



OPERATIONS MANUAL AY 2015-2016

In consultation with the Dean of Student Affairs, the Student Affairs Directors' Council, the CAO Council of Advisers, and the CAO Council of Company Managers, the Culture and Arts Office (CAO) presents this manual of policies and procedures for the use of its artists, managing, and production groups. It serves as a guide to the Executive Board of the CAO groups through providing pertinent information necessary to conduct business with the mother office and other offices in the campus.

All provisions outlined in this manual are made consistent with the University's Mission Statement. More specifically, these provisions are instituted:

- To instill Lasallian virtues of Christ-likeness, dedication, discipline, honesty, and imparting of these values among the members;
- To maintain order in the operations of the office and the CAO groups;
- To maintain excellence and to strive for higher standards in all performances
- To encourage a striving for academic and professional competence and accountability and;
- To render service to the University and Nation by enlightening and educating them on the different art forms through relevant programs and by sharing with them our talents and resources.

These policies are made in conformance with University-wide and Student Affairs policies and directions of DLSU.

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Any proposal to amend these policies shall be coursed through CAO, the policy maker and the implementer of the said policies such as the Chancellor, Vice Chancellor for Administration, Vice Chancellor for Lasallian Mission and Alumni Relations, Dean of Student Affairs, and the Student Affairs Directors' Council. For comments and suggestions, email us at: glorife.samodio@dlsu.edu.ph or visit us at <http://www.dlsu.edu.ph/offices/sps/cao>.

All the staff, trainers, officers and members of the Culture and Arts Office are required to read the contents of this guidebook to facilitate smooth working relations and operations. Ignorance is not an excuse for any violation of the policies that will be committed.

THE LASALLIAN ARTISTS' PRAYER

Almighty God, source of all that is good
We praise and thank you for the wonderful talents
You bestowed upon us.

As we, at this moment, are about to
fulfill another task, let this be for your glory.

As we strive to excel in our performance,
may you be the one, Lord,
to shine among those who will be with us today.

Like John Baptist De La Salle,
who responded to your call of educating the least the last and the lost,
May we also teach the minds, touch the hearts and
transform the lives of others through our performances.

With this, we invoke your loving guidance for us to be
filled with faith, act with zealous heart and
commune with one another forever and ever.

AMEN.

Section 3

HUMAN RESOURCE POLICIES

3.1 ATTENDANCE

- 3.1.1. Regular attendance in all trainings, rehearsals and performances is required of all officers, members and trainees throughout the term. The office is also very strict in terms of punctuality as it instills the value of professionalism to its students.
- 3.1.2. The trainers are expected to begin their classes promptly. However, unavoidable circumstances may cause them to be late or absent from class. They are advised to inform the officers and the CAO staff at least thirty minutes before the time should they be absent or late from class. If there are no announcements, members and officers are requested to wait for 20 minutes before they leave the room. Unless the officers call for an organizational meeting in lieu of the practice.
- 3.1.3. A student is considered tardy if he/she is not present within the first 20 minutes of the three-hour training/ rehearsal time, except in cases where he/she has classes in the first 1 to 1 ½ hour of the rehearsal time. For performances, he/ she is considered tardy if he/she is not present within the first 20 minutes of the call time, unless he/she informs the trainer or company manager that he/she will be late due to his/her emergency classes and examinations, at least two days before the performance.
- 3.1.4. Three (3) properly accounted incidents of perennial uninformed tardiness and absences causing failure of the group's over-all performance are punishable by dismissal from the group. These incidents should be documented by calling the attention of the said member regarding his tardiness/ absence during a performance. These documents will be filed by the group and CAO. Only on the third incident will the member be considered automatically dismissed as recommended by the officers and trainer and approved by the CAO Director through a formal letter of dismissal.
- 3.1.5. Students may be excused from the artistic trainings, rehearsals for the following reasons:
- Attendance to academic classes and required co-curricular activities such as ROTC, CWTS or ORIENT, thesis defense, academic related field trip, academic-related seminars required by the teachers
 - Death of an immediate family member
 - Sickness (should be supported by Medical Certificate)
- All other reasons will not be considered because the student should realize his/ her importance in the over-all outcome of his/her group's performance. Moreover, absences during performance and general rehearsals are strictly not allowed.
- 3.1.6. Students render themselves ineligible for a passing attendance, attitude and ability grade if they are absent from class for more than 60% of the time that they are expected for practices and performances. The trainers and officers may warn the student if they are about to reach this cut-off. However, they are not obliged to give this warning nor inform the parents of the students about their tardiness or absences. The students themselves should keep track of absences.
- 3.1.7. Only students who are enrolled for the term and are duly recognized members or trainers are allowed to attend the practices and performances and enter the rehearsal room.
- 3.1.8. Each member of any Culture and Arts group is entitled to a number of approved absences from their academic courses for every duly approved university or

