



De La Salle University



STUDENT HANDBOOK

2015-2018



STUDENT HANDBOOK

2015 - 2018



Name: _____

Address: _____

Telephone: _____ I.D Number: _____

Email Address: _____

Course: _____

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 Mission-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.

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The Student Handbook Revision Committee AY 2015-2018

Chairperson	Ms. Fritzie Ian Paz-De Vera <i>Dean of Student Affairs</i>
Members	Dr. Rosemary Seva <i>Dean, Gokongwei College of Engineering</i>
	Dr. Rochelle Irene Lucas <i>Vice Dean, Br. Andrew Gonzalez FSC College of Education</i>
	Ms. Elsie Velasco <i>Faculty, Accountancy Department</i>
	Mr. Oscar Unas <i>Faculty, Manufacturing Engineering and Management Department</i>
	Carlo Iñigo Inocencio <i>President, University Student Government</i>
	Wilbur Omar Chua <i>Chairperson, Council of Student Organizations</i>
	Jose Mari Carpena <i>Graduate Student Council Convenor GSC President, CLA</i>
Consultant	Atty. Christopher Cruz <i>University Legal Counsel</i>
Secretariat	Ms. Maria Cecilia Renee Moreno <i>Secretary, Office of Student Affairs</i>
Resource Persons	Joy Fajardo <i>President, DLSU Parents of University Students Organization</i>
	Dr. Voltaire Mistades <i>University Registrar</i>
	Ms. Ma. Inores Palmes, CPA <i>University Controller</i>
	Ms. Izel Marie Guatno <i>Director, Office of Student Leadership Involvement, Formation, and Empowerment</i>
	Ms. Christy Santiago <i>Director, Student Discipline Formation Office</i>

The Student Handbook Revisions Committee AY 2015-2018 acknowledges the invaluable assistance extended by the Instructional Media Services, Office for Strategic Communications, and the Facilities Management Office during the conduct of the committee's meetings.

This is to acknowledge receipt of the
De La Salle University
(DLSU) Student Handbook
for Academic Year 2015-2018

(Date)

I also understand that as 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 at the Student Discipline Formation Office (SDFO) of DLSU-Taft Campus or STC campus during the enrollment period or during the Lasallian Personal Effectiveness Program (LPEP) Orientation.

Thank you.



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MESSAGE FROM THE PRESIDENT

Welcome to De La Salle University!

As an institution, De La Salle University has earned its reputation for shaping individuals who are responsive and acclaimed for their pioneering ideas. Our alumni are guided by their passion for developing communities and creating positive change. Many serve as inspiration to their fellow Filipinos. This tradition of excellence will continue through the achievements and leadership of Lasallians like you.

For more than a century, De La Salle University has been educating many young men and women who entered its halls and aided their transformation into responsible citizens and leaders of our nation. From this moment onward, you are embarking on a journey that will propel you towards greater heights of excellence and service.

Before you begin this new phase of your academic career, take the time to fully understand and embrace our shared heritage leading back to our founder, St. John Baptist de La Salle. Our Lasallian core values of faith in action, zeal for service, and communion in mission form the cornerstone of St. La Salle's mission of making education a powerful tool in strengthening our relationship with both God and our neighbor. These values will serve you well and will help you find greater meaning, fulfillment, and, most definitely, fun and enjoyment throughout your stay in the university and beyond.

At De La Salle University, students take center stage in the learning process. In the face of the complexities brought about by our modern, technologically-driven, global society, the university believes in holistically developing its students in course works that will go beyond the confines of the classroom.

It is essential that you be ready to meet the diversity of people and ideas that you will surely encounter. Our faculty members come from over 100 international and local universities and will engage you in the latest innovations and pioneering research. Your peers will present you with unique insights and involve you in creative, athletic, and various non-academic pursuits. Members of communities outside our campus will expose you to the realities and challenges of our society and to opportunities to innovate and reform. Our strong and numerous academic linkages and industry partnerships will further hone your expertise in your respective fields.

This handbook aims to serve as a guide for life within and without the hallowed halls of De La Salle University. It also describes your rights and responsibilities as members of the Lasallian community. You will also find in it different opportunities for growth and learning.

Listed here are various student groups and organizations that will enable you to expand and grow. There is no best or right way to go about learning. Those that take the chance and move beyond their comfort zones are those who are most likely to maximize their time spent in DLSU. Ponder on who you are. Upon that reflection, ask yourself: who do I wish to be?

Take the opportunity to connect with people who are different from you. Participate in activities that you have never tried. Be open to developing new ways of thinking and understanding. Through your efforts, the changes you imbibe in yourself may be the impetus needed to create changes for the growth of our larger society. And if you encounter challenges or questions that are beyond your experience, there is no shame in asking for help or advice. After all, the university truly wishes you to develop as a unique individual, to find satisfaction in all of your undertakings, and become the person Our Creator wants you to become.

May you realize and harness your potentials to the fullest, and make our Lasallian mission of teaching minds, touching hearts, and transforming lives come alive in you.

Animo La Salle!



BR. RAYMUNDO B. SUPLIDO FSC
De La Salle University President





PREAMBLE

Deeply moved, as St. John Baptist de La Salle was, by the plight of the poor and youth-at-risk, we, the members of the Lasallian schools in the Philippines, commit ourselves to the Lasallian Mission of providing a human and Christian education to the young, especially in schools, with the service of the poor as priority, in order to evangelize and catechize, to promote peace and justice, accomplishing these together as a shared mission. We draw strength from the many Lasallians committed to incarnating our charism in our country today to serve the needs of Filipino youth, especially those at risk.

DECLARATION

Inflamed by the Holy Spirit, God's own Fire, we declare our commitment to the following:

- We shall work together as a national network of Lasallian schools in the Philippines for the efficient and effective implementation of the Lasallian Mission, following the directives of the De La Salle Brothers and the Philippine Lasallian Family as set by the General Chapter, the District Chapter, and the Philippine Lasallian Family Convocation.
- We shall ensure the integrity of the Lasallian Mission by setting the directions and standards applicable to the Philippine Lasallian schools and by monitoring their implementation.
- We shall promote the Lasallian Mission by fostering synergy, collaboration, and sharing among the Lasallian schools.
- We shall uphold the Lasallian values of faith, zeal for service, and communion in mission.

PRAYER

In all these, we, together and by association, dedicate our life and work to God, who alone guarantees the fulfillment of our Lasallian dream.

PREAMBLE

De La Salle University in Manila the Philippines is an internationally recognized Catholic university 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 research university, bridging faith and scholarship in the service of society, especially the poor.



CORE VALUES

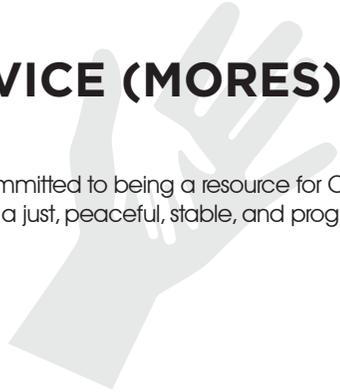
FAITH (RELIGIO)

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 (MORES)

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



COMMUNION (CULTURA)

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.



LASALLIAN VALUES AND LASALLIAN PRAYERS

SPIRIT OF FAITH

***“LET US REMEMBER WE ARE
IN THE MOST HOLY PRESENCE
OF GOD.”***

Remembering God's presence is how we tune in to God. It is how we discover His will for us in the present moment.

ZEAL FOR SERVICE

***“I WILL CONTINUE, O MY GOD
TO DO ALL MY ACTIONS FOR THE
LOVE OF YOU.”***

Everything I do becomes a gift to God if it springs out from a desire to love Him. God, in turn, takes my gifts and uses them to bring blessings to the lives of others.

COMMUNION IN MISSION

***“LIVE JESUS IN OUR HEARTS,
FOREVER!”***

If we allow Jesus to live in our hearts, we will realize we can be Jesus for one another.

LESSONS FROM THE FOUNDER

John Baptist de La Salle was a priest who lived in France over 300 years ago, and yet his story remains as relevant as ever, striking a chord to all of us who are called to faith.

He came from an affluent family, the eldest in a brood of 11. He was not considered a brilliant man, but he was hardworking, practical, armed with common sense, prudence, and good judgment.

And if there was one distinct leadership quality in him, it was that he knew how to take risks.

He first showed his extraordinary courage when he decided to give up his comfortable life of wealth to become involved in the education of poor children in France, a work that he believed was God's mission for him.

With the help of the Christian Brothers—the religious community that he founded—La Salle made education accessible to the last, the least, and the lost in society.

He introduced innovative methods of teaching and learning, showed genuine care for young people, lived with compassion despite adversity or failure, and developed a great sense of brotherhood and community.

This man lived a life of total surrender to God's will. Today, Lasallian education has spread to over 80 different countries across the globe.



St. John Baptist de La Salle



HOW LA SALLE CAME TO THE PHILIPPINES

The modern educational landscape owes, in large part, its foundation to the revolutionary work of our Founder, St. John Baptist de La Salle. Considered "a traitor to his class," La Salle left his affluent origins to follow what he believed, was God's will.

La Salle sought ways to bring hope and transform the lives of poor families during his time, and he did so by pioneering methods of instruction, introducing curricula that formed the Christian values and practical skills of students, and generating a strong sense of commitment to excellence and service among the Christian Brothers and the products of La Salle schools.

From these radical beginnings, it comes as no surprise that Lasallian education expanded across the globe as a result of other revolutions.

1789

FRENCH REVOLUTION

All members of the clergy in France were forced to pledge their loyalty to the revolutionary government. The Christian Brothers who originated from this country sought refuge in Switzerland, Matinique, or Belgium.



1799

NAPOLEON BONAPARTE'S RISE TO POWER

The Christian Brothers were granted the unique governmental status to fulfill Bonaparte's idea of educational reforms. They established the first comprehensive public school system in Europe.

1870

FRANCE DEFEATED BY GERMANY

The Brothers decided to set sail for new territories, to avoid rabid anti-clerical revolutionaries. They first went to Ireland, which became a rich source of novitiates. Later they would go all across the United States, Singapore, Spain, West Malaya, India, Burma, Indo-china, Ceylon, and Hong Kong.

100

YEARS OF DE LA SALLE UNIVERSITY



1921
De La Salle College transferred to its present site on Taft Avenue, Manila.

The architectural design of St. La Salle Hall was created by Tomas Mapua. It was the winning entry in a competition sponsored by the school.

During this time, many heads of state visited it, not the least of which were then-Governor-General Leonard Wood and Senate President Manuel Luis Quezon.

1924
Dr. Paul Monroe and a commission of American educators named La Salle as one of the best private schools in the Philippine Islands after an eight-month cross-country inspection.



1911
The Brothers of the Christian Schools opened the first La Salle School at 652 Calle Nozaleda, Paco, Manila with 100 students.

Nine Brothers (five Frenchmen, three Irish, and one American) formed what would be the first community of La Salle in the Philippines. They included Brothers Blimond (director), Louis, Aloysius, Camillus, Augusto, B. Joseph, C. John, William, and Martin.



1945
The War Years brought shell shock and damage to the school, both in terms of ruined buildings and human carnage. Sixteen Brothers and 25 civilians were massacred on February 12, 1945.

After World War II, the Brothers took the task of rebuilding the College and introducing new undergraduate programs.

1947
La Salle won its first postwar basketball trophy in the NCAA.



1930
Extracurricular clubs and activities flourished during this decade. La Salle's star shone brightly in the sports arena, with National Collegiate Athletic Association (NCAA) championships in basketball, football, and track events.

Back then, La Salle also had a 200-member Glee Club, a combo of jazz musicians, a reputed oratorical team, and a cheering squad named Yell Command.



1960
The University began extending financial assistance to deserving students.

1960
The Graduate School of Business was established.

1969
Elections for Student Council officers were held at La Salle for the first time.



1953
The undergraduate School of Arts and Sciences was established.

1954
The High School Department of DLSC was ranked No.1 among the Catholic boys' schools in Manila by the Bureau of Private Schools.

1956
Br. Bede Athanasius, the first Filipino to become a Brother of the Christian Schools from the Baguio Novitiate, began teaching at DLSC.

1959
The College of Education was re-established.



1971
Ariston Estrada Sr. was conferred the title Professor Emeritus, the first of such title given by DLSC.

DLSU opened its Computer Center, the first university in the country to do so.

1973
De La Salle College turned coeducational, opening its doors to 38 female students into the Colleges of Commerce, Engineering, and Arts and Science.

The Student Financial Assistance Program was established to manage and systematize all scholarship programs of the institution.

1975
The College was granted University status in recognition of its outstanding academic and professional contributions to Philippine private education.

1978
Br. Andrew Gonzalez FSC was named University President. He would serve until 1991, and again from 1994-1998.



1981
The University shifted its academic calendar from the traditional semestral schedule to a year-round trimestral calendar.

The University Research Office and the External Research Office were established. These became the precursors of the University Research Coordination Office.

1985
The University Library was inaugurated.

1986
DLSU was officially accepted in the University Athletic Association of the Philippines.

1987
DLSU, along with DLS-Zobel, DLSU-Dasmariñas, DLS-Health Sciences Campus, and DLS-College of Saint Benilde, established the DLSU System.



1994
The City Government of Manila named DLSU as one of the Ten Outstanding NGOs of Manila.

The University had full internet connection.

1996
DLSU Professional Schools, Inc. composed of the College of Computer Studies, the Graduate School of Business, and the Information Systems and Technology Center became the newest member of the DLSU System.

1999
DLSU participated in the First Lasallian Synod wherein members of the Philippine Lasallian Family renewed the Lasallian Mission.

The Star Scholars Program, the most comprehensive scholarship given by any university in the country, was introduced.



2002
DLSU became the first university in the country to earn the highest accreditation status from PAASCU.

2005
The College of Computer Studies garnered Level III accreditation for its BS Computer Science program. It was, at the time, the highest program accreditation status ever bestowed by PAASCU to a higher education institution.

2007
DLSU engineering students and faculty designed, built, and raced the country's first solar car, SINAG.

2009
All classrooms were installed Internet connections, LCD projectors, thin client computers, and hi-tech computers as part of the Technology-Enabled Learning Environment (TELE) Project.



2010
DLSU further pursued its advocacy on renewable energy with the development of the country's second solar car, SIKAT. With the support of industry partners, SIKAT made a cross-country tour to raise awareness on sustainable energy.

DLSU opens the College of Law.

2011
DLSU celebrated its centennial year.

2012
DLSU opens the Science and Technology Complex in Laguna.

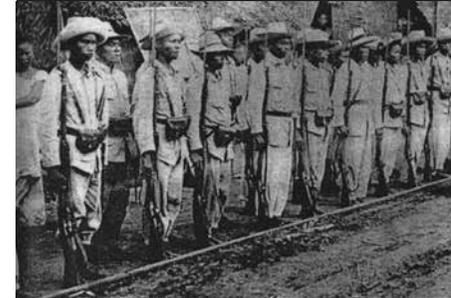
2013
SIKAT II places 3rd in the World Solar Challenge in Australia.

Civil Engineering, Electronics and Communication Engineering and Industrial Engineering programs became the 1st undergraduate engineering programs to be awarded with the highest accreditation in PAASCU.

2015
DLSU Eco car bags 1st place in Shell Eco Marathon.

1896

THE PHILIPPINE REVOLUTION



Anti-friar sentiments grew stronger as Filipinos fought for Philippine independence.

1911

ESTABLISHMENT OF THE FIRST LA SALLE SCHOOL IN THE COUNTRY

Manila Archbishop Jeremiah James Harty, himself a product of the Christian Brothers, sounded the alarm to Pope Pius X to stem the tide of Protestantism carried by the Thomasites—the pioneer American teachers in the country.

Nine Brothers were thus sent to Manila to establish the first La Salle school on Calle Nozaleda in Paco.



READY FOR ANOTHER CENTURY

De La Salle University is a well-secured learning environment with state-of-the-art facilities as well as cultural, sports, and spiritual venues to support the holistic development of its community members.

To ensure that the Manila campus is able to meet the physical requirements for academic, research, and other University activities, DLSU has embarked on a five-year redevelopment program called the Campus Renewal Plan (CRP), starting in 2009.

The CRP includes the creation of more open spaces or plazas; the restoration of the St. La Salle Hall, our iconic building symbolizing a century of Lasallian legacy to nation-building; and the construction of the DLSU Henry Sy, Sr. Centennial Hall, a crossroads for learning, research engagement, fellowship, and other campus activities, parts of which will be open to the public.

The University is also revolutionizing its DLSU Science and Technology Complex, Leandro V. Locsin Campus at the Laguna Technopark, which was established in 2003. This 55-hectare land is envisioned to be to be a leading-edge research institution that has a solid focus on science and technology.



TIPS TO ENJOY CAMPUS LIFE

There are countless lessons to be learned in college, but for every freshman who enters De La Salle University, it helps to remember these three tips to have a productive, fulfilling, and fun-filled journey as a student.

BE YOURSELF.

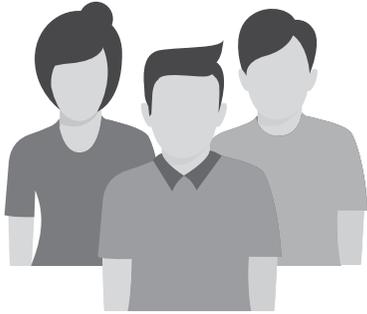
You are here because you want to know more about the world as much as about yourself. You are here because you are pursuing a dream. And you can start by being true to yourself, recognizing your talents, and developing these so that you will become a genuine resource for God and country.



BE PART OF A TEAM.

Stars are best remembered not in isolation, but as part of a constellation. A stellar performance is often achieved because of the collective efforts of individuals who gave their best and worked as a team.

Explore your potentials, build friendships, and learn the value of teamwork when you join in any of the student organizations or office units in the University.



BE READY FOR THE FUTURE.

Many human resource executives of big corporations attest that in their hiring process, they look not only into the academic record of their prospective applicants but also into their extra-curricular and community engagement.

Build your portfolio as you explore various avenues for growth. Multidisciplinary and collaborative undertakings will develop in you the values, knowledge, and skills needed in your future career.



GENERAL PROVISIONS

Section 1: General Directives

- 1.1 All undergraduate and graduate students 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, 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. Bookstore Committee,
 - 1.1.2.3. Dining Services Committee
 - 1.1.2.4. Committee on National Issues and Concerns,
 - 1.1.2.5. College Council,
 - 1.1.2.6. Enrollment Council,
 - 1.1.2.7. Honors and Awards Council,
 - 1.1.2.8. Lost and Found Disposition Committee,
 - 1.1.2.9. Multi-sectoral Committee on Student Fees,
 - 1.1.2.10. Physical Facilities Committee,
 - 1.1.2.11. University Scholarship Committee,
 - 1.1.2.12. Student Discipline Formation Board,
 - 1.1.2.13. Student Handbook Revision Committee,
 - 1.1.2.14. Task Force Safe School Committee,
 - 1.1.2.15. University Library Committee,
 - 1.1.2.16. University Mission Vision Week Executive Committee,
 - 1.1.2.17. University Panel for Case Conference, and
 - 1.1.2.18. University Information and Communication Technology Council;

- 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.
- 1.2. 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 some moment of silent reflection during the recitation of the Angelus.
 - 1.3. The University recognizes the hazards of smoking to health and declares the University premises, as defined on Sec. 5.5.2 (Student Discipline Formation), a non-smoking area.
 - 1.4. Students should be polite and courteous towards all persons within the University premises and at all times.
 - 1.5. 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
 - 1.6. 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 five (5) working days after payment for the replacement has been made. 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).
 - 1.7 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 day¹.

- 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 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 student's 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

¹ Please refer to Appendix Z for the Guidelines on the implementation of the ID Policy.

- 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 for private schools.
- 1.12.3 Elementary and high school levels
 - 1.12.3.1 When declared by the Department of Education for “elementary (grade school) and high school levels” in private schools; or
 - 1.12.3.2 When Typhoon Signal No. 2 or above is raised.
- 1.12.4 Pre-school (nursery and kinder) levels
 - 1.12.4.1 When declared by the Department of Education for “pre-school levels” in private schools; or
 - 1.12.4.2 When Typhoon Signal No. 1 or above is raised.
- 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.
- 1.14 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.
- 1.15 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.
- 1.16 The decision of the President and Chancellor will be communicated to the Office of the Vice President for Administration for

dissemination. The official announcement of the suspension of classes will be made through the following Official Facebook/ Twitter address.

De La Salle University

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

<http://twitter.com/#!/DLSUManila>

De La Salle University - Admin

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

http://twitter.com/dlsu_adm1n

De La Salle University - STC

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

De La Salle University - IS

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

- 1.17. The DLSU Taft campus is officially open from 6:00 a.m. to 10:00pm only. For DLSU-STC, campus is officially open from 6:00 am to 9:00 pm. Only those with permits will be allowed to enter earlier than and stay beyond these hours.
- 1.18 Campus access status, to be declared by the President and Chancellor or the Vice President for Administration, may be classified as follows:
 - 1.18.1 Open
 - 1.18.1.1 When this campus access status is in effect, the campus maintains normal operating hours – 0600 to 2200 – and activities.
 - 1.18.2 Restricted
 - 1.18.2.1 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.
 - 1.18.2.2 During severe weather conditions, when classes and office work are suspended, the campus is deemed on restricted campus access status one (1) hour after the suspension.

- 1.18.2.3 The campus is on restricted campus access status automatically from 10:00pm to 06:00am the following day, Mondays to Saturdays, and on Sundays and holidays.
- 1.18.2.4 When office work is suspended before classes for the day begin, personnel will still be allowed to enter the campus until 9:30am to allow them to secure important materials from their offices. However, all personnel must exit by 10:00am. 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.
- 1.18.3 Shelter-in-Place
- 1.18.3.1 This campus access status may be declared only when classes have begun for the day.
- 1.18.3.2 During suspension of classes and office work, everyone is expected to exit the campus within 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
- Science and Technology Complex**
- The East Canopy and East entrance of the Milagros Del Rosario Building
 - The front entrances of LC 1 and LC 2 buildings
- 1.18.3.3 During situations when students and personnel are stranded in campus, the University shall designate controlled holding areas for overnight stay.

- 1.18.3.4 While the status is in effect, loitering inside the campus and/or staying inside the office or work area are strictly prohibited.
- 1.18.4 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. Special Permits for Campus Access approved and issued prior to this status taking effect are deemed revoked.
- 1.18.5 The restrictions on campus access do not apply to the following:
- 1.18.5.1 The President and Chancellor
- 1.18.5.2 Vice Presidents and Vice Chancellors
- 1.18.5.3 Associate Vice Presidents and Associate Vice Chancellors
- 1.18.5.4 University Fellows
- 1.18.5.5 Deans and Vice Deans
- 1.18.5.6 Principal and Associate Principals
- 1.18.5.7 Director, Office of Personnel Management
- 1.18.5.8 La Salle Brothers, their special guest(s) and others who reside at the Brothers' Community
- 1.18.5.9 Contracted workers scheduled to work on campus
- 1.18.5.10 Technical workers from utility companies
- 1.18.6 The Special Permit for Campus Access is granted by the Office of the Vice President for Administration, through the Security and Safety Office or, in the case of the Science and Technology Complex, through the Office of the Vice President for STC.
- 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.
- 1.19.1 The University does not acknowledge permanent "reservation right".
- 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 periodic 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 students³ are required to undergo drug testing⁴ as part of the health and wellness program of the University.

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

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 or 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 prerequisites of the program.

² See Appendix M for the Guidelines in the Implementation of LFAD Drug Testing Program.

³ Students with ID 115 will undergo initial random drug testing anytime on their first year. The succeeding batches will be required thereafter.

