determine the prevalence of drug users among the students
2. To assess the effectivity of school-based and community-based prevention programs
3. To deter the use of illegal drugs
4. To facilitate the rehabilitation of drug users and dependents
5. To strengthen the collaboration efforts of identified agencies against the use of illegal drugs and in the rehabilitation of drug users and dependents.

### **DEFINITION OF TERMS**

“Drug Counselor” shall mean a person trained in the techniques



of guidance counseling particularly dealing with cases of drug dependency. The Drug Testing Coordinator shall designate one such person.

“Drug Testing Coordinator” shall be the point person in the school tasked with handling random drug testing which shall be the principal of a secondary school, the administrator of a technical vocational education and training institution or the administrator appointed by the president/ chief executive officer in tertiary institutions.

“Parents” shall, for purposes of these guidelines, include court appointed guardians.

“Random selection” refers to the unbiased process of selecting students which are to undergo drug testing.

“Rehabilitation” is the dynamic process, including aftercare and follow up treatment, directed towards the physical, emotional/ psychological, vocational, social and spiritual change/enhancement of a drug dependent to enable him to live without dangerous drugs, enjoy the fullest life compatible with his capabilities and potentials and render him to become a law-abiding and productive member of the community.

“Schools” shall mean an institution that has as its primary purpose the education of students including secondary, tertiary and technical vocational education and training institutions.

“Selection Board” shall be the board constituted at the level of the school composed of the Drug Testing Coordinator as chairperson, one representative each from the students, faculty and parents as members. The authorized governing body duly recognized by their respective constituents shall choose the representatives from these stakeholders based on a set of selection criteria formulated for this purpose. In the absence of a parents’ association, the School Head may appoint any parent who shall be a member of the Selection Board.

“Supervising Agency” shall refer to the government agency that exercises supervision over the school such as the Department of Education (DepEd), Commission on Higher Education (CHED), or the Technical Education and Skills Development Authority (TESDA).



## PROCEDURES IN THE CONDUCT OF RANDOM DRUG TESTING

### 1. Notification

The Supervising Agency through an appropriate order that includes these guidelines on random drug testing, shall inform all schools under its supervision about the government' actions against illegal drugs.

The schools' administration shall be required to explain these provisions and their procedures to the school community and when applicable, include these in the schools' handbook or listing of procedures.

(The Supervising Agencies' Memorandum Circulars should include a list of DOH-accredited Testing Centers/Laboratories.)

All students and their parents shall be notified in writing on the process and manner by which the random drug testing shall be conducted. Such notification may be sent at any time during the school term. Failure to return the acknowledgment receipt shall not be a bar to the conduct of the drug testing.

### 2. Samples

a. The Supervising Agency shall inform randomly selected schools on their inclusion in the random drug testing program.

b. The whole student population of the school selected shall be included in the random sampling.


c. The number of samples should yield a statistical 95% confidence level for the whole student population.

### 3. Selection of Samples

a. The Drug Testing Coordinator shall convene the Selection Board within five days from the receipt of notice from the Supervising Agency stating that the school is included in the program.

- b. On the day of the testing, the Selection Board shall conduct the random selection of those to be tested.
- c. The Selection Board shall ensure the confidentiality and integrity of the random selection process.
- d. The selection process shall be random through a lottery which may be computerized, or in any other manner that shall be agreed upon by the Board.
- e. The random selection of students and the drug testing shall be done on the same day.
- f. Prior to testing, the selected students shall be asked to reveal the prescription medicines, vitamins, food supplements that they had ingested within the past five (5) days. The Drug Testing Coordinator shall keep the listing and utilize this in the evaluation of the confirmatory drug test.
- g. The laboratory shall follow the DOH prescribed guidelines in the collection of urine specimens. Universal precautions shall be observed at all times. DOH Prescribed Guidelines shall be posted in strategic places/visible areas of the school.
- h. The monitor assigned to ensure the integrity of the collection process should be of the same sex as the student.
- i. The drug testing shall be done in the school and conducted by a duly accredited drug-testing laboratory. The school, through its respective health personnel, shall assist the Drug Testing Laboratory in the conduct of the drug testing.
- j. The Drug Testing Coordinator shall ensure the confidentiality and integrity of the random drug testing for the students, teachers, administration and personnel of the school. It is strongly recommended that the drug testing of the students, teachers, administration and personnel be done simultaneously.

4. Treatment of Random Drug Test Results

- 
- a. The results of the test shall be strictly confidential. No school shall publish or post results whether positive or negative.
  - b. Any person who violates the rules of confidentiality of the results and selection shall be liable under Section 72 of RA 9165 and such other appropriate laws.
  - c. The laboratory shall place the drug test result in a sealed envelope and deliver the same via personal service to Drug Testing Coordinator. The Drug Testing Coordinator shall then inform all the students tested individually of the test results.
  - d. In case the test results are positive, the Drug Testing Coordinator shall inform both the student and parent concerned that a confirmatory test shall be conducted. The student shall be told to inform his parents of the scheduled conference with the Drug Testing Coordinator. The student shall be advised to refrain from revealing the test results to other persons.
  - e. During the scheduled conference, the Drug Testing Coordinator shall relay to the parents full information on the process that shall be undertaken for the confirmatory test. In the event that the parents do not appear on the scheduled conference, the student shall be informed of the schedule of the confirmatory test.
  - f. The confirmatory drug test shall be conducted in the same manner as the initial drug test.
  - g. The results of the confirmatory test shall be transmitted by the laboratory in a sealed envelope and handed directly to the Drug Testing Coordinator.
  - h. The Drug Testing Coordinator shall inform both the parents and the student of the results of the test
  - i. The Drug Testing Coordinator shall not delegate the task of informing the student and parent to any

other person, nor shall the Drug Testing Coordinator reveal the results of the test to any person other than the student and parent.

j. First time positive confirmatory drug test results shall not be grounds for expulsion or any disciplinary action against the student.


k. The Drug Testing Coordinator shall refer the student and his parent to a government-owned DOH-accredited facility or DOH-accredited government physician to determine the student's dependency level.

l. The student may opt for a private DOH-accredited facility or physician for this initial determination provided it is at his own expense.

m. In the event that it is determined that the student is a drug dependent, the school test may impose the appropriate sanctions against the student as provided for in the school's Student Handbook and the Manual of Regulations for Private Schools, provided that in the case of public secondary schools, if the student is later on found to have been rehabilitated, the student shall then be allowed to re-enroll.

n. The student shall then undergo a three (3) month observation and counseling period under the supervision of the DOH accredited facility or physician in consultation with the parent. Such process of observation and counseling shall be done in coordination with the Drug Counselor of the school.

o. At the end of the three months, it is hoped that with the counseling done, the student will be properly rehabilitated. If student shows no signs of improvement, recovery or fails the drug test the second time, the DOH-accredited facility or physician may make a recommendation to the student, parent, and Drug Testing Coordinator to have the student referred to a DOH-accredited facility suited to the



student's level of dependency. If another drug test is conducted for another period on the same student population, and the student is found positive the second time, the school shall proceed in accordance with Section 61, R.A. 9165. The parent and the student may choose to enroll the student in a private rehabilitation center or program or opt to avail of the rehabilitation services of the government through a DOH accredited facility. If the parents refuse to act, the school shall proceed in accordance to Sec. 61 of RA 9165 without prejudice to the provision of Section 73, RA 9165.

## **REPORTORIAL REQUIREMENTS OF RESULTS OF THE RANDOM DRUG TESTING**

1. The Drug Testing Coordinator, Drug Counselor and employees of DOH-accredited facilities, testing laboratories, shall not reveal the names of the students or test results to any other persons except to the student concerned or his parents.
2. The aggregate test results from each school which shall not include the identities of the students tested, shall be submitted by the School Head to the Division Superintendent of DepEd for secondary schools, the Regional Director of CHED for tertiary schools, and Training Institution Administrator for TESDA for consolidation for the purpose of evaluating the efficacy and effectiveness of drug abuse prevention programs.

## **TRAINING OF GUIDANCE COUNSELORS**

The Department of Education, Commission on Higher Education, Technical Education and Skills Development Authority, the Philippine Drug Enforcement Agency, and Dangerous Drugs Board, in coordination with each other, shall formulate and conduct the training program for guidance counselors for the purpose of enhancing their skills in handling drug abuse prevention programs and handling drug dependency cases.

## **EXPENSES OF THE PROGRAM**

The Department of Health, in coordination with the Supervising Agencies, shall designate the drug testing laboratories that shall be utilized for purposes of the program. Payment of testing fees shall be done by the government through the Department of Health to the Drug Testing Laboratories.

## **ENFORCEMENT OF COMPLIANCE**

Students who refuse to undergo random drug testing shall be dealt with in accordance with the rules and regulations of the schools; provided that at no time shall refusal to undergo testing give rise to a presumption of drug use or dependency; provided further that the school may impose sanctions on such refusal other than the offense of drug use or dependency. Schools that refuse to implement the random drug testing program shall be liable under Section 32 of RA 9165 without prejudice to other administrative sanctions imposed by the Supervising Agencies. The Supervising Agency shall report the same to the Philippine Drug Enforcement Agency (PDEA) and the Dangerous Drugs Board (DDB).

## **MISCELLANEOUS PROVISIONS**

Separability clause. If any provision of these Guidelines or the application thereof to any person or circumstance is held to be invalid, the other provisions of these Guidelines and the application of such provision to other persons or circumstances shall not be affected thereby.


Effectivity. These Guidelines shall take effect immediately after its approval by the Dangerous Drugs Board.

ADOPTED and APPROVED this 1st day of August, 2003 at Camp Crame, Quezon City.

THE ABOVE PROVISION HAS BEEN AMENDED AS FOLLOWS:

BOARD REGULATION No. 3 Series of 2009

SUBJECT: GENERAL GUIDELINES FOR THE CONDUCT OF RANDOM DRUG TESTING FOR STUDENTS OF SECONDARY, TERTIARY, VOCATIONAL AND TECHNICAL SCHOOLS, AMENDING BOARD



REGULATION NO. 6, SERIES OF 2003

WHEREAS, Section 36 (c) , Article III of Republic Act 9165, mandates that the students of secondary and tertiary schools shall undergo drug testing and that all drug testing expenses whether in public or private schools under this Section will be borne by the government;

WHEREAS, government already implemented a similar random drug testing activity in 2005 for secondary level students, and in 2007, for tertiary level students;

WHEREAS, there is a need to amend provisions of the implementing guidelines in order to adopt new policy directives and remedy perceived ambiguities in the previous issuance;

WHEREFORE, be it RESOLVED, as it is hereby RESOLVED, to amend Board Regulation No. 6, Series of 2003 specifically the following provisions thereof:

Section 1: Subject, is hereby amended by including “students of vocational and technical schools”, as among those covered by the guidelines which should now read as follows: Subject: “GENERAL GUIDELINES FOR THE CONDUCT OF RANDOM DRUG TESTING FOR STUDENTS OF SECONDARY, TERTIARY, VOCATIONAL AND TECHNICAL SCHOOLS”

Section 2: Letter A “Guiding Principles in the Implementation of Random Drug Testing in Schools and Management of Drug Test Results” is hereby amended by adding another paragraph as paragraph number 12.

1. Random drug testing for students is considered by the government as entirely a “health” issue and aims to provide appropriate interventions, to those who will be tested positive for dangerous drug use, which will help the student stop further use and/or abuse of the substance.

Section 3: Letter C “DEFINITION OF TERMS” is hereby amended to include the terms “CHAIN OF CUSTODY, INTERVENTIONS and LABORATORY, which shall be defined as follows:

CHAIN OF CUSTODY- refers to procedures to account for each specimen by tracking its handling and storage from point of collection to final disposal. These procedures require that the applicant’s identity is confirmed and that a Custody and Control



Form is used from time of collection to receipt by the laboratory. Within the laboratory, appropriate chain of custody records must account for the samples until disposal.

**INTERVENTIONS-** are therapeutic programs appropriate for high-risk individuals/students who are using dangerous drugs and who need special assistance to recognize the signs and symptoms of initial drug use and dependency. It may include corrective or rehabilitative actions that may take the form of crisis intervention, peer counseling, peer leadership programs, parent/peer groups, or psychological counseling at the individual or family level and structured rehabilitation programs. It may also include medical intervention of the afflicted student whenever necessary.

**LABORATORY-** refers to a DOH-Accredited private or government facility that is capable of testing a specimen to determine the presence of dangerous drugs therein.

Section 4: Letter D "PROCEDURES IN THE CONDUCT OF RANDOM DRUG TESTING" is hereby amended such that:

Item 2.a. should read as: "The Supervising Agency shall inform all schools on their inclusion in the random drug testing program."