organizational activity, which needed their attendance. Approved absence forms should be properly and completely filled up in typewritten form before they are submitted to the CAO Director for her signature.

3.1.9. The maximum allowable absence (approved and unapproved combined) is 5.5. CAO will only approve the absences up to 3. It is left to the student's discretion to absent himself/herself from his class if ever approved absence forms are not signed by the CAO Director and Dean of Student Affairs. Students with approved absences should not be put to a disadvantage. Students are encouraged to communicate to the faculty concerned about the exceptional circumstances of their absences. Students also have the right to raise this issue to the Student Council Grievance Committee should they be treated unjustly by an academic faculty due to the approved absences. (*Article 6.7, Student Handbook p.b26*)

PROCEDURES FOR FILING APPROVED ABSENCE:

1. Secure an APPROVED ABSENCE FORM (See Appendix F.22) from CAO, and fill out in typewritten format.
2. Students must be aware of how many non-approved absences s/he has incurred on this subject. They should always bring their STAR NOTES to keep track of this information.
3. Submit duly accomplished form to CAO Secretary (CAO Secretary will be the one to submit the forms to the CAO Director and Dean of Student Affairs)
4. Claim the forms from the CAO Secretary.
5. Sign in the APPROVED ABSENCE LOG SHEET in the STAR NOTES, have the secretary check it.

The student who filed for their accomplished APPROVED ABSENCE must be responsible for claiming and keeping the form. If the form is lost, you would have to write a formal letter to the CAO Director to request for consideration of having another set of approved absence forms signed by him/her. The letter should be accompanied by an affidavit of loss.

3.1.10. In cases where a student will miss an exam due to every duly approved university or organizational activity, he/she must pass an approved absence form and a letter from the CAO Director requesting a special exam.

PROCEDURES FOR FILING ADVANCE SPECIAL EXAM:

- a. Secure a REQUEST FOR ADVANCE SPECIAL EXAM FORM (See Appendix F.23) from CAO, and fill out.
- b. Submit at least 3 days before the scheduled exam. Requests submitted after the scheduled exam date has already passed will not be accepted
- c. If the exam missed was a surprise quiz. The student should go to the faculty immediately and ask if he/she may be given a make-up quiz. Only then will a letter of request be prepared for the concerned student upon completion of the Request Form.

3.1.11. In terms of non-academic approved absences, the student should submit the signed approved absence forms to ROTC (for ROTC), COSCA (for CWTS) or OCCS (for ORIENT) at least two (2) weeks before the scheduled day/s. However, students are encouraged to avail of the modified ROTC exemption so excused absences for such will be lessened. All incoming freshmen for may also avail of the modified CWTS to lessen the instances

where students have to be excused. Submission of LATE NSTP APPROVED ABSENCE FORMS will not be considered. CAO is not responsible for the members of the CAO group not filing their approved absence forms on time and for its consequences.

3.1.12. Deans' Listers of the preceding trimester are encouraged to use the given the privilege of unlimited cuts or absences in academic subjects during the current trimester upon presentation to the faculty member of a Certificate for Unlimited Cuts from the Registrar's Office. (*Article 6.7, Student Handbook p.b27*)

3.1.13. ATTITUDE AND ABILITY

Student Artists are graded every term by the trainer according to their attitude and ability (A&A).