⁴ Mandatory drug testing for students is considered by the government as entirely a “health” issue and aims to provide appropriate intervention, 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 (DDB Board Regulation No. 3 Series of 2009, Section 2, Letter A, paragraph no. 12)

List of Degree Programs

Ramon V. Del Rosario College of Business (RVR COB) Undergraduate Degrees

Degree Description	Code
Bachelor of Science in Accountancy	BSA
Bachelor of Science in Applied Corporate Management	BSAPC
Bachelor of Science in Entrepreneurship	BS-ENT
Bachelor of Science in Interdisciplinary Business Studies	BSIBS
Bachelor of Science in Interdisciplinary Business Studies minor in Economics	IBS-ECM
Bachelor of Science in Interdisciplinary Business Studies minor in Business Management	IBS-MGT
Bachelor of Science in Business Management	BSMGT
Bachelor of Science in Legal Management	BSLGL
Bachelor of Science in Management of Financial Institutions	BSFIN
Bachelor of Science in Advertising Management	BSADV
Bachelor of Science in Marketing Management	BSMKT
Bachelor of Science in Business Administration major in Operations Management (In STC)	BSBA-OM
Bachelor of Science in Entrepreneurship (In STC)	BSENTS

Graduate Degrees

Degree Description	Code
Master of Science in Accountancy	MSA
Diploma in Entrepreneurship	DIP-ENT
Diploma in Industrial Relations Management	DIPIRM
Master of Science in Entrepreneurship	MS-ENT
Master of Science in Industrial Relations Management	MSIRM
Doctor of Philosophy in Business	PHDBUS09
Master of Business Administration	MBA-JD
Diploma in Financial Engineering	DIP-FE
Master of Science in Computational Finance	MSCF

Diploma in Management	PGDM
Master of Business Administration	MBA
Master of Business Administration major in Finance	MBA-FIN
Master of Business Administration major in Human Resources Management	MBA-HRM
Master of Business Administration major in International Business	MBA-INB
Master of Business Administration major in Marketing	MBA-MKT
Doctor of Business Administration	DBA
Diploma in Marketing	DIPMKTG
Master of Marketing Communications	MMC
Diploma in Property Management	DPPM
Master of Business Administration	MBA
Master of Science in Computational Finance	MSCF
Master of Science in Marketing	MSMKTG

School of Economics (SOE)

Undergraduate Degrees

Degree Description	Code
Bachelor of Arts major in Economics	AB- ECM
Bachelor of Science in Applied Economics and Bachelor of Science in Advertising Management	AE-ADV
Bachelor of Science in Applied Economics and Bachelor of Science in Applied Corporate Management	AE-APC
Bachelor of Science in Applied Economics and Bachelor of Science in Accountancy	AE-BSA
Bachelor of Science in Applied Economics and Bachelor of Science in Commerce	AE-BSC
Bachelor of Science in Applied Economics and Bachelor of Science in Management of Financial Institutions	AE-FIN
Bachelor of Science in Applied Economics and Bachelor of Science in Legal Management	AE-LGL
Bachelor of Science in Applied Economics and Bachelor of Science in Business Management	AE-MGT
Bachelor of Science in Applied Economics and Bachelor of Science in Marketing Management	AE-MKT
Bachelor of Science in Applied Economics	BS-AEC
Bachelor of Science in Economics (Ladderized)	BSMSECO

Bachelor of Arts major in Economics and Bachelor of Science in Advertising Management	ECM-ADV
Bachelor of Arts major in Economics and Bachelor of Science in Applied Corporate Management	ECM-APC
Bachelor of Arts major in Economics and Bachelor of Science in Accountancy	ECM-BSA
Bachelor of Arts major in Economics and Bachelor of Science in Management of Financial Institutions	ECM-FIN
Bachelor of Arts major in Economics and Bachelor of Science in Legal Management	ECM-LGL
Bachelor of Arts major in Economics and Bachelor of Science in Business Management	ECM-MGT
Bachelor of Arts major in Economics and Bachelor of Science in Marketing Management	ECM-MKT

Graduate Degrees

Degree Description	Code
Master in Applied Economics	M-AE
Master of Science in Economics (Ladderized)	MSECAEL
Master of Science in Economics	MSECO
Master in Economics	NTMECO
Doctor of Philosophy in Economics (Ladderized)	PDLADEC

College of Computer Studies (CCS)

Undergraduate Degrees

Degree Description	Code
Bachelor of Science in Computer Science	CS
Bachelor of Science in Computer Science major in Computer Systems Engineering	CS-CSE
Bachelor of Science in Computer Science with specialization in Network Engineering	CS-NE
Bachelor of Science in Information System	BSINSYS
Bachelor of Science in Computer Science major in Instructional Systems Technology	CS-IST
Bachelor of Science in Computer Science with specialization in Software Technology	CS-ST
Bachelor in Science in Information System (in STC)	BSISS
Bachelor of Science in Computer Science (in STC)	BSCSS

Graduate Degrees

Degree Description	Code
Diploma Program in Computer Science	DIPCS
Master of Computer Science	MCS
Master of Science in Computer Science	MSCS
Master of Science in Teaching in Computer Science	MSTCS
Doctor of Philosophy in Computer Science	PHDCS
Master in Computer Application	MCA
Master of Science in Information Technology	MSIT
Master in Information Technology (Non Thesis)	NTMINTE
Doctor in Information Technology	DITECH10

Gokongwei College of Engineering (GCOE)

Undergraduate Degrees

Degree Description	Code
Bachelor of Science in Chemical Engineering	CHE
Bachelor of Science in Chemical Engineering minor in Semiconductor Processing	CHE-SEM
Bachelor of Science in Civil Engineering	CIV
Bachelor of Science in Civil Engineering with specialization in Construction Technology and Management	CIV-CTM
Bachelor of Science in Civil Engineering with specialization in Hydraulics and Water Resources Engineering	CIV-HWR
Bachelor of Science in Civil Engineering with specialization in Structural Engineering	CIV-STE
Bachelor of Science in Civil Engineering with specialization in Transportation Engineering	CIV-TRE
Bachelor of Science in Computer Engineering	CPE
Bachelor of Science in Electronics Engineering	ECE2
Bachelor of Science in Industrial Management Engineering minor in Information Technology	BSIMEIT
Bachelor of Science in Industrial Management Engineering minor in Service Management	BSIMESM
Bachelor of Science in Industrial Engineering	IE
Bachelor of Science in Industrial Management Engineering minor in Information Technology	IME-IT
Bachelor of Science in Industrial Management Engineering minor in Service Management	IME-SM

Bachelor of Science in Manufacturing Engineering and Management	MEM
Bachelor of Science in Manufacturing Engineering and Management with specialization in Biomedical Engineering	MEM-BME
Bachelor of Science in Manufacturing Engineering and Management with specialization in Mechatronics and Robotics Engineering	MEM-MR
Bachelor of Science in Mechanical Engineering	MEE
Bachelor of Science in Electronic Engineering (In STC)	ECE 2S
Bachelor of Science in Computer Engineering (In STC)	CPES
Bachelor of Science in Electronic Engineering (In STC)	IES

Graduate Degrees

Degree Description	Code
Master of Engineering major in Chemical Engineering	MEP-CHE
Master of Engineering major in Environmental Engineering and Management	MEP-ENVI
Master of Science in Chemical Engineering	MS-CHE
Master of Science in Environmental Engineering and Management	MSENV
Doctor of Philosophy in Chemical Engineering	PHD-CHE
Master of Engineering major in Civil Engineering	MEP-CE
Master of Science in Civil Engineering	MS-CE
Doctor of Philosophy in Civil Engineering	PHDCE
Master of Engineering in Education major in Electronics and Communications Engineering	MEE-ECE
Master of Engineering major in Electronics and Communications Engineering	MEP-ECE
Master of Science in Electronics and Communications Engineering	MS-ECE
Doctor of Philosophy in Electronics and Communications Engineering	PHD-ECE
Master of Engineering major in Industrial Engineering	MEP-IE
Master of Science in Industrial Engineering	MS-IE
Doctor of Philosophy in Industrial Engineering	PHD-IE
Master of Engineering major in Manufacturing Engineering	MEP-MFG
Master of Science in Manufacturing Engineering	MS-MFGE
Master of Engineering in Education major in Mechanical Engineering	MEE-ME
Master of Engineering major in Mechanical Engineering	MEP-ME
Master of Science in Mechanical Engineering	MS-ME
Doctor of Philosophy in Mechanical Engineering	PHD-ME

College of Liberal Arts (CLA)

Undergraduate Degrees

Degree Description	Code
Bachelor of Arts in Behavioral Science major in Organizational and Social Systems Development	AB-OSDM
Bachelor of Arts major in Psychology	AB-PSM
Bachelor of Arts in Sports Studies	AB-SPM
Bachelor of Arts major in Behavioral Science and Bachelor of Science in Advertising Management	BSM-ADV
Bachelor of Arts major in Behavioral Science and Bachelor of Science in Applied Corporate Management	BSM-APC
Bachelor of Arts major in Behavioral Science and Bachelor of Science in Accountancy	BSM-BSA
Bachelor of Arts major in Behavioral Science and Bachelor of Science in Entrepreneurship	BSM-ENT
Bachelor of Arts major in Behavioral Science and Bachelor of Science in Management of Financial Institutions	BSM-FIN
Bachelor of Arts major in Behavioral Science and Bachelor of Science in Legal Management	BSM-LGL
Bachelor of Arts major in Behavioral Science and Bachelor of Science in Business Management	BSM-MGT
Bachelor of Arts major in Behavioral Science and Bachelor of Science in Marketing Management	BSM-MKT
Bachelor of Arts in Behavioral Science major in Organizational and Social Systems Development and Bachelor of Science in Advertising Management	OSD-ADV
Bachelor of Arts in Behavioral Science major in Organizational and Social Systems Development and Bachelor of Science in Accountancy	OSD-BSA
Bachelor of Arts in Behavioral Science major in Organizational and Social Systems Development and Bachelor of Science in Management of Financial Institutions	OSD-FIN
Bachelor of Arts in Behavioral Science major in Organizational and Social Systems Development and Bachelor of Science in Legal Management	OSD-LGL
Bachelor of Arts in Behavioral Science major in Organizational and Social Systems Development and Bachelor of Science in Business Management	OSD-MGT
Bachelor of Arts in Behavioral Science major in Organizational and Social Systems Development and Bachelor of Science in Marketing Management	OSD-MKT

Bachelor of Arts major in Communication Arts	AB-CAM
Bachelor of Arts major in Organizational Communication	AB-OCM
Bachelor of Arts major in Communication Arts and Bachelor of Science in Advertising Management	CAM-ADV
Bachelor of Arts major in Communication Arts and Bachelor of Science in Applied Corporate Management	CAM-APC
Bachelor of Arts major in Communication Arts and Bachelor of Science in Accountancy	CAM-BSA
Bachelor of Arts major in Communication Arts and Bachelor of Science in Entrepreneurship	CAM-ENT
Bachelor of Arts major in Communication Arts and Bachelor of Science in Management of Financial Institutions	CAM-FIN
Bachelor of Arts major in Communication Arts and Bachelor of Science in Legal Management	CAM-LGL
Bachelor of Arts major in Communication Arts and Bachelor of Science in Business Management	CAM-MGT
Bachelor of Arts major in Communication Arts and Bachelor of Science in Marketing Management	CAM-MKT
Bachelor of Arts major in Organizational Communication and Bachelor of Science in Advertising Management	OCM-ADV
Bachelor of Arts major in Organizational Communication and Bachelor of Science in Applied Corporate Management	OCM-APC
Bachelor of Arts major in Organizational Communication and Bachelor of Science in Accountancy	OCM-BSA
Bachelor of Arts major in Organizational Communication and Bachelor of Science in Entrepreneurship	OCM-ENT
Bachelor of Arts major in Organizational Communication and Bachelor of Science in Management of Financial Institutions	OCM-FIN
Bachelor of Arts major in Organizational Communication and Bachelor of Science in Legal Management	OCM-LGL
Bachelor of Arts major in Organizational Communication and Bachelor of Science in Business Management	OCM-MGT
Bachelor of Arts major in Organizational Communication and Bachelor of Science in Marketing Management	OCM-MKT
Bachelor of Arts in Philippine Studies major in Filipino in Mass Media	AB-PHM
Bachelor of Arts in Philippine Studies major in Filipino in Mass Media and Bachelor of Science in Advertising Management	PHM-ADV

Bachelor of Arts in Philippine Studies major in Filipino in Mass Media and Bachelor of Science in Applied Corporate Management	PHM-APC
Bachelor of Arts in Philippine Studies major in Filipino in Mass Media and Bachelor of Science in Accountancy	PHM-BSA
Bachelor of Arts in Philippine Studies major in Filipino in Mass Media and Bachelor of Science in Entrepreneurship	PHM-ENT
Bachelor of Arts in Philippine Studies major in Filipino in Mass Media and Bachelor of Science in Management of Financial Institutions	PHM-FIN
Bachelor of Arts in Philippine Studies major in Filipino in Mass Media and Bachelor of Science in Legal Management	PHM-LGL
Bachelor of Arts in Philippine Studies major in Filipino in Mass Media and Bachelor of Science in Business Management	PHM-MGT
Bachelor of Arts in Philippine Studies major in Filipino in Mass Media and Bachelor of Science in Marketing Management	PHM-MKT
Bachelor of Arts major in History	AB-HIM
Bachelor of Arts major in History and Bachelor of Science in Advertising Management	HIM-ADV
Bachelor of Arts major in History and Bachelor of Science in Applied Corporate Management	HIM-APC
Bachelor of Arts major in History and Bachelor of Science in Accountancy	HIM-BSA
Bachelor of Arts major in History and Bachelor of Science in Entrepreneurship	HIM-ENT
Bachelor of Arts major in History and Bachelor of Science in Management of Financial Institutions	HIM-FIN
Bachelor of Arts major in History and Bachelor of Science in Legal Management	HIM-LGL
Bachelor of Arts major in History and Bachelor of Science in Business Management	HIM-MGT
Bachelor of Arts major in History and Bachelor of Science in Marketing Management	HIM-MKT
Bachelor of Arts in International Studies major in American Studies	AB-ISA
Bachelor of Arts in International Studies major in European Studies	AB-ISE
Bachelor of Arts in International Studies major in Japanese Studies	AB-ISJ

Bachelor of Arts in International Studies major in American Studies and Bachelor of Science in Advertising Management	ISA-ADV
Bachelor of Arts in International Studies major in American Studies and Bachelor of Science in Applied Corporate Management	ISA-APC
Bachelor of Arts in International Studies major in American Studies and Bachelor of Science in Accountancy	ISA-BSA
Bachelor of Arts in International Studies major in American Studies and Bachelor of Science in Entrepreneurship	ISA-ENT
Bachelor of Arts in International Studies major in American Studies and Bachelor of Science in Management of Financial Institutions	ISA-FIN
Bachelor of Arts in International Studies major in American Studies and Bachelor of Science in Legal Management	ISA-LGL
Bachelor of Arts in International Studies major in American Studies and Bachelor of Science in Business Management	ISA-MGT
Bachelor of Arts in International Studies major in American Studies and Bachelor of Science in Marketing Management	ISA-MKT
Bachelor of Arts in International Studies major in European Studies and Bachelor of Science in Advertising Management	ISE-ADV
Bachelor of Arts in International Studies major in European Studies and Bachelor of Science in Applied Corporate Management	ISE-APC
Bachelor of Arts in International Studies major in European Studies and Bachelor of Science in Accountancy	ISE-BSA
Bachelor of Arts in International Studies major in European Studies and Bachelor of Science in Entrepreneurship	ISE-ENT
Bachelor of Arts in International Studies major in European Studies and Bachelor of Science in Management of Financial Institutions	ISE-FIN
Bachelor of Arts in International Studies major in European Studies and Bachelor of Science in Legal Management	ISE-LGL
Bachelor of Arts in International Studies major in European Studies and Bachelor of Science in Business Management	ISE-MGT
Bachelor of Arts in International Studies major in European Studies and Bachelor of Science in Marketing Management	ISE-MKT
Bachelor of Arts in International Studies major in Japanese Studies and Bachelor of Science in Advertising Management	ISJ-ADV

Bachelor of Arts in International Studies major in Japanese Studies and Bachelor of Science in Applied Corporate Management	ISJ-APC
Bachelor of Arts in International Studies major in Japanese Studies and Bachelor of Science in Accountancy	ISJ-BSA
Bachelor of Arts in International Studies major in Japanese Studies and Bachelor of Science in Entrepreneurship	ISJ-ENT
Bachelor of Arts in International Studies major in Japanese Studies and Bachelor of Science in Management of Financial Institutions	ISJ-FIN
Bachelor of Arts in International Studies major in Japanese Studies and Bachelor of Science in Legal Management	ISJ-LGL
Bachelor of Arts in International Studies major in Japanese Studies and Bachelor of Science in Business Management	ISJ-MGT
Bachelor of Arts in International Studies major in Japanese Studies and Bachelor of Science in Marketing Management	ISJ-MKT
Bachelor of Arts major in Literature	AB-LIM
Bachelor of Arts major in Literature and Bachelor of Science in Advertising Management	LIM-ADV
Bachelor of Arts major in Literature and Bachelor of Science in Applied Corporate Management	LIM-APC
Bachelor of Arts major in Literature and Bachelor of Science in Accountancy	LIM-BSA
Bachelor of Arts major in Literature and Bachelor of Science in Entrepreneurship	LIM-ENT
Bachelor of Arts major in Literature and Bachelor of Science in Management of Financial Institutions	LIM-FIN
Bachelor of Arts major in Literature and Bachelor of Science in Legal Management	LIM-LGL
Bachelor of Arts major in Literature and Bachelor of Science in Business Management	LIM-MGT
Bachelor of Arts major in Literature and Bachelor of Science in Marketing Management	LIM-MKT
Bachelor of Arts major in Philosophy	AB-PLM
Bachelor of Arts major in Philosophy and Bachelor of Science in Advertising Management	PLM-ADV
Bachelor of Arts major in Philosophy and Bachelor of Science in Applied Corporate Management	PLM-APC
Bachelor of Arts major in Philosophy and Bachelor of Science in Accountancy	PLM-BSA
Bachelor of Arts major in Philosophy and Bachelor of Science in Entrepreneurship	PLM-ENT

Bachelor of Arts major in Philosophy and Bachelor of Science in Management of Financial Institutions	PLM-FIN
Bachelor of Arts major in Philosophy and Bachelor of Science in Legal Management	PLM-LGL
Bachelor of Arts major in Philosophy and Bachelor of Science in Business Management	PLM-MGT
Bachelor of Arts major in Philosophy and Bachelor of Science in Marketing Management	PLM-MKT
Bachelor of Arts in Development Studies	AB-DSM
Bachelor of Arts major in Political Science	AB-POM
Bachelor of Arts in Development Studies and Bachelor of Science in Advertising Management	DSM-ADV
Bachelor of Arts in Development Studies and Bachelor of Science in Applied Corporate Management	DSM-APC
Bachelor of Arts in Development Studies and Bachelor of Science in Accountancy	DSM-BSA
Bachelor of Arts major in Development Studies and Bachelor of Science in Entrepreneurship	DSM-ENT
Bachelor of Arts in Development Studies and Bachelor of Science in Management of Financial Institutions	DSM-FIN
Bachelor of Arts in Development Studies and Bachelor of Science in Legal Management	DSM-LGL
Bachelor of Arts in Development Studies and Bachelor of Science in Business Management	DSM-MGT
Bachelor of Arts in Development Studies and Bachelor of Science in Marketing Management	DSM-MKT
Bachelor of Arts major in Political Science and Bachelor of Science in Advertising Management	POM-ADV
Bachelor of Arts major in Political Science and Bachelor of Science in Applied Corporate Management	POM-APC
Bachelor of Arts major in Political Science and Bachelor of Science in Accountancy	POM-BSA
Bachelor of Arts major in Political Science and Bachelor of Science in Entrepreneurship	POM-ENT
Bachelor of Arts major in Political Science and Bachelor of Science in Management of Financial Institutions	POM-FIN
Bachelor of Arts major in Political Science and Bachelor of Science in Legal Management	POM-LGL
Bachelor of Arts major in Political Science and Bachelor of Science in Business Management	POM-MGT
Bachelor of Arts major in Political Science and Bachelor of Science in Marketing Management	POM-MKT

Bachelor of Science in Psychology	BS-PSYC
Bachelor of Arts major in Psychology and Bachelor of Science in Advertising Management	PSM-ADV
Bachelor of Arts major in Psychology and Bachelor of Science in Applied Corporate Management	PSM-APC
Bachelor of Arts major in Psychology and Bachelor of Science in Accountancy	PSM-BSA
Bachelor of Arts major in Psychology and Bachelor of Science in Entrepreneurship	PSM-ENT
Bachelor of Arts major in Psychology and Bachelor of Science in Management of Financial Institutions	PSM-FIN
Bachelor of Arts major in Psychology and Bachelor of Science in Legal Management	PSM-LGL
Bachelor of Arts major in Psychology and Bachelor of Science in Business Management	PSM-MGT
Bachelor of Arts major in Psychology Bachelor of Science in Marketing Management	PSM-MKT
Bachelor of Arts in Communication (in STC)	AB-CAMS

Graduate Degrees

Degree Description	Code
Master of Arts in Applied Behavioral Science	MAABEHS
Master of Arts in Behavioral Science	MABESC
Master of Health Social Science	MAHESOS
Master of Arts in Behavioral Science with a track in Organizational and Social Systems Development	MBEOSD11
Master of Arts in Behavioral Science with a track in Environmental Studies	MBESES11
Master in Environmental Social Science	MENVSOS
Doctor of Philosophy in Sociology	PHDSOC
Master of Arts in Communication major in Applied Media Technology Studies	MACOMMS
Master sa Sining sa Araling Filipino - Wika, Kultura, Midya	MAARFIL
Master of Arts in Language and Literature major in Filipino	MALLFIL
Master of Arts in Philippine Studies	MAPHIST
Doctor of Arts in Language and Literature major in Filipino	DALLFIL
Doktor sa Pilosopiya sa Araling Filipino - Wika, Kultura, Midya	PHARFIL

Doctor of Philosophy in Filipino major in Language and Literature (Ladderized)	PHDFILL
Doctor of Philosophy in Filipino major in Translation (Ladderized)	PHDFILT
Master of Arts in History	MAHISTO
Master in History	NTMHIST
Master of Arts in Asian Studies major in Japanese Studies	MAAS-JS
Master of Arts in International Studies major in European Studies	MAIS-ES
Master of Arts in Language and Literature major in English	MALLENG
Master of Arts in Language and Literature major in Literature	MALLLIT
Master of Arts in Teaching Literature	MATELIT
Master of Fine Arts in Creative Writing	MFACREA
Doctor of Arts in Language and Literature major in English	DALLENG
Doctor of Arts in Language and Literature major in Literature	DALLLIT
Doctor of Philosophy in Literature (Ladderized)	PHDLITL
Doctor of Philosophy in Literature - Revised	PHDLITR
Doctor of Philosophy in Literature	PHDLITT
Master of Arts in Philosophy	MAPHILO
Doctor of Philosophy in Philosophy (Ladderized)	PDLADPH
Doctor of Philosophy in Philosophy	PDPHILO
Master of Arts in Development Policy	MADEPOL
Master of Arts in Political Science	MAPOLSC
Master of Arts in Political Science - Non Thesis	NTMAPOL
Master in Political Science	NTMPOLS
Doctor of Philosophy in Development Studies (Research)	DDEVESR
Doctor of Philosophy in Development Studies	DDEVEST
Diploma in Industrial and Organizational Psychology	DIPIOPS
Master in Industrial and Organizational Psychology	MIOPSY
Master of Science in Psychology	MSPSYCH
Master of Science in Psychology major in Clinical Psychology	MSPSYCP
Master of Science in Psychology major in Human Development	MSPSYHD
Master of Science in Psychology major in Industrial/Organizational Psychology	MSPSYIO