Item 4. on Treatment of Random Drug Test Results is hereby amended in its entirety such that it shall read as follows:

1. TREATMENT OF RANDOM DRUG TEST RESULTS

- a. The results of the test shall be strictly confidential. No school shall publish or post results whether positive or negative.
- b. Any person who violates the rules of confidentiality of the results and selection shall be liable under Section 72 of RA 9165 and such other appropriate laws.
- c. In case the test results are positive at the screening level, the same specimen shall immediately be submitted for confirmation observing all strict chain of custody procedures and confidentiality of records.
- d. if a student is "confirmed" to be using a



dangerous drug, the following shall be observed:

- i. The Laboratory, places results in a sealed envelope for transmission to the Central Office of the Supervising Agency
- ii. The Supervising Agency shall then transmit the results to the concerned school/ institution by informing the particular school/ institution's random drug testing (RDT) Coordinator previously assigned by the selection board. The Supervising Agency shall remind the RDT Coordinator of the confidential nature of the results and strict handling of the "chain of custody" of the information should be observed.
- iii. The school/institution's RDT Coordinator shall then inform the parent and the student of the results and how the information is regarded with utmost secrecy and confidentiality
  1. The Coordinator shall remind the student that divulging the results with anybody will be at his own risk; and
  2. That if possible, the information should remain in the confines of their house.
- iv. The parent, the RDT Coordinator and the student shall then prepare for a case conference to discuss issues of drug use and possible dependency.
- v. The Drug Testing Coordinator shall refer the student and his/her parent to a government-owned DOH accredited facility or DOH-accredited government physician to determine the student's dependency level.
- vi. A date and venue shall be selected for the case conference

1. Date should be agreeable to all concerned in the case conference (Parent, Student, RDT Coordinator and the DOH Accredited Physician).

2. Venue should have a semblance of privacy (preferably in a room, with an office table where group discussions and individual sessions can be done).

3. Whichever is more convenient for the student and parent, venue could be as follows:

a. Regional Office or hospital of the DOH

b. Regional Office of the Supervising Agency

c. Other designated venue which can assure privacy

vii. The RDT Coordinator shall inform Supervising Agency Central Office coordinator on the possible dates and venue for further discussions of options.

viii. Once, finalized, the group shall proceed as planned with the case conference.

1. Drug dependency level of the student shall be evaluated;

2. Cross reference of information shall be validated from the parent and RDT Coordinator;

3. Treatment planning for the student shall be discussed and presented to the student and parent;



4. Options for treatment should be presented to the parent and student;

5. If a student (below 18 years of age) is found to be a drug dependent, the school authority shall refer him/her to the Department of Social Welfare and Development (DSWD) or a local social worker for counseling and other intervention;

6. The parent and the student may choose to enroll the student in a private rehabilitation center or program or opt to avail of the rehabilitation services of the government through a DOH-accredited facility.

a. If child opts for government service, the DOH treatment and rehabilitation centers nearest to the area can provide services;

b. If the parent and student would opt for private services, appropriate referrals will be done, taking note of the progress of treatment on a regular basis;

7. Trained guidance counselors can also be utilized.

e. If a student is "confirmed" negative from dangerous drug use, the following shall be observed:

1. Names per school/institution of all who tested negative will be summarized in a result form.

2. The Summarized result form shall be

transmitted to the Supervising Agency concerned.


3. Supervising Agency Central Office shall forward the same to the concerned school/ institution's RDT Coordinator.

4. The RDT Coordinator and/or teacher adviser/ and/or guidance counselor shall individually inform each student and parent concerned regarding the results.

f. Positive confirmatory drug test result under this Regulation shall not be a ground for expulsion or any disciplinary action against the student and should not be reflected in any and all academic records. Under no circumstances shall the results be used to incriminate any student for further legal action which may result to administrative/civil/criminal liabilities. Likewise, consistent with the requirements of confidentiality, the results of drug tests conducted pursuant to this Board Regulation shall not be used as evidence in any court or tribunal, where the subject student stands to be accused of any crime or felony, and for any other purpose.

g. The student shall then undergo the prescribed intervention program under the supervision of the DOH accredited facility or physician, or private practitioners, or social worker, in consultation with the parent. Such process of observation and counseling shall be done in coordination with the Drug Counselor of the school.

h. If student shows no signs of improvement, recovery or fails the drug test the second time, the DOH- accredited facility or physician, may make a recommendation to the student, parent, and Drug Testing Coordinator to have the student referred to a DOH- accredited facility suited to the student's level of dependency. If another drug testing is conducted for another period on the same student population, and the student is found positive the second time,



the school shall proceed in accordance with Section 61, R.A. 9165.

i. If the parents refuse to act, the school shall proceed in accordance to Sec. 61 of RA 9165 without prejudice to the provision of Section 73, RA 9165.

Section 5: Letter F "TRAINING OF GUIDANCE COUNSELORS" is hereby amended such that letter F shall read as follows:

F. TRAINING OF GUIDANCE COUNSELORS The Department of Education (DepEd), Commission on Higher Education (CHED), Technical Education and Skills Development Authority (TESDA), the Philippine Drug Enforcement Agency (PDEA) and Dangerous Drugs Board (DDB) in coordination with each other, shall formulate and conduct the training program for guidance counselors for the purpose of enhancing their skills in handling drug abuse prevention programs and handling drug dependency cases. The school guidance counselors and other qualified medical personnel shall be encouraged to undergo DOH accreditation.

Section 6: Letter H "ENFORCEMENT AND COMPLIANCE" is hereby amended to delete the phrase "impose sanction" and change it with the phrase "implement interventions" and adding as additional sentence "Interventions should be consistent with the provisions of this Board Regulation and it's guiding principles of the first paragraph and adding as third paragraph thereof the phrase; "Supervising Agencies should encourage institutionalization of Drug Testing Activities in schools/ institutions concerned over-and-above the random drug testing program conducted by the government. The Supervising Agencies and the DOH should help build up capacities of schools/institutions to achieve competencies and self-reliance on random drug testing. Schools who initiated the conduct of similar drug testing activities shall submit reports to the Supervising Agencies for proper accreditation of the Department of Health." So that letter H of the Guidelines should now read as follows:

H. ENFORCEMENT OF COMPLIANCE Students who refuse to undergo random drug testing shall be dealt with in accordance with the rules and regulations of the schools; provided that at no time refusal to undergo testing shall not give rise to a presumption

of drug use or dependency; provided further that the school may implement interventions on such refusal other than the offense of drug use or dependency. Interventions should be consistent with the provisions of this Board Regulation and its guiding principles.

Schools that refuse to implement the random drug testing program shall be liable under Section 32 of RA 9165 without prejudice to other administrative sanctions imposed by the Supervising Agencies. The Supervising Agency shall report the same to the Philippine Drug Enforcement Agency (PDEA) and the Dangerous Drugs Board (DDB).

Supervising Agencies should encourage institutionalization of Drug Testing Activities in schools/institutions concerned over-and-above the random drug testing program conducted by the government. The Supervising Agencies and the DOH should help build up capacities of schools/institutions to achieve competencies and self-reliance on random drug testing. Schools who initiated the conduct of similar drug testing activities shall submit reports to the Supervising Agencies for proper accreditation of the Department of Health. Attached is the flow chart of activities which shall be an integral part of this Regulation. All issuances, including Board Regulation No. 6, s. 2003 or part thereof inconsistent herewith, are deemed repealed or modified accordingly.

Section 7: Effectivity – This Regulation shall take effect after fifteen (15) days after its publication in two (2) newspapers of general circulation and after its registration with the Office of the National Administrative Register (ONAR), UP Law Center, Quezon City.

APPROVED and ADOPTED, this 3rd day of June, in the year of Our Lord, 2009 in Quezon City.

(Sgd) Secretary VICENTE C. SOTTO III

Chairman, Dangerous Drugs Board

Attested by:

(Sgd) Undersecretary EDGAR C. GALVANTE

Secretary of the Board

# APPENDIX O

## CHED MEMORANDUM ORDER (CMO) NO. 64

Series of 2017

Subject: Policies, Guidelines and Procedures for Higher Education Institutions (HEIs) Requiring Drug Testing of Students



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



**CHED MEMORANDUM ORDER (CMO)**

No. 64  
Series of 2017

**SUBJECT: POLICIES, GUIDELINES AND PROCEDURES FOR HIGHER EDUCATION INSTITUTIONS (HEIs) REQUIRING DRUG TESTING OF STUDENTS**

In accordance with the pertinent provisions of Republic Act (R.A.) No. 7722 otherwise known as the "Higher Education Act of 1994" and R.A. No. 9165 otherwise known as the "Comprehensive Dangerous Drugs Act of 2002," and in support of the government's call on the "war against illegal/dangerous drugs," and by virtue of Commission *en Banc* Resolution No. 539-2017 dated 18 July 2017, the Commission hereby issues, adopts and promulgates the policies, guidelines and procedures for Higher Education Institutions (HEIs) requiring drug testing of students.

### ARTICLE 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 primary responsibilities of the family particularly the parents for the education and awareness of its members of the ill-effects of dangerous drugs. Thus, all HEIs are enjoined to adopt a strong policy on drug prevention on campus and among the youth; and to employ all means necessary and reasonable to ensure a healthy and drug-free school environment.

All HEIs, in the exercise of its academic freedom, are strongly encouraged to adopt mandatory drug testing as part of the institutional requirements of their admission and retention policies.



## ARTICLE II STATEMENT OF POLICIES

**Section 2.** The State recognizes the primary responsibility of the family, particularly the parents for the education and awareness of its members of the ill effects of dangerous drugs;

- 2.1. It is a government policy to foster, at all times, a spirit of shared purposes and cooperation among the members and elements of the educational community, and between the community and other sectors of society, in the realization that only in such an atmosphere can be true goals and objectives of education be fulfilled.
- 2.2. The Commission on Higher Education (CHED), as part of its mandate, has the duty to continuously monitor and evaluate the effectiveness of the overall impact of the dangerous drug abuse prevention program through their respective regional/field offices and enlist the assistance of any government agency or instrumentality to carry out the objectives of the education program.
- 2.3. The HEIs shall have mechanisms to promote healthy lifestyle such as but not limited to healthy diet, physical activities and no smoking and drinking environment of alcoholic beverages and substance abuse; and provide healthy environment not only inside the campus but also outside school premises as stipulated in CHED Memorandum Order (CMO) No. 09, s. 2013.
- 2.4. The State recognizes the academic freedom of all institutions of higher learning which includes the freedom and authority to adopt its own student admission and retention policies including a mandatory drug testing of students as part of its institutional requirements.
  - (a) In keeping with the guaranteed rights on academic freedom of HEIs, Local Government Units (LGUs), the Philippine National Police (PNP), or any other law enforcement agency may carry out any drug-related operation within the school premises but only upon prior written approval and coordination with the HEI.
- 2.5. The State also recognizes the complementary roles of public and private institutions in the educational system especially in the acquisition of the essential educational foundation of an individual's development into a productive and versatile citizen. In this light, the HEIs are also partners of the government in carrying out the responsibility to provide life skills and values to their students. The strong partnership of the government and the HEIs are always for the welfare and interest of the students especially in providing the appropriate intervention to drug-afflicted students. Thus, treating the



students and preventing them from further addiction and protecting their whole well-being are a primordial concern.

- 2.6. While the drug test under Sec. 36(c), (d) and (f) of R.A. 9165 for secondary and tertiary level students is mandatory to all schools, the actual testing shall be random.
- 2.7. The random drug testing under DDB Board Regulation No. 6, s. 2003 and No. 3, s. 2009 shall: ensure that it is implemented primarily for prevention and rehabilitation; and guarantee and respect the personal privacy and dignity of the students. The drug test results shall be treated with utmost confidentiality and not be used in any criminal proceedings.

### **ARTICLE III OBJECTIVES**

**Section 3.** These policies, guidelines and procedures specifically aim to:

- 3.1 promote a "drug-free" campus and further the legitimate interest of the government in preventing and deterring drug use among the youth;
- 3.2 instill in the minds of the students that dangerous drugs not only interfere with their ability to learn but it can also disrupt the teaching environment and affecting other students as well;
- 3.3 strengthen the collaboration efforts of identified 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 enabling the practice of healthy lifestyle; and
- 3.5 ensure that the drug testing policies of HEIs are reasonable and guarantee that the fundamental rights of students are protected.



## ARTICLE IV SCOPE AND COVERAGE

**Section 4.** These policies, guidelines and procedures in the adoption of drug testing policy as a requirement for students shall apply to all HEIs.