Attendance	20%
Attitude	40%
Ability	40%
TOTAL	100%

The A&A grade soft copy submitted to CAO should have a hard copy counterpart with signatures of all the members signifying that they know how they fared for the term. This is to ensure that they are informed about their development as an artist. A&A grades without the member's signature will not be accepted. Soft copies will not be honored without the signed hard copy counterpart. Below are the corresponding A&A grade equivalents:

POINT EQUIVALENT	GRADE EQUIVALENT	DESCRIPTION
75 and below	0.0	Failed
75-78.57	1.0	Passed
78.58-82.14	1.5	Fair
82.15-85.71	2.0	Satisfactory
85.72-89.28	2.5	Good
89.29-92.85	3.0	Very Good
92.86-96.42	3.5	Superior
96.43-100	4.0	Excellent

3.2. STATUS AND CLASSIFICATION OF MEMBERS

3.2.1. Trainees (LYO, LSDC, Chorale, Innersoul)/Apprentices (HTG) – All students who have passed the screening tests, auditions and pre-membership trainings of the particular CAO group they have applied in are considered as trainees. As trainees, they still cannot receive any major benefits (e.g. tuition discounts, advanced enrolment, awards) except the modified NSTP program and invitation to production and management seminars. However, trainees of the La Salle Dance Company may avail of the modified PE exemption benefit after two active terms of service. They do not also have voting rights for major organizational decisions that have to be made for the group. They cannot also be assigned any officer or section/committee head position in the group.

3.2.2. Members – All trainees who have passed the above requirements for membership shall undergo professional artistic and management trainings under their advisers and

officers, following the group's syllabus. After their regularization as members, they shall receive a membership contract (See Appendix F. 6) that shall bind them as members to deliver the service, time and performance expected from them. He/she should maintain an attendance, attitude and ability grade (evaluated by the trainer, officer, section/committee heads) not lower than 3.0. Should they fail to maintain their cut-off grades for two consecutive terms, they shall immediately be dismissed from the group based on this ground. Members are further classified into: Junior members – 3-6 terms of stay and Senior members – 7+ terms. Members have voting rights for major organizational decisions that have to be made for the group, and may be invited to rate during the demonstration classes of trainer applicants. They may be assigned any officer or section/committee head position in the group. As a measure to ensure that the student's priority to graduate on their expected year, and in the spirit of giving chance to others in terms of benefits, CAO has set a maximum number of terms as member, which is 24 units left or after 4 years, whichever comes first (from time of regular membership). Terms when the member took a leave of absence from the group is not counted. After this prescribed period, the member will already be considered an honorary or graduating member. When they graduate here in DLSU, they shall receive certificates of merit and recognition as a gesture of appreciation from the Culture and Arts Office. Inactive members and members who have been advised to take a Leave of Absence from the group cannot be allowed entry in the rehearsal room unless with written consent/request from the CAO Director to participate in the Art in Action show or other meritorious cases.

- 3.2.3. Honorary members – These are members who are in their terminal year (who will be taking their practicum or thesis), and can only commit 50% of their time for the group. The members or officers may apply for this status on the last term that they would like to be recognized as members. To be fair with the regular members, they will still be graded on their attendance, attitude and ability based on the effort, time and performance expected of a part time member, and their grades should not be lower than the cut-off grades for members, previously stated. However, they may be entitled to at least half of what a regular member or officer should receive in terms of tuition discounts. In cases of officers with honorary member status, it will be based on the discretion of the trainer and other officers if he/she will be given the full tuition discount if he/she accomplishes his/her duties and responsibilities as an officer considering his/her schedule. Should they fail to maintain their cut-off grades for two consecutive terms, they shall immediately be dismissed from the group based on this ground. They also have voting rights for major organizational decisions that have to be made for the group.
- 3.2.4. Returnee - Any member who has resigned from the group without any disciplinary case with the group and decides to return will be considered a trainee again, subject to the promotion requirements to be a member. A returnee may also be a member who has resigned from one CAO group but has applied to another CAO group. He/she may be accepted if he/she makes it to the screenings, auditions, and pre-membership trainings; and if he/she has no disciplinary record from his/her former group.

Trainers may opt for the existing members to undergo re-audition every school year except the officers, to check the improvement of their skills.

3.3. EFFECTIVITY/ NON RENEWAL OF CONTRACT

Only members will be given membership contracts, and all contracts should be effective for three consecutive terms upon regularization. Contracts will be renewed only after three terms, depending on the projected schedule of the member, and his/her performance with the group. Either of the parties may terminate the contract at any time as long as they have both agreed to do so or if there's a serious cause and due process.