Master of Science in Psychology major in Psychological Measurement	MSPSYPM
Master of Science in Psychology major in Social and Cultural Psychology	MSPSYSC
Master in Psychology	NTMPSYC
Certificate in Teaching Religion	CERTREL
Diploma in Lasallian Studies	DIPLS
Master of Arts in Education major in Religious and Values Education with specialization in Formative Counseling/Spiritual Direction	MA-FCSD
Master of Arts in Applied Theology	MA-THEO
Master of Arts in Religious Formation	MAREFOR 2
Master of Arts in Religious Education	MARELED
Master of Education major in Religious and Values Education	MEDRVE
Master of Education major in Religious and Values Education (Non-Thesis)	NTMERVE
Master of Education major in Religious and Values Education with specialization in Formative Counseling/Spiritual Direction (Non-Thesis)	NTMFCSD
Master of Arts in Applied Theology (Non-Thesis)	NTMTHEO
Doctor of Applied Theology	DA-THEO
Doctor of Education major in Religious Education and Values Education	DERVED
Doctor of Philosophy in Applied Theology	PHDTHEO

College of Science (COS) Undergraduate Degrees

Degree Description	Code
Bachelor of Science in Biology	BS-BIO
Bachelor of Science in Biology minor in Business Studies	BSBIOBM
Bachelor of Science in Chemistry	BS-CHY
Bachelor of Science in Chemistry minor in Business Studies	BS-CHYB
Bachelor of Science major in Chemistry	BS-PCHY
Bachelor of Science in Biochemistry	BSBCHEM
Bachelor of Science in Chemistry - Master of Education major in Chemistry (Straight Program)	BSMECHY
Bachelor of Science in Statistics major in Actuarial Science	BS-STAT

Bachelor of Science in Mathematics with specialization in Statistics and Computer Applications	BSM-ASC
Bachelor of Science in Mathematics with specialization in Business Applications	MTH-BAP
Bachelor of Science in Mathematics with specialization in Computer Applications	MTH-CAP
Bachelor of Science in Physics with specialization in Computer Applications	BS-PHY
Bachelor of Science in Physics minor in Economics	BSPHYEC
Bachelor of Science in Physics minor in Finance	BSPHYFI
Bachelor of Science in Medical Physics with specialization in Medical Instrumentation	MED-PHY
Bachelor of Science in Physics with specialization in Materials Science	PHY-MAT
Bachelor of Science in Physics with specialization in Medical Instrumentation	PHY-MED
Bachelor of Science in Premed Physics	PHY-PMD

Graduate Degrees

Degree Description	Code
Master of Science in Biology	MS-BIO
Master of Science in Environmental Science and Ecosystem Management	MS-ESEM
Master of Science in Environmental Science	MSENSCI
Master in Biology	NTMBIO
Doctor of Philosophy in Biology	PHD-BIO
Master of Science in Chemistry	MS-CHEM
Master of Chemistry	NTMCHEM
Doctor of Philosophy in Chemistry	PHD-CHY
Master of Science in Mathematics	MS-MATH
Master of Mathematics	NTMMATH
Doctor of Philosophy in Mathematics	PHD-MTH
Doctor of Philosophy in Mathematics (Straight Program)	PHDSMTH
Master of Science in Physics	MS-PHY
Master in Physics	NTMPHY
Doctor of Philosophy in Physics	PHD-PHY
Doctor of Philosophy in Physics (Straight Program)	PHDSPHY

College of Education (CED)

Undergraduate Degrees

Degree Description	Code
Bachelor of Secondary Education major in English	BSE-ENG
Bachelor of Elementary Education major in Early Childhood Education	EED-ECED
Bachelor of Secondary Education major in Biology	BSE-BIO
Bachelor of Secondary Education major in Mathematics with specialization in Computer Application	BSE-CAP
Bachelor of Secondary Education major in Chemistry	BSE-CHE
Bachelor of Secondary Education major in Mathematics	BSE-MAT
Bachelor of Secondary Education major in Physics	BSE-PHY
Bachelor of Secondary Education major in Physical Sciences	BSE-PSC

Graduate Degrees

Degree Description	Code
Diploma in School Counseling	DIPSCHG
Master of Arts in Counseling	MACLING
Master of Arts in Education major in Guidance and Counseling	MAED-GC
Master of Arts in Education major in Student Affairs and Services Management	MAESASM
Master in Learning and Teaching	MALT
Master of Science in Guidance and Counseling	MS-GC
Master of Science in Educational Measurement and Evaluation	MSEDMEV
Master of Arts in Counseling	NTMACLG
Master of Arts in School Counseling	NTMASCO
Doctor of Philosophy in Educational Psychology	DEPSYC
Doctor of Philosophy in Counseling Psychology major in Clinical Counseling	DPCPSC09
Doctor of Philosophy in Counseling Psychology major in Industrial Counseling	DPCPSI09
Doctor of Philosophy in Counseling Psychology major in School Counseling	DPCPSS09
Doctor of Philosophy in Counseling Psychology	DPCPSY09
Doctor of Philosophy in Educational Research, Evaluation and Measurement	PHDEREM
Diploma in Teaching English as a Second/Foreign Language	DIPESFL

Master of Arts in English Language Education	MAELED
Master of Arts in English Language Education major in English for Specific Purposes	MAELEDE
Master of Arts in English Language Education major in Reading Education	MAELEDR
Master of Arts in English Language Education major in Second Language Teaching	MAELED S
Master of Arts in Reading Education	MAREADE
Master of Arts in Teaching major in English Language	MAT-EL
Master of Arts in Teaching major in English Language (Non-Thesis)	NTMATEL
Doctor of Philosophy in Applied Linguistics	PHDAPLN
Doctor of Philosophy in Applied Linguistics (Straight Program)	PHDAPLS
Teacher Certificate Program	TCPEDUC
Master of Arts in Early Childhood Education	MAECED
Master of Arts in Education major in Early Childhood Education	MAEDECD
Master of Arts in Education major in Educational Leadership and Management	MAEDEL M
Master of Arts in Education major in Educational Management	MAEDMGT
Master of Arts in Education major in Special Education	MAEDSPD
Master of Arts in Education major in Educational Technology	MAEDTEC
Master of Arts major in Special Education	MAESPED
Master of Education major in School Leadership	MEDSL
Master of Science in Educational Management	MSEDMGT
Master of Education major in Early Childhood Education (Non Thesis)	NTMECED
Master of Education major in Educational Leadership	NTMEDEL
Master of Education major in Educational	NTMEELM
Master of Education major in School Leadership	NTMESCL
Master of Education major in Special Education	NTMSPED
Doctor of Education major in Educational Management	DEEDMGT
Doctor of Philosophy in Education major in Educational Leadership and Management	PHDELM
Doctor of Philosophy in Education major in Educational Leadership and Management	PHDELMX
Master of Arts in Teaching General Science	MATGSCI

Master of Arts in Education major in Biology	MEDBIO
Master of Arts in Education major in Chemistry	MEDCHEM
Master of Education major in General Science	MEDGSCI
Master of Arts in Education major in Mathematics	MEDMATH
Master of Arts in Education major in Physics	MEDPHY
Master of Science in Teaching General Science	MGENSCI
Master of Science in Teaching major in Biology	MST-BIO
Master of Science in Teaching major in Physics	MST-PHY
Master of Science in Teaching major in Chemistry	MSTCHEM
Master of Science in Teaching major in Mathematics	MSTMATH
Master of Education major in Biology	NTMEBIO
Master of Education major in Chemistry	NTMECHE
Master of Education major in General Science	NTMEGSC
Master of Education major in Mathematics	NTMEMAT
Master of Education major in Physics	NTMEPHY
Doctor of Philosophy in Science Education major in Biology	DSEDBIO
Doctor of Philosophy in Science Education major in Chemistry	DSEDCHE
Doctor of Philosophy in Science Education major in Mathematics	DSEDMAT
Doctor of Philosophy in Science Education major in Physics	DSEDPHY

College of Law (COL)

Degree Description	Code
Juris Doctor	JDCTR

- 2.3 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 applying to shift begins on the first week of the term. The schedule and procedures for shifting are available through the bulletin board and Internet postings of the Office of the University Registrar.

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 with the student's name and ID number. Hard copies should be signed. For e-mailed 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 the OUR, the Finance and Accounting Office, SDFO, and the Dean's Office, for and on behalf of a student, should present a duly notarized letter of authorization as may be required by the office concerned.

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 differences 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 inappropriately⁵.

- 4.2. Students should follow the standard classroom policies and procedures.
 - 4.2.1. Appropriate 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.
 - 4.2.3. Use of instructional equipment and materials in classrooms for academic and related purposes, following the guidelines on venue and equipment reservation⁶.
 - 4.2.4. Proper care and responsible use of all classroom equipment, furniture and other gadgets of the University.

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 to the SDFO for investigation. The student must proceed immediately to the SDFO to 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 up to the time of re-admission. The SDFO shall inform the complainant of whatever actions it may have taken on the case.

- 4.3 Students should observe proper decorum and attire during academic and non-academic events held in auditoriums and theaters on and off-campus⁷.
- 4.4 Noisy and disruptive behaviors, which distract ongoing classes and activities like the Angelus, are not tolerated. In addition, everyone is expected to remain where they are during the recitation of the Angelus, regardless of his/her religious affiliation.
- 4.5 Posted directions should be carefully observed in classrooms, at the University Library, in the canteens, in restrooms and in

⁵ See Appendix Z: Implementing Guidelines of the Dress Code Policy and list of inappropriate campus attire.

⁶ <https://my.dlsu.edu.ph/rrs/Docs/ReservationAndRoomAndFacilitiesUseGuidelines.pdf>

⁷ See Appendix Z: Guidelines on Proper Theater Decorum

other buildings or places within the University's jurisdiction. Areas exclusive for men or women (e.g., ladies' and men's rooms), which are marked accordingly, are off limits to the opposite sex.

- 4.6 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) and the SDFO.
- 4.7 The University encourages students to use campus facilities for business meetings and for 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 University regulations on the use of such facilities.
- 4.8 Students who invite guests from outside the campus (e.g., lecturers, speakers and seminar participants) are requested to submit a visitors' list to the Office of the Associate Vice Chancellor for Campus Development, indicating the names of the campus visitors, the purpose of their visit, and the expected time of their arrival. This will be forwarded to the security-on-detail for proper information.
- 4.9 Any student suspected to be a threat or danger to himself or herself, to others, or both because of psychological reasons should be referred to the Office of Counseling and Career Services. The Vice-dean of the student concerned shall convene a committee, whose members include the Director of OCCS, an SDFO representative, a representative from the University Clinic, and student and faculty representatives who personally know the student concerned. 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.
- 4.10 Students cannot participate 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, without the approval of the college Vice-dean (for academic activities) or the Dean of Student Affairs (for non-academic activities). Participation in activities as individuals and not as representatives of the University is not included in this reservation.

- 4.11 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 (StratCom) through the Dean of Student Affairs (DSA).
- 4.12 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.

4.13 **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 requirements, 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:

- 4.13.1 Provide a disclaimer stating that the work is not entirely his/hers;
- 4.13.2 The work cannot be published without the written consent of the group of authors;
- 4.13.3 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.

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.

- 4.14 The University recognizes the value of genuine concern for the environment. Students are encouraged to observe practices that put this value into action.
- 4.15 Faculty members, administrators, or staff members, in their obligation to exercise judgment as special parents, may call the attention of students whose behavior and actions do not uphold the provisions on this Handbook.
- 4.16 Students are encouraged to observe elevator courtesy. Students who will violate will be subjected to Sec. 5.3.2.3.

Section 5: Student Discipline Formation

Character formation and imbibing Lasallian values are the ultimate objectives of having rules and regulations on proper decorum and social norms in and outside the University. Student discipline plays a significant role in providing Lasallian students a world-class 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. In general, 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.
- 5.1.2. The SDFO is headed by the Director who plans, directs and supervises the office operations.
- 5.1.3. The Director of SDFO is assisted by the Coordinator, Secretary, respective Section Heads, and Discipline Officers assigned to the following:
 - 5.1.3.1 The Discipline, Education, Advocacy and Programs Section (DEAPS);
 - 5.1.3.2 The Discipline Enforcement Section (DES); and
 - 5.1.3.3 The Lost and Found Section (LFS).
- 5.1.4 The specific functions of the Student Discipline Formation Office are to:

- 5.1.4.1 Promote student discipline formation, ensure and maintain proper student's decorum, and instill the value of responsibility and vigilance to students;
- 5.1.4.2 Protect the students and promote peace and order in the campus through discipline education;
- 5.1.4.3 Enforce the pertinent provisions of the Student Handbook;
- 5.5.1.4 Manage the Lost and Found items of the Lasallian Community
- 5.1.4.5 Support and perform the administrative functions of the Student Discipline Formation Board (SDFB) and the University Panel for Case Conference (UPCC);
- 5.1.4.6 Attend to applications for student discipline clearances; and
- 5.1.4.7 Network with other offices and units of the University vis-à-vis student discipline and decorum.
- 5.1.5 The Discipline Education, Advocacy and Programs Section (DEAPS) carries out the discipline education, student formation and student support staff of the SDFO and all activities related to these programs; and collects and maintains the Non-Fraternity Contracts (NFC) requirement for admission of students. Its specific functions are to:
 - 5.1.5.1 Initiate, plan, prepare, review and evaluate, as well as revise or change the Discipline Education, Values Clarification and Development, and Student Support Staff Programs and related activities;
 - 5.1.5.2. Implement the Discipline Education, Values Clarification and Development, and Student Support Staff Programs and related activities;
 - 5.1.5.3 Conduct discipline education lectures during the Lasallian Personal Effectiveness Program (LPEP) and in other classes;
 - 5.1.5.4 Train student facilitators on discipline education for LPEP;
 - 5.1.5.5 Recruit, train, supervise and evaluate the performance of SDFO Student Support Staff;
 - 5.1.5.6 Supervise and maintain the discipline bulletin boards;

- 5.1.5.7 Disseminate student discipline information;
- 5.1.5.8 Maintain files of student letters, NFC, and other documents related to student discipline, except ordinary office communications and files of discipline cases that are maintained by the secretary and the Clearance clerk/Stenographer;
- 5.1.5.9 Develop, review and revise materials and module for DES Programs;
- 5.1.5.10 In coordination with the University Student Government and other University units, conduct research related to student discipline which will be reported to the SDFO Management Committee;
- 5.1.5.11 Prepare and submit required reports; and
- 5.1.5.12 Assist in the enforcement and lost and found functions of SDFO.
- 5.1.6 The Discipline Enforcement Section (DES) enforces the pertinent provisions of Sections 1, 4, and 5 of the Student Handbook on general directives, University norms and student discipline formation respectively. Its specific functions are to:
 - 5.1.6.1 Maintain peace and order as well as cleanliness in the University;
 - 5.1.6.2 Monitor the conduct of students and student groups on campus;
 - 5.1.6.3 Monitor the activity of students and student groups on campus;
 - 5.1.6.4 Invite students for routine investigation and needed assistance;
 - 5.1.6.5 Investigate discipline complaints;
 - 5.1.6.6 Prepare and send letters to parents or guardians as required;
 - 5.1.6.7 Prepare and submit required reports in discipline cases;
 - 5.1.6.8 Represent the University as complaining-witness in major discipline offense cases;
 - 5.1.6.9 Mediate discipline conflicts and similar problems among students and student groups;

- 5.1.6.10 Assist in maintaining order during enrollment, graduation, and other student activities;
 - 5.1.6.11 Monitor student decorum during NSTP classes on campus and deployment and ROTC training in coordination with the COSCA Director and the Commandant, respectively.
 - 5.1.6.12 Coordinate with the Security Office (SO) in the surveillance and apprehension of suspicious-looking characters inside the campus;
 - 5.1.6.13 When requested, bring students to the SDFO or other offices, if possible, after classes;
 - 5.1.6.14 Deliver discipline-related messages or call slips intended for students;
 - 5.1.6.15 Assist in checking and reporting conditions of facilities and damages or defects noted;
 - 5.1.6.16 Report to the offices or units concerned expired posters, as well as posters, banners, and similar materials posted without the required permit;
 - 5.1.6.17 Prepare and submit required reports; and
 - 5.1.6.18 Assist in the education and lost and found functions of SDFO.
- 5.1.7 The Lost and Found Section (LFS) ensures the proper implementation of University policies, rules and regulations related to lost and found items on campus and issues student clearances. Its specific functions are to:
- 5.1.7.1 Ensure that lost and found items turned over to the SDFO are properly acknowledged, recorded and accounted for;
 - 5.1.7.2 Take custody and safeguards lost and found items reported and turned over to SDFO for a maximum period of ninety (90) calendar days from date of receipt;
 - 5.1.7.3 Ensure that lost and found items reported and turned over to SDFO are claimed and released to their rightful owners;
 - 5.1.7.4 Ensure the proper turnover to offices and units concerned lost and found items that remain unclaimed after ninety (90) days;

- 5.1.7.5 Attend to complaints connected with lost and found items;
 - 5.1.7.6 Attend to cases of rampant losses of items and property inside the campus in coordination with the SO;
 - 5.1.7.7 Administer and monitor the lending and borrowing of calculators;
 - 5.1.7.8 Monitor the use of lockers in campus in coordination with the Physical Facilities Office, the Office of Sports Development, University Student Government, and other offices concerned;
 - 5.1.7.9 Coordinate with the USG, official student media groups, and concerned University Offices on the dissemination of information about lost and found items;
 - 5.1.7.10 Prepare and submit required periodic reports; and
 - 5.1.7.11 Assist in the education and enforcement functions of SDFO.
- 5.1.8 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, Discipline Education, Advocacy and Programs Section Head, Enforcement Section Head, Lost and Found Section Head, and the University Student Government President or his appointed representative. Its specific functions are to:
- 5.1.8.1 Review standard implementing procedures and guidelines of pertinent provisions of the Student Handbook.
 - 5.1.8.2 Decide on proposed revisions of standard implementing procedures and formulate standardized interpretations of rules and regulations approved by University authorities.
 - 5.1.8.3 The procedure for Discipline Enforcement shall be formulated by the Student Discipline Formation Management Committee and disseminated to the students.
 - 5.1.8.4 Any decision made by this committee shall be final and binding upon concurrence of the following requisites:

- 5.1.8.4.1 Confirmation and approval by the Dean of Student Affairs;
- 5.1.8.4.2 A majority constituting a quorum with the presence of a student representative; and
- 5.1.8.4.3 Dissemination of information to student media, other appropriate channels, or both.

5.2 Jurisdiction over Discipline-related Cases

- 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 Vice-Dean of Student Affairs as the DSA's alternate, a student representative trained and appointed by the USG and SDFO, and the vice-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 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. Once approved by the University Legal Counsel, the University shall be the complainant before the SDFB and the faculty, student, or any other person who initiated the complaint shall serve as University witnesses.
 - 5.2.3.1 The SDFB is composed of a Chair who is member of the Integrated Bar of the Philippines (IBP) and not a member of the Student Discipline

Formation Office (SDFO) and three other members and their respective alternates representing the Administration, Faculty, and Students. The administration and student representatives shall not come from the SDFO and the USG, respectively.

The University Legal Counsel (ULC), who is a member of the IBP and appointed by the President from the University constituency, assists the University in conducting formal hearings. The respondent may be assisted by a counsel of choice.

5.2.3.2 Formal Hearing before the Board

The procedures in the formal hearing of major discipline offenses before the SDFB are as follows:

5.2.3.2.1 Complaint

5.2.3.2.1.1 A formal complaint in writing under oath is filed with the SDFO by the aggrieved party or by any person having direct knowledge of the commission of the act complained of.

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 or her. The respondent may opt to remain silent during the initial investigation.

5.2.3.2.1.3 The 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 case will be sent back to the

- SDFO for the filing of charges with the SDFB.
- 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 writing 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 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 finish the soonest possible time but each party is allowed only one postponement.

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 judgment 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, vice-dean of the college to which the respondent belongs, 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 evidences presented, etc.)

If an appeal is not availed of by a party within the period prescribed, or is turned down, if appeal is taken, 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 SDFO 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, Inclusive. 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 Vice-Dean:

The Dean, or the Vice-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.

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-HSI as follows:**

The rules governing the handling of discipline cases involving students from DLSU, DLS-CSB and DLS-HSI 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

The following are considered 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 actually 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 set forth on Sec. 4.13.

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 Safety and 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.		injury or harm upon his person, honor or integrity.
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.	5.3.1.11	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.
5.3.1.7	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.	5.3.1.12	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.
5.3.1.9	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.	5.3.1.13	Unjust enrichment; stealing whether attempted, frustrated or consummated; or failure to turn over lost and found items to the SDFO Lost and Found Section.
5.3.1.10	Threatening another with any act amounting to a crime, delict or wrong, or with the infliction of any	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.
		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 or outside the University during an academic function or school activity.
- 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 to do menial, silly, foolish, and similar tasks or activities

- or otherwise subjecting him to physical or psychological suffering or injury (Republic Act No. 8049). For this purpose, the members who were present shall be liable whether they actually participated or not. The officers of the organizations, society or group, shall also be liable, whether or not they are present during the hazing incident.
- 5.3.1.23 Computer security breach: Accessing 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
 - 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 Habitual disregard 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 O)
- 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.

5.3.2 **Minor Offenses**

The following are considered 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 set forth under Section 4.3
- 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 Center (ITC) 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 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).
- 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 STC, this includes all University Premises including Residence Halls and 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.
- 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 SSO.
- 5.3.2.23 Violation of the De La Salle University Policy and Guidelines on the use of Trademarks (Please refer to Appendix Q).
- 5.3.2.24 Failure to surrender the campus pass within three days from issuance or loss of campus pass.
- 5.3.2.25 Third and succeeding entry into campus without an ID in every academic year or on the cumulative 6th, 8th, 10th (and so on) instance

in their entire stay in the University.

- 5.3.2.26 Fifth and succeeding loss of an ID in their entire stay in the University.
- 5.3.2.27 Second and succeeding violations of the Implementing Guidelines on the Dress Code Policy.
- 5.3.2.28 Third and succeeding non-wearing of University issued ID/Campus Pass inside the University premises or campus.
- 5.3.2.29 Refusal to undergo random drug testing required by the government and the University

5.4 Corrective Measures and Formative Interventions

5.4.1 Major Offenses

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

- 5.4.1.1 Probation for such time and under such conditions⁸ 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
Non-Readmission⁹.
Exclusion¹¹.
- 5.4.1.4 Expulsion.

⁸ 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.

⁹ 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).

¹¹ 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).

5.4.2 Minor Offenses

The corrective measures and formative interventions for minor offenses 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 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.

5.5 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 University premises refers to the territorial boundaries of De La Salle University and De La Salle-Science and Technology Complex, 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:
- 5.5.2.1 Brawls, as defined in Section 5.3.1.5
 - 5.5.2.2 Inflicting physical injuries on another, as defined in Section 5.3.1.6
 - 5.5.2.3 Unauthorized bringing in, carrying, possession or use of drugs or chemicals as defined in Section 5.3.1.7
 - 5.5.2.4 Vandalism or destruction of property belonging another, as defined in Section 5.3.1.2
 - 5.5.2.5 Direct assault as defined in Section 5.3.1.6
 - 5.5.2.6 Threatening another as defined in Section 5.3.1.10
 - 5.5.2.7 Unjust enrichment as defined in Section 5.3.1.13

- 5.5.2.8 Making sexual advances as defined in Section 5.3.1.27 and
- 5.5.2.9 Gambling as defined in Section 5.3.1.16
- 5.5.2.10 Drinking of liquor or alcoholic beverages in public establishments

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

- 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 Harrizon Plaza (up to Metrobank's rear premises)

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

- 5.5.3 "In flagrante" means the very act of committing a discipline offense or the condition of being caught in the act of committing the offense.
- 5.5.4 "Ex-parte hearing" refers to a hearing held in the absence of one of the parties.
- 5.5.5 "Illegal demonstration" includes a public show of feeling or opinion as by a mass meeting or parade accompanied by force, coercion or violence.
- 5.5.6 "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.