## ARTICLE V DEFINITION OF TERMS

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

- 5.1 Accreditation** – refers to the formal authorization issued by the DOH to an individual, partnership, corporation or association which has complied with all licensing requirements (input/structural standards) and accreditation requirements (process standards and outcome/output impact standards) as prescribed in the Manual of Operations for Drug Testing Laboratories issued by the DOH.
- 5.2 Confirmatory drug test** – refers to an analytical test using a device, tool or equipment with a different chemical or physical principle that is more specific which will validate and confirm the result of the screening test. It refers to the second or further analytical procedure to more accurately determine the presence of dangerous drugs in a specimen, which shall likewise be done by any government laboratory or by privately owned and operated drug testing laboratories accredited and monitored by the DOH having confirmatory test capabilities.
- 5.3 Current students** – refer to existing and currently enrolled students in an authorized higher education institution.
- 5.4 Dangerous drugs** – include those identified and listed in R.A. 9165 or "Comprehensive Dangerous Drugs Act of 2002" and its annexes, subject to any reclassification, addition or removal of any drug from said list by the Dangerous Drugs Board, in accordance with Section 93 of R.A. No. 9165.
- 5.5 DOH-accredited physician** – refers to a physician with background experience on psychological/behavioral medicine whose application has been approved and duly authorized by the DOH to conduct dependency examination and treatment on persons believed to be using dangerous drugs.



**5.6 Drug abuser** – refers to a person who uses or administers to himself or allows others to administer dangerous drugs to himself without medical approval. He belongs to any of the three categories:

- **The Experimenter** – one who, out of curiosity, uses or administers to himself or allows others to administer to him dangerous drugs once or a few times;
- **The Casual user** – one who, from time to time, uses or administers or allows others to administer to him dangerous drugs in an attempt to refresh his mind and body or as a form of play, amusement or relaxation; and
- **The Drug dependent** – one who regularly consumes or administers or allows others to administer to him dangerous drugs and has acquired a marked psychological and/or physical dependence on the drugs which has gone beyond a state of voluntary control.

**5.7 Drug dependency** - refers to a state of psychological and/or physical dependence on drugs arising in a person following the administration or use of the drug on a periodic and continuous basis.

**5.8 Drug dependency examination** – refers to a procedure conducted by a DOH-accredited physician to evaluate the extent of drug abuse of a person and to determine whether he/she is a drug dependent or not, which includes history taking, intake interview, determination of the criteria for drug dependency, mental and physical status and the detection of dangerous drugs in body specimens through laboratory procedures.

**5.9 Drug dependent** – refers to a person who regularly consumes or administers or allows others to administer to him dangerous drugs and has acquired a marked psychological and/or physical dependence on the drugs which has gone beyond a state of voluntary control.

**5.10 “Drug-free” campus** – refers to the declaration of the government to the HEI as clear of drugs that has been subjected to the conduct of the drug testing and with the following parameters, among others:

- Non-availability of drug supply;
- Absence of drug user/dependent;
- Absence of drug pusher; and
- Existence of drug awareness, preventive education and information, and other related programs.

**5.11 Drug testing** – the process undertaken to determine the presence of dangerous drugs in a person’s system, to include both screening test and confirmatory test.



- 5.12 Drug Testing Coordinator** – refers to the point person, duly appointed by the head of the the HEI tasked with handling drug testing program.
- 5.13 Higher Education Institutions** – refer to an institution of higher learning primarily offering bachelor and advanced degree programs.
- 5.14 Interventions** – are therapeutic programs appropriate for high-risk individuals/students who are using dangerous drugs and who need special assistance to recognize the signs and symptoms of initial drug use and dependency. It may include corrective or rehabilitative actions that may take the form of crisis intervention, peer counseling, peer leadership programs, parent/peer groups, or psychological counseling of the individual or family level and structured rehabilitation programs. It may also include medical intervention of the afflicted student whenever necessary. Four (4) major modalities of intervention that can be given, as established by the Department of Health (DOH) are: (1) in-patient, (2) out-patient, (3) recover homes/half-way houses, and (4) community-based interventions.
- 5.15 Laboratory** – refers to a private or government facility that is capable of testing a specimen to determine the presence of dangerous drugs therein.
- 5.16 Mandatory drug testing** – refers to compulsory submission of a student for drug testing as required by R.A. 9165.
- 5.17 Prevention** – is the promotion of drug-free lifestyle thru strategies such as advocacy, information, dissemination, and capability building through training.
- 5.18 Random drug test** – refers to unannounced schedule of testing with each *student* having an equal chance of being selected for testing.
- 5.19 Random selection** – refers to the unbiased process of selecting students who are to undergo drug testing.
- 5.20 Screening drug test** – refers to a rapid test performed to establish potential or presumptive positive result. It refers to the immunoassay test to eliminate a "negative" specimen, i.e. one without the presence of dangerous drugs from further consideration and to identify the presumptively positive specimen that requires confirmatory test.
- 5.21 Student-Applicants** – refer to students who are applying for admission to a higher education institution either as freshman or a transferee of an authorized higher education institution (HEI).



**5.22 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.

#### ARTICLE VI MANDATORY RANDOM DRUG TESTING PROGRAM IN ALL HEIS

**Section 6.** Pursuant to Section 32 of R.A. 9165, all HEIs are mandated to implement the random drug testing program under DDB Board Regulation No. 6, s. 2003 and No. 3, s. 2009 titled "*General Guidelines for the Conduct of Random Drug Testing for Secondary and Tertiary Student,*" and "*General Guidelines for the Conduct of Random Drug Testing for Students of Secondary, Tertiary, Vocational and Technical Schools, Amending Board Regulation No. 6, s. 2003,*" respectively.

**Section 7.** The provisions of DDB Board Regulation No. 6, s. 2003 and No. 3, s. 2009 titled "*General Guidelines for the Conduct of Random Drug Testing for Secondary and Tertiary Student,*" and "*General Guidelines for the Conduct of Random Drug Testing for Students of Secondary, Tertiary, Vocational and Technical Schools, Amending Board Regulation No. 6, s. 2003,*" is hereby adopted to supplement all HEI rules and regulations and these policies, guidelines and procedures in so far as they are consistent and relevant.

#### ARTICLE VII MANDATORY DRUG TESTING OF STUDENTS IN HEIS

**Section 8.** While R.A. 9165 mandates **random drug testing** of secondary and tertiary students, HEIs are not precluded from implementing a **mandatory drug testing of students** in the valid exercise of its academic freedom, subject to the policies, guidelines and procedures set forth in this Memorandum Order and other governing laws.

**Section 9. Institutional Policy.** All HEIs implementing a mandatory drug testing of students must be able to show that it has the approval of its Board of Trustees/Directors/Regents and has gone through the necessary student consultation process.

**Section 10. Consultation Process.** All HEIs intending to implement a mandatory drug testing of students as part of its policy for admission and/or retention of students, shall conduct prior student consultation.

**Section 11.** 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 draft of the policy requiring mandatory drug testing of students.



**Section 13. Consultation Period.** The consultation must be completed not later than end of February of the academic year preceding the AY 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. Mandatory Drug Testing as a requirement for admission.** All HEIs, in the exercise of its academic freedom, may implement as part of the requirements for admission, a mandatory drug testing of student applicants subject to its rules and regulations made known to the student-applicant at the time of application. If found positive with confirmatory, the HEI shall not be precluded from admitting the student-applicant subject to its rules and regulations.

**Section 16. Mandatory Drug Testing as a requirement for retention.** All HEIs in the exercise of its academic freedom, may implement as part of the requirements for retention, a mandatory drug testing of its current students, 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 positive, the Drug Testing Coordinator shall inform both the parent and the student concerned that a confirmatory test shall be conducted;
- 16.3. The HEI Drug Testing Coordinator shall conduct a conference with the parent and student where the information and process of the confirmatory test shall be discussed;
- 16.4. If the confirmatory test yielded positive result, the same shall not be a basis for disciplinary action unless the said student is held liable for some other violations of the Student Handbook after due process; and
- 16.5. If the student is found to be drug dependent, the appropriate sanction, intervention, and/or rehabilitation shall be imposed on the student as may be provided in the Student Handbook and other school policies.

#### ARTICLE VIII CONFIDENTIALITY CLAUSE

**Section 17.** All HEIs shall guarantee the strict confidentiality and integrity of the drug test results and shall not publish or post results whether positive or negative.



- 17.1 All records must strictly be held confidential as provided for under the pertinent provisions of R.A. 9165. The HEIs should also ensure the provision of non-discriminatory intervention services.
- 17.2 The provisions of R.A No. 10173 otherwise known as "Data Privacy Act of 2012" shall also be observed specifically Chapter III. "Processing of Personal Information" to protect vitally important interests of the data subject, including life and health.

#### **ARTICLE IX SANCTIONS**

**Section 18.** In order to ensure compliance with this CMO, the Commission *en Banc* may, upon the recommendation of CHED Legal and Legislative Services, impose the appropriate sanctions depending on the nature and seriousness of the violation or non-compliance of the HEIs and students.

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

**Section 20.** The refusal of the student to undergo mandatory drug testing shall be subject to the relevant sanctions as provided in the Student Handbook of the HEI, provided that in no case shall such refusal to undergo drug testing give rise to a presumption of drug use or dependency.

#### **ARTICLE X MONITORING AND EVALUATION**

The implementation of this CMO shall be monitored and evaluated periodically to ensure that the goal of a "drug-free" campus is met.

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

- 21.1 All HEIs shall submit to CHED Regional Offices a compliance report on the drug testing activities conducted on their students. The data should include among others the number of students who have already undergone testing, the dates and names of the drug testing laboratories that conducted the test implementation of intervention program, if any.
- 21.2 The HEIs shall monitor the students especially in preventing them to engage in dangerous drug-related activities and those undergoing the appropriate interventions for the intention of treating and rehabilitating them.





**21.3** A committee or assessment team may be tasked for this purpose.

**21.3.1 Establishment of a Drug-Free Committee (DFC)**

- a. All HEIs shall establish a Drug-Free Committee (DFC) which shall formulate the HEI's drug testing program in accordance with the pertinent provisions of R.A. 9165. The program shall include, among others the drug education/awareness, prevention and control initiatives that will promote a "drug-free" campus.
- b. The head of the HEI shall be the head of the DFC and shall duly appoint a drug testing coordinator (DTC) who shall handle the drug testing program.
- c. The names and composition of the DFC shall be submitted to CHEDROs.
- d. The DFC shall have the following responsibilities:
  1. Compose the Selection board for the conduct of the drug testing with the DTC as the chairperson, one representative each from the students, faculty and parents as members.
  2. Closely coordinate with identified partner agencies to access official list of DOH-accredited drug facilities, physicians or private medical practitioners duly accredited to administer drug testing shall conduct the necessary drug testing.
  3. Always ensure the confidentiality and integrity of the drug test results and handles the reportorial requirements and any relevant information that is needed for submission to the respective CHEDRO.
  4. Determine the level of preparedness of its institution in terms of the provision of interventions which depends on the results of the drug testing.
  5. Closely coordinate with identified partner agencies to establish appropriate institution-level interventions and referrals.
  6. Monitor the students especially in preventing them to engage in dangerous drug-related activities and those



undergoing appropriate interventions for the intention of treating and rehabilitating them.

7. The DFC, including all Guidance Counselors of HEIs shall be trained for the purpose of enhancing their skills in handling drug abuse prevention programs and handling drug dependency cases.

#### ARTICLE XI REPORTORIAL REQUIREMENTS

**Section 22.** The CHED Regional Offices shall prepare and submit annual reports to the Office of Student Development and Services (OSDS) through the Office of the Executive Director (OED) on the implementation of this CMO.

The CHEDROs may be required to submit reports anytime necessary, as deemed in the essence of urgency.

#### ARTICLE XII FEE REQUIREMENT

**Section 23.** All fees shall be authorized based on CHED, DOH and DDB rules and regulations.

**Section 24.** For student applicants, the fee for drug testing will be borne by the student-applicant. The student-applicant may choose to be tested in any DOH-accredited drug facility or in the DOH-accredited drug facility of the HEI, if any, the fee of which shall be paid directly by the student-applicant to the facility.

**Section 25.** For students subject of random drug testing, as per Article III, Section 36 (c) of R.A. 9165, the testing expenses whether in public or private schools will be supported by the government, subject to the usual government rules in accounting and auditing.

**Section 26.** The fees for implementation of a mandatory drug testing of students in HEIs shall be part of the miscellaneous and other fees charged subject to existing consultation and other requirements of the Commission for enforceability and collectability of fees.

**Section 27.** If DOH will accredit the HEI's clinic, CHED will allow the HEI to determine the permissible rate for the drug testing fee, ensuring the prescribed drug test fee for government-owned and private drug testing laboratories accredited by the Department of Health, per 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."



**ARTICLE XIII  
EFFECTIVITY**

**Section 28.** This set of policies, standards and guidelines shall be implemented effective Academic Year (AY) 2018-2019 and shall take effect fifteen (15) days from publication in a newspaper of general circulation or in the Official Gazette.