3.4. RECRUITMENT PROCEDURES

The Culture and Arts Office holds its recruitment weeks during the first and third term of the school year. During the recruitment week, standard application forms for all CAGs are given and auditions are being scheduled. The CAO groups may collect application fees at a maximum of P120. The application forms are screened by the trainer and officers. Auditions on the other hand, are held one to two weeks after the recruitment week. Results of the accepted applicants, who will automatically be trainees, will be posted at the CAO bulletin board as announced by each CAO group.

3.5. PROMOTION CONDITIONS

3.5.1. TRAINEE TO MEMBER

All students who have passed the screening tests, auditions, pre-membership trainings and the membership exam of the particular CAO group they have applied in shall be classified as members. Once a student is taken in, s/he is understood to be trainable upon acceptance in the 1st term. In the 2nd term, trainers will already observe if s/he should remain in the group based on the improvement. The cut off A&A grade for the 1st term is 2.0, or else, they will be removed from the group, for the 2nd term, it should be 3.0. Likewise, the GPA of the trainee for the first 2 terms should be at least 2.5 GPA. Upon passing the membership exam on the second term, they may claim their tuition discount benefits for the third term. Other benefits may be claimed regardless of residency. They should not have a major disciplinary case with the Discipline Office or the Culture and Arts Office before s/he gets promoted to member.

All members are expected to comply with the university and office policies, and for them to diligently submit the requirements to avail of benefits (i.e. waiver forms, excused absences, MOU, assessment forms and grade reports).

To ensure that the members know the university policies and procedures that would aid in their stay with CAO, and their rights as artists, all members and trainees are required to attend the CAO Orientation. Trainees are required to attend at least 2 CAO management or production seminars and take a qualifying exam before regularization. Likewise, their parents should have also attended the parents' orientation or should have signed the Parents' Memorandum of Understanding with CAO.

3.5.2. MEMBER TO SECTION HEAD OR COMMITTEE HEAD

All trainees who have passed the above requirements for membership shall undergo

professional artistic and management trainings under their advisers and officers, following the group’s syllabus. After their regularization as members, their performance will be monitored, specially their attendance, attitude and ability grades. Should their grades be consistently 90% and above for at least 3 terms upon regularization as member, they may be qualified to vie as section head or committee head for the next school year. They may express their interest to vie for these positions and be trained by the officers for such work. At the end of the school year, the elected Executive Board shall appoint the section heads and committee heads based on the criteria below. Whoever gets the highest evaluation score from the applicants shall hold the position.

SECTION HEAD / POOL HEAD (ARTISTIC)		COMMITTEE HEAD/PROJECT HEAD (MANAGING)	
CRITERIA	SCORE	CRITERIA	SCORE
Ability to work with the team	10%	Ability to work with the team	10%
Presence during performances/ and practices	10%	Tangible results based on performance in committee as member	30%
Leadership Skills	40%	Leadership Skills	40%
Average A&A scores from time of regularization	10%	Average A&A scores from time of regularization	10%
Artistic Vision, Knowledge, Skills	30%	Artistic Vision and Knowledge	10%
TOTAL	100%	TOTAL	100%

3.5.3. MEMBER OR SECTION/ COMMITTEE HEAD TO OFFICER

Below are the procedures, qualifications and requirements needed to file for candidacy as an Executive Board:

1. The incumbent executive board and trainer shall recommend members or incumbent officers who are qualified to run for officer in the succeeding academic year by the first Friday of the 2nd term (January). The applicants should pass the following requirements based on office policies and the student handbook:
 - They should be full-time students with four (4) terms remaining to serve as officer.
 - They should not be under any major academic or disciplinary sanction. (The student should not be serving a disciplinary penalty. If the commitment of major offense was made after the election, he should be relieved from the post.
 - The academic sanction means that if he has 50% of the allowed accumulated failures; students with an accumulation beyond six (6) units are automatically disqualified) or those considered as “academically immortal”.
 - They should maintain a cumulative grade point average of at least 1.75 or higher GPA as may be stipulated in the organization’s by laws.
 - All officers of organization are expected to serve the 4 full trimesters of their office. Students who can’t complete their service except in meritorious cases as ruled upon by the office is not allowed.