- 5.5.7 “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 Vice-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;
- 6.2.2.4 The College Assembly President of the College to which the student complainant belongs; and
- 6.2.2.5 A Faculty Association representative.

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:

6.3.2.1.1 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.

6.3.2.1.2 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:

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

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

- 6.3.2.1.2.3 The specific action asked for from the faculty member and the University and;
- 6.3.2.1.2.4 The specific department or University policy that allegedly has been violated.
- 6.3.2.1.3 Answer
 - 6.3.2.1.3.1 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
 - 6.3.2.1.3.2 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.
 - 6.3.2.1.3.3 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.

- 6.3.2.1.3.4 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)

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. A 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 file 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.

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.

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 Human Resource Development Office.

6.5.3 Complaint of a Student against a Department Chair or Vice-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 studentry 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 studentry. 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 Lasallian (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 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**

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:

- 7.2.1 Certificate of recognition from the college, office or unit it is affiliated;
- 7.2.2 A proposal that outlines the following:
 - 7.2.2.1 Purpose and nature of the student media group;
 - 7.2.2.2 Proposed contents of the communication material/s;
 - 7.2.2.3 Proposed platforms to be used;
 - 7.2.2.4 Number of copies to be printed and circulated; and frequency of broadcast or content release
 - 7.2.2.5 List of editorial or executive board members (including their CGPA and Certificate of Good Moral Conduct from the Student Discipline Formation Office);
 - 7.2.2.6 Student Media Group activity calendar; and
 - 7.2.2.7 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, dissemination or otherwise communication of any communication material.

7.5. Circulation of Unrecognized Groups or Individuals

Circulation of publications 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

- 7.6.1 Accredited student media may be published, broadcast, distributed, disseminated or otherwise communicated using the facilities of the University or those of commercial establishments.
- 7.6.2 Student media groups shall submit to the Student Media Office and the University Library Archives three printed copies of every communication material for filing.

7.7. Dealing with Suppliers

- 7.7.1 The Student Media Office shall endorse payment of commercial-printing costs incurred by student media group subject to these conditions: the student media group should submit at least three quotations from commercial suppliers at the start of the academic year before entering into any agreement with a supplier.

- 7.7.2 When changing suppliers, only one quotation is necessary if the price is lower; three quotations if there is a price increase. A supplier may accept a job order only upon written authorization by the Director of Student Media.

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 group's 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;
- 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 Carry a minimum academic load of 12 units per term during the academic year 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 to 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 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, Chief of Operations, 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 decision shall be reviewed by the Student Media Grievance Committee.

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 editors or 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 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 broadcasts every Monday to Thursday from 07:30 AM - 09:15 PM; and every Friday and Saturdays from 09:00 AM - 05:45PM

7.13.1.6 Archers Network releases three (3) shows per season or term, with six (6) to ten (10) episodes each. The group releases a minimum of one (1) show, with six (6) to ten (10) episodes every summer break

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

* Monday to Saturday

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

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:

7.14.2.1 Dean of Student Affairs as the Chair;

7.14.2.2 An administration representative;

7.14.2.3 A faculty representative; and

7.14.2.4 A student representative.

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.

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 anytime after the second week of classes.

For summer classes, a student who transfers or otherwise withdraws may be given a full refund if he withdraws before the first day of class. Otherwise, he may be charged 10 percent of the total amount due for the term if he withdraws until the second day or 20 percent if he withdraws until the fourth day 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 fourth day of class.

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 if 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 P 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:	Php300.00 + Php100.00/ 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, 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

1. Cash, Personal Check or Manager's Check

- a. For security reasons, payment by check is encouraged.
- b. Post-dated, state-dated and/or overstated checks are not accepted.
- c. The authorized signatory must sign any check alteration.
- d. 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.
- e. 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.
- f. 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.

2. Over-the-counter Collection Facility with any UCPB and Union Bank and Metrobank Branch

- a. 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.

- b. Post-dated, state-dated and/or overstated checks are not accepted.
- c. The authorized signatory must sign any check alteration.
- d. 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.
- e. The payer should not forget to get the second copy of the validated BPS from the teller as proof of receipt of payment.
- f. 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.

- g. Original Enrollment Assessment Form (EAF) will be submitted to the Student Services Section of the Finance and Accounting Office.
- h. 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.
- i. 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.

3. Credit Card Payment

- a. 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.
- b. Credit card installment scheme are acceptable through the following banks: Citibank (Paylite), BPI (Special Installment Plan), and BDO (Easy Pay).
- c. Payment through credit card may be made only to the Cashier at the Finance and Accounting Office.

4. Debit Card Payment

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

5. Full Payment

- a. Total tuition and fees for freshmen, transferees and cross-enrollees for the particular term must be paid in full.
- b. Graduating students and upperclassmen with assessments of Php 12,000.00 and below must be paid in full.
- c. Students in all year levels must be paid in full during summer classes.

6. Installment Basis

- a. Payment may be in cash, credit card, personal check, or manager's check.
- b. 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.
- c. An installment fee of Php 200.00 will be charged to the students.
- d. Computation of First Payment:

- e. Undergraduate: 60% of total assessment but should not be lower than Php 12,000.00, installment fee.
- f. The balance is payable on or before Midterm week.
- g. 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 60%)	34,280.40
Installment Fee	200.00
first Payment Total	34,480.40
Second Payment Balance Due	
(Php 57,134.00 x 40%)	22,853.60

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

- h. 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.

7. Late Payment Fees

- a. 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	400.00 + 100.00/working day of delay

- b. 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. On the Balance

- a. 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 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 vice-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 medical certificate to the University Clinic for it to be validated. The student should keep a photocopy of the medical certificate and also have it validated by the University Clinic to be used in his or her respective classes
- 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.

- 9.8.4 Absences due to special cases will be counted as approved absence upon the discretion of the student's College Vice-Dean.
- 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 Vice-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:

Conflict:	Priority is given to:
Regular Exam vs. Departmental Exam	Departmental Exam
Part-time Faculty vs. Full-time Faculty	Part-time Faculty
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 Faculty members are not obliged to give special or late examination to any student who fails to take a long, midterm or final examination. (Please refer to Section 9.8.3 on Approved Absences)
- 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. Clinical courses in the College of Law (such as Apprenticeship and Clinical Practice) may require different number of hours to be completed.

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 18 units, or the number of units indicated on the program checklist, whichever is higher. For the summer term, the maximum academic load is 7 units. 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 potentially 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

Grade Point	Description
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, ORIENT, LASARE, PERSEF, and IPERSEF 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.
- Note: For other relevant policies, students are encouraged to consult a designated official of the college/school they belong to.
- 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 vice-dean if there is conflict with the schedule of academic subjects.
- 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

enrolled, must be claimed at the Office of the University Registrar not later than one (1) week after dropping.

- 11.11.6 Students taking up modular programs may refer to the memorandum released by the Office of the Vice-Chancellor for Academics (Appendix R).
- 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 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. All requests for changes on courses, sections, etc. should be made during the adjustment schedule. Special adjustment, subject to a special adjustment fee and EAF reprinting fee, may be made within the first two (2) days of the term, following the Guidelines and Procedures for Special Adjustment.
- 11.14.1 Students may adjust because of personal reasons during the special adjustment period, provided they are able to secure a special adjustment pass online on My.LaSalle / animo.sys during the prescribed schedule set by the Office of the University Registrar (OUR).
- 11.14.2 Students who are adjusting because of dissolved classes no longer have to avail of the special adjustment pass or pay the special adjustment fee. These students may proceed directly to the office of the vice-dean to adjust not later than Week 2 of the term.
- 11.15 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 vice-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:

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

11.15.2 Refuse to take the examinations of the professors; and

11.15.3 Not apply for course credit within the term, following the provision on Section 4.17. 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.

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

11.17 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 vice-dean and approval by the OUR, provided that the rules on maximum units enrolled are not violated.

11.18 Non-continuation of academic studies at the University is covered by the following guidelines:

11.18.1 The following are ineligible to continue studies at the University:

11.18.1.1 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.

11.18.1.2 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.

11.18.1.3 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.

11.18.2 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.

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

11.18.4 Students who have accumulated the maximum number of units of failure set per program but have 57 or fewer units remaining in their curriculum will be allowed to re-enroll, provided that they will not be allowed to carry a load of more than 12 units for the following term, unless the student is graduating.

11.18.5 Students in DLSU-STC 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.

- 11.19 A student who has exceeded the number of terms prescribed in his/her program flowchart will have to secure permission from the vice-dean to continue enrollment in the University.
- 11.20 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 in their first year.
- 11.21 Subject to the approval of the department chairperson, the college vice-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.
 - 11.21.1 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;
 - 11.21.2 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;
 - 11.21.3 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;
 - 11.21.4 The course is not to be taken during the summer term; and
 - 11.21.5 Other cases deemed meritorious by the department chair, the vice-dean, and the University Registrar.
- 11.22 Subject to the approval of the department chair, the college vice-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
 - 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, those with Pass or Fail grades, and any zero-credit course;
 - 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:

First Honors:	GPA is 3.400 or higher
Second Honors:	GPA is 3.000 or higher
- 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. Students who are included in the Dean's 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 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.

Honors	GPA
Summa Cum Laude	3.800
Magna Cum Laude	3.600
Cum Laude	3.400
Honorable Mention	3.200*

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 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:

- 13.4.4 Students with a failing grade for any academic or non-academic 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 Honors and Awards Council may give deserving graduating students other special awards.
- 13.7 Graduates of both undergraduate and graduate degrees may also be awarded special honors for excellence in their major fields based on criteria determined by each academic department.

**Will be applied to students with ID#112 and above*

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 11.18.1). 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 vice-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 vice-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 vice-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 vice-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).

Section 15: Student Activities

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 seeks 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.

15.1 General Policies

The establishment and operation of student organizations in the University are governed by the rules and regulations concerning student organizations and their activities within school campuses.

15.2 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.

15.3 Forming a Student Organization

15.3.1 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.

- 15.3.2 The AOAC shall:
- 15.3.2.1 Screen the application of aspiring organizations;
 - 15.3.2.2 Prepare aspiring organizations on the rudiments of operating a recognized student organization;
 - 15.3.2.3 Facilitate the admission of successful aspirants to other Student Affairs offices; and
 - 15.3.2.4 Recommend and make policies regarding aspiring organizations.

15.3.3 The AOAC shall be composed of the following:

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

15.3.4 **General Policies of the AOAC**

- 15.3.4.1 All aspiring organizations shall abide by the policies of the University.
- 15.3.4.2 All reservations of aspiring organization during their trial period shall be under the name of Student LIFE.
- 15.3.4.3 The official standard to be used in the accreditation of organizations for the following academic year is the one used by the CSO.
- 15.3.4.4 Any violation of the aspiring organization on the existing policies of the University will be counted against their application.
- 15.3.4.5 All decisions to be carried out by the AOAC must have the concurrent approval of all members of the AOAC.
- 15.3.4.6 The provisions stipulated on the AOAC Manual of Operations shall be binding to all members of the AOAC.
- 15.3.4.7 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.

- 15.3.4.8 A disqualified aspiring organization, depending on the reason for disqualification, will not be allowed to apply again.
- 15.3.4.9 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.
- 15.3.4.10 Appeal of any nature should be submitted to the Dean of Student Affairs, through the AOAC, for resolution.
- 15.3.4.11 The decision to recognize the organization shall be based on a majority vote.

15.3.5 **Specific Policies Regarding Applying Organizations**

- 15.3.5.1 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.
- 15.3.5.2 Aspiring organizations whose membership qualifications or activities are rigid and unreasonable, and demand the use of physical harm or violence will be denied recognition.
- 15.3.5.3 Because funds, facilities and other resources in the University are limited, AOAC will not recognize an applicant organization:
 - 15.3.5.3.1 Whose general nature, objectives and/or activities overlap with those of existing student organizations; and
 - 15.3.5.3.2 That may be integrated into the functions of any existing student group or academic sector.

15.3.5.4 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:

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

8.3.5.4.2 The organization's application is denied.

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

15.3.5.6 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

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

15.3.6 Procedure on Forming a Student Organization

15.3.6.1 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.

15.3.6.2 Documents Required

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

15.3.6.2.1 A formal letter of application addressed to the AOAC;

15.3.6.2.2 Constitution and By-laws;

15.3.6.2.3 List of interim board of officers, with their names, respective positions, majors, year levels, addresses, telephone numbers, birthdays, specimen signatures and ID numbers;

15.3.6.2.4 Names, year levels, majors, ID numbers and signatures of at least fifteen (15) founding members, inclusive of officers;

15.3.6.2.5 A master plan of activities good for one academic year, which includes the goals, objectives, brief description and budget breakdown per activity;

15.3.6.2.6 A Table of Organization or Organizational Structure;

15.3.6.2.7 Budget Proposal for one year;

15.3.6.2.8 Certification from the Student Discipline Formation Office stating that the members and founders are bona fide students of DLSU together with the students' existing discipline records; and

15.3.6.2.9 Name of faculty adviser/s with the letter of acceptance addressed to the AOAC.

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

15.3.6.4 Approval of Application

15.3.6.4.1 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.

- 15.3.6.4.2 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.

15.4 Monitoring of Organizational Activities

It shall be the responsibility of Director of Student LIFE, in cooperation with and through the USG and CSO, to supervise and regulate the operation and activities of all 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 bylaws.

All policies on supervision shall be based on official guidelines of the respective Student Affairs office.

15.5 Specific Policies Governing Student Organizations

15.5.1 On Constitution and By Laws

Each recognized student organization should have a constitution and bylaws that conform to institutional requirements.

15.5.2 On Certificate of Recognition

The recognition of student organizations shall be a precondition for its operation in the University. A corresponding Certificate of Recognition shall be issued by the AOAC to a student organization upon full compliance with the requirements prescribed.

15.5.2.1 The signatories of the certificate of recognition should include the following: DSA, Director of Student LIFE, USG VP-Internals and CSO Chairperson.

15.5.2.2 Any 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, and CSO Chairperson.

15.5.3 On Probation

15.5.3.1 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.

15.5.3.2 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.

15.5.4 On Accreditation

An Accreditation Committee, composed of representatives from Student LIFE and the Executive Board of the CSO, shall announce a semestral 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 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.

15.5.5 On Membership

All officially enrolled undergraduate students shall be qualified for membership in any student organization.

15.5.6 On Officership

Members of student organizations are encouraged to become officers of their respective organizations. The following guidelines are to be followed:

15.5.6.1 All members of student organizations who fulfill the following requirements are allowed to become officers:

15.5.6.1.1 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.

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

15.5.6.1.3 They should maintain a cumulative grade point average of at least 1.750 or any other higher GPA as may be stipulated in the organization's constitution and bylaws.

15.5.6.2 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 or by the CSO Executive Board for student organizations under CSO, will not be allowed.

15.5.6.3 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) in only one organization.

15.5.6.4 The foregoing requirements shall be monitored, on a per-term basis, by the respective administrative offices by requiring 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 an organization means that the student has to vacate his/her designated post in the organization.

15.5.7 On Grievance

In case of conflict within an 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.

15.5.8 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 Vice Dean of the College if the activity is an academic requirement.

15.5.8.1 Students participating in any off-campus activities must submit a waiver signed by their parent/guardian before they will be allowed to participate in the activity.

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

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

15.6 Faculty Adviser

The University believes in the importance of assigning and supporting its student organizations in their co- and extra-curricular 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 organization concerned. 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:

- 15.6.1 He/she should be full-time/part-time faculty member of the University. Exceptions may be allowed on a case-to-case basis;
- 15.6.2 For professional organizations, he/she should be involved in the discipline related to the organization;
- 15.6.3 For non-professional organizations, the adviser should be knowledgeable in the particular field in which the organization is involved; and
- 15.6.4 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.
- 15.6.5 Student LIFE is the official adviser of the University Student Government and the Council of Student Organizations.

Graduate

Section 16: Fees, Scholarships, and Payments

- 16.1 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.
- 16.2 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>.
- 16.3 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.
- 16.4 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.

- 16.5 A student may opt to pay on installment basis, subject to the following:
Initial payment, computed 60% of the total assessment of tuition and fees + installment fee and other charges:
 - 16.5.1 The balance is payable on or before the Midterm week.
 - 16.5.2 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;
 - 16.5.3 A student who paid on installment basis and, eventually, discontinues attending classes will have to pay the balance of his/her tuition and fees.
- 16.6 Students who pay beyond the deadline, whether in full or by installment, are assessed late payment charges.
- 16.7 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.
- 16.8 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.
- 16.9 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 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 anytime after the second week of classes.

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

- 16.10 Students may apply for financial assistance and scholarships at Office of Admission and Scholarship (OAS)
- 16.11 Students under external scholarships are advised to coordinate with the Finance and Accounting Office regarding payment of their tuition and fees.
- 16.12 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 17: Enrollment

17.1 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 vice-dean and the University Registrar.

17.2 Standard Schedule of Classes

Regular graduate classes have the following standard schedules:

Week nights	6:00 p.m. to 9:15 p.m.(meeting once a week)
	6:00 p.m. to 7:30 p.m. (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

- 17.3 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).
- 17.4 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.

- 17.5 A student is required to attend the Institutional 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.)
- 17.6 A student with two “incomplete” (INC) grades at the time of enrollment will not be allowed to enroll.
- 17.7 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:

17.7.1 Re/Activation of MLS account

Students who have paid their tuition and other fees for the current term within the deadline of payment need not reactivate their accounts.

Re/activation of accounts is done through 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.

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

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

17.7.2 Academic Advising

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 Vice-Dean, and the academic departments.

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

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 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.

17.7.3 Online Enrollment

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

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 a.m. to 7:00 p.m. (Mondays to Fridays) and from 8:00 a.m. to 12:00 noon (Saturdays).

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.

17.7.4 Claiming of Enrollment Assessment Form

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

17.7.5 Adjustment

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

17.7.6 Payment at the Finance and Accounting Office

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.

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

All branches of the United Coconut Planters Bank (UCPB) and iBank 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).

17.8 The following should undergo manual enrollment during adjustment day:

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

17.8.2 Late enrollees - those who did not enroll online;

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

17.8.4 Students enrolling in audit classes.

17.9 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:

17.9.1 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.

17.9.2 Residency - up to the end of Week 2 of the term; done online; (definition of residency)

17.9.3 Practicum and Thesis/Dissertation Writing - up to the end of Week 2 of the term, except for Thesis Dissertation Writing 1 which may additionally be enrolled during Week 9 of the term;

17.9.4 Written Comprehensive Exam - from Week 5 to end of Week 6 of the term;

17.9.5 Oral Comprehensive Examination - during Week 9 of the term only;

17.9.6 Thesis/Dissertation Proposal Defense - up to the end of Week 9 of the term; and

17.9.7 Thesis/Dissertation Final Defense - up to the end of Week 7 of the term.

17.10 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.

17.11 Dropping/Withdrawal

17.11.1 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

17.11.2 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.

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

17.12 Students enrolled as audit are entitled to the following:

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

17.12.2 Privilege not to take examinations; and

17.12.3 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.

17.13 A student may cross-enroll in another school only after securing the written permission of the vice-dean and the University Registrar.

Section 18. Comprehensive Examinations

18.1 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.

For the College of Law, passing the Written Comprehensive Examinations (WCE) is a pre-requisite to enrolling in the fourth year.

18.2 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. For the College of Law the WCE will be held during the summer between third and fourth year. It will cover all the major topics tested in the bar examinations. As a general policy, a student must take all the examinations in the defined subject areas in one (1) testing period.

18.3 The guidelines for enrollment in comprehensive examinations are listed below:

18.3.1 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;

18.3.2 To enroll in WCE, the student must submit in quadruplicate the accomplished Application for Written Compre Examination (From No.E-25). 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>.

18.3.3 The accomplished form must be accompanied by a Certification of Academic Completion which can be secured from the Front Desk of the OUR.

18.4 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.

18.5 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.

18.6 Some programs may require a separate Oral Comprehensive Examination (OCE). The guidelines for enrollment in OCE are listed below:

18.6.1 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.

18.6.2 To enroll in OCE, the student must submit in quadruplicate the accomplished. Application for Oral Compre Examination (Form No.E-26).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>.

18.6.3 The accomplished form must be accompanied by a Certification of Academic Completion which can be secured from the Front Desk of the OUR.

Section 19. Credit, Grading and Retention

19.1 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.

19.2 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. In the case of the College of Law, Clinical courses (such as Apprenticeship and Clinical Practice) may require a different number of hours to be completed.

19.3 Prompt and regular attendance in all class sessions is required throughout the term. The following are the rules on student attendance.

19.3.1 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.

19.3.2 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)

19.4 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:

19.4.1 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.

19.5 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.

19.5.1 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.

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

19.6.1 Diploma/Certificate Programs

Grade Point	Description
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.

19.6.2 Masteral Programs

Grade Point	Description
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.

19.6.3 Doctoral Programs

Grade Point	Description
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.

19.6.4 Juris Doctor Program

Grade Point	Description
4.00	Excellent
3.75	Superior
3.50	Superior
3.25	Very Good
3.00	Very Good
2.75	Good
2.50	Good
2.25	Satisfactory
2.00	Satisfactory
1.75	Fair
1.50	Fair
1.25	Fair
1.00	Passed

0.00	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 Juris Doctor program, a grade of INC becomes a failing grade after one (1) academic year if the student fails to complete the course. The highest completion grade that a student may receive is 3.50.

19.7 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.

19.8 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.

19.9 The GPA may obtain through the following procedure:

19.9.1 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.

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

19.9.3 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.

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

19.10.1 Evaluation of transfer of credits is subject to the approval of the Vice-dean and the University Registrar, upon the recommendation of the Chair/Graduate Coordinator of the academic department.

19.10.2 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.

19.10.3 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).

19.10.4 Courses counted to earn a separate degree, whether at DLSU or in another school, are not eligible for crediting.

19.11 The final grades may be viewed online through the My.LaSalle Account. Faculty will be available for consultation during the Grade Consultation Day.

19.12 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 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.

19.13 The following are the rules governing program residency:

19.13.1 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.

19.13.2 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.

19.13.3 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.

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.

For the College of Law, a student may be given a grace period of one year subject to the approval of the Vice-dean but in no case shall the student's residency exceed a total of seven (7) years.

- 19.13.4 The student is responsible for monitoring the status of his or her eligibility. No prior notice from DLSU is needed.
- 19.13.5 Pre-enrollment of students who have become ineligible in the program and at will be invalidated automatically.
- 19.13.6 A student who has exceeded the maximum program residency (as defined in 4.13.2) will have to secure permission from the Vice-dean to continue enrollment in the University.
- 19.14 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:
 - 19.14.1 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.
 - 19.14.2 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.
 - 19.14.3 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.
 - 19.14.4 The course ENGM and ENGM cannot be waived as a requirement for the completion of the program.
 - 19.14.5 A student not required to undergo Advanced Technical Reading and Writing may opt to enroll the same for audit purposes.

19.14.6 A student who obtains a grade of 3.0 or higher in ENGM need not enroll ENGM.

- 19.15 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.
- 19.16 A student may shift to another program, subject to the following guidelines:
 - 19.16.1 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;
 - 19.16.2 A student may shift a maximum of two (2) times for the duration of his stay at DLSU;
 - 19.16.3 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;
 - 19.16.4 A student may apply for shifting through the Application for Shifting (Form No. E-04C) available at the OUR, subject to an application fee;
 - 19.16.5 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 20. Thesis and Dissertation

- 20.1 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.
- 20.2 Enrollment in the graduate thesis or dissertation has the following stages:

20.2.1 Thesis/Dissertation Writing

20.2.1.1 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 Vice-dean or at the Front Desk of the OUR. A copy may be downloaded from <http://www.dlsu.edu.ph/offices/registrar/pdf>.