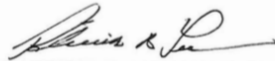
**ARTICLE XIV  
TRANSITORY PROVISION**

**Section 29.** All HEIs currently implementing a mandatory drug testing as part of its admission and/or retention policy shall be required to comply with the relevant provisions of this CMO on mandatory drug testing effective AY 2018-2019.

**Section 30.** All HEIs shall be encouraged to train their physicians and guidance counselors; prepare for accreditation of their clinics, if necessary; and rigidly campaign for advocacy of programs for drug education, prevention and control.

Issued this August 2, 2017, Quezon City, Philippines.

For the Commission:



**PATRICIA B. LICUANAN, Ph.D.**  
Chairperson





# APPENDIX P

## REPUBLIC ACT NO. 7079

### **AN ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF CAMPUS JOURNALISM AND FOR OTHER PURPOSES**

Section 1: Title. –This Act shall be known and referred to as the “Campus Journalism Act of 1991”.

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

Section 3: Definition of Terms. –

(a) School. –An institution for learning in the elementary, secondary or tertiary level comprised of the studentry, administration, faculty and non-faculty personnel.

(b) Student Publication. –The issue of any printed material that is independently published by, and which meets the needs and interests of, the studentry.

(c) Student Journalists. –Any bonafide student enrolled for the current semester or term, who has passed or met the qualification and standards of the editorial board. He/she must likewise maintain a satisfactory academic standing.

(d) Editorial Board. –In the tertiary level, the editorial board shall be composed of student journalists who have qualified in the placement examinations. In the case of elementary and high school levels, the editorial board shall be composed of a duly appointed faculty adviser, the editor who qualified and a representative of the Parents-Teachers’ Association, who will determine the editorial policies to be implemented

by the editor and staff members of the student publication concerned. At the tertiary level, the editorial board may include a publication adviser at the option of its members.

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

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

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


Section 5: Funding of Student Publication. –Funding for the student publication may include the savings of the respective school's appropriations, student subscriptions, donations, and other sources of funds.

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

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

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

Section 8: Press Conferences and Training Seminar. –The



Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student-editors/writers and teacher-adviser of student publications in the elementary, secondary and tertiary levels shall participate. Such competitions, conferences and seminars shall be held at the institutional, divisional, and regional levels, culminating with the holding of the annual national elementary, secondary or tertiary School Press Conference in places of historical and/ or cultural interest in the country.

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

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

Section 11: Appropriations. –For the initial year of implementation, the sum of Five million pesos (P5,000,000.00) is hereby authorized to be charged against the savings from the current appropriations of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.

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

APPROVED,

P(SGD.) JOVITO R. SALONGA

President of the Senate

(SGD.) RAMON V. MITRA

Speaker of the House of  
Representatives

This Act which is a consolidation of Senate Bill No. 1103 and House

Bill No. 22658 was finally passed by the Senate and the House of Representatives on May 20, 1991 and May 23, 1991, respectively.

(SGD.) EDWIN P. ACOBA

Secretary of the Senate

CAMILO L. SABIO

Secretary General, House of  
Representatives

Approved : JULY 5, 1991

(SGD.) CORAZON C. AQUINO

President of the Philippines



# APPENDIX Q

## POLICIES ON INTELLECTUAL PROPERTY

### De La Salle University, Manila

#### 1. Introduction

As an Institution of higher learning, De La Salle University-Manila is committed to provide an atmosphere that supports the research and scholarly works of its faculty, students, and staff.

The University acknowledges the necessity to provide policies to promote and encourage excellence, creativity and innovation in research and other scholarly works by identifying and protecting the rights of the University, its faculty, staff, and students.

These policies are intended to provide the basic framework for the treatment by the University of Intellectual Property Rights (IPR). They are stated in broad terms in order for the details of the policies to evolve from their interpretation and application in individual cases. The policies are not meant to be mechanically applied but should be interpreted in terms of two major concerns of the university. First, the university, as a resource of Church and State, is committed to the use of inventions and intellectual creations for the common good. Second, the university is committed to scholarship and individual academic freedom of its faculty, students, and staff to write and publish.

#### 2. Definition of Terms


Unless otherwise specified, the following terms shall have the meaning provided in these policies:

- 2.1 “Author” means the natural person who originates, gives existence to or expresses an idea and transforms it into some tangible form under copyright law.
- 2.2 “Commissioned Work” or “Work for Hire” means a work where the University specifically commissions or hires a



University employee or any third person to create a work for a fee and which the University on one hand and the inventor, author or third party on the other expressly agree in a written instrument that it be considered as such. The University shall own the intellectual property of the commissioned work, unless otherwise provided in the contract.

- 2.3 “Copyrightable Work” means any literary or artistic work, whether original or derivative, which has been expressed or done in some tangible form as enumerated under Sections 172 and 173 of the Intellectual Property Code of the Philippines including any amendments thereto.
- 2.4 “IP Policies” means the Policies on Intellectual Property of De La Salle University and its amendments.
- 2.5 “Intellectual Property” means any property defined as such by the Intellectual Property Code of the Philippines (RA 8293) such as, but not limited to, patents, patentable inventions, utility models, industrial designs, layout designs of integrated circuits, marks, copyright, computer software, technical know-how, trade secrets, and plant varieties.
- 2.6 “Inventor” means a person who creates or discovers a new method, form, device, process or composition of matter which is patentable under the law.
- 2.7 “Invention” means a novel creation, discovery, idea, or device that may be patented under the law.
- 2.8 “Patent” is the exclusive right of the owner against unlicensed use or exploitation of the patented product or process or any improvement thereof.
- 2.9 “Regularly-assigned duties” means the work, duty, or responsibility of the university employee as enumerated in the job description or employee/faculty manual, or the regular duties assigned by a superior as part of his/her regular workload. Works submitted to the university as a requirement for continued employment or promotion shall be considered as work done according to the regularly assigned duties of the university employee. In cases of copyright, however, the ownership of works submitted by a university employee as a requirement for promotion, longevity pay, or



research incentive pay under the faculty manual shall not be considered as work done according to the regularly-assigned duties of the university employee and shall, therefore, be owned by the author. This is subject to the provision on copyright under section 6.1 of these policies.

2.10 “Students” shall have the same meaning as defined in the DLSU Student Handbook and the DLSU Graduate Student Handbook.

2.11 “Substantial Use of the facilities and/or resources of the University” means either that:

- a) University funds were used to specifically support the development of the intellectual property;
- b) The work could not have been developed or created without using the facilities or resources of the University; or

There is use of resources of the University that are not students such as, but not limited to, laboratories and technical computer software. However, the use of office, library, computers and servers of the university shall not constitute substantial use of University facilities and resources.

2.12 “Trademark” or “Mark” means a distinctive word, design, symbol, logo or any combination of word and design that identifies and distinguishes the goods or services of one from that of another.

2.13 “University” refers to De La Salle University.

2.14 “University employees” refer to teaching and/or research faculty, academic service faculty, administrative service personnel and co-academic personnel whether part-time, full-time, contractual, or casual employees of De La Salle University. It shall also refer to visiting professors or other persons who have official teaching, research or other academic engagement with the University.

2.15 “Work/s” shall mean any kind of intellectual property.

### 3. Coverage of these Policies

- 3.1 These policies apply to university employees, students and such other persons who participate in research and other scholarly projects at the University. The policies cover all kinds of intellectual properties under the Intellectual Property Code of the Philippines (RA 8293) and related laws.

### 4. Prior Disclosure Requirement

- 4.1 All persons subject to these policies are required to promptly disclose all inventions and other scholarly works in which the University has or may have an ownership interest under Sections 5.2 and 6.2 of these policies, or for which disclosure is required by contract or law. Disclosure shall be made in writing by submitting a Disclosure Form to the Vice- Chancellor for Research (VCR) and copy furnished the Director of the Intellectual Property Office of the University.
- 4.2 All contracted works by university employees from third parties must have the express written approval of the University. Where the work was developed through an agreement between the University and a third party, the ownership of the intellectual property shall be subject to the terms of the contract.

### 5. Ownership of Patent


#### 5.1 Owned by Inventor

Rights to patents shall belong to the inventor except in the instances stated in section 5.2 of these policies. Notwithstanding ownership of the inventor of his works, the university or any member of the academic community is allowed, without infringing any intellectual property right, free access to and use of their works to pursue or develop them for non-commercial and academic purposes.

#### 5.2 Owned by the University

Rights to Patent shall belong to the University if any one of the following circumstances exists:

- a.) The invention was developed as part of the



regularly-assigned duties of the inventor;

b.) The invention was developed using funds provided or administered by or through the University;

c.) The invention was developed making substantial use of the facilities or resources of the University;

d.) Commissioned work by the University or "Work for Hire";

e.) The ownership of the invention was assigned by the inventor to the university; and

f.) In case of students, the invention or work was developed when he/she received financial support from the University in the form of tuition waiver, scholarship, stipend or allowance regardless of the amount.

g.) Works whose inventors cannot be determined.

### 5.3 Externally Funded or Sponsored

If the patentable invention arose or was related to an undertaking covered by distinct agreement of the inventor and a third party using funds not administered by or through the University or where the University has no claim of ownership under Section 5.2, the terms of the agreement will prevail over these policies. In the absence of any contrary provision in the agreement, these policies shall apply to externally funded or sponsored research.

### 5.4 Student Works

In the case of student works produced and submitted as class assignments or as course requirements, these works are owned by the students, unless it falls under the

instances stated in section 5.2, except paragraph (a). The University by University employees in the course of their mentoring assignment as part of their regularly-assigned duties. In cases not falling under section 5.2, the faculty member/s and the student/s concerned may enter into an agreement prior to the mentoring engagement

specifying, among others, the ownership of the intellectual property and the sharing of royalties. In case there is no agreement, the ownership of the patent shall belong to the student.

Notwithstanding ownership by students of their works, the university or any member of the academic community is allowed, without infringing any intellectual property right, free access to and use of the student works to pursue or develop them for non-commercial and academic purposes.

## 5.5 Reversion of Ownership

In the event that the University decides not to file a patent application or claim ownership of the patent under paragraph 5.2 within one hundred (100) calendar days from receipt of the patent disclosure form of the invention, ownership of the invention or the work shall automatically revert to the inventor subject to the agreement, if any, entered into by the University with a funding or sponsoring agency prior to the research.

## 5.6 Assignment of Royalty

In cases where the patent rights belong to the University under section 5.2, it may, at its own discretion, assign royalty shares to the inventor. The royalty sharing shall be based on the implementing rules and regulations of these IP Policies to be hereinafter adopted, unless there is an agreement to the contrary.


## 5.7 Assignment of Patent

5.7.1 In cases covered by section 5.2, the inventor shall execute a deed of assignment of patent together with the disclosure form required under paragraph 2.1 of these policies in favor of the University.

5.7.2 In cases where the inventor assigns the patent rights to the University, the University shall take care of the filing of the patent and the payment of the filing and maintenance fees.

## 5.8 Outside Consultants and Independent Contractors

5.8.1 The University shall own the patent of any work produced by non-university employees who are contracted to perform certain work for the university as consultants or independent contractors, unless



specified otherwise in a written agreement between the parties.

- 5.8.2 The University shall own the patent of any work produced by university employees under the instances mentioned in section 5.2 of these policies who are acting as consultants or independent contractors of third parties, unless there is an agreement to the contrary between the University and the third party.

## 6. Ownership of Copyright

### 6.1 Owned by Author

Rights to copyright shall belong to the author for as long as the work was not funded or in any manner financially supported by the University, whether or not it is part of the regular duties of the author, subject to exceptions stated in section 6.2 of these policies.

In case of multiple authors, ownership shall be determined by stipulation of the parties. In case there is no stipulation, the VCR shall assist the parties in determining the authors' respective ownership in the work. In case the authors cannot agree, they shall have equal shares in the ownership of the intellectual property.

Notwithstanding ownership of the author of his works, the university or any member of the academic community is allowed, without infringing any intellectual property right, free access to and use of their works to pursue or develop them for non-commercial and academic purposes.

### 6.2 Owned by the University

Rights to Copyright shall belong to the University if any one of the following circumstances exists:

- ( a ) the work was done using funds provided or administered by or through the University;
- (b) the work was done making substantial use of the facilities or resources of the University;
- ( c ) commissioned work by the University or "Work for Hire";

( d ) teaching or training materials or modules created as part of the regularly-assigned duties of the university employee;

( e ) the ownership of the copyright was assigned by the author to the university;

( f ) In case of students, the work was developed or created when he/she received financial support from the University in the form of tuition waiver, scholarship, stipend or allowance regardless of the amount; and

(g) Works whose authorship cannot be determined.