- Any student may occupy an elected position in only one student organization in an office.
- They should also have attended any seminars related to their position.
- Failure to maintain the requirements while serving as an officer in an organization means that the student has to vacate the post in the organization.
- They should have an average of at least 90% in their attitude and ability evaluation for the last three previous terms.
- They should attend the CAO Briefing of the Officers' Duties and Responsibilities and Election Orientation.

The list of prospective officers will be submitted to DSA, to be forwarded to the University Registrar, Discipline Office and SLIFE for double checking if these requirements are met.

2. CAO will conduct written exams for incoming officers, based on the position they are applying for. Only those who got grades of 70% and above may qualify for election. They may apply for reconsideration to take the exam again. The top 10 people will be qualified to submit the officership application. The exams will only be for qualifying purposes and will not have any bearing in the applicant's standing in the elections.
3. The recommendees will be required to submit the Officership Application (See Appendix F.7) and will individually be interviewed by the trainers and should get at least a 90% rating based on the following criteria:
 - Communication skills (20%)
 - Leadership potential based on his plans, principles and actions (40%)
 - Knowledge of the tasks assigned to the position he's applying for (40%)

The candidates should have already decided if they will pursue the candidacy, BEFORE THEY GET INTERVIEWED BY THE TRAINER & CAO STAFF.
4. The CAO staff and trainer will deliberate after the interview as to who will be best suited in the position. Then candidates will be posted a day after the deliberation. Only two candidates will vie per position.
5. The scoring as to who will be positioned in the EB will be as follow:
 - 50% - average interview scores from the trainer and CAO staff
 - 50%- poll ratings (1st=50pts, 2nd=40 pts)
6. The group will hold the election accordingly among those listed candidates. The actual procedure of election should be based on the individual groups' constitution. However, it is advised that there will only be two ways of electing the officers-via secret balloting or raising of hands. Text voting is not allowed as it lessens the formality and validity of the elections. Elections for all the CAO groups will strictly be held within the designated week. Options are offered to designate the Student Artist Managers to be the Committee on Elections.

Ideally, all positions should be filled through elections. However, appointments to the

Executive Board positions may be allowed if:

- There's no other person willing to run for the said position
- The number of votes who abstained is greater than the votes of those who ran for the position
- There's no other person qualified for the position due to lack of terms of residency and experience.
- If the total number of members and officers are 12-15.

In such cases, the applicants will have to pass the officership exam and interviews with the trainer and CAO staff before the final appointment. The elected officers are required to attend the Lasallian Artists' Management Program. Officers may only stay for 2 consecutive years in office except if there's really no choice due to the number of people in the group.

3.6. MEMBERSHIP BENEFITS

3.6.1. TUITION DISCOUNT

3.6.1.1. All officers and members of the CAO groups will be subject to the Attitude & Ability Evaluation where, 20% will be based on Attendance, 40% will be based on Ability and the other 40% will be based on Attitude.

3.6.1.2. Attitude and Ability will make up 90% of the Tuition Discount Credit Points while the remaining 10% will come from GPA.

3.6.1.3. GPA credit points will be computed as $(\text{GPA}/4.0 \times 10)$.

3.6.1.4. The total group tuition discount allocation will be divided appropriately with the students who deserve to receive the tuition discount privilege based on:

- a. their individual performance with the group as graded in the Attitude & Ability Evaluation by the trainers
- b. their GPA for the term, which should not be lower than 1.75 for members, and 2.0 for officers.
- c. their number of active terms, which should not be lower than 3.

NOTE: A member is not entitled to the longevity discount if the A&A grade is below the cut-off.

3.6.1.5. Below the table of credit points that will be followed for the tuition discount allocation for each member for the A&A grade.