20.2.1.2 The Accomplished form must be accompanied by a Certification of Academic Completion which can be secured from the Front Desk of the OUR.

20.2.1.3 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.

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

Thesis Writing	Tuition	Research Supervision	Miscellaneous
1	*		*
2 to 9	Enrolled with zero (0) unit	*	*

20.2.1.5 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.

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

20.2.1.7 The assessment for dissertation writing course has three components: (1) Tuition; (2) Research

Supervision; and (3) Miscellaneous, scheduled as follows:

Term	Tuition	Research Supervision	Miscellaneous
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.

20.2.2 Proposal Defense

20.2.2.1 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.

20.2.2.2 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>.

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

20.2.2.4 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.

20.2.2.5 If 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.

20.2.2.6 A 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.

20.2.3 Final Defense

20.2.3.1 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.

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

20.2.3.3 A 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.

20.2.3.4 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 (six (6) terms for programs under the Colleges of Engineering, Science, and Computer Studies).

20.2.3.5 A 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.

20.2.4 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.

20.2.4.1 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 (e.g., PhD in Development Studies) JD 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

20.2.4.2 Signed Approval Sheet

20.2.4.3 Application to Graduate (Form S-01). A copy may be downloaded from <http://www.dlsu.edu.ph/offices/registrar/pdf>

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

20.3 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.

20.3.1 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.

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

20.3.3 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.

20.4 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:

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

- 20.4.2 Originality and creativity;
- 20.4.3 Practicability in the discipline where it applies; the extent to which the study reflects and responds to practical problems;
- 20.4.4 Identification of a strong theoretical framework within which the problem is developed; and
- 20.4.5 Clarity and coherence of presentation and accuracy of language.

Section 21. Graduation

- 21.1 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 9.2.4 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.
- 21.2 Students may not participate in any commencement activity unless all curricular requirements are completed and administrative sanctions, if any, are served.
- 21.3 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.
- 21.4 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 22. Discontinuance of Studies

- 22.1 The following are ordinary means of discontinuing studies:
 - 22.1.1 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.
 - 22.1.2 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.

- 22.2 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.
- 22.3 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.
 - 22.3.1 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.
 - 22.3.2 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.
 - 22.3.3 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.
 - 22.3.4 Transcript of Records intended for other purposes, whether complete (graduate) or not, may be unofficial, without any markings, and may be hand-carried.

Section 23: Student Activities

- 23.1 The University is committed to the integral and balanced development of Christian men and women who collectively make up the student sector. The University seeks not only to promote intellectual formation but also enhance the spiritual, psychological and cultural growth of its students. To help attain this goal, the University encourages students to organize associations in relation to their fields of study.

23.2 General Policies

The following are some of the salient guidelines in the operation of any graduate student organization of the University:

23.2.1 Authority to Operate

The Office of Student Leadership Involvement Formation and Empowerment (Student LIFE) has the authority to regulate the establishment, and supervise the management and operation of all graduate student organizations in the different colleges.

23.2.2 Supervision of Organizational Activities

Student LIFE is responsible for supervising and regulating the operation of all duly recognized student organizations toward the attainment of the goals and objectives as provided for in their approved Constitution and Bylaws.

23.2.3 Organizational Standards

All student organizations may hold activities in the following areas: academic, socio-civic, career-related, spiritual/religious, team building, fundraising, sports and the like.

23.2.4 Any duly recognized student organization that violates its own statement of purpose/constitution or fails to comply with University policies shall be asked to terminate its operations, after an investigation to be conducted by a committee headed by the Director of Student LIFE

23.2.5 Any group of at least fifteen (15) graduate students may apply to Student LIFE to form a graduate student organization. Student LIFE will handle the procedures for application of an aspiring organization. Application may be filed within any term of the current academic year but not later than thirty (30) school days prior to final examinations.

23.2.6 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".

23.2.7 Members of the Executive Board of all graduate student groups (organizations and student council) should be enrolled in at least one academic course (including non-course work requirements) to be eligible for the post.

23.3 Aspiring Organizations Accreditation Committee (AOAC)

23.3.1 Rationale

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.

23.3.2 Objectives

23.3.2.1 To screen the application of aspiring organizations;

23.3.2.2 To prepare aspiring organizations in the rudiments of a recognized organization;

23.3.2.3 To facilitate the admission of successful aspirants to the other Student Affairs offices and/or Colleges; and

23.3.2.4 To recommend and make policies regarding aspiring organizations.

23.3.3 Composition

23.3.3.1 Dean of Student Affairs or Director of Student LIFE

23.3.3.2 Vice-Dean or Graduate Studies Director of College

23.3.3.3 Graduate Student Council President of the College

23.3.3.4 Coordinator for Graduate Student Programs and Services

23.3.4 Duties and Responsibilities

23.3.4.1 Accept applications from aspiring organizations;

23.3.4.2 Study and review all submitted documents;

23.3.4.3 Accept or reject an application on ground clearly explained to the aspiring organization and in accordance to the existing policies on aspiring organizations, and consistent with the provisions of the Students' Charter and the Graduate Student Handbook;

23.3.4.4 Recommend when necessary the aspiring organization to the Student Affairs Office or Colleges in line with its nature;

23.3.4.5 Orient the aspiring organization to the rudiments of a recognized organization;

23.3.4.6 Evaluate their performance and assess their worthiness to be a recognized organization;

- 23.3.4.7 Recommend the aspiring organization to the Dean of Student Affairs for formal recognition;
- 23.3.4.8 Facilitate the admission of the aspiring organization to Student LIFE; and
- 23.3.4.9 Make recommendations to the Dean of Student Affairs and to the administration on any improvements it deems necessary for the attainment of the objectives of the AOAC.

23.3.5 General Policies

- 23.3.5.1 All aspiring organizations shall abide by the policies of the University;
- 23.3.5.2 All reservations of aspiring organizations during their trial period shall be under their name;
- 23.3.5.3 The official standard to be used in the re-accreditation of organizations for the following academic year is the one prescribed by Student LIFE;
- 23.3.5.4 Any violation of the aspiring on the existing policies of the University will be counted against their application;
- 23.3.5.5 All decisions to be carried out by the AOAC must have the concurrent approval of all members of the AOAC;
- 23.3.5.6 The provisions stipulated in the AOAC Primer on Operations shall be binding to all members of the AOAC;
- 23.3.5.7 The AOAC Primer on Operations shall be subject to review once every three (3) academic years. Substantive changes made should be published in any University student media at the beginning of the next academic year;
- 23.3.5.8 A disqualified aspiring organization, depending on the reason for disqualification, will no longer be allowed to apply again.
- 23.3.5.9 A disqualified aspiring organization may be allowed to reapply when disqualified due to the following:
 - 23.3.5.9.1 Incomplete documents
 - 23.3.5.9.2 Failure to attend any of the scheduled presentations for accreditation

- 23.3.5.9.3 Executive Board officers with less than one (1) year of residency
- 23.3.5.9.4 Overlap of objectives with existing organizations

- 23.3.6 The number of aspiring organizations to be admitted per year shall not be more than three (3);
- 23.3.7 Acceptance and rejection of application shall depend on the policies stated in the AOAC Primer on Operations, and shall be made consistent to the Students' Charter and the Graduate Student Handbook; and
- 23.3.8 Appeal of any nature should be submitted to the Dean of Student Affairs through the AOAC.
- 23.3.9 Specific Policies Regarding Aspiring Organizations
 - 23.3.9.1 As a general policy, the 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 aspiring 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;
 - 23.3.9.2 Aspiring organizations whose membership qualifications or activities are rigid and unreasonable, and demand the use of physical harm or violence will be denied recognition;
 - 23.3.9.3 In view of limited funds, facilities and other resources in the University, AOAC will not recognize an aspiring organization:
 - 23.3.9.4 Whose general nature, objectives and/or activities overlap with those of existing student organizations; and
 - 23.3.9.5 That can be integrated into the functions of any existing student group or academic sector.
 - 23.3.9.6 All accepted aspiring organization will undergo a three-month or one-term observation/trial period to prepare themselves with the rudiments of a recognized organization and help AOAC verify its

nature. After the trial period, any of the two (2) conditions will apply:

- 23.3.9.7 The organization is accepted under a three-term probationary status under Student LIFE
- 23.3.9.8 The application of the organization is denied
- 23.3.9.9 The Executive Board of Officers of all aspiring organizations must have at least one (1) year left from the time of application;
- 23.3.9.10 Any aspiring organization whose nature can be classified under any of the Student Affairs Offices will be referred to the Director of that Office or to the Vice-dean/Graduate Studies Director of College concerned. The decision to accept or grant the application will come from the Student Affairs Director concerned or Vice-dean/Graduate Studies Director of College concerned;
- 23.3.9.11 An organization must get a grade point average of at least 80% in the accreditation to qualify for full accreditation.

23.3.10 **Process of Forming Student Organizations**

23.3.10.1 **Application and Filing**

Any group of 15 students may apply to the AOAC through Student LIFE to form a student organization. The application may be filed with AOAC within any term of the academic year but not later than 30 school days before the final examination of the trimester.

23.3.10.2 **Documents Required**

- 23.3.10.2.1 Three (3) copies of the following documents should be presented at the time the application is filed.
- 23.3.10.2.2 A formal letter of application addressed to the AOAC;
- 23.3.10.2.3 Constitution and Bylaws;
- 23.3.10.2.4 List of interim board of officers, with their names, respective positions, majors, year levels, addresses, telephone numbers, birthdays, specimen signatures and ID numbers;

23.3.10.2.5 Names, year levels, majors, ID numbers and signature of at least 15 founding members, inclusive of officers;

23.3.10.2.6 A master plan of activities good for one term, which includes the goals, objectives, strategies, measures, brief description, target date, and budget breakdown per activity;

23.3.10.2.7 An organizations structure or chart;

23.3.10.2.8 A budget proposal for one term;

23.3.10.2.9 Certification from the Student Discipline Formation Office stating that the members and founders are bona fide students of DLSU and have no record of any major offense in the University and that such students are not identified with any organizations within or outside the University whose objectives and nature are against the mission-vision and policies of the University;

23.3.10.2.10 Name of faculty adviser/s with the letter of acceptance addressed to the AOAC.

23.3.11 **Other Requirements**

The constitution and Bylaws as well as the proposed activities of the applicants should be in accordance with the institutional policies and other rules and directives of the University and should not conflict or overlap with those existing organizations. In addition, the officers and founding members should be of good moral character.

23.3.12 **Approval of Application**

The Aspiring Organizations Accreditation Committee deliberates on the application in consultation with the appropriate unit or units under Student Affairs and other concerned units of the University.

23.3.12.1 The applicant should be informed of the approval of its application within two months from the

date of submission of requirements. No student organization shall be allowed to function without the prior approval required.

23.3.12.2 If the membership of a probationary organization is less than 30 members, the AOAC shall deliberate on a case-to-case basis on the status of recognition of the organization.

23.3.13 Approval and Amendments to the AOAC Primer on Operations

23.3.13.1 All documents pertaining to the existence and nature of the AOAC shall have the approval of the Director of Student LIFE.

23.3.13.2 Any amendments to the Primer on Operations or any agreements entered into by all the members and or any provision documents pertaining to the existence and nature of AOAC shall have the approval of the Director of Student LIFE and the Dean of Student Affairs.

23.3.14 **Implementing Calendar**

Start of classes – start of application

30 school days before final exams – deadline of applications

Immediate Term after Application

First 20 school days – Presentation of aspiring organization and deliberation by the AOAC

Next 5 school days – Release of accepted aspiring organizations

Next 5 school days – Submission of revised documents of aspiring organizations (if necessary)

Next 20 school days – second presentation and deliberation by the AOAC (if necessary)

Next 5 school days – Release of second list of accepted aspiring organizations (if necessary)

Remainder of the term – Orientation

Succeeding Term

Implementation of 1 term GOSM

2 weeks before activity ban – evaluation of aspiring organization

Start of probationary period for one year under the Office of Student LIFE

23.4 **Approval of Activities**

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

23.4.1 **General Procedures**

23.4.1.1 To ensure excellent delivery of quality service, all activity proposals submitted for approval shall be supported by an Activity Approval Form (A-form) and Project Proposal with all the necessary documents requested by Student LIFE.

23.4.1.2 A Project Proposal should contain the following:

- Name of sponsoring organization
- Title of activity
- Date, Time, and Venue of Activity Objectives
- Brief Description
- Persons responsible
- Beneficiaries (if applicable)
- Program of activities (if applicable)
- Project Schedule/Timetable
- Projected income and expense statement
- Manner by which funds shall be used
- Signature of project heads and vice-dean/faculty adviser

23.4.1.3 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 examination week until the last day of finals. Proposals submitted prior to the ban shall be accommodated.

23.4.1.4 Only organizational planning (e.g., team building activities, meetings, distribution of newsletters, leadership seminars for organization officers) and

development activities shall be allowed during term breaks.

23.4.1.5 Student LIFE supports DLSU's policy on non-commercialization, which discourages selling in campus and forging inappropriate partnerships with external companies and sponsors.

23.4.1.6 All communications such as invitations, requests, inquiries and the like, sent by graduate student organizations to offices inside the University shall be noted by the Director of Student LIFE. External Communications and those addressed to the members of the University Administration (e.g., President, Chancellor, Vice-Chancellor, Associate Vice-Chancellor, Deans, Vice-Deans, and University Controller) shall also be noted by the Dean of Student Affairs.

23.4.2 Guidelines for Specific Activities

23.4.2.1 Linkages

A graduate 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.

23.4.2.2 Seminars/Talks/Fora

Any duly recognized graduate student organization may organize seminars/talks/fora that would contribute to the development of graduate students in the academic and nonacademic 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 vice-dean.

23.4.2.3 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 vice-dean of the college.

23.4.2.4 Fund-Raising Activities

The University acknowledges the need for graduate 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.

23.4.2.4.1 All graduate student organizations shall be allowed a maximum of four (4) fundraising activities for the entire academic year, including its participation in the Valentine's Bazaar and University Week Bazaar.

23.4.2.4.2 Earliest submission of required documents is two (2) months before the activity. The latest submission is one (1) month before the activity.

23.4.2.4.3 An organization is only allowed to under- take a fundraising activity, the expenses of which do not exceed eighty (80) percent of its outstanding budget (combined operational and depository). Otherwise, the activity shall be jointly coordinated with other organizations until the joint budget of the organization meets the requirement (e.g., if the organization has a total budget of P100,000, the total expenses of the activity must not exceed P80,000).

23.4.2.4.4 Only one (1) fundraising activity such as movie premiere, raffle, solicitations, and activities of similar nature competing with each other are allowed per week. Exceptions are

Valentine's Bazaar and University Week Bazaars.

- 23.4.2.4.5 A report on the outcome of the fund- raising activity must be submitted to Student LIFE two weeks after the activity within the term of implementation. Failure to submit this report will disqualify the organization from submitting future fundraising proposals until the FRA report is submitted.

The people stated to account for the liabilities in the profit- and-loss statement will personally shoulder all liabilities and losses incurred by the organization from the activities. The University clearance of the said people will not be signed unless the liabilities are settled and the losses are paid back to the organization.

23.4.2.5 Raffle Draws

A time limit of one (1) month is given to any graduate student organization to raffle off items. Any extension of time should be approved by Student LIFE.

- 23.4.2.5.1 In the raffle tickets to be printed, the title of the activity, control number, price of the ticket, prizes, draw date and venue and name and/or logo of the sponsoring organization shall be indicated.
- 23.4.2.5.2 Raffle tickets must bear the Student LIFE stamp.
- 23.4.2.5.3 A designated representative of Student LIFE must be present during the drawing of the winners. The names of the winners shall be posted on a designated bulletin board inside the campus a day after the draw. This notice must be posted for a maximum of one week.
- A copy of the acknowledgement

receipt of each of the raffle prizes shall be attached to the financial report.

23.4.2.6 Ticket Selling

- 23.4.2.6.1 All tickets to be sold must bear the Student LIFE stamp. The following statement must be printed on the tickets: "This ticket is valid only if stamped by Student LIFE"
- 23.4.2.6.2 Secure from Student LIFE prior approval of the activity prior to the printing of tickets.
- 23.4.2.6.3 All tickets must be pre-printed and pre-numbered and must show the following information: name of sponsoring organization, program title, time and place, date of event and ticket price.
- 23.4.2.6.4 Tickets must be printed through SCOOP or through the Purchasing Office in accordance with purchasing policies and procedures.
- 23.4.2.6.5 Proceeds of the ticket sales shall be deposited with the Finance and Accounting Office at the end of the day.
- A report of ticket sales shall be submitted to Student LIFE two (2) weeks after the date of the activity event.

23.4.2.7 Selling Activities

- 23.4.2.7.1 No selling of any form is allowed inside the University (direct or indirect selling), except of novelty items by student organizations and items required by an academic subject. Novelty items are those items that bear a mark or logo of the student organizations. Consumable items are not included.

23.4.2.7.2 Selling shall be done only in the designated areas reserved for a maximum of one (1) week.

23.4.2.7.3 As per decision of the Council of Deans, academic year 1995-1996, selling inside the university is only allowed for the following:

- PRODUCT Bazaar
- ENTREP Bazaar
- University Week Bazaar
- Valentine's Week Bazaar
- RELIGIOUS ITEMS
- Lasallian Action Week
- TICKETS for fundraising activities
- NOVELTY ITEMS - Selling of novelty items is not counted as a fundraising activity (FRA)

Any appeal for exception to these rules shall be addressed to the Academics Council through the Director of Student LIFE, DSA, and the VCA.

23.4.2.8 Sponsorships and Solicitations

All sponsorship requests and solicitations in cash or in kind from any duly recognized graduate student organization involving any amount shall be recommended by the Director of Student LIFE and approved by the Dean of Student Affairs.

23.4.2.8.1 The following documents must be attached to the proposal for sponsorship and solicitation.

23.4.2.8.1.1 A sample of the solicitation letter to be sent in official stationery of the soliciting organization, if none is available, in official University stationery;

23.4.2.8.1.2 Complete set of the sponsorship package;

23.4.2.8.1.3 List of companies/organizations; and

23.4.2.8.1.4 Ready-for-signing Memorandum of Agreement between the donor and the soliciting student organization.

23.4.2.8.2 The Memorandum of Agreement must stipulate the following provisions:

23.4.2.8.2.1 An accountability clause stating that the officers of the soliciting organization shall be responsible for the fulfillment of the contract, and that failure to do so shall be the personal liability of the officers.

23.4.2.8.2.2 A stipulation that donations received shall be acknowledged with the University official receipt within one (1) week after the date of receipt.

23.4.2.8.2.3 An understanding that within two (2) weeks after the activity, a report of the activity shall be submitted to the donor.

23.4.2.8.2.4 An understanding that all donations shall be made by check payable to De La Salle University. Note: This will be deposited under the depository account of the sponsoring student organization internal to DLSU.

23.4.2.8.3 Activity forms shall be submitted to Student LIFE at least one (1) month prior to the activity date.

- 23.4.2.8.3.1 Solicitation letters can only be prepared and sent to prospective sponsors after its approval by Student LIFE.
- 23.4.2.8.3.2 Any student organization should not issue blank solicitation letters. The sponsor must be indicated at all times.
- 23.4.2.8.3.3 Attach the corresponding approved A-Form to accomplished solicitation letters for signature to the Director of Student LIFE and the Dean of Student Affairs.
- 23.4.2.8.3.4 Signed solicitation letters are sent to the approved prospective donors. Every solicitation letter sent to prospective sponsors/donors must have a receiving copy for the organization.
- 23.4.2.8.4 A written financial report of the outcome of the solicitation shall be submitted to Student LIFE two (2) weeks after the activity/ event. Failure to submit this report will disqualify the student organization from submitting future fundraising proposals until the report is submitted. The report shall also include all solicitations that did not materialize.
- 23.4.2.8.5 Only student organizations with pre-approved or approved activities are entitled to submit solicitation proposals for approval.
- 23.4.2.8.6 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.

- 23.4.2.8.7 Product Sample Exhibit and Distribution Product sample distribution is allowed only during the day of the activity itself. A formal letter of clearance shall be submitted to the Associate Vice Chancellor for Campus Development through the Director of Student LIFE. The place of distribution shall also have the approval of the Associate Vice Chancellor for Campus Development.

- 23.4.2.8.8 The student organization is responsible for the reservation of the appropriate venue as designated area for exhibit of product. Product exhibits are limited to major sponsors.

- 23.4.2.8.9 Academically related exhibits must be endorsed by the department chairperson and noted by the college dean. Except for academically related exhibits, the exhibitors must be major sponsors.

23.4.2.8.9.1 Off-campus Activities

Off-campus activities of student organizations pertain to activities conducted and/or held out of the campus and/or overnight.

A University authorized off-campus activity involving student organizations must have the approval or recommendation of Student LIFE or by the vice-dean of the college

if the activity is an academic requirement.

23.4.2.8.9.1.1 Graduate students participating in any off-campus activities must submit a personal waiver to be allowed to participate in the activity. Students may also be asked to submit a medical clearance.

23.4.2.8.9.1.2 When necessary, a faculty adviser or authorized faculty representative must be present in any off-campus activity.

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

23.4.2.9.10 Finance and Accounting Office Contract and Payment Terms and Requirements

All student organizations shall abide by the Terms and Requirements set by the Finance and Accounting Office on Contracts and Payments.

A. Contracts can be made between juridical persons only.

B. Require a sample official receipt from the person of the company with whom an agreement is entered.

C. To verify if receipt is valid, it must bear the company's BIR permit number and TIN.

D. The terms of payment should be stipulated in the contract.

E. Establish a limit in the down payment, i.e., 10% of contract price.

F. Prohibit the broker/external tie-up from solicitations.

G. PRS should be made payable to the concerned company/person because the University is under obligation to withhold tax.

H. Cash advance cannot be used for payment of contract/agreement because of withholding tax.

I. Cash advance for added (miscellaneous) expenses should be supported by noted official receipts upon liquidation.

All contracts should be submitted to Student LIFE at least two (2) weeks before the activity.

23.5 Minutes of Organizational Meetings and Financial Report

23.5.1 Student LIFE shall be furnished with copies of the minutes of the organization's meetings.

23.5.2 A copy of the organization's financial condition must be submitted to Student LIFE at the end of each term (a week prior to final examinations).

23.6 On Activity Bans

All graduate school students shall observe the activity ban, which provides that no co-curricular and extra-curricular activity shall be conducted one week prior to the final examinations.

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 whole-hearted 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 life-long 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 shares 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:

1. An Associate must constantly endeavor to grow in Lasallian spirituality by his/her involvement in Lasallian formation, be it personal or for other Partners.
2. An Associate must be actively involved in the advocacy of particular causes relevant to the advancement of the Lasallian Mission.
3. 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 a 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 are 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 STC in Canlubang Laguna

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 Health Sciences Institute (1987)

Dasmariñas, Cavite

De La Salle-College of Saint Benilde (1988)

Malate, Manila

Jaime Hilario Integrated School-La Salle (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)
- De La Salle-College of Saint Benilde (DLS-CSB)
- De La Salle University (DLSU)
- Emilio Aguinaldo College (EAC)
- Philippine Women's University (PWU)
- Lyceum of the Philippines University (LPU)
- University of the Philippines -Manila (UP-M)
- Philippine Christian University (PCU)
- Philippine Normal University (PNU)
- Sta. Isabel College (SIC)
- St. Scholastica's College (SSC)
- 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

Student Formation and Services



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

Program Description

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.

Reserve Officer Training Corps (ROTC)

The 247th NROTC Unit (DLSU-Manila) is a unit of the Naval Reserve Center of the Naval Reserve Command, Philippine Navy. Its primary role is to train and develop students in the rudiments of military service and produce capable AFP reservists as embodied in the constitution and in the provision of RA 7077 otherwise known as the AFP Reservist Act of 1991.