### 6.3 Externally Funded or Sponsored Work

If the work arose or was related to an undertaking covered by distinct agreement of the author and a third party using funds not administered by or through the University or where the University has no claim of ownership under Section 6.2, the terms of the agreement will prevail over these policies. In the absence of any contrary provision in the agreement, these policies shall apply to externally funded or sponsored research.

### 6.4 Student Works

In the case of student works produced and submitted as class assignments or as course requirements, these works are owned by the students, unless it falls under the instances stated in section 6.2. The University may claim copyright over works contributed by University employees in the course of their mentoring assignment as part of their regularly-assigned duties. In cases not falling under section 6.2, the faculty member/s and the student/s concerned may enter into an agreement prior to the mentoring engagement specifying, among others, the ownership of the intellectual property, and the sharing of royalties. In case there is no agreement, the ownership of the patent shall belong to the student.

Notwithstanding ownership by students of their works, the university or any member of the academic community is allowed, without infringing any intellectual property right, free access to and use of the student works to pursue or develop them for non-commercial and academic purposes.



## 6.5 Reversion of Ownership

In the event that the University decides not to claim ownership over the work under paragraph 6.2 within one hundred (100) calendar days from receipt of the copyright disclosure form of the work, ownership of the copyright shall automatically revert to the author subject to the agreement, if any, entered into by the University with a funding or sponsoring agency prior to the research.

## 6.6 Assignment of Royalty

In cases where the copyright belongs to the University under section 6.2, it may, at its own discretion, assign royalty shares to the inventor. The royalty sharing shall be based on the implementing rules and regulations of these IP Policies to be hereinafter adopted, unless there is an agreement to the contrary.

## 6.7 Assignment of Copyright

6.7.1 In cases covered by section 6.2, the author shall execute a deed of assignment of copyright together with the disclosure form required under paragraph 4.1 of these policies in favor of the University.

6.7.2 The University shall be responsible for submitting copies of the work to the National Library and Supreme Court Library or to the appropriate government agency.

## 6.8 Outside Consultants and Independent Contractors

6.8.1 The University shall own the copyright of any work produced by non-university employees who are contracted to perform work for the university as consultants or independent contractors, unless specified otherwise in a written agreement between the parties.

6.8.2 The University shall own the copyright of any work produced by university employees under the instances mentioned in section 6.2 of these policies who are acting as consultants or independent contractors of third parties, unless there is an agreement to the contrary between the University



and the third party.

## 7. Ownership of Trademark

The University exclusively owns the trade marks, service marks, emblems, logos, symbols and other marks that it uses and distributes in relation to its goods or services. The rules on the use, exploitation and distribution of these marks, logos and symbols are contained in specific

University policy and guidelines on the use of trademarks now existing or to be adopted in the future. The Office for Strategic Communications (STRATCOM) shall be responsible for the registration and management of all marks of the University. It also has the sole authority to engage in or approve the development, design and sale of merchandise with the registered marks of the University.


## 8. University Information

All persons covered by these policies are not allowed to divulge any information arising from research, patentable device or technology, trade secrets or other related information which are necessary for the protection of the intellectual property rights of the University. In case of doubt as to the nature of the university information, the party concerned should secure a clearance from the VCR before divulging any information.

## 9. Functions of the DLSU Intellectual Property Office (DIPO)

The DLSU Intellectual Property Office (DIPO), which shall also act as the Technology Licensing Office (TLO) of the University, is an office under the Vice Chancellor for Research which was established to implement the IP Policies of the University. The DIPO is headed by a Director and shall have the following functions:

- (a) Oversees all activities directly related to the management, development and protection of the University's intellectual property;
- (b) Assists in the drafting of contracts, agreements,



affidavits, patent applications and other documents which are necessary to protect the intellectual property rights of the University;

(c) Recommends appropriate actions for enforcement of intellectual property rights and coordinates with the University Legal Counsel for the filing of appropriate actions and other measures to protect the intellectual property rights of the University;

(d) Answers queries from faculty, students and staff in matters pertaining to the protection of intellectual property;

(e) As a TLO, assists in the evaluation of the commercial potential of works and assists in technology commercialization activities referred to it by the University;

(f) As a TLO, assists in the negotiation of licensing agreements, joint ventures, spin-offs and other similar contracts referred to it by the

(g) University;

(h) Reviews contracts and other agreements concerning intellectual property matters referred to it by the University;

10. University policy and guidelines on the use of trademarks now existing or to be adopted in the future. The Office for Strategic Communications (STRATCOM) shall be responsible for the registration and management of all marks of the University. It also has the sole authority to engage in or approve the development, design and sale of merchandise with the registered marks of the University.

## 11. University Information

All persons covered by these policies are not allowed to divulge any information arising from research, patentable device or technology, trade secrets or other related information which are necessary for the protection of the intellectual property rights of the University. In case of doubt as to the nature of the university information, the party concerned should secure a clearance from the VCR before

divulging any information.

## 12. Functions of the DLSU Intellectual Property Office (DIPO)

The DLSU Intellectual Property Office (DIPO), which shall also act as the Technology Licensing Office (TLO) of the University, is an office under the Vice Chancellor for Research which was established to implement the IP Policies of the University. The DIPO is headed by a Director and shall have the following functions:

- (a) Oversees all activities directly related to the management, development and protection of the University's intellectual property;
- (b) Assists in the drafting of contracts, agreements, affidavits, patent applications, and other documents which are necessary to protect the intellectual property rights of the University;
- (c) Recommends appropriate actions for enforcement of intellectual property rights and coordinates with the University Legal Counsel for the filing of appropriate actions and other measures to protect the intellectual property rights of the University;
- (d) Answers queries from faculty, students, and staff in matters pertaining to the protection of intellectual property;
- (e) As a TLO, assists in the evaluation of the commercial potential of works and assists in technology commercialization activities referred to it by the University;
- (f) As a TLO, assists in the negotiation of licensing agreements, joint ventures, spin-offs, and other similar contracts referred to it by the University;
- (g) Reviews contracts and other agreements concerning intellectual property matters referred to it by the University;
- (h) Establishment of the University Committee on Intellectual Property (UCIP)



The University Committee on Intellectual Property (UCIP) shall be constituted for the following purposes:

- (a) To administer and interpret these IP policies.
- (b) To determine the rights of parties to the intellectual property for the purpose of settling disputes limited to the ownership of intellectual property and sharing of royalties.
- (c) To adjudicate disputes concerning implementation and interpretation of these IP policies.
- (d) To recommend changes to these IP policies.

The UCIP shall be composed of one Chair and four members: (1) the Vice-Chancellor for Research as Chair; (2) the Director of the Intellectual Property Office, (3) the University Legal Counsel, (4) one retired University Fellow, and (5) a Sectoral Representative. The UCIP shall invite the following sectoral representatives if the issue in dispute involves their particular sector: (1) Student Representative (for issues concerning students); (2) Faculty Association Representative (for issues concerning teaching and/or research faculty members and academic service faculty); (3) ASP Representative (for issues concerning administrative service personnel); and (4) Staff Representative (for issues concerning co-academic personnel).

### 13. Penalties

Any person found to have violated any of the provisions of these policies shall be dealt with in accordance with the provisions of the faculty, student, staff, administrative or applicable employment manual/handbook. All items in Section 10 shall be considered as major offenses.

### 14. Waiver of IP Policy

The University President, in his own initiative or through the recommendation of the University Committee on Intellectual Property (UCIP), shall have the sole discretion to waive or vary any or all of the provisions of these policies on a case-to-case basis if a strict application of these policies shall not result in fairness and

equity in a particular case. A waiver or variance of the intellectual property policies made in one case shall not serve as a precedent to any future or subsequent case.

#### 15. Amendment or Revision

Any university employee or student may propose changes to these IP Policies by writing a letter addressed to the VCR specifying the proposed changes and the reasons for the proposed changes. The UCIP shall make an annual review of these IP Policies in one of its meetings.

#### 16. Repealing Clause

These IP Policies supersede the previous IP Policies and its subsequent revision dated June 25, 2008 and February 11, 2009 respectively. All other University policies inconsistent with these policies are repealed accordingly.

#### 17. Effectivity Clause

These Revised IP Policies shall take effect on July 7, 2010.



## APPENDIX R

# DLSU POLICY AND GUIDELINES ON THE USE OF TRADEMARKS

### Trademark history

De La Salle University, thru the Strategic Communications, registered the following trademarks:

'De La Salle University' and logo

'The future begins here'

'Animo La Salle'

'Star Scholars' and design

'Hip to be here'

'Keep learning'

DLSU likewise applied for the trademark registration of the following:

'DLSU-M'

Slanted star device

Green archer device

'La Salle Green Archers'

'Animo La Salle'

'We mean business''

'Where great minds meet'

'Creating the next great idea.'

18. For the following goods and services (including but not limited to): Institutional collateral such as calling cards, marketing kits, brochures, posters, stationeries, letterheads and envelopes; Souvenir items or merchandise which promote the University such

as jackets, t-shirts, towels, bags, shorts, pants, mugs, pins, stickers; Institutional advertisements, namely posters, billboards, print ads, television ads, special supplements, electronic ads; and identification tokens which signify affiliation with DLSU such as institutional identification cards, membership cards in University-recognized organizations.

The trademarks are the exclusive property of De La Salle University. Policies and procedures have been developed for the use or application for use of the trademarks.

The Strategic Communications has been given the sole authority to engage in or approve the development, design, and sale of merchandise with the registered or applied trademarks mentioned above. The office evaluates and approves all applications for the use of the trademarks.


### **General information**

A “mark” means any visible sign capable of distinguishing the goods (trademark) or services (service mark) of an enterprise and shall include a stamped or marked container of goods. (Sec. 38, R.A. No. 166a)

A “collective mark” means any visible sign designated as such in the application for registration and capable of distinguishing the origin or any other common characteristic, including the quality of goods or services of different enterprises which use the sign under the control of the registered owner of the collective mark. (Sec. 40, R.A. No. 166a)

### **General policies**

De La Salle University is a non-stock, non-profit educational corporation engaged in teaching and research. Given its nature as an educational institution, De La Salle University runs a limited, well-defined program for the use of the trademarks and shall screen applicants in accordance with the following general policies:



To protect the integrity of the name of the University and enhance its image through the use of its name and logo; and

To prohibit the use and association of its name, symbols and logos to persons, groups or activities whose values are not consistent with those of the University.

### **Prior approval by the Office for Strategic Communications**

19. An approval to use any of the registered or applied trademarks should first be requested and obtained from the STRATCOM if the name or logo will be used on products or merchandise that will be sold or distributed to the public. The approval to use will only give a non-exclusive right to use the registered or applied trademark on products with quality and design approved by the Office for Strategic Communications from the submitted prototypes.

Students who wish to produce merchandise as part of their fundraising activity for a specific event must first seek the approval of the Office for Strategic Communications. Time duration of commercial production and selling of the merchandise will be on a per approval basis.

The STRATCOM will evaluate the expressed written request or application for the use of any of the following trademarks and determine the specific terms and conditions of the use of any of the trademarks by the applicant.

All merchandise shall be prototyped and approved by the STRATCOM before production and delivery. All prototypes must be based on the original specifications submitted for quotation.

Approval to use any of the registered trademarks may only be executed as promotional or premium items for confined commercial use and on a limited duration. Promotional use must follow the terms and conditions of De La Salle University on sponsorship and solicitation.



Unapproved use of any of the following trademarks will be penalized and sanctioned as a minor offense, as stated in the De La Salle University Student Handbook. Violators will be ordered to immediately cease the production and selling of all merchandise bearing the University's Trademarks.

No other retailer or supplier, unless otherwise approved by the STRATCOM, is allowed to sell their merchandise for commercial purposes.

### **No assumption of liability or warranty**

In granting the approval of an application to use any of the following registered or applied trademarks, the University does not assume any representation or warranty on the goods or merchandise of the applicant. As a condition of the approval to be granted, the applicant answers for all representations and warranties on their products and their condition. The applicant shall hold De La Salle University, its officers and employees free and harmless from any product liability, tortuous action, or for any breach of warranty or representation of the products or merchandise where the name or logo of the University appears and will indemnify De La Salle University, its officers and employees for any such liability or damage if sought or imposed.

### **Non-licensable uses**

The following uses of the name or logo of the University will not be allowed: Official Stationery including but not limited to University letterhead, business cards and institutional cards; and

Official documents including but not limited to certificates of recognition bearing the name and seal of De La Salle University.