TABLE OF TUITION DISCOUNT ALLOCATION CREDIT POINTS

EVAL. PTS	PERFORMING			MANAGING			LONGEVITY (# OF TERMS)						
	EB	SEN	M	EB	PH	M	3	4	5	6	7	8	9+
80-81+	12	8	2	8	0	0	2	4	6	8	10	12	14
82-83+	24	14	6	14	0	0	2	4	6	8	10	12	14
84-85+	34	20	10	20	2	0	2	4	6	8	10	12	14
86-87+	42	24	14	24	6	0	2	4	6	8	10	12	14
88-89+	48	28	18	28	10	0	2	4	6	8	10	12	14
90-91+	52	32	22	32	12	2	4	6	8	10	12	14	16
92-93+	54	34	24	34	14	4	4	6	8	10	12	14	16
94-95+	56	36	26	36	16	6	4	6	8	10	12	14	16
96-97+	58	38	28	38	18	8	4	6	8	10	12	14	16
98-99+	60	40	30	40	20	10	4	6	8	10	12	14	16

LEGEND: EB- Executive Board, SEN-Senior Member, M-Regular Member, PH-Project Head

*Longevity is counted from the term that the student came in as trainee.

3.6.1. For term 3 transition of officers, the trainer will recommend 5-7 members of the Executive Board that will be included in the list of officers. Since, the tuition discounts for each student will depend on the individual performance based on the attitude and ability forms, the trainers should assess their students (both officers/members), based on the schedule indicated below. A pre-formatted file is already provided to the trainers for ease in grading. This deadline also assumes the following:

- a. That the members were already properly informed of their A & A grades, by the EB or the trainers. This will be signified through the signed print-outs during the deliberation of grades to the members.
- b. That the A&A grades submitted are already final.
- c. That the TRAINER assumes FULL RESPONSIBILITY in the information stated in the file.

CAO WILL NOT BE HELD LIABLE FOR ANY MISTAKES MADE IN THE A&A GRADING. COMPLAINTS ON THE GRADING SHOULD BE IMMEDIATELY ADDRESSED BY THE EXECUTIVE BOARD AND THE TRAINERS DURING THE DELIBERATION, SO THE GRADES CAN BE CHANGED IF NEEDED.

TERM	TERM DURATION	EVALUATION PERIOD	SUBMISSION OF A&A
TERM 1	AUG (wk 4) – DEC (wk 2)	July(wk1) – Oct.(wk4)	2 ND Week of Nov.
TERM 2	JAN (wk 2) – APRIL (wk 3)	Nov (wk 1) – March (wk.1)	3 rd week of March
TERM 3	MAY (wk 2) – AUG (wk 2)	March(wk.2) – June (wk4)	2 nd week of July

3.6.1.7. It is advised that the trainers involve the officers and the section or committee heads in grading the members to empower them and to have a more objective and reliable assessment of the members’ performance which the trainers might not often see. However, the trainers should be the one to accomplish Attitude and Ability Forms and not the executive board. It is encouraged to ensure that fairness in the grading system will be exercised. The grades should be seen and discussed with the member to help them improve their performance. Before these forms are submitted to CAO, the members should

sign beside their name to signify that they have seen it; then the soft file should be emailed to the Operations Coordinator.

3.6.1.8. After the trainers have submitted the accomplished attitude and ability forms to CAO, the individual monetary discounts will be computed by CAO, based on the distribution computations submitted by the groups, assuming 100% group grade, the longevity of stay and other bases as suggested by the group. The other benefits may be added to the base tuition from the attitude and ability grades.

3.6.1.9. Priority shall be given to the executive board as allotted. The allotments are based on how the group normally appropriates their discounts. Should there be excess due to qualified members who were not able to make it to the applicable GPA cut-off, the remaining amount of tuition discount percentage will be distributed to the members based on their performance in the previous term. The percentage allotted to the officers need not be fully utilized. Thus, any excess will be added to the allotment for the members. Moreover, the range provided below will only serve as guide because there will surely be drastic adjustments in cases of low group grades.

3.6.1.10. A drafted list with the computations of the percentage allotments for each student will be submitted to the trainer/ or company manager on the last day before finals, for their review and comments. They will be given TWO days to comment and /or propose revisions. A final list will be available at CAO after the two-day review period. The students may claim their discounts accordingly after the course card distribution day, as long as their final GPA passes the applicable cut off. **CAO WILL NOT BE HELD LIABLE FOR THE IRRESPONSIBILITY OF THE OFFICER OR TRAINER JUST IN CASE A MEMBER COMPLAINS ABOUT HIS/ HER TUITION ALLOCATION.** The tuition fee discounts that are not claimed by the member of each group, the allocation will be divided to all the members of CAO.