A new program was implemented with the passage of Republic Act 9163 [National Service Training Program (NSTP) Act of 2011.] Under this law, all male/female freshmen students are required to take any of the three (3) NSTP components: Reserve Officer Training Corps (ROTC), Literacy Training Service (LTS) and Civic Welfare Training Service (CWTS) as a graduation requirement to be undertaken for a period of two (2) trimesters. Each NSTP component shall be credited with three (3) non-academic units per trimester for fifty four (54) to ninety (90) training hours.

The new ROTC program will be implemented in the university to be undertaken for two (2) trimesters – Military Science 1 (Basic ROTC Navy Module). The special programs of the ROTC curriculum include:

CADET OFFICERS' CANDIDACY COURSE (COCC)

MILITARY SCIENCE 3

SUMMER TRAINING (MS 3)

ADVANCE ROTC PROGRAM (NS 31, NS 32, NS 41, and NS 42)

SUMMER SHIPBOARD TRAINING (NS 43)

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, exposures 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, Green & White, Green Giant, Malate Literary Folio, and The LaSallian. It also edits the print and online publications produced by accredited student organizations under SLIFE.

Offices under VC for Lasallian Mission

Center for Social Concern and Action (C.O.S.C.A.)

Who we are?

The Center for Social Concern and Action (C.O.S.C.A.) is the social development arm of the De La Salle University (D.L.S.U.). It is the primary unit responsible for the leadership, advancement, and promotion of the Principles of Lasallian Social Development and social formation values. C.O.S.C.A. aims to ensure that the academic community is aware of these principles and engages in endeavors that actualize faith in action through service and solidarity with the poor.

All of C.O.S.C.A.'s work essentially revolves around instruction, formation and social engagement to allow the Lasallian core values of faith, zeal in service and communion by association to be internalized by our stakeholders. Thus, the Center for Social Concern and Action (C.O.S.C.A.) is envisioned to be in the forefront of the Lasallian social formation and community engagement. C.O.S.C.A. is dedicated to the integral development of all Lasallians and partner communities through responsible citizenship and empowerment of marginalized sectors towards a just and humane society.

Primarily, C.O.S.C.A. aims to:

- 1) raise social consciousness, develop critical minds, strengthen the Lasallian identity and social formation of students;
- 2) uphold the relevance and responsiveness of community development interventions with partner organizations and social development institutions;
- 3) facilitate the active engagement of the Lasallian community in responding to socio-political issues as one of its means in contributing to social transformation;
- 4) contribute to knowledge development in the University, especially in the area of enhancing community engagement models;
- 5) establish and strengthen the network of stakeholders, both internal and external, that adhere to the Principles of Lasallian Social Development; and
- 6) document and disseminate the social development experiences and best practices to encourage other individuals, sectors and communities in serving the last, the least and the lost.

What we do?

In line with the D.L.S.U.'s new thrust, C.O.S.C.A. focuses on the following four (4) key competencies: 1) Social Formation, 2) Social Engagement, 3) University-Community Engagement and 4) Technology and Partnership Development.

These core competencies are concretized in the center's five major programs, 1) the National Service Training Program - Civic Welfare Training Service Program (N.S.T.P.-C.W.T.S.), 2) the Community Engaged Learning Program (C.E.L.P.), 3) the Lasallian Social Formation and Action Program (L.S.F.A.), 4) the University-Community Engagement and Development (U.C.E.D.), and 5) the Documentation, Research and Technology Development Program (D.R.T.D.).

Curricular Program

The N.S.T.P. is a required 6-unit non-academic course required by the university and mandated by the Republic Act 9163 or the N.S.T.P. Act of 2001. The N.S.T.P. is a year-long program consists of NSTP 101 Orientation in Term 1, Classroom Formation with two-day community immersion in Term 2, and Community Engagement in Term 3.

The Community Engaged Learning Program (C.E.L.P.) is academic-based and credit-bearing service activity integrated in an academic course. This program gives D.L.S.U. students and faculty members an opportunity to relate academic learning with service activity. It enhances knowledge

capacity and resource exchange, collaborative project implementation, and shared-reflection and learning.

The tripartite partnership of community organizations, students and faculty is important in the successful implementation of this program. C.E.L.P. is composed of two sub-programs, namely, 1) Theology and Religious Education Two (TREDTWO) - Community Service; and 2) Service Learning (S.L.).

Co-Curricular Program

The University Community Engagement and Development (U.C.E.D.) Program encourages both the academic and non-academic units of D.L.S.U. to collaborate with external communities in improving their quality of life, through sharing of resources, skills, expertise, and knowledge.

The U.C.E.D. Projects include the following:

- Talim Bay Coastal Resources Management Project - a partnership project with the Philippine Tropical Forest Conservation Foundation, Philippine Australian Community Assistance Program and Globalgiving;
- Localization of Sustainable Development Goals (S.D.G.) in seven (7) barangays of Manila District 5, in partnership with the Our Lady of the Assumption Parish and selected barangay councils;
- Alternative Learning System (A.L.S.) Project with DEpEd Manila;
- Enhancing bio-diversity through One Million Trees and Beyond (O.M.T.B.) with the Lasallian Institute for the Environment; and
- Capacitating local partners in Disaster Risk Reduction and management with Globalgiving.

The Documentation, Research and Technology Development (D.R.T.D.) Program provides support to C.O.S.C.A.'s major programs. These include abstraction of learnings through case studies and publications, research and theory building, technology development, and other knowledge-based management.

The Lasallian Social Formation and Action (LSFA) program provides opportunities to DLSU students, faculty, staff, and alumni to directly engage in volunteer work, community engagement, and issue awareness advocacy. The program paves the way in gathering and forming a community of Lasallian volunteers, advocates, and social change catalysts who strive to live-out the teachings of St. John Baptist De La Salle, with the aim of contributing to social transformation in Philippine society. L.S.F.A. works with the Lasallian Formation and Action Team (L.F.A.T.) in providing leadership, social, and spiritual formation to all volunteer

student organizations and special groups. The L.S.F.A. also animates the C.O.S.C.A. Volunteers and serves as the catalyst in the operationalization of the advocacy program.

C.O.S.C.A. Volunteers: Lasallian Outreach and Volunteer Effort (L.O.V.E.)

The Lasallian Outreach and Volunteer Effort (L.O.V.E.) is the student volunteer arm of C.O.S.C.A. The L.O.V.E. Volunteers are composed of individual D.L.S.U. undergraduate students who contribute their time, service, and resources to social development and social formation programs of C.O.S.C.A.

The L.O.V.E. Volunteers undergo a series of volunteer formation and skills training to develop their servant-leadership values and community engagement skills.

Together with the L.S.F.A. Coordinators, the volunteers are tasked to organize and involve the Lasallian community in the following volunteer projects:

- For the Kids (D.L.S.U.- F.T.K.) - a major outreach event for children with special needs;
- Blood Drive - a blood-letting and donation drive in partnership with the Philippine Blood Center (PBC);
- One Million Trees and Beyond (O.M.T.B.) - a regular mangrove tree planting, especially in Lian, Batangas;
- Alternative Learning System (A.L.S.) Outreach - a tutorial outreach for former out-of-school-youth to help them pass the DepEd Accreditation and Equivalency (A&E) Test;
- School Supplies Drive - gathering of cash and donations in-kind such as school supplies and educational materials for the benefit of partner institutions and schools;
- Issue Advocacy - regular advocacy fora and various forms of creative mass action and mobilization in response to pressing national issues and other issues affecting the marginalized sectors;
- Relief Operations and Calamity Drive - mobilization of resources and volunteers to address and respond to various natural and man-made calamities;
- Immersion Program - a five-day community immersion and engagement that provides experiential education and real-life experience of the socio-economic conditions of selected marginalized communities.

Lasallian Pastoral Office (LSPO)

The Lasallian Pastoral Office (LSPO) leads the members of the DLSU community towards faith-life integration and in becoming 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 (CROSs) 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.

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
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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

Main Clinic: Ground Floor, Br. Connon Hall

Satellite Clinic: Ground Floor, Enrique Razon Sports Complex

Makati Extension Campus

Makati extension Campus Clinic: Room 518, 5th floor, RCBC Building, Ayala Ave. Makati

STC

Main clinic: East Wing, Lower ground floor, Milagros del Rosario Building

LC1 Clinic: Ground Floor Learning Community 1

LC2 Clinic: Room 308, 3rd floor, Learning Community 2

Clinic hours

DLSU Taft Campus	Monday to Saturday, 6:00 am to 10:00 pm
DLSU-STC	Monday to Saturday, 7:00 am to 6:30 pm
DLSU Makati Campus:	Monday to Friday 1:30 pm – 9:00 pm Saturday, 7:30 am to 3:30 pm

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 Science and Technology Complex 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 <> STC
- Line 2: Paseo Caltex <> STC
- Line 3: Pavilion Mall <> STC
- Line 4: Carmona <> STC
- Line 5: Walter Mart <> STC

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 (<i>deep understanding</i>) - A Lasallian who:
Critical and Creative Thinker	<ul style="list-style-type: none"> ⌚ 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 ⌚ Responds to multiple experiences and ideas about the world and communicates personal and religious meaning through various modes and media ⌚ Uses innovative methods and technologies to solve problems, make decisions and envisage hopeful futures. ⌚ 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
Effective Communicator	<ul style="list-style-type: none"> ⌚ Communicates effectively and confidently in a range of contexts and for many different audiences ⌚ Listens actively to the intent and spirit of others' words and respond appropriately verbally and non-verbally ⌚ Composes and comprehends a range of written, spoken and visual texts to convey information that is meaningful to society and the Church ⌚ Explores ideas critically and expresses them clearly for a variety of purposes ⌚ Uses individual and group performances to explore and express ideas, thoughts, feelings, values and understandings

Reflective Lifelong Learner	<ul style="list-style-type: none"> ① Critically reflects on problems and issues to shape ideas and solutions that contribute to a better understanding of the wider world and the Church ② Critically evaluates and reflects on their assumptions and values ③ Plans, organizes, manages and evaluates own thinking, performance, behavior and well being ④ Reflects on the significance of God and/or religious experience for themselves and others ⑤ Develops awareness of the spiritual nature and religious significance of life
Service-Driven Citizen	<ul style="list-style-type: none"> ① Creates products and performances that achieve their purpose and are appropriate for their intended audience ② Develops and incorporates Christian leadership skills to contribute positively to the accomplishment of team goals, through collaborative processes ③ Develops and practices effective interpersonal skills in order to relate to others in peaceful, tolerant, compassionate and non-discriminatory ways ④ Nourishes relationships with God, self, others and the environment with compassion, sensitivity, respect, integrity and empathy ⑤ Evaluates their moral sensitivities and sense of responsibility through participation in a range of learning contexts.

Appendix F

Office Directory

Department/Office/Unit	Local	Room No.
1911 Insurance Agency Corporation	277	JH-G/F
Academic Support for Instructional Services and Technology	563	MH-216
Accountancy	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	LS-133
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
Ang Pahayagang Plaridel	701	CH-503A
Angelo King Institute for Economic and Business Studies	287	LS-223

Department/Office/Unit	Local	Room No.
Asian Regional Programme on Environmental Technology	215	AGH-21/F
Associate Vice Chancellor for Academic Affairs	584	HSSH-14/F
Associate Vice Chancellor for Faculty Resource and Development	281	HSSH-3/F
Associate Vice President for Campus Services	146	LS-201
Associate Vice President for Enrollment Services	597	HSSH-1402
Associate Vice President for Facilities Management	599,	HSSH-1401
Associate Vice President for Facilities Management, Architect	561	SJ-201
Associate Vice President for Information Resource Management	595	HSSH-1403
BAGCED, Academic Assistant	266	AGH-1603
BAGCED, Dean	121	AGH-1603
BAGCED, External Affairs	172	AGH-1609
BAGCED, Research and Advanced Studies	158	AGH-1603
BAGCED, Vice 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	CH-101
Br. Alfred Shields FSC Ocean Research Center	404, 406	HSSH-3/F
Br. Andelino Manuel Castillo FSC Religious Educational Foundation, Inc.	762	JH-302
Brothers' Community	139, 140	LS-4/F

Department/Office/Unit	Local	Room No.
Building and Grounds Maintenance Office	141	SJ-201
Campus Sustainability Office	272	LS-201
Canteen, La Casita	344	AGH-6/F
Canteen, La Casita	367	ERSC-2F
Canteen, Perico's Grill	150	LS-106A
CCS, Academic Assistant	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, Vice Dean	301	AGH-10/F
Center for Business Research and Development	149	FC-2/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 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
CHED PHERNet Sustainability Studies Program	127	HSSH-4/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
Chemistry	230	WH-5/F

Department/Office/Unit	Local	Room No.
Chemistry Instrument and Research	501	SJ-512
Chemistry Laboratory	212	VH-410
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	152	LS-201
Civil Engineering	226	AGH-8/F
Civil Engineering Faculty Extension Room	204	VH-513
Civil Engineering Laboratory	203	MH-104A
Civil Engineering Laboratory	305	STRC-103
CLA, Academic Assistant	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, Vice Dean	326	FC-G/F
COL, Dean	286	AGH-1207
COL, Vice Dean	285	AGH-1207
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
Computer Laboratory, Gokongwei Hall	385	GH-304A
Computer Laboratory, Gokongwei Hall	386	GH-304B
Computer Laboratory, Gokongwei Hall	387	GH-302A/B

Department/Office/Unit	Local	Room No.
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	GH-104
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, Vice Dean	521	WH-2/F
Council of Student Organizations	744	CH-402
Counseling and Career Services Extension Office	389	AGH-1505
Counseling and Career Services, Career Services Unit	416	CH-304
Counseling and Career Services, Counseling Unit	419	CH-203
Counseling and Educational Psychology	172	AGH-1609
Credit Cooperative	750	JH-205
Culture and Arts Office	702, 737	CH-403
Culture and Arts Office, Rehearsal Room	311	ERSC-204
Decision Sciences and Innovation	134, 188	FC-2/F

Department/Office/Unit	Local	Room No.
Decision Sciences and Innovation, Business Incubator	125	LS-108
DOST Science Education Institute	343	LS-229 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-207
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	VH-151 Mezzanine
English and Applied Linguistics	530, 562, 564	AGH-1501
English Language Laboratory	340	AGH-1408
Enrollment Services Hub - Help Desk	114	HSSH-2/F
Ergonomics and Product Design Laboratory	209	STRC-218
External Relations and Internationalization Office	163, 574	HSSH-1405
Faculty Association	332	MH-304
Filipino	509, 552	FC-3/F
Financial Management	133	FC-2/F
Food Institute	401	HSSH-3/F
Former President	247	HSSH-1411
GCOE, Dean	229	VH-151 Mezzanine
GCOE, External Affairs	278	VH-151 Mezzanine

Department/Office/Unit	Local	Room No.
GCOE, Laboratories	210	VH-151 Mezzanine
GCOE, Research and Advanced Studies	217	VH-151 Mezzanine
GCOE, Vice Dean	201	VH-152 Mezzanine
Green and White	205	CH-503B
Green Giant	208	Bloemen Hall
Health Services Office	221	CH-103
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	GH-102
Information Technology Services Office	310	GH-308
Innovation and Technology Office	248	LS-114
Institutional Testing and Evaluation Office	143, 168	HSSH-4/F
Intellectual Property Office	279	HSSH-3/F
Intelligent Systems Laboratory	353	MH-106
International Center	289	SJ-207
International Quality Assurance Office	567, 581, 582	HSSH-1406
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

Department/Office/Unit	Local	Room No.
Jesse M. Robredo Institute of Governance	524	YH-601
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-1407
Libraries	600	HSSH-6/F
Libraries, Acquisition Section	610	HSSH-6/F
Libraries, American Studies Resource Center	265	HSSH-13/F
Libraries, Andrew Gonzalez Hall Law	568	AGH-2/F
Libraries, Archives Section	640	HSSH-10/F
Libraries, Br. Benedict Learning Resource Center	288	AGH-1804
Libraries, Cataloging	601	HSSH-6/F
Libraries, Circulation Section	622	HSSH-8/F
Libraries, European Documentation Center	602	HSSH-6/F
Libraries, Filipiniana Section	262	HSSH-10/F
Libraries, Information Desk	442	HSSH-6/F
Libraries, Instructional Media Services	370	HSSH-6/F
Libraries, Instructional Media Services Extension Office	566	AGH-2/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
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

Department/Office/Unit	Local	Room No.
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	154	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
National and Internal Quality Assurance	433	HSSH-1406
Operation Big Brother	142	AGH-1803
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
President and Chancellor, Administrative Officer	801	HSSH-1407
President and Chancellor, Executive Officer	802	HSSH-1407
President and Chancellor, Reception	803	HSSH-1407
Procurement Office	156, 194	Warehouse-201
Psychology	560	FC-4/F

Department/Office/Unit	Local	Room No.
Psychology Laboratory	752	SJ-308
Publishing House	271	YH-601
Radio and TV Studio Laboratory	323	MH-209
Registrar	245	HSSH-2/F
Registrar, Enrollment and Evaluation Section	116	HSSH-2/F
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 Center	185	Warehouse 203
Risk Management, Compliance, and Audit	411, 511	HSSH-1408
RVRCOB, Academic Assistant	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, Vice Dean	131	FC-G/F
Safety Office	146	LS-201
Science Education	158	AGH-1608
Science Foundation, Inc.	760	JH-202
Security Office	480	SJ-108
Security Office, HSSH Receptionist	441	HSSH-14/F
Security Office, Switchboard Operator	100	LS-116
Social Development Research Center	402	WH-3/F
SOE, Dean	380	LS-221
SOE, Vice Dean	380	LS-221
Software Technology	313	GH-103
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

Department/Office/Unit	Local	Room No.
Strategic Management	375	HSSH-1407
Student Affairs, Dean	730	CH-301B
Student Affairs, Vice Dean	276	CH-301B
Student Discipline Formation Office	414	SJ-115
Student Discipline Formation Office, Lost and Found Section	290, 611	SJ-105
Student Leadership Involvement, Formation and Empowerment	732, 739	CH-301A
Student Media Office	738	CH-501
Support Services Office	766	LS-201
Support Services Office, Mailing Unit	151	LS-201
Support Services Office, Materials Reproduction Unit	170	LS-201
Support Services Office, Transportation Unit	155	JH-G/F
Surface Physics Laboratory	423	STRC-311
Teresa Yuchengco Auditorium	283	YH-7/F
The Lasallian	701	CH-303C
The Museum	368	YH-2/F
The Store	724	ERSC-2/F
Theology and Religious Education	199, 534	FC-3/F
Tokyo Institute of Technology - Philippine Office	232	VH-510
Unit Operations and Refrigeration Laboratory	234	VH-102
University Fellows	270	YH-2/F
University Research Coordination Office	164	HSSH-3/F
University Student Government	734	CH-302
Vice Chancellor for Academics	108, 109	HSSH-3/F
Vice Chancellor for Lasallian Mission	120, 280	AGH-20/F
Vice Chancellor for Research and Innovation	401	HSSH-3/F
Vice President for Administration	557	HSSH-1404
Vice President for Finance	592	LS-133

Department/Office/Unit	Local	Room No.
William Shaw Little Theater	314	WH-103
Yuchengco Center	165	YH-2/F

HOTLINE

Service	Local No.	Building
Emergency	111	St. La Salle Hall
Health Services	222	Br. Gabriel Connon FSC Hall
Health Services	333	Enrique M. Razon Sports Center
Security and Safety	444	St. La Salle Hall
Security and Safety	555	Br. Andrew b. Gonzalez FSC Hall
Facilities	666	Henry Sy Sr. Hall
Reservation	777	Henry Sy Sr. Hall

GATE NUMBER

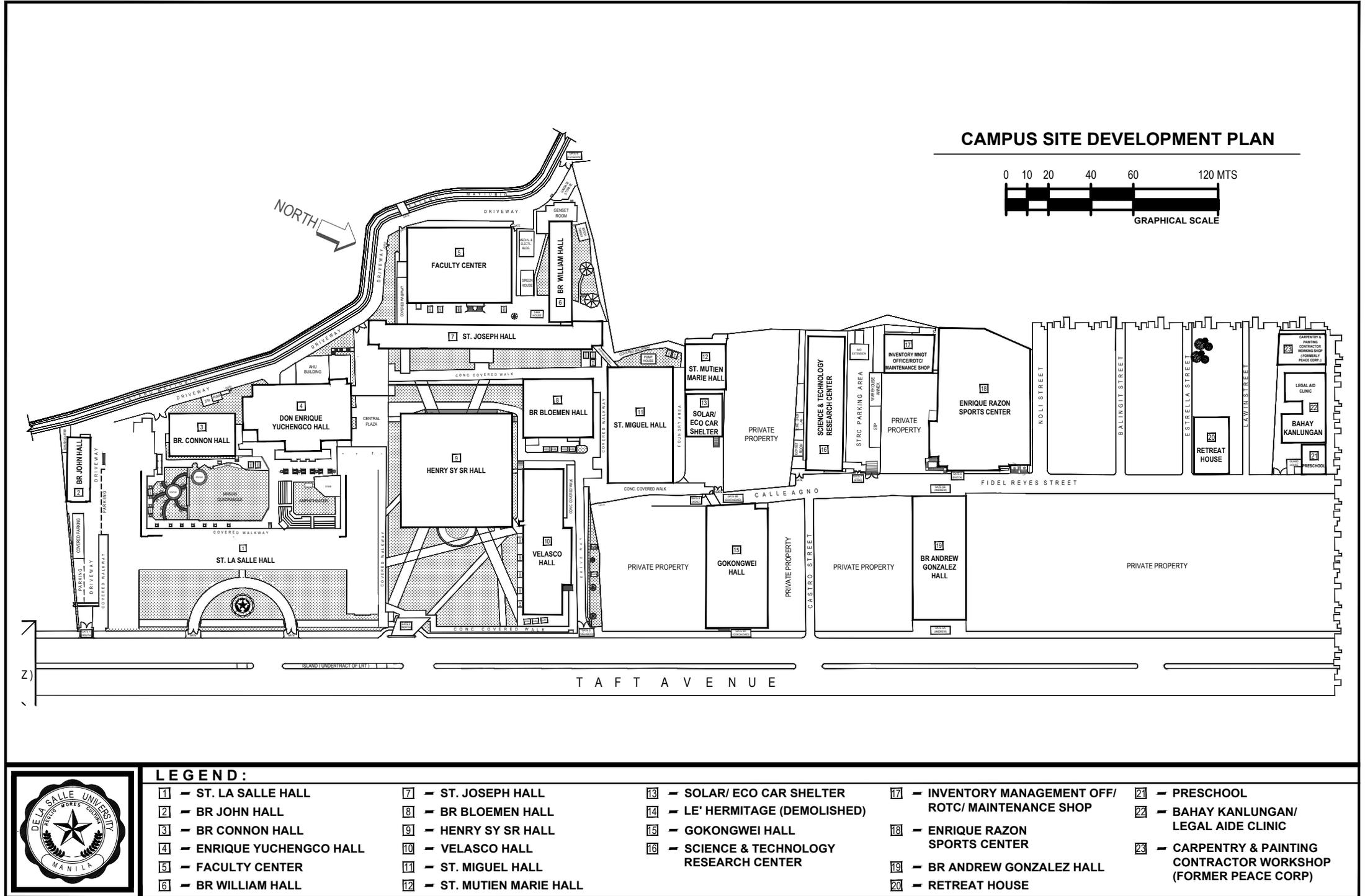
Gate Label	Local No.
Gate 1 (South)	481
Gate 2 (North)	482
Gate 3 (Velasco)	483
Gate 4 (Gokongwei)	484
Gate 5 (Andrew)	485
Gate 6 (Razon)	486
Gate 7 (STRC)	487
Gate 8 (Agno)	488
Gate 9 (Leveriza)	489

LEGEND

Acronym	College/Building
AGH	Br. Andrew B. Gonzalez FSC Hall
BAGCED	Br. Andrew B. Gonzalez FSC College of Education
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
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