## Prohibited uses

The use of the name or logo of the University cannot be attached to or affixed on the following items:

Alcoholic beverages including but not limited to distilled alcohol liquors, wines, and malt liquors

Cigars, cigarettes and any kind or form of tobacco products

Dangerous or hazardous products including but not limited to firearms, explosives, dangerous weapons, and fuels

Obscene or disparaging products including but not limited to nude photographs, caricature, poster art, or designs that would tend to lower the reputation or degrade the goodwill of the University as represented by the trademarks

Sexually suggestive products including but not limited to inappropriate slogans imprinted on clothing and the configuration of certain novelty items

Health or health-related products

All staple foods, meats, and any natural agricultural or fishery products

Products that insinuate violence

All types of business names or logos

Partisan political paraphernalia or political activities, political parties or candidates to political office

Services except when approved by STRATCOM in accordance with special requirements applicable to services.

# APPENDIX S

## MEMORANDUM ON DROPPING OF MODULAR ACCOUNTANCY COURSES

21 June 2007

MEMORANDUM:

TO : Dr. Myrna S. Austria,

Dean, College of Business and Economics

Atty. Christopher E. Cruz,

Vice Dean, College of Business and Economics

Dr. Corazon C. Subido, Chair, Accountancy Department Mr. Edwin P. Santiago, University Registrar


FROM : Dr. Julius B. Maridable

Vice Chancellor for Academics

SUBJECT: DROPPING OF MODULAR ACCOUNTANCY COURSES

The Student Handbook provides that undergraduate students may drop courses up to the fourth week of the term. However, given that the schedules of the start and end of Accountancy modular courses do not conform to the University's regular schedules, the following guidelines are exclusively adopted in connection with these courses:

1. Students may drop modular Accountancy courses up to Day 3 only of the modular class. This deadline for dropping applies to all modular classes, including those which start and end within the university dropping period. An officially-dropped course will not appear in the records of the student for the term during which it was dropped.
2. Refunds for dropped course(s) will follow the CHED-approved policies governing refunds. Thus, for purposes of modular accountancy courses, refunds shall only be available if the course is dropped within the first two (2) weeks of the term.

- 
3. Therefore, a student dropping a modular course after this period shall not be entitled to any refund. The applicable percentages for refund adopted by the university shall remain.
  4. To drop a modular course, the student informs the Chair of the Accountancy Department in writing. Thereafter, not later than Day 4 of the modular class schedule, the Chair of the Accountancy Department informs the Office of the University Registrar (OUR) through a memorandum endorsed by the Vice Dean. The memorandum shall contain the list of students, their ID numbers and the specific courses to be dropped. The original Enrollment Assessment Form / Student Enrollment Record of the concerned students must be attached.
  5. The dropping of courses shall be considered final and official only upon confirmation by the OUR. A revised Enrollment Assessment Form / Student Enrollment Record shall be transmitted to the department not later than Day 5 of the modular class schedule.
  6. Other courses required and taken by the Accountancy students which are not modular in character and classification are not covered by these guidelines. As such, the usual policies and procedures governing dropping of other courses shall be applicable to them.
  7. These guidelines shall take effect starting SY2007-08, Term 2.

# APPENDIX T

## REQUIREMENTS FOR ADMISSION OF GRADUATE STUDENTS

### Requirements Check List for Local Applicants

- (1) Application Form with 2"x2" picture with white background. Here is the link to access the Online Application.
- (2) Two (2) pcs of 2"x2" recent & identical ID pictures with white background for the Exam Permit
- (3) Original or Certified True Copy of Transcript of Records (for those who studied in the Philippines) or Philippine Embassy authenticated copies of Transcript of Records (for those who studied outside the Philippines)
- (4) Original NSO Birth Certificate (or any valid substitute)
- (5) Photocopy of NSO Certificate of Marriage, for applicants who changed their names after marriage
- (6) Transfer Credentials/Honorable Dismissal/ Certificate of No-Issuance
- (7) - applicable to non-DLSU graduates who studied in a university or a college in the Philippines. DLSU – Manila graduates will be asked to fill out an "Application for Transfer Credentials Form", which can be claimed at the Enrollment Services Hub Certificate of Graduation - for applicants who did not earn a college or post graduate degree in the Philippines. Certificate must indicate degree title and date of graduation.
- (8) Two (2) Letters of Recommendation (pdf/101kb). An employed applicant may secure a letter of recommendation from his/her current employer, immediate head or his/her own respective Human Resource Department or its equivalent. Letters of Recommendation may also be obtained from former/



current advisers or professors.

(9) Personal Statement Containing Academic and Career Objectives (pdf/12kb)

(10) Photocopy of research output\* and other authored publications\*\*

(11) \* for PhD applicants

(12) \*\*for Master of Fine Arts in Creative Writing applicants

(13) Certificate of Employment and job description, as required by the program. For a list of graduate programs that require certificates of employment and job description, please see item 5 of the

(14) NOTES section that appear below.

**\*NOTES:**

1. The Transfer Credentials (formerly referred to as “Honorable Dismissal”) is a document certifying that a student has no pending accountabilities with a Philippine-based university or college s/he last attended and is eligible for transfer to another educational institution. The Transfer Credentials or Honorable Dismissal may be secured from the Registrar’s Office of any local university/college last attended by the applicant.

If the university does not issue a Transfer Credential/Honorable

Dismissal, a Certificate of Non-Issuance of Transfer Credentials will be required.

The Transfer Credentials/Honorable Dismissal/Certificate of Non-

Issuance is the only document that may be submitted on or before confirmation of enrollment. Once the applicant is accepted, the

Transfer Credentials will be made a hard requirement.

2. For the College of Law Applicants, completion of a Bachelor's Degree with the minimum number of units on the following courses as required by the Legal Education Board (LEB) for taking the Bar exam is required:
  - a. 3 units of Rizal
  - b. 18 units of Social Science (e.g.: Philosophy, Political Science, Psychology, Sociology, History, Literature, and other related courses)
  - c. 18 units of English, and
  - d. 6 units of Math.
  
3. For MA in Communication applicants who have already taken a Communication Theory course, please indicate the year when the communication theory course was taken and append a copy of the course syllabus to your transcript. It will be assumed that an applicant has not taken any communication theory course if he/she does not provide a copy of the syllabus.
 

For MA in Communication applicants who have production experience, please submit a production portfolio showcasing samples of your production skills and output.
  
4. Incomplete documents will not be endorsed to the department for further evaluation. Kindly check with respective academic departments if an interview is needed for the program.
  
5. Below is a table summarizing a list of academic programs that require a minimum number of years of work experience:

| Case | Program                            | Required Minimum Number of Years of Work Experience as of Date of Application |
|------|------------------------------------|---|
| 1    | Doctor in Business Administration  | 5 years   |
| 2    | Doctor of Philosophy in Psychology | 1 year  |



|   |  |          |
|---|--|----------|
| 3 | Master in Business Administration          | 2 years  |
| 4 | Master of Science in Marketing             | 2 years  |
| 5 | Master of Science in Financial Engineering | 2 years  |
| 6 | Master in Risk and Insurance Management    | 6 months |
| 7 | Diploma in Financial Engineering           | 1 year   |
| 8 | Diploma in Management                      | 1 year   |

**REMINDERS:**

- All programs listed above require submission of a Certificate of Employment with Job Description.
- PhD and MS in Psychology applicants intending to pursue the Industrial/Organizational track (MSPSYIO) need to: (a) be employed upon application and admission to the program since the program does not accept full time students and (b) submit a Certificate of Employment from his/her current employer. This certification must be a current and ongoing employment in a corporate organization that is not a family-owned business of the applicant.
- DBA applicants are required to submit a thesis or a final paper in the master’s program or a final paper in a “Strategy” – related course.

**Other Important Reminders:**

- All application requirements SHOULD BE SUBMITTED IN A PROPERLY
- LABELED LONG BROWN ENVELOPE. (Required format is “Last Name, First Name Middle Initial.”, written in big capital letters on the front upper left corner.
- The Office of Admissions and Scholarships (OAS) reserves the right to decline applications that have not met the criteria set by the Office.

**Requirements Check List for International Applicants**

1. Application Form with 2”x2” picture with white



background. Here is the link to access the Online Application.


2. Two (2) pcs of 2"x2" recent & identical ID pictures with white background for the Exam Permit
3. Original Transcript of Records(for those who studied in the Philippines) or Philippine Embassy authenticated copies of Transcript of Records (for those who studied outside the Philippines)
4. Photocopy of passport information and current visa page
5. Transfer Credentials/Honorable Dismissal/Certificate of No-Issuance

applicable to non-DLSU graduates who studied in a university or a college in the Philippines. DLSU – Manila graduates will be asked to fill out an "Application for Transfer Credentials Form", which can be claimed at the Enrollment Services Hub

6. Certificate of Graduation and/or Certificate of Eligibility to Pursue Graduate Studies Certificate of Graduation - for applicants who did not earn a college or post graduate degree in the Philippines. Certificate must indicate degree title and date of graduation.

Certificate of Eligibility to Pursue Graduate Studies – for international applicants whose Certificate of Graduation does not clearly indicate that they are university/college degree holders. The University can, likewise, require this added certificate from international applicants if and when needed. The "Certificate of Eligibility to Pursue Graduate Studies" may be secured from any of the following: (a) school where applicant earned his/her collegiate degree/s, (b) your country's Ministry of Education or its equivalent, (c) Philippine Embassy in the applicant's country of origin.

7. Two (2) Letters of Recommendation (pdf/101kb).



An employed applicant may secure a letter of recommendation from his/her current employer, immediate head or his/her own respective Human Resource Department or its equivalent. Letters of Recommendation may also be obtained from former/current advisers or professors.

8. Personal Statement Containing Academic and Career Objectives (pdf/12kb)
9. Photocopy of research output\* and other authored publications\*\*  
\*for PhD applicants  
\*\*for Master of Fine Arts in Creative Writing applicants
10. Certificate of Employment and job description, as required by the program. For a list of graduate programs that require certificates of employment and job description, please see item 4 of the NOTES section that appear below.

\*NOTES:

1. The Transfer Credentials (formerly referred to as "Honorable Dismissal") is a document certifying that a student has no pending accountabilities with a Philippine-based university or college s/he last attended and is eligible for transfer to another educational institution. The Transfer Credentials or Honorable Dismissal may be secured from the Registrar's Office of any local university/college last attended by the applicant

If the university does not issue a Transfer Credential/Honorable

Dismissal, a Certificate of Non-Issuance of Transfer Credentials will be required.

The Transfer Credentials/Honorable Dismissal/Certificate of Non-

Issuance is the only document that may be submitted on or before confirmation of enrollment. Once the applicant is accepted, the

Transfer Credentials will be made a hard requirement.

2. For MA in Communication applicants who have already taken a Communication Theory course, please indicate the year when the communication theory course was taken and append a copy of the course syllabus to your transcript. It will be assumed that an applicant has not taken any communication theory course if he/she does not provide a copy of the syllabus.

For MA in Communication applicants who have production experience, please submit a production portfolio showcasing samples of your production skills and output.

3. Incomplete documents will not be endorsed to the department for further evaluation. Kindly check with respective academic departments if an interview is needed for the program.
4. Below is a table summarizing a list of academic programs that require a minimum number of years of work experience:

| Case | Program                                    | Required Minimum Number of Years of Work Experience as of Date of Application |
|------|--|---|
| 1    | Doctor in Business Administration          | 5 years   |
| 2    | Doctor of Philosophy in Psychology         | 1 year  |
| 3    | Master in Business Administration          | 2 years   |
| 4    | Master of Science in Marketing             | 2 years   |
| 5    | Master of Science in Financial Engineering | 2 years   |
| 6    | Master in Risk and Insurance Management    | 6 months  |
| 7    | Diploma in Financial Engineering           | 1 year  |



|   |                       |        |
|---|-----------------------|--------|
| 8 | Diploma in Management | 1 year |
|---|-----------------------|--------|

REMINDERS:

- All programs listed above require submission of a Certificate of Employment with Job Description.
- PhD and MS in Psychology applicants intending to pursue the Industrial/ Organizational track need to: (a) be employed upon application and admission to the program since the program does not accept full time students and (b) submit a Certificate of Employment from his/her current employer. This certification must be a current and ongoing employment in a corporate organization that is not a family-owned business of the applicant.
- DBA applicants are required to submit a thesis or a final paper in the master's program or a final paper in a "Strategy" – related course.

Other Important Reminders:

1. All application requirements SHOULD BE SUBMITTED IN A PROPERLY LABELED LONG BROWN ENVELOPE. (Required format is "Last Name, First Name Middle Initial.", written in big capital letters on the front upper left corner.  
  
The Office of Admissions and Scholarships (OAS) reserves the right to decline applications that have not met the criteria set by the Office.

# **APPENDIX U**

## **RA 10627 – ANTI-BULLYING ACT**

Posted on September 12, 2013

H. No. 5496

Republic of the Philippines

Congress of the Philippines

Metro Manila

Fifteenth Congress

Third Regular Session

Begun and held in Metro Manila, on Monday, the twenty-third day of July, two thousand twelve.