3.6.1.11. All the students listed for the tuition discount privilege in the previous term should submit the term grade documents from the previous term at the start of the term. These will be submitted by the group during AQUA.

3.6.1.12. All the information needed for the A&A and tuition discount will be recorded by the Operations Coordinator in the STAR notes of each student, for viewing by the student and the parents.

2. MODIFIED ROTC PROGRAM FOR CAO MEMBERS (BASED ON THE POLICIES OF ROTC)

CAO members are qualified to apply for the Modified ROTC program to give way for the needed artistic trainings during Saturdays. This means that the students will only be attending the orientation, three consecutive whole day sessions, take the midterms (6th training day) and final exams (11th training day), all Saturday sessions. These sessions are compulsory to the program. The other remaining hours needed to complete the course will be served during weekdays, depending on the availability of the students.

CAO will be submitting a master list of the students fifteen days after the first day of classes indicating the family name, given name, middle initial, ID number, section and the enrolled ROTC course, with a photocopy of their Enrolment Assessment Form. Additional names will no longer be entertained. Only one ROTC course can be availed by the students every term.

There will be a blank certification to be issued to each student to be presented to the instructors every time he/she attends any of the executive sessions. The blank certificate shall provide a space where the instructor will affix his/her signature on a specified date as a proof that the student has attended such training. This will also serve as the basis for monitoring the student's attendance. The grades of the students will be given by ROTC.

PROCEDURES FOR APPLICATION:

1. Participants must be officially enrolled in the University and sanctioned under CAO's training program.
2. Participants must attend the Orientation on the training day set by the ROTC office every term. Failure to attend the said orientation shall be ground for disqualification from the authorized exemption.
3. Participants must comply with the prescribed haircut (Barber's Cut, 2"x 3" white side wall) for males, while for females, length is immaterial provided the hair must be held in a bun or clipped so that it will not touch the collar of the uniform. This must be observed every time the concerned midshipmen/women reports for training or duty at the ROTC office.
4. Drills will still be a part of the training, but they will only be required to know the basics of rest positions at halt, facing, saluting and the basics in marching.
5. Any act of disrespect to the Commandant, Assistant Commandant, Training Staffs, Midshipman Officer/s and/or any other personnel authorized by the unity to deliver instructions and/or perform duties to the authorized exemptees shall be subjected for disciplinary actions. It shall likewise disqualify him/her from passing the course.
6. Handouts will be made available one week before the midterm and final examinations.
7. Concerned students may arrange directly or through their respective departments with the ROTC office on their available time for instructional purposes to attend the segment training. The coordination must be made at least twenty four hours before the conduct of the said session. There should be at least ten participants who shall attend the session.

3. **MODIFIED CWTS PROGRAM FOR CAO MEMBERS (BASED ON THE POLICIES OF COSCA)**

All incoming CAO trainees may apply for the Modified CWTS program to carry on a community service program to develop the social engagement aspect of Lasallian artists. Only students who have fulfilled the requirements will be allowed to participate in the program

1. Those who indicated in the NSTP reply slip that they prefer CWTS
2. Those whose names appear on the official list of CWTS students from the Registrar's Office
3. Those who passed the criteria set by the Culture and Arts Office

- Those with written consent from the parents signifying permission to participate in the program

Upon entering the program, the student artists should fulfill the following course requirements:

- Attendance in four (4) classroom sessions during C1 and two (2) classroom sessions during C2
 - Completion of 16 hours of exposure during C1 and 24 hours of community service during C2
 - Submission of a group term-end report during C2
 - Completion of other tasks required by the facilitator (reflection papers, assignments, etc.)
 - Adherence to all CWTS policies (e.g. transportation policy, dress code on field, etc.)
- These conditions are compulsory to the program. The other remaining hours needed to complete the course will be served as training days for their artistic talents to be used in the community development program.