Appendix G

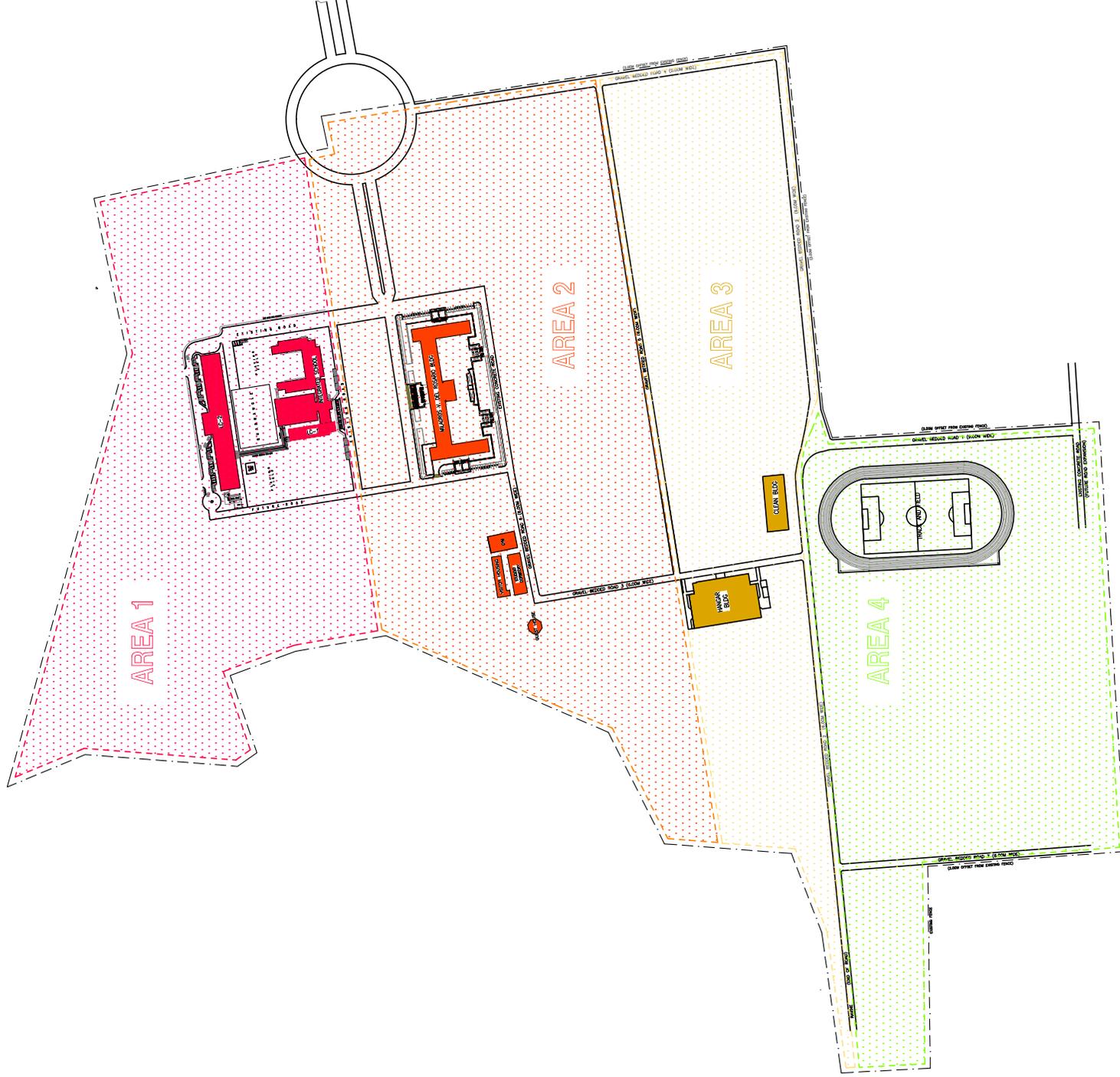
Campus Layout





LEGEND:

AREA	BUILDINGS/ PARKING/ SPACE
AREA 1	INTEGRATED SCHOOL LC-1 & LC-2 PERGOLA QUADRANGLE PLAYING FIELDS PARKING UTILITY AREAS MILAGROS V DEL ROSARIO BLDG VISITOR HOUSING STUDENT DORM
AREA 2	GUEST HOUSE GYMNASIUM HANGAR CLEAN BLDG
AREA 3	SPORT DEVELOPMENT AREA
AREA 4	



Campus Zoning Map



SCALE 1: 4500 M.

Appendix H

Student Organizations



Council of Student Organizations

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/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.

PROBE - Professional Organizations of Business and Economics



AdCreate Society

The AdCreate Society is the professional organization of De La Salle University that caters to Advertising Management majors, and open to those who want to explore their creative side. With a number of seminars and workshops, AdCreate Society strives to hone the students' skills in concept

development, strategic planning, branding, management, and of course, encourage their creativity overall. As much as the organization promotes self-discovery and growth, it seeks to be an avenue for interaction, collaboration, and camaraderie. It opens the door to opportunities, and broadens the mind to further knowledge outside the four corners of the classroom, which is where the learning really begins. AdCreate Society not only brings out one's inherent advertising skills, but it definitely molds great leaders and future advertising practitioners that will change the game. Imagine. Create. Achieve.



Business Management Society (BMS)

The Business Management Society is one of the premier professional student organizations in De La Salle University. The organization takes pride in their 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.



Economics Organization (EconOrg)

The Economics Organization is a professional organization based at De La Salle University-Manila. Its main goals are to hone students to become 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 the sectors of the community. The organization initiates programs and projects that establish camaraderie and reinforce academic learning among members through

various activities incorporating 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.



Junior Entrepreneurs Marketing Associations (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.



Junior Philippine Institute of Accountants (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 50 years of providing quality activities to its members, JPIA produces well-rounded individuals who are technically competent to do their business engagements and knows 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 activities such as parties, socio-civic activities and off-campus events which empowers and strengthens 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.



Ley La Salle (LSS)

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.



Management of Financial Institution Association (MaFIA)

The Management of Financial Institutions Association, most commonly called as MaFIA, was founded in 1978. MAFIA, a duly recognized professional organization of De La Salle University- Manila, serves as the official organization of the Management of Financial Institutions (FIN) students of the university. Committed to serve its constituents, MAFIA struggle its way to instill and impart with its members a legacy of true leadership. It is the organization's mission not only to gratify the needs of FIN students, but also to respond to the demands of the Lasallian community in providing them the value and excellence they deserve.

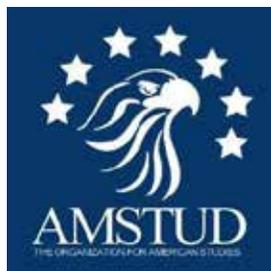


Young Entrepreneurs Society (YES)

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, 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.

CAP11- Alliance of College of Liberal Arts Professional Organizations



The Organization for American Studies Students (AMSTUD)

The Organization for American Studies primarily caters to students that take up the American Studies program. As one of the professional organizations of De La Salle University, AMSTUD ensures that its services greatly satisfy the Lasallian student body through academic and extracurricular activities.

Another aim of AMSTUD is to reach out to American institutions and other outside organizations to create networks beneficial for them as well as the Lasallian student body.



Behavioral Science Society (BSS)

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, organization development, human resource management, and program development.



Dalubhasaan ng mga Umuusbong na Mag-aaral ng Araling Filipino (DANUM)

Ang DLSU-DANUM ay isang organisasyong nagnanais iangat ang antas ng pagtitiwala at respeto ng bawat Pilipino sa Wikang Filipino bilang isang wikang

makapaghahatid ng pagbabago at magpapakilala sa bawat Pilipino sa buong mundo sa pamamagitan ng pag-aaral ng tamang pamamalakad sa iba't ibang uri ng Midya. Ninanais din ng organisasyon na panumbalikin ang kamalayan ng bawat isa sa Kultura ng Filipino sa pamamagitan ng pagsasagawa ng mga epektibong pamamaraan upang maipakilalang muli ito at upang tugunan ng mga isyung kaugnay sa Mass Media na siyang pinakamabisang paraan sa ngayon ng pagpapalaganap ng kaalaman sa mga nangyayari sa paligid saan man sa mundo.



European Studies Association (ESA)

The European Studies Association is the first student organization in Asia to be recognized by the Commission of the European Community and it is also endorsed by all European Embassies in the Philippines. The organization is made of European studies majors and members who have a keen interest in the western region's history,

culture and fad. ESA helps its members in maximizing opportunities that can help them in their future careers and make the most out of their area of study. We have embassy visits, language tutorials, career talk and seminars provided by European diplomats. Being an active member can merit exposure to possible job opportunities and various academic and non-academic supplements.



Sociedad de Historia (SDH)

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.



Samahan ng Lasalayanong Pilosopo (DLSU Pilosopo)

DLSU 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.



Nihon Kenkyuu Kai (NKK)

Nihon Kenkyuu Kai or the Japanese Studies Society is a professional organization in De La Salle University which aims to cater to the needs of Japanese studies majors and at the same time to the interests of those interested in Japan and in the Japanese culture. NKK focuses on the Japanese culture in general and provides activities such as embassy visits, sado (tea ceremonies), basic Japanese language tutorials, talks on Japanese economic development, disaster management, etc. Furthermore, NKK fosters mutual understanding in building bridges of friendship between the Filipinos and the Japanese as it provides a channel for interested students to learn more about the different aspects of both the Japanese and Philippine society and culture.



Political Science Society (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.



Samahan ng mga Mag-aaral sa Sikolohiya (SMS)

Ang Samahan ng mga Mag-aaral sa Sikolohiya ay isang propesyonal na organisasyon sa DLSU. Patuloy na itinataguyod ng SMS ang pag-aaral at pagpapaunlad ng mg Sikolohiya bilang malawak at makabuluhang pag- unawa at pagtangkilik sa iba't-ibang aspeto ng gating kurso. Hangad din nitong mapagbuklod ang mga mag-aaral pati na din ang mga guro at ang buong komunindad ng Sikolohoya 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.



Team Communications (TEAMCOMM)

As the professional organization of Communication Arts and Organizational Communication, Team Communication seeks to hone the inherent creative talents and technical skills of its members by exposing and involving them in the production of various forms of media.

Be active in the organization's various programs designed to further develop De La Salle University's Communication Majors. Take part in general assemblies, seminars and workshops that cover such areas as Basic Photography, Post Production Workshops. Adobe Applications Tutorials and Graphic Design. Be in the know by participating in course orientations and team buildings. Join studio tours, film festivals and media-related talks to get the feel of the kind of work that awaits you once you graduate. Get acquainted with your peers by attending organization-sponsored activities, everything from parties to sports tournaments. Show your skills by joining contests, participating in exhibits and by applying for officership.

Make the most of your college life.

Be a part of the organization exclusively for the country's future responsible media practitioners.



Kapatiran ng mga Kabataan para sa Kaunlaran (KKK)

Kapatiran ng mga Kabataan para sa Kaunlaran (KKK) envisions itself as a learning organization whose members - animated by faith, service and communion - engage in holistic development work and good governance for nation building. KKK dreams of the Philippines as a nation of empowered communities - 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.

ENGAGE - Engineering Alliance Geared Towards Excellence



Association of Computer Engineering Students (ACCESS)

ACCESS is a professional organization of Computer Engineering students in the College of Engineering. The organization seeks to move members to pursue excellence in their field and aim to support them with a culture that best exemplifies social awareness and understanding, with purpose helping them to succeed and thrive as Christian Achievers and Computer Engineers. The organization not only supports its members academically but also encourages students to participate in extra-curricular activities in order to prepare them as they enter the competitive world of the industry.



Chemical Engineering Society (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.



Civil Engineering Society (CES)

The Civil Engineering Society, a part of the Junior Philippine Institute for Civil Engineers - Lungsod ng Maynila Chapter (JPICE-LNM), is one of the 39 accredited professional organizations of the De La Salle University - Manila that comprises the Council of Student Organizations (CSO) and is also celebrating its 28th year of creating well-rounded and highly-skilled civil engineering students. This organization's vision is to create a community of well-rounded Civil Engineering Students who are highly skilled and intellectually competent in their respective fields in and outside the country, socially aware and responsible to the needs of others. With that in line, the Civil Engineering Society's mission is to develop its members to become holistic and world-class Civil Engineers driven by social responsibility and guided by the La Sallian faith.

"Built to Build" is the running theme of Civil Engineering Society, which means, to build its members not only to become professional but also to be professional at par with the best. Its core values include being Integrative, Innovative and Holistic as a future Civil Engineer and as a La Sallian Student.

Through the years, CES has devoted its time to encourage its members to become active individuals and leaders themselves. Also, it has developed from an organization

concentrated only on serving the upper batches to the members as a whole. Through its Vision-Mission, this organization is focused on developing its members into world-class Civil Engineers of the future through activities that enhance not only in academic excellence but also social awareness.



Electronic and Communications Engineering Society (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).

Industrial Management Engineering Society (IMES)

The Industrial Management Engineering Society or IMES is the professional organization for industrial engineering students in the university. Just like the course it represents, IMES optimized 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. IE's known by heart that "there's always a better way" so when it comes to organizations, it's IMES.



Mechanical Engineering Society (MES)

The Mechanical Engineering Society (MES) of De La Salle University is a non-profit organization which promotes and enhances the total development of its members - intellectual, spiritual, moral, social, emotional, and physical. MES remains a

breeding ground of Lasallian men and women aspiring to be excellent leaders who are technically competent, socially responsible and world-class mechanical engineers.

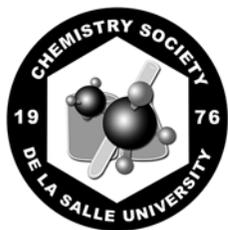
Established in 1977, MES has become more than an avenue for future mechanical engineers to interact. It widens its network among other professions, help the community develop, and improve the skills of its members. For decades now, MES has been producing well-rounded alumni. Aiming to continue the tradition of excellence, MES shall continue developing student leaders to spearhead the activities and programs for its members and the community.



Society of Manufacturing Engineering (SME)

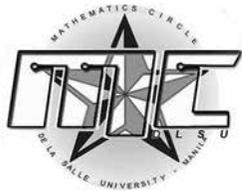
SME is the professional organization of manufacturing engineering and management students; it is student chapter s200 of SME USA. SME is a world-class student organization united in helping mold, dynamic and well-rounded Lasallian engineers who are forerunners in advancement and development of the Philippine Manufacturing Industry as well as a catalyst in uplifting the Filipinos standard of living through professional development and special activities development. The society caters not only to MEM students but also to non-MEM students as well. With these activities whose purpose is to holistically shape and mold its members, it is indeed an organization worth spending your time with.

ASO - Alliance of Science Organizations



Chemistry Society (ChemSoc)

Chemistry Society is a nonstock nonprofit organization for undergraduate Chemistry enthusiasts. The organization dedicates itself to serving, first and foremost, the Lasallian community; for the formation of responsible individuals who are persons, learners, scholars, and citizens. For the past years, it has established its testament of excelling in the field of chemistry.



Mathematics Circle (Math Circle)

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.



Physics Society (PhySoc)

The Physical Society continuously keeps pace with the scientific and technological advances of the present times. The society upholds the primary goal of instilling appreciation and a deeper understanding of physics to their members and to the university as well. The society is created to assist students of physics, and lives up to its commitment of serving side by side with the Physics Department.



Societas Vitae (SV)

Societas Vitae, the professional organization of Biology and Pre-Medical students, aims to provide holistic development through conducting activities that will further nourish their knowledge and skills in line with the field of Medicine. SV is part of the Biology Alliances of the Philippines and the Alliances of Pre-Medical Societies in the Philippines. And by then, Societas Vitae envisions to enable its members to be productive and progressive citizens for God and country.

ASPIRE (Association of Special Interest and Socio-Civic Organizations) (Included are the Professional organization of Computer Studies and Education, SPIN and SCORE Organizations)

College of Computer Studies



La Salle Computer Society (LSCS)

The La Salle Computer Society is the only professional organization of the college of computer studies. The organization aims to develop its member to become professionals in the field of Information Technology. It holds various activities that mainly support the academic curricula of the college. LSCS enables students to become competent and well-rounded Lasallian IT professionals.

College of Education



Union of Students Inspired Towards Education (UNITED)

The Union of Students Inspired Towards Education, or UNITED, is the professional organization of 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.

UNITED strives for excellence, prioritizing the needs of Education students. This organization aims to ignite

passion for Education and to mold students to become advocates of Education who will contribute to the Philippine Educational System. Also, UNITED provides venues for socio-civic activities promoting social awareness and for character development activities enhancing professional and personal skills maximizing student's potential.



ENGLICOM- DLSU Filipino & Chinese Organization

ENGLICOM was established way 1964 making it one of the oldest organization in De La Salle University. Its purpose is awakening the Filipino and Filipino- Chinese consciousness by instilling a Filipino identity, social awareness, and a sense of compassion and unity through nation building. ENGLICOM believes in long-term development of both its members and the communities it serves, by being a venue for personal growth and leadership, as well as for building skulls and instilling socio-civic responsibility. However, in addition to looking toward the future, ENGLICOM celebrates its past by appreciating both Filipino and Chinese culture and by being an organization where all can have fun and enjoy.



Rotaract Club of DLSU- ROTARACT

The ROTARACT Club of DLSU is part of a global effort to bring peace and international understanding to the world. To achieve this, it aims to develop its members and communities holistically and to think, speak, and live the four-way test of Rotary International: (1) Is it the truth? (2) Is it fair to all concerned? (3) Will it bring goodwill and better friendship? And (4) Will it be beneficial to all concerned? The organization also prides itself with molding future leaders who initiate change, development and awareness through selfless service, honing leadership and professional skills and strengthening bonds and international linkages; and most importantly; Rotaract Club of DLSU brings one a whole lot of fun-filled activities and heartwarming experiences.



United International Student Organization (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.



AIESEC-DLSU

AIESEC De La Salle University hones its members by through an integrated global learning experience better known as the AIESEC experience. This training includes the exchange program, leadership opportunities and participation in a global training environment such as local, national and international conferences. AIESEC believes everyone possesses the potential of being a leader and through AIESEC it is up to you to discover and develop your skills.

Being in existence in nineteen other prominent universities in the country, AIESEC continues to offer its members activities ranging from team building, social activities and seminars to inter-school, national and international conferences. These activities mold our members to play smartly keeping the essence of a hard worker. Through this, a global network will start to grow from you. From dealing with exchange participants from other countries to being an exchange trainee sent elsewhere, it is a challenge up to you to take. Thus, if you want to step up and take this challenge, AIESEC is what you need.

MOOMEDIA

Moomedia is a special interest organization in De La Salle University that promotes, nurtures, and fosters an appreciation towards the entire spectrum of arts practice.

It is geared towards providing outstanding venues for students of the Lasallian community to understand the significance of digital arts, animation, and multimedia. In line with this vision, the organization is open to all students especially those who want to unleash their expertise in this field.

Furthermore, Moomedia seeks to hone creative skills of its members through discovering and exploring the evolving nature of digital media and its applications in the areas of interactive and information technology. This organization assures to allow students to express their innovative ideas through having a wider communication given by such technology, and to understand its provocative role in social awareness and nation building.



Outdoor Club (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.



Writers' Guild (WG)

"More than words..."

Writers' Guild aims to generate an initiative for writing within its members by providing ways for them to learn to appreciate writing through honing their literary writing skills as well as incorporating technical and course related writing.

Writers' Guild: Redefine Writing



De La Salle University - Environmental Conservation Organization (ECO)

De La Salle University - Environmental Conservation Organization (DLSU-E.C.O.) is a student organization that focuses on sustainability and environment which also promotes student's welfare, good health, disaster response and environmental awareness through ECO Adventure Activities that are founded on the Experiential Learning Mode which believes that there is no better way to learn than to have a direct experience with the environment; emphasizing that there are things that can only be learned from actual hands-on experiences that cannot be learned in simple abstract means.



Gakuen Anime Soshiki (GAS- School of Anime Organization)

Gakuen Anime Soshiki is a community of people with a common interest for Anime, Cartoons, Games, Epics, Novels, Films, K-pop, J-pop and other media culture that creates an interactive and socially relevant community which aims to inspire, encourage and enhance the talents and skills of Lasallians through immersion in different Media Culture.

GRADUATE STUDENTS ORGANIZATIONS



Graduate Student Council

The Graduate Student Council serves as the representative body of the 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 the holistic development of the graduate students.



De La Salle Law - Paralegal Volunteers Organization (DLSU LAW PVO)

The De La Salle Law - Paralegal Volunteers Organization (DLSU LAW PVO) 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, lectures, and involvement in communities. The vision of PVO is to assist in building an ideal La Sallian 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.



THE De Lasalle University MBA FINANCE SOCIETY

The DLSU MBA Finance Society is a De La Salle University-based organization that provides its members with information on the role of the financial services sector and related fields. MBAFS is open to anyone in the graduate school College of Business and aims to appeal to anyone with an interest in finance, business, and national development through finance.

The Society aims to provide information and training about key skills and abilities within this sector to those interested in entering the world of finance.

With these in mind, the MBA Finance Society hosts a range of events. These include Technical analysis on equities trading, Cash flow 101 workshops, career workshops such as CV building and interviewing, Professional license reviews on the SEC Fixed Income Market Salesman, SEC Certified Securities Specialist, Certified Treasury Professional and soon the Chartered Financial Analyst (CFA). These ranges of events and activities provides an invaluable service to anyone with career aspirations in the financial industry,

But most of all we are committed to our mission in nation building, because we aspire to create a nation of investors.

Business Doctoral Society (BDS)

The Business Doctoral Society (BDS) of DLSU Taft 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 Taft to finish and graduate from the program within the allowable time frame set by the university.

The society aims to: enhance the members’ personal and professional competencies in business and management 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

JUAN

JUAN is an alliance of visionary leaders who are inspired by the ideals of San Juan Bautista De La Salle. Driven by its desire for efficient and effective governance in and outside of the DLSU College of Law, JUAN envisions itself as an effective training ground and producer of future leaders in the Law Profession who will be fighting for what is just and right with an indomitable spirit.

SPECIAL GROUPS

Alyansang Tapat sa Lasalista (TAPAT)



Alyansang Tapat sa Lasalista (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 Student-Life 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 deeply-rooted 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. With the necessary experience, knowledge and management skills, it is more than

capable to organize a successful and widely-patronized tournament. More than half a century has come and gone, but one thing remains clear: LSDS' relentless pursuit for excellence in the tradition of upholding Lasallian values.

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 Vice 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. 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. 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 policy-making bodies and multi-sectoral committees handling issues that affect them. Examples are the following:

- 30.1. Aspiring Organizations Accreditation Committee
- 30.2. Bookstore Committee
- 30.3. Canteen Committee
- 30.4. Committee on national issues and concerns
- 30.5. College/school council
- 30.6. Enrollment committee and enrollment council
- 30.7. Honors and awards council
- 30.8. Lost and found disposition committee
- 30.9. Multi-sectoral committee on student fees
- 30.10. Physical facilities committee
- 30.11. University scholarship committee
- 30.12. Student discipline formation board
- 30.13. Student handbook revisions committee
- 30.14. Task force safe school committee
- 30.15. University library committee
- 30.16. Mission statement university week executive committee
- 30.17. University panel for case conference
- 30.18. University information and communication technology council

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 302, 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 Vice-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 A Faculty Association representative.

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 and documents 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.

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:

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 evidences 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 Human Resource Development Office.
- 44.5.3 Complaint of a Student against a Department Chair or Vice-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.

Sec.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.

Sec. 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.

Sec. 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.

Sec. 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, 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.

Sec.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.

Sec. 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.

Sec. 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, palling, 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 *ex parte* without prejudice to the respondent's appearance in subsequent hearings.
 - 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.
 - 4.4.8. 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 Sub-Committee.