### **[REPUBLIC ACT NO. 10627]**


#### **AN ACT REQUIRING ALL ELEMENTARY AND SECONDARY SCHOOLS TO ADOPT POLICIES TO PREVENT AND ADDRESS THE ACTS OF BULLYING IN THEIR INSTITUTIONS**

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

SEC. 1. Short Title. – This Act shall be known as the “Anti-Bullying Act of 2013”.

SEC. 2. Acts of Bullying. – For purposes of this Act, “bullying” shall refer to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

- a. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling,



headlocks, inflicting school pranks, teasing, fighting, and the use of available objects as weapons;

- b. Any act that causes damage to a victim's psyche, and/or emotional well-being;
- c. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting, and commenting negatively on victim's looks, clothes and body; and
- d. Cyber-bullying or any bullying done through the use of technology or any electronic means.

SEC. 3. Adoption of Anti-Bullying Policies. – All elementary and secondary schools are hereby directed to adopt policies to address the existence of bullying in their respective institutions. Such policies shall be regularly updated and, at a minimum, shall include provisions which:

- (a) Prohibit the following acts:
  - (1) Bullying on school grounds; property immediately adjacent to school grounds; at school-sponsored or school-related activities, functions, or programs whether on or off school grounds; at school bus stops; on school buses or other vehicles owned, leased, or used by a school; or through the use of technology or an electronic device owned, leased, or used by a school;
  - (2) Bullying at a location, activity, function or program that is not school-related and through the use of technology or an electronic device that is not owned, leased, or used by a school if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or the orderly operation of a school; and
  - (3) Retaliation against a person who reports bullying, who

provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying;


- (b) Identify the range of disciplinary administrative actions that may be taken against a perpetrator for bullying or retaliation which shall be commensurate with the nature and gravity of the offense:

Provided, That, in addition to the disciplinary sanctions imposed upon a perpetrator of bullying or retaliation, he/she shall also be required to undergo a rehabilitation program which shall be administered by the institution concerned. The parents of the said perpetrator shall be encouraged by the said institution to join the rehabilitation program;

- (c) Establish clear procedures and strategies for:
  - (1) Reporting acts of bullying or retaliation;
  - (2) Responding promptly to and investigating reports of bullying or retaliation;negatively on victim's looks, clothes, and body; and
- e. Cyber-bullying or any bullying done through the use of technology or any electronic means.

SEC. 3. Adoption of Anti-Bullying Policies. – All elementary and secondary schools are hereby directed to adopt policies to address the existence of bullying in their respective institutions. Such policies shall be regularly updated and, at a minimum, shall include provisions which:

- (d) Prohibit the following acts:
  - (1) Bullying on school grounds; property immediately adjacent to school grounds; at school-sponsored or school-related activities, functions or programs whether on or off school grounds; at school bus stops; on school buses or other vehicles owned, leased or used by a school; or through the use of technology or an electronic device owned, leased or used by a school;
  - (2) Bullying at a location, activity, function or program that



is not school-related and through the use of technology or an electronic device that is not owned, leased or used by a school if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or the orderly operation of a school; and

(3) Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying;

(e) Identify the range of disciplinary administrative actions that may be taken against a perpetrator for bullying or retaliation which shall be commensurate with the nature and gravity of the offense:

Provided, That, in addition to the disciplinary sanctions imposed upon a perpetrator of bullying or retaliation, he/she shall also be required to undergo a rehabilitation program which shall be administered by the institution concerned. The parents of the said perpetrator shall be encouraged by the said institution to join the rehabilitation program;

(f) Establish clear procedures and strategies for:

(1) Reporting acts of bullying or retaliation;

(2) Responding promptly to and investigating reports of bullying or retaliation;

Any member of the school administration, student, parent or volunteer shall immediately report any instance of bullying or act of retaliation witnessed, or that has come to one's attention, to the school principal or school officer or person so designated by the principal to handle such issues, or both. Upon receipt of such a report, the school principal or the designated school officer or person shall promptly investigate. If it is determined that bullying or retaliation has occurred, the school principal or the designated school officer or person shall:

(a) Notify the law enforcement agency if the school principal or designee believes that criminal charges under the Revised Penal Code may be pursued against the perpetrator;

(b) Take appropriate disciplinary administrative action;



- (c) Notify the parents or guardians of the perpetrator; and
- (d) Notify the parents or guardians of the victim regarding the action taken to prevent any further acts of bullying or retaliation.

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

**SEC. 5. Reporting Requirement.** – All schools shall inform their respective schools division superintendents in writing about the anti-bullying policies formulated within six (6) months from the effectivity of this Act. Such notification shall likewise be an administrative requirement prior to the operation of new schools.

Beginning with the school year after the effectivity of this Act, and every first week of the start of the school year thereafter, schools shall submit a report to their respective schools division superintendents all relevant information and statistics on acts of bullying or retaliation. The schools division superintendents shall compile these data and report the same to the Secretary of the DepED who shall likewise formally transmit a comprehensive report to the Committee on Basic Education of both the House of Representatives and the Senate.

**SEC. 6. Sanction for Noncompliance.** – In the rules and regulations to be implemented pursuant to this Act, the Secretary of the DepED shall prescribe the appropriate administrative sanctions on school administrators who shall fail to comply with the requirements under this Act. In addition thereto, erring private schools shall likewise suffer the penalty of suspension of their permits to operate.

**SEC. 7. Implementing Rules and Regulations.** – Within ninety (90) days from the effectivity of this Act, the DepED shall promulgate the necessary rules and regulations to implement the provisions of this Act.

**SEC. 8. Separability Clause.** – If, for any reason, any provision of this Act is declared to be unconstitutional or invalid, the other sections or provisions hereof which are not affected thereby shall continue to be in full force or effect.

**SEC. 9. Repealing Clause.** – All laws, decrees, orders, rules, and regulations or parts thereof which are inconsistent with or contrary to the provisions of this Act are hereby repealed, amended, or modified



accordingly.

SEC. 10. Effectivity. – This Act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.

Approved,

(Sgd.) JINGGOY EJERCITO  
ESTRADA

Acting Senate President

(Sgd.) FELICIANO BELMONTE JR.

Speaker of the House of  
Representatives

This Act which originated in the House of Representatives was finally passed by the House of Representatives and the Senate on June 5, 2013.

(Sgd.) JINGGOY EJERCITO  
ESTRADA

Secretary of the Senate

(Sgd.) MARILYN B. BARUA-YAP

Secretary General House of  
Representatives

Approved: SEP 12 2013

(Sgd.) BENIGNO S. AQUINO III

President of the Philippines

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Resources

[PDF] Republic Act No. 10627, September 12, 2013

# APPENDIX V

## IMPLEMENTING GUIDELINES FOR DISCIPLINE-RELATED POLICIES

### Dress Code Policy

Section 4.1 Social Norms of the DLSU Student Handbook 2018-2021 states,


“The University recognizes the right of students to come to school dressed according to their individual taste. However, they are encouraged to use attires that consider the educational character of the University and the sensibility of other members of the academic community. Dressing appropriately is a virtue which the University would like to cultivate among students; thus, the University reserves the right to call the attention of students who dress inappropriately, with objective consideration to what is allowed based on the written dress code policy.”

Given the Catholic nature of De La Salle University, students are encouraged to practice the values of respect for one’s self, decency and appropriateness through their campus attire. The University also sees itself as the training ground for the student’s professional career, where certain standards of dressing are required for employment.

Thus, the following guidelines on campus attire form part of a student’s holistic Lasallian educational experience. Campus attire should be decent and modest. Some extremes are not acceptable, which include:

#### TOPS

- tube tops without bolero/blazer/cardigan/jacket
- backless blouses/shirts without bolero/blazer/cardigan/jacket

- 
- spaghetti straps without bolero/blazer/cardigan/jacket
  - sleeveless tops with large and loose armholes
  - cleavage-baring tops
  - see-through tops where the undergarment can be seen
  - cropped tops and hanging blouse (evidently showing the midsection while standing or walking)

## **BOTTOMS**

- bottoms where the undergarment can be seen (e.g. low-waist or see-through)
- sports, P.E. and athletic shorts inside classrooms/seminar rooms/ auditorium
- pants with holes showing the skin above the longest finger
- shorts and skirts with hemline above the students' longest finger in a standing upright position.

## **DRESSES**

- see through dresses without anything covering the undergarment
- dresses with plunging necklines
- dresses with hemline above the student's longest finger in a standing upright position

## **FOOTWEAR**

- open-toe-footwear without back-strap/sling back/heel of at least 1 inch
- wedged footwear without a heel

This provision does not apply at E. Razon Sports Complex. Students with medical condition must immediately proceed to the Health

Services Office to secure clearance for exemption, without which, the same shall not be considered as an excuse for apprehension.

## **OTHERS**

- caps, bonnets and hats worn inside classrooms/seminar rooms/offices/auditorium/chapels
- clothing with pictures and/or statements that are contrary to the mission and the Catholic nature of the University

Faculty members may require their own in-class dress code policy provided that it is related, necessary, and reasonably relevant to their classes. This includes, but not limited to, the following examples:

- a. Wearing of appropriate attire in laboratory classes
- b. Wearing of P.E. uniform for P.E. classes
- c. Wearing of business attire during reports and other important class activities
- d. Wearing of green or white shirt and jeans during CWTS or NSTP activities

Part of the formation that the University would like the students to recognize is that they have to be responsible for their actions, and as such, should understand that there are consequences for non-compliance with the rules and regulations set forth by the University.

To enforce the practice and formation of dressing appropriately, Security Office (SO) shall implement the Dress Code policy as students enter the gates of DLSU on a strictly “No Compliance, No Entry” policy. Following the existing provisions on the Dress Code policy, the Discipline Officers of the Student Discipline Formation Office (SDFO) shall enforce continuing compliance with the dress code policy inside the campus.

\*As agreed upon by the Student Handbook Revision Committee (Student Handbook 2018-2021), the provisions of the Implementing Guidelines will be reviewed after one academic year of its implementation.



## **ID-Related Policies**

Students who lost their ID should present an affidavit of loss and request for a new ID at the Office of the University Registrar (OUR). A new ID will be issued in three (3) working days. All incidents of lost or left ID and/or failure to surrender the campus pass within the day will be reported by the Security Office (SO) to the Student Discipline Formation Office (SDFO).

Students who left their ID must proceed to any of the gates on campus with ID Terminals. The person/s on duty shall access the De La Salle University database to verify the identity and enrollment of the student. Students will be allowed to enter upon the verification of the person/s on duty. The student will then be given a one-day campus pass to serve as his/her ID for the day. The student should surrender this campus pass at the end of the day.

When students lose or fail to bring their IDs, they need to secure a campus pass to serve as their ID for the day. Failure to surrender the campus pass within the day shall incur a fine of P50.00 for each day that it is not returned. Both the ID and the campus pass shall be immediately regulated. The fines shall be utilized to support the Student Government Assistance Fund (SGAF).

The student should be responsible in monitoring the number of his/her lost or left ID violations. For every 5th entry into the campus without an ID, the student must immediately report to the SDFO.

In DLSU (Manila, Laguna, Makati, and Rufino campuses), ID is part of the school attire and should be visibly worn inside the campus at all times.

## **SDFO Clear-up Drive**

In accordance with the provision of the Student Handbook. Section 1.19 of the General Directives which declares that:

“The University acknowledges the right of the students to equal access to available campus space. Benches and tables in campus meant for students shall be accessible to all who

wish to use them on a principle of right by physical presence. It is understood that students will occupy only the space they needed. No permanent “reservation right” is acknowledged by the University.”

The Student Discipline Formation Office (SDFO), in coordination with the Building and Grounds Maintenance Office and the Security Office (SO), strictly implements said University directive to discourage students from leaving their belongings everywhere for their convenience. Based on experience, said habit on the part of our students is not only repugnant to the diligent efforts of the Building and Grounds Maintenance Office, but also a strong hindrance for the University to address the problem of losses in campus, mostly committed by students who are behaviorally-challenged.

For said reason, the SDFO, in coordination with the Building and Grounds Maintenance Office and the SO, is conducting a Clear-up Drive at random, several times a month where the belongings of students left unattended in study areas and other areas within the university are being brought to the SDFO Lost and Found and Clearance Section (LFCS) for safekeeping and inventory, subject to the provisions of the Student Handbook.


Owners of belongings gathered during the SDFO Clear-Up Drive may claim the same from the SDFO LFCS only during office hours. The office hours of the SDFO LFCS are posted outside the said office.

### **Cleanliness Campaign**

Pursuant to the Cleanliness Campaign of the University, the following are considered OFFENSES under section 5.3 of the DLSU Student Handbook:

5.3.2.3 Disobeying school regulations and other rules approved by University authorities provided they are properly disseminated to students through official student publications with monthly circulation, through official DLSU website announcements, or both.