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 for DLSU Students

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
- Faculty Association (FA) 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.

- g. 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.
 - h. 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.
 - i. 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.
 - j. 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.

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

1. 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.
2. Parental involvement shall be maximized in the implementation of drug education, random drug testing, treatment and rehabilitation of drug users and dependents.
3. 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.
4. 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.

5. 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.
6. 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.
7. 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.
8. Random drug testing shall be implemented primarily for prevention and rehabilitation.
9. The drug testing program shall guarantee and respect the personal privacy and dignity of the student.
10. The drug test results shall be treated with utmost confidentiality.
11. 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.

12. Random drug testing for students is considered by the government as entirely a “health” issue and aims to provide appropriate interventions, to those who will be tested positive for dangerous

drug use, which will help the student stop further use and/or abuse of the substance.

SECTION 3. Letter C “DEFINITION OF TERMS” is hereby amended to include the terms “CHAIN OF CUSTODY, INTERVENTIONS and LABORATORY, which shall be defined as follows:

CHAIN OF CUSTODY- refers to procedures to account for each specimen by tracking its handling and storage from point of collection to final disposal. These procedures require that the applicant’s identity is confirmed and that a Custody and Control Form is used from time of collection to receipt by the laboratory. Within the laboratory, appropriate chain of custody records must account for the samples until disposal.

INTERVENTIONS- are therapeutic programs appropriate for high-risk individuals/students who are using dangerous drugs and who need special assistance to recognize the signs and symptoms of initial drug use and dependency. It may include corrective or rehabilitative actions that may take the form of crisis intervention, peer counseling, peer leadership programs, parent/peer groups, or psychological counseling at the individual or family level and structured rehabilitation programs. It may also include medical intervention of the afflicted student whenever necessary.

LABORATORY- refers to a DOH-Accredited private or government facility that is capable of testing a specimen to determine the presence of dangerous drugs therein.

SECTION 4. Letter D “PROCEDURES IN THE CONDUCT OF RANDOM DRUG TESTING” is hereby amended such that:

Item 2.a. should read as: “The Supervising Agency shall inform all schools on their inclusion in the random drug testing program.”

Item 4. on Treatment of Random Drug Test Results is hereby amended in its entirety such that it shall read as follows:

4. TREATMENT OF RANDOM DRUG TEST RESULTS

- a. The results of the test shall be strictly confidential. No school shall publish or post results whether positive or negative.
- b. Any person who violates the rules of confidentiality of the results and selection shall be liable under Section 72 of 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

7. Trained guidance counselors can also be utilized.
 - 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 N

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”.

Sec. 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.

Sec. 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.

Sec. 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.

Sec. 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.

Sec. 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.

Sec. 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.

Sec. 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.

Sec. 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.

Sec. 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.

Sec. 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.

Sec. 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 O

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
 - c) There is use of resources of the University that are not stu-

dents 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 University;
- g) Reviews contracts and other agreements concerning intellectual property matters referred to it by the University;

- h) Initiates the creation and revision of University policies, strategies, guidelines and procedures concerning intellectual property;
- i) Coordinates activities with the other units in the University to promote awareness and compliance to intellectual property laws and policies;
- j) Prepares and executes a system for documenting and tracking University-owned intellectual property;
- k) Represents the University in Intellectual Property organizations, associations and societies;
- l) Proposes and defends budget for activities related to its functions;
- m) Approves and monitors expenses for activities related to its functions.

10. **Intellectual Property Offenses**

The University recognizes the exclusive rights of inventors, authors and artists over their intellectual property creations. For this reason, it shall protect the rights of the owners of intellectual property over all forms of intellectual property violations such as:

- a) Photocopying of printed materials or copying of computer software without the permission of the author/s or creator/s, subject to the rules on fair use of copyrighted work and the other exceptions thereto as stated in the Intellectual Property Code of the Philippines (RA 8293);
- b) Use, distribution, transfer, rental, sale or production of counterfeit, unlicensed or pirated intellectual property contained in optical media as defined under the Optical Media Act of 2003 (RA 9239);
- c) Violation of the confidentiality rule under Section 8 of these policies;
- d) Deliberate failure to comply with the prior disclosure requirement under Section 4 of these policies;
- e) Unauthorized use, distribution, transfer, rental, sale or production of university-owned intellectual property;
- f) Plagiarism and other forms of academic dishonesty;
- g) All other acts analogous to the foregoing.

11. **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).

12. **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.

13. **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.

14. **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.

15. **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.

16. **Effectivity Clause**

These Revised IP Policies shall take effect on July 7, 2010.

Appendix P

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.'

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

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 Q

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. 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.
3. 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.

4. 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.
5. 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.
6. These guidelines shall take effect starting SY2007-08, Term 2.

Appendix R

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 - 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.
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 5 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 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

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REMINDERS:

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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.
2. The Office of Admissions and Scholarships (OAS) reserves the right to decline applications that have not met the criteria set by the Office.

Appendix S

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;

- (3) Restoring a sense of safety for a victim and assessing the student's need for protection;

- (4) Protecting from bullying or retaliation of a person who reports acts of bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying; and

- (5) Providing counseling or referral to appropriate services for perpetrators, victims and appropriate family members of said students;

- (d) Enable students to anonymously report bullying or retaliation: Provided, however, That no disciplinary administrative action shall be taken against a perpetrator solely on the basis of an anonymous report;

- (e) Subject a student who knowingly makes a false accusation of bullying to disciplinary administrative action;

- (f) Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms of such school for the anonymous reporting of acts of bullying or retaliation;

- (g) Educate parents and guardians about the dynamics of bullying, the anti-bullying policies of the school and how parents and guardians can provide support and reinforce such policies at home; and

- (h) Maintain a public record of relevant information and statistics on acts of bullying or retaliation in school: Provided, That the names of students who committed acts of bullying or retaliation shall be strictly confidential and only made available to the school administration, teachers directly responsible for the said students and parents or guardians of students who are or have been victims of acts of bullying or retaliation.

All elementary and secondary schools shall provide students and their parents or guardians a copy of the anti-bullying policies being adopted by the school. Such policies shall likewise be included in the school's student and/or employee handbook and shall be conspicuously posted on the school walls and website, if there is any.

The Department of Education (DepED) shall include in its training programs, courses or activities which shall provide opportunities for school administrators, teachers and other employees to develop their knowledge and skills in preventing or responding to any bullying act.

SEC. 4. **Mechanisms to Address Bullying.** - The school principal or any person who holds a comparable role shall be responsible for the implementation and oversight of policies intended to address bullying.

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.) EMMA LIRIO-REYES
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

Share on social media

Resources

[PDF] Republic Act No. 10627, September 12, 2013

Appendix Z

Implementing Guidelines for Discipline-Related Policies

Dress Code Policy

Section 4.2 Social Norms of the DLSU Student Handbook 2015-2018 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.”

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, including which include:

TOPS

- tube tops without bolero/blazer/cardigan/jacket
- halter tops without bolero/blazer/cardigan/jacket
- backless blouses/shirts without bolero/blazer/cardigan/jacket
- spaghetti straps without bolero/blazer/cardigan/jacket
- racer back 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 (showing the midsection while standing or walking)

BOTTOMS

- bottoms where the undergarment can be seen

- sports, P.E. and athletic shorts inside classrooms/seminar rooms/auditorium
- shorts and skirts with hemline above the one (1) inch allowance from the student’s longest finger in a standing upright position

DRESSES

- see through dresses
- dresses with plunging necklines
- dresses with hemline above the one (1) inch allowance from 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
- extreme hair colors (e.g. red, purple, blue, etc.)
- clothing with pictures and/or statements that are contrary to the mission and the Catholic nature of 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 (SSO) 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 sanctions on the Dress Code policy, the discipline officers 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 2015-2018), the provisions of the Implementing Guidelines will be reviewed after one academic year of its implementation.*

ID-Related Policies

Students who lost their ID for the third time shall be charged with a fine equivalent to the cost of the ID and will be required to attend the SDFO On Restructuring and Managing the Self (FORMS) Program. Students who lost their ID for the fourth (4th) time should render four (4) hours of service to their academic departments and pay the fine. The fines shall be utilized to support the SDFO FORMS Program. The fifth (5th) and succeeding loss of an ID shall be considered as a minor offense.

The student is given an allowance of two (2) consecutive days to find the missing ID before considering it as lost ID. However, if the student was able to find the missing ID, within the (2) working days allowance, the number of days that the ID was declared missing shall then be counted as a left ID.

Students who left their ID for three (3) non-consecutive or consecutive days in one academic year, and enter campus premises, shall incur a minor offense and shall be required to render four hours of service to their academic department. The fourth and succeeding entry into campus without bringing his/her ID in the same academic year shall constitute a minor offense and the student shall be required to render four (4) hours of academic service each time.

The term “academic year” refers to the regular academic year as defined by the University, regardless of the term of entry of the student. However, another minor offense is incurred when a student commits 6th, 8th, 10th (and so on) left ID violations during his/her entire stay in the University that did not ripen to a minor offense in one particular academic year. The student shall also be required to render service to his/her academic department as an additional sanction for these minor offenses.

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 per day that it is not returned, although both the ID and the campus pass shall be immediately regulated. The fines shall be utilized to support the Student Government

Assistance Fund (SGAF). If campus pass is not returned within after three (3) days, excluding Sundays and Holidays, the student shall be charged with a minor offense.

The student should be responsible in monitoring the number of his/her lost or left ID violations. In case of 3rd left or lost ID, the student must immediately report to the SDFO.

In DLSU (Taft, STC and its satellite campuses), ID is part of the school attire and should be visibly worn inside the campus at all times.

Cleanliness Campaign

The University affirms its Cleanliness Campaign through certain provisions of the Student Handbook. Section 1.12 of the General Directives 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 Clean-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 Section (LFS) for safekeeping and inventory, subject to the provisions of the Student Handbook.

Owners of belongings gathered during the SDFO Clean-Up Drive may claim the same from the SDFO LFS only during office hours. The office hours of the SDFO LFS are posted outside the said office.

Pursuant to the Cleanliness Campaign of the University, the following are considered OFFENSES under section 5.3.2 of the DLSU Student Handbook:

- 5.3.2.3 Disobeying school regulations and other rules approved by University authorities provided they are properly disseminated

through official student publications with monthly circulation and/or through official DLSU website announcements.

- 5.3.2.7 Littering.
- 5.3.2.14 Eating in areas designated as non-eating places (classrooms, laboratories, offices, study areas in buildings, and Sports Complex).
- 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 publications and/or official DLSU website announcements.

Public Display of Physical Intimacy

Section 4.6 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 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 as set by the University Student Government (USG) 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

Pornographic Materials

Section 5.3.1.11 (Student Discipline Formation) considers the following as major offenses:

“Acts of lewdness or commission of any act of immorality; being inside cubicles of comfort rooms with another person; and viewing, reading, display or distribution of pornographic materials inside

the University (unless with SDFO permit endorsed by the faculty concerned as part of the course requirement), including accessing internet sites that do not correlate to any specific subject or course within the University.”

Pornographic materials that need to be brought inside the campus for academic purposes shall be allowed only upon securing the necessary permit from the Student Discipline Formation Office.

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.

Areas where Eating and Playing Cards are Prohibited

The Student Handbook considers the following as MINOR OFFENSES:

- 5.3.2.14 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).
- 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.

University Jurisdiction

Section 5.5.2 Student Discipline Formation of the Student Handbook provides that the term:

“University premises’ refers to the territorial boundaries of De La Salle University, Taft Avenue, Manila and Science and Technology Campus (STC), 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:

- 5.5.2.1 Brawls, as define in Section 5.3.1.5

- 5.5.2.2 Inflicting physical injuries on another, as defined in Section 5.3.1.6;
- 5.5.2.3 Unauthorized bringing in, carrying, possession or use of drugs or chemicals as defined in Section 5.3.1.7;
- 5.5.2.4 Vandalism or destruction of property belonging another, as define in Section 5.3.1.2;
- 5.5.2.5 Direct assault as defined in Section 5.3.1.6;
- 5.5.2.6 Threatening another as defined in Section 5.3.1.10;
- 5.5.2.7 Unjust enrichment as defined in Section 5.3.1.13;
- 5.5.2.8 Making sexual advances as defined in Section 5.3.1.27;
- 5.5.2.9 Gambling as defined in Section 5.3.1.16.
- 5.5.2.1 Drinking of liquor or alcoholic beverages in public establishments”

The coverage of the 200-meter peripheral University jurisdiction are:

- 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)

Theater Decorum during Performances and Formal Conferences

Lasallians are expected to keep in mind common courtesy 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.

LASALLIAN CHEERS

THE ALMA MATER SONG

F C7
Hail, Hail
F C7
Alma Mater,
F C7 F
Hail to De La Salle!
A7
We'll hold your banner
Dm7
high and bright,
G C C7
A shield of green and white,
F C7
We'll fight to keep
F C7
your glory bright,
F C7 F F7
And never shall we fail,
Bb F Dm7 G7
Hail to thee our Alma Mater!
F C7 F
Hail! Hail! Hail!

DE LA SALLE SONG

Come whatever kind of weather
When the old gangs get together
That's the time to think of days gone by

Chase your blues and cares away]
Let's be happy, let's be gay,
In our hearts, the song will never die
Chorus:

De La Salle, we're rooting for you!
De La Salle, O, can't you see
Every one of us is for you
We'll cheer you on to victory
Rah! Rah!

To the green and to the white
We will pledge our loyalty
And may years add but fame
To that grand old name
De La Salle, De La Salle (twice)

GREEN ARCHER SONG

(Bugle blast) Rah! Rah! Rah!
(Bugle blast) Rah! Rah! Rah!

On into the fight, Green Archers,
(WHITE!)
Fight to victory (GREEN! WHITE! FIGHT!)
For La Salle, you valiant marchers (Rah!)
Ever fighters be (Rah! Rah! Rah!)
Glory for La Salle Green Archers (Fight!)
Our motto ever be (Green! White! Fight!)
Let your arrows fly true, Archers
'Till we down the enemy (FIGHT! FIGHT!
FIGHT!)

ARCHER SONG

On into the fight Green Archer
On to Victory
For La Salle we valiant marchers
Every fighters be
Glory for La Salle Green Archers
Our motto ever be
Let your arrows fly, true archers
Till we down the enemy.

VICTORY SONG

Cheer, cheer, for old De La Salle
Wake up the echoes cheering her name
Send her rousing cheers on high
Shake out the thunder from out of the sky.

What though the odds be great or small
Old De La Salle will win over all
While her loyal sons are marching
Onward to victory, rah-rah-rah!

LA SALLE SPELLING

La Salle spelling three times,
Set! 1 2 3
La Salle spelling three times!
(La Salle spelling three times!)
Ready! (Ready!)
1 2 3
(Uno, dos, tres!)

L—A—S—A—L—L—E!
La Salle, rah!

L—A—S—A—L—L—E!
La Salle, rah!

L—A—S—A—L—L—E!
La Salle, rah!

WHO'S TO WIN THIS GAME?

Who's to win this game, set! 1 2 3
Who's to win this game? (Green!)
Who's to win this game? (White!)
Green! (Green!)
White! (White!)
Green, white, fight!

Green, white, white, white!
Go, fight, fight, fight, fight!
Green, white, go fight!
Green, white fight!
Green, white, white, white!
Go, fight, fight, fight, fight!
De La Salle! De La Salle!
Fight! Team! Fight!

ZAMA ZIPA ZAM

Zama Zipa Zam, set! 1 2 3
Zama Zipa Zam! (Zama Zipa Zam!)
Ready! (Ready!)
1 2 3

Zama Zipa Zam!

(Clap: 1, 2, 1-2-3, 1, 2, 1-2-3)
Fight!

(Clap: 1, 2, 1-2-3, 1, 2, 1-2-3)
Fight!

(Clap: 1, 2, 1-2-3, 1, 2, 1-2-3)
Fight!

Win! Team! Win!

REKTIKANO

Rektikano, set! 1 2 3
Rektikano! (Rektikano!)
Ready! (Ready!)
1 2 3

Rektikano, keena keena
Rektikano, keena keena
Rektikano, rektikano, rektikano, rah!

Rektikano, keena keena
Rektikano, keena keena
Rektikano, rektikano, rektikano, rah!

Sis-boom-bah!
Sis-boom-bah!

Boom-rah-boom-rah-boom-rah-rah!
Boom-rah-boom-rah-boom-rah-rah!

Sis-boom-bah!
Sis-boom-bah!
La Salle, rah!

HAYDEE

Haydee three times, set! 1 2 3
Haydee three times!
(Haydee three times!)
Ready! (Ready!)
1 2 3

Haydee-kaydee! Kala-wala-waydee!
Kala-wala-wingo-dingo-daydee!
Hush! Kush! Kala-wala-wush-wush!
Kala-wala-wingo-dingo-dash!
Haydee-kaydee! Kala-wala-waydee!
Kala-wala-wingo-dingo-daydee!
Hush! Kush! Kala-wala-wush-wush!
Kala-wala-wingo-dingo-dash!
Haydee-kaydee! Kala-wala-waydee!
Kala-wala-wingo-dingo-daydee!
Hush! Kush! Kala-wala-wush-wush!
Kala-wala-wingo-dingo-dash!
1 2 3!
Animo!
La Salle!

BUMAKAYA

Bumakaya, set! 1 2 3
Bumakaya! (Bumakaya!)
Ready! (Ready!)
1 2 3

Bu-ma-kaya
I-ma-kadiwa
Bu-ma-kaya
I-ma-kadiwa

Bumakaya, imakadiwa
Bumakaya, imakadiwa
Bumakaya, imakadiwa

Fight! Team! Fight!

STRAWBERRY SHORTCAKE

Strawberry shortcake, set! 1 2 3
Strawberry shortcake!
(Strawberry shortcake!)
Ready! (Ready!)
1 2 3

Strawberry shortcake, blueberry pie!
V-I-C-T-O-R-Y!
Victory, victory, is our cry!
De La Salle, De La Salle!

Heidi-hei!

DERECHO LA SALLE

1-2, 1-2, 3-4
1-2, 1-2, 3-4
1-2, 1-2, 3-4
1-2, 1-2, 3-4
D 1-2, 1-2, 3-4) CLAP
L 1-2, 1-2, 3-4
S 1-2, 1-2, 3-4
U 1-2, 1-2, 3-4 D-L-S-U!
DLSU, DERECHO LA SALLE !!!

YAMAKADEP

Yamakadep, set! 1 2 3
Yamakadep! (Yamakadep!)
Ready! (Ready!)

1 2 3

Yamakadep, D!
Yamakadep, L!
Yamakadep, S!

Yama-yama, D!
Yama-yama, L!
Yama-yama, S!
Yama-yama, D-L-S!
Rei, green!
Rei, white!

Rei, green! Rei, white!

Rei, rei, rei-rei-rei!
Rei, rei, rei-rei-rei!

La Salle!

Fight! Team! Fight!

LA SALLE FANS

La Salle fans, set! 1 2 3
La Salle fans! (La Salle fans!)
Ready! (Ready!)
1 2 3

La Salle fans in the stands, if you hear us,
clap your hands!
(Clap: 1, 2, 3-4, 1, 2, 3-4, 1)
Now that you're with the beat, it's time to
move your feet!
(Stomp: 1, 2, 3-4, 1, 2, 3-4, 1)
Now that you're in the groove, it's time to
see you move!
(Clap and stomp: 1, 2, 3-4, 1, 2, 3-4, 1)

ANCHORS AWEIGH

Anchors aweigh my boys
Anchors aweigh
Farewell to La Salle joys
We sail at break of day day day day
Through our last night on shore
Onward we roam
Until we meet once more
Here's wishing you a happy voyage home
Sail La Salle down the floor

Sail to the sky
We'll never change our course
So, rival, you steers shy- shy- shy- shy
Roll up the score, La Salle
Anchors aweigh
Sail La Salle down the floor
And sink the rival, sink the rival, hey!

MEN OF LA SALLE

Men of La Salle, we are marching
With our colors of green and white
Meeting our foemen with valor
For the glory of old we'll fight
So let's go to the battle with courage
For our goal is now in sight
And we'll hope, fight and sing with all our
might so strong
'Till nobly we have fought and won the fight

Refrain:

Fight on to victory, Onward our watchword be
We're out to win this game with all its honor
For you, La Salle, we'll always try to con-
quer
Fight on to victory let all your courage see
And homeward, we'll cheer thee as sons of
La Salle
So fight on to victory (Twice)

FIGHTING SONG

On to victory
We're out to win today, here's why
For the green and white
Green Archers going in to do or die
Win or lose today
We're gonna try, and try the same old way
And with all our might
We're gonna fight! Fight! Fight!
FIGHT! FIGHT! FIGHT!
On to victory
Onward L S C
Our college here beside the sea
All together now
We're going onward, on to victory
Let our arrows fly
And keep them flying, flying to their goal!
And with all our might
We're gonna fight! Fight! Fight!

FIGHT! FIGHT! FIGHT!
On to victory
LA SALLE!

ONWARD GREEN ARCHERS

Onward Green Archers
Onward and fight
Keep up the high score and hang on
For victory's in sight
Rah! Rah! Rah!
Raise it, Green Archers
Raise and hold 'em high
Your banner's proudly waving
With its colors of Green and White

MARCHING SONG

March, march on down the floor
Fighting for La Salle
Break through the other line
Their strength to defy
We'll give them a long cheer
To our true men
We're here to win again
La Salle's team can fight to the end
And we will win
Rah! Rah! Rah!

FOR THE GREEN

For the green! For the white!
La Salle will fight!
For the white! For the green!
La Salle will win!
With a Ho, Ho, Ho
And a Ha, Ha, Ha
With a Fight, Fight, Fight (pause)
With a Siz Boom Bah
With a Rah Rah Zip
With a Rah Rah boom
With a Ray De La Salle
With a give 'er room (pause)
March! March! March on, La Salle
Fight! Fight! Fight on, La Salle
Strike up the band
There's vict'ry beyond
Vict'ry! Vict'ry! Vict'ry!
Men of La Salle!

LA SALLE RALLY

Rally L pass, pass;
Rally S shoot, shoot;
Rally C goal, goal;
Rally VIC-TO-RY
VIC-TO-RY (diminishing)

L-S-C

L-S-C (increasing)

L-S-C

(pause)

Rally green green green!

Rally white white white!

Rally green! Rally white!

Rally green, white, fight!

(pause)

La Salle! Fight!

FIGHT DE LA SALLE FIGHT

Fight, De La Salle, fight!

Fight, De La Salle, fight!

Fight, De La Salle, fight!

Fight, De La Salle!

Fight, De La Salle!

Fight, De La Salle, fight!

(followed by Fight, Fight, Green and White)

FIGHT, FIGHT, GREEN AND WHITE

Fight, fight, green and white!

Fight, fight, green and white!

Fight, fight, La Salle!

Siz Boom Bah

(Repeat thrice, ending in Team, Team,
Team)

HOLD 'EM TIGHT

Hold 'em tight! Hold 'em tight!

Hold 'em, hold 'em, hold 'em tight!

Green White, Green White

Fight, team! Fight! (Thrice)

SHOULDER TO SHOULDER

Shoulder to shoulder

Knee to knee

Fight on, La Salle!

To victory! (Twice)

ANIMO CHEER

Animo green!

Animo white!

Animo L-S-C will fight!

Animo white!

Animo green!

Animo L-S-C will win!

Aaaaaaaaaahhhhhhhhhh!

Yippity, yippity, L-S-C!

Green white, green white, victory!

Yippity, yippity, L-S-C!

Green white, green white, victory!

ARCHER

With an A with n A

With an A R C

With a C with a C

With a C H E

With an R with an R

A R C H E R S

Archers! Archers!

FIGHT 'EM AGAIN

Fight 'em again! Fight 'em again!

Fight 'em HARD! (Three times)

Team, team, team!