5.3.2.7 Littering.



5.3.2.14 Second and succeeding violations of the eating policy wherein eating and drinking other than water in areas designated as a non-eating place such as auditoriums, seminar rooms, classrooms (except light snacks such as biscuits and candies), laboratories, libraries, chapels, and study areas inside the buildings (except SJ study area and Gokongwei lobby).

5.3.2.18 Unhygienic and improper use of University facilities.

5.3.1.2 Vandalism or the deliberate destruction of property belonging to the University or to a member of the faculty, administrator, or co-academic personnel, another student, or to a visitor while on campus.

5.3.1.29 Such other acts as may be determined by University authorities upon consultation with student representatives, provided the application is prospective and properly disseminated to students through official student media, through official DLSU website announcements, or both.

### **Public Display of Physical Intimacy**

Section 4.7 Social norms of the Student Handbook provides that,

“Healthy interaction among the students is encouraged by the University. However, acts or gestures that tend to offend the sensibilities of other members of the community, including public display of physical intimacy, are not tolerated. In line with this, they should comply with the implementing guidelines set by the University Student Government (USG), Graduate Student Council (GSC), and the Student Discipline Formation Office (SDFO).”

The following are considered Public Display of Physical Intimacy (PDPI):

- a) Kissing intimately
- b) Cuddling another or allowing another to cuddle one's self



- c) Sitting on another's lap or allowing another to sit on one's lap
- d) Resting the head on the breast or allowing another to rest on one's breasts

### **Acts of Lewdness**

Pursuant to the Student Handbook, the following are considered as major offenses:

- 5.3.1.11 Acts of lewdness or commission of any act of immorality such as but not limited to the following: being inside the cubicle of a comfort room with another person regardless of gender and sex; necking or petting; viewing, reading, display or distribution of pornographic materials inside the University (unless with SDFO permit and endorsed by the faculty concerned as part of a course requirement), including accessing internet sites that do not correlate to any specific subject or course within the University.

### **Cyber Related Offenses**

- 5.3.1.38 Commission of any cyber crime offense as defined under Republic Act 10175 or the Cybercrime Prevention Act of 2012, such as cyber-libel, etc.

"For offenses whose reach is increased because of online visibility, then the board may impose a higher penalty" 5.4.3."

"The commission of any of the offenses described as Minor Offenses through computer or online means, shall raise the classification of the offense from a minor offense to a major offense."



## Restricted Areas

The Student Handbook (Sec 5.3.2.21 Student Discipline Formation) considers as a minor offense the act of:

“Entering any restricted area within the University without prior permission or authority. A restricted area is one that is designated as such by the proper authorities and marked with proper signage.”

For this purpose, “restricted areas” are those that are specifically marked with restricted signs and similar notices by respective unit heads of the University.

## University Jurisdiction

Section 5.5.3 Student Discipline Formation of the Student Handbook provides that the term:

“University premises’ refers to the territorial boundaries of De La Salle University Manila, Laguna and Rufino Campuses, including the academic and non-academic buildings and campuses, the parking lots adjacent to it as well as immediate sidewalks within a periphery of five (5) meters from gates, fences or dividing walls of buildings and within a periphery of two hundred (200) meters for the following offenses, to wit:

5.5.3.1 Brawls, as define in Section 5.3.1.5

5.5.3.2 Inflicting physical injuries on another, as defined in Section 5.3.1.6;

5.5.3.3 Unauthorized bringing in, carrying, possession or use of drugs or chemicals as defined in Section 5.3.1.7;

5.5.3.4 Vandalism or destruction of property belonging another, as define in Section 5.3.1.2;

5.5.3.5 Direct assault as defined in Section 5.3.1.6;

5.5.3.6 Threatening another as defined in Section 5.3.1.10;

5.5.3.7 Unjust enrichment as defined in Section 5.3.1.13;

- 5.5.3.8 Making sexual advances as defined in Section 5.3.1.27;
- 5.5.3.9 Gambling as defined in Section 5.3.1.16.
- 5.5.3.10 Drinking of liquor or alcoholic beverages in public establishments;
- 5.5.3.11 Rape, any form of sexual assault, or abuse (as defined in the 1997 Anti-Rape Law and the Violence against Women and Children) as defined in Section 5.3.1.34.
- 5.5.3.12 Act that causes emotional and psychological distress such as but not limited to annoyance or mischief (Unjust vexation as defined in Article 287 of Revised Penal Code) as defined in Section 5.3.1.35.
- 5.5.3.13 Any act of facilitating, recruiting, or soliciting support for an unrecognized organization that subscribes or participates in any illegal act or that violates any University policy.

The coverage of the 200-meter peripheral University jurisdiction are (For reference, you may find the actual map at Appendix G):

- From Sports Complex to DLSU System Parking Area (Fidel Reyes St.)
- From DLSU Facade to 944 Maligaya St. (after Dagonoy) marked by a post
- From South Gate to the street across Starbucks (up to the power source of LRT)
- From Biological Garden to front of Harrison Plaza (up to Metrobank's rear premises)
- In the DLSU-Laguna Campus, this covers the University Drive and adjacent open spaces surrounding the campus.
- In the BGC Campus, this covers the University Drive and adjacent open spaces surrounding the campus.



## Theater Decorum during Performances and Formal Conferences

Lasallians are expected to keep in mind common courtesies for the speakers and performers, as well as for fellow audience members during performances and formal conferences. Below are a few reminders to observe during such events inside and outside the university:

1. The audience is expected to dress appropriately with professional or dignified attire. Dress code may be specified in any given performance however it should comply with the Dress Code policy of the University.
2. Children below four (4) years old are welcome only at pre-determined events unless explicitly waived by the organizers. The management may ask patrons with children to leave the theater in the event of disturbances.
3. The audience is advised to arrive thirty (30) minutes before curtain time. Latecomers will be admitted by the ushers at appropriate breaks only, depending on the type and nature of the event. For paid performances, no refunds will be made for patrons arriving late.
- 4.No smoking, eating or drinking in the auditorium.
- 5.Flowers should be left with the ushers at the theatre lobby.
- 6.The use of cellular phone units, radio transceivers, electronic tablets, laptops, small audio players, laser pointers and similar gadgets are not allowed in the theater.
- 7.The audience should keep their feet on the floor, not on the seat or balcony in front of him/her.
- 8.The audience is expected to behave properly by not making unnecessary sounds during the performance (i.e. talking, whispering, loud coughing or clearing of the throat).
- 9.If an audience member must leave during a performance or a speech, she/he is requested to wait until applause between pieces or a substantial "break" in the performance or speech.
- 10.Taking of photographs or video/audio recordings during

the performance is strictly prohibited unless authorized by the organizers.

11. Performers and speakers appreciate enthusiastic applause, but not whistling or shouting, unless it is “Brava” or “Bravo”.

Rock concerts or street dance concerts prompt whistling and shouting, but not for formal concerts and conferences.

12. Unauthorized persons are forbidden from going into the dressing rooms, technical booth or orchestra pit before, during and after performances.

13. Admission into the auditorium is only up to seating capacity. Standing Room Only admission is strictly not allowed.

14. The audiences are requested to leave only after the curtain call or formal closing of a conference.

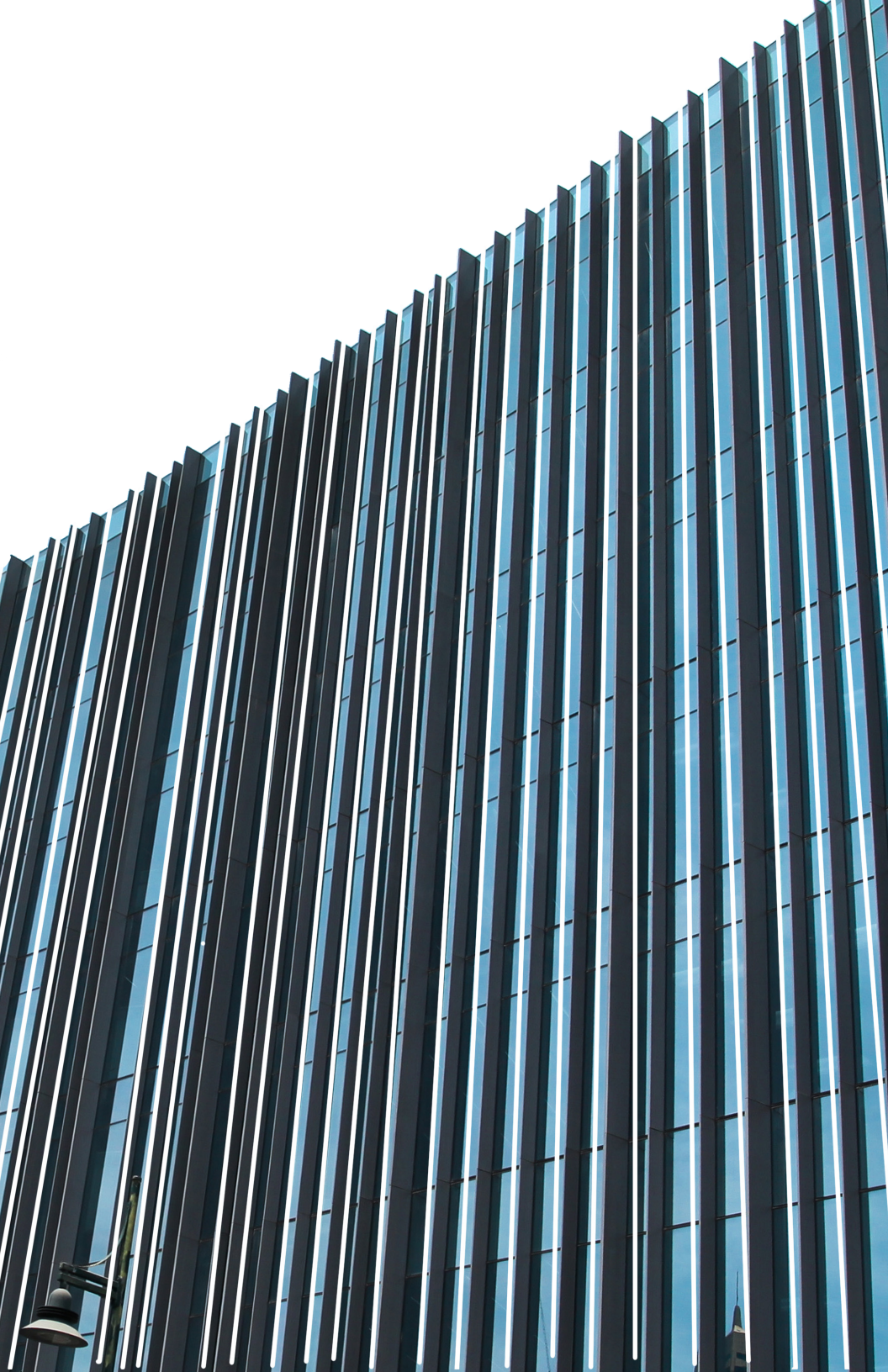
15. The organizers reserve the right to refuse admission or ask an audience member to leave the theater for cause.

## RUFINO CAMPUS

Carlos Rufino, a former member of DLSU's Board of Trustees, served as the project head of the construction of the Rufino Campus. The bid for the land was offered in 2013 while the groundbreaking ceremony took place in 2014.

The 1,395 square-meter building mainly houses the College of Law and continuing education programs in business. It has 17 classrooms, an auditorium, a prayer room, a moot court, and a law library.







## **Student Handbook Revisions Committee 2018-2021**

Chairperson:

Ms. Nelca Leila Balisado-Villarin (Dean of Student Affairs)

Students:

Ms. Mikee De Vega (University Student Government)

Ms. Jayrene Cruz (Council of Student Organizations)

Mr. Francis Emmanuel Munsayac Jr. (Graduate Student Council)

Faculty:

Ms. Elsie Velasco

Mr. Oscar Unas

Administrators:

Dr. Voltaire Mistades

Dr. Jonathan Dungca

Dr. Nelson Marcos

Consultants/Resource Persons:

Atty. Christopher Cruz and Atty. Mike David (University Legal Counsel)

Dr. Derrick Uy (University Registrar)

Mr. Michael Millanes (Student Discipline Formation Office)

Mr. Sofronio Lingatong Jr. (Student LIFE)

Mr. Patrick Daniel Lo (Student LIFE)

Secretariat:

Ms. Mikaela Macayan (Student LIFE)

Creatives:

Mr. David Johnn Leaña (Student Media Office)

Mr. Ray Ausan (Student Media Office)

Ms. Thea Clarice Tagulao (Student Media Office)

Ms. Cara Danielle Patalinghog (Student Media Office)

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