CAO will hold auditions for artists during freshman orientation and submit the names of those who pass their criteria to COSCA seven days before the first day of CWTS. The master list of the students shall indicate the family name, given name, middle initial, ID number, section, and the enrolled CWTS course, with a photocopy of their Enrolment Assessment Form. Additional names will no longer be entertained. Only one CWTS course can be availed by the students every term. COSCA will be separating the names of the students from the regular classes so they will be classmates from C1 to C2. COSCA will open a CWTS section for artists only if there are at least 25 students under the program. If CAO fails to meet this requirement, students will remain in their original CWTS sections. COSCA will post CWTS section, room assignment, and schedule at Central Plaza on the first day of classes

The Grading system will be as follows:

CRITERIA	C1	C2
Classroom Performance: (COSCA) - Attendance (10%) - Recitation (20%) - Assignments (10%) - Group Activity (10%) - Quizzes (10%)	60%	30%
Exposure Performance (COSCA) - Attendance (10%) - Attitude (15%) - Participation (15%)	40%	
Field Performance (CAO)		30%
Community Service (AC) - Attendance (10%) - Attitude (15%) - Participation (15%)		40%
TOTAL	100%	100%

4. MODIFIED PE PROGRAM FOR CAO MEMBERS

All La Salle Dance Company trainees and members are eligible to avail the modified PE program in consideration of the physical activities that are involved during rehearsals and performances of the dancers. The students may apply for this, through submitting the form (Appendix F.23), and is not obliged to apply for this benefit.

If the LSDC trainee/ member is enrolled in this program, it is understood that s/he will submit and report to the PE department before the class starts. The grade that the student will get from the A&A given by the CAO trainer will be the academic grade reflected in his/ her PE subject.

5. ADVANCE ENROLMENT

All CAO group officers and members may avail of the advance enrolment privilege if they need it. Since there are only limited slots, priority will be given to the Student Artist Managers and the remaining slots will be distributed to the CAO Groups depending on the percentage of active members with tuition discount. The slots of the Student Affairs will continue to decrease over the years for every student who signed in for the privilege but did not use it.

6. TRAININGS

CAO regularly holds artistic trainings for all its performing artists. Trainers/advisers are provided by the university to ensure the artistic development of the students, following the prescribed syllabi, which they are also required to present in the first term of the school year and to all newcomers. (See Appendix G). These syllabi will serve as a proof of the various levels of development that the members have attained during their stay in CAO, in case they plan to pursue further artistic studies in their particular field of interest in the performing arts. Moreover, the Office gives out certificates of appreciation and recognition if they leave CAO just before graduation.

The Office also provides specialized artistic trainings for musical theatre-movement and voice, and extension lessons for instrumental musicians. Ideally, master classes may also be held by prominent names in dance, music and theatre within the year.

The Office also provides the following production trainings for its officers and members to equip them for their work in organizing their own events. Certificates of attendance for these trainings will be given as requested by the participant.

PRODUCTION

- Technical Theatre
- Stage Management
- Hosting / Image & Styling/Make-up
- Scriptwriting
- Production Design
- Basic Video
- Advanced Video
- Basic Photography
- Graphic Design

CAO also facilitates the following management trainings for the holistic development of the individual, since the office recognizes that not all the students under it will pursue a career in the culture and arts industry.

MANAGEMENT

- Leadership Training for Officers
- Financial Management Orientation
- Documentation Management
- Events Marketing
- Event Management
- Public Relations Training
- Stress Management
- Time Management
- Trainee Orientation

7.

RECOGNITION

A. Cultural Development Award (University Graduation Awards)

The Office of the University Registrar recognizes the artistic aspect and cultural development contributions of the student through the CULTURAL DEVELOPMENT AWARD which shall be given to students who enrich the Lasallian and Filipino culture through excellence in the arts.

Qualifications:

- a. Have a cumulative GPA of at least 2.5
- b. Residency of at least 2 years at DLSU
- c. A member of any organization related to his/her field concerned (validation should be secured by the nominee from his/ her respective dean, and CAO director)
- d. Possesses good moral character and must not have committed any major offense, as determined by the Discipline Board.

B. Gawad Lasalyano (Student Awards)

Gawad Lasalyano recognizes achievers and promotes excellence in the fields of leadership, sports, campus media, culture and arts, military service, discipline formation, faith formation, and community engagement. It is a night of recognition and honor for students, faculty, staff and other community members who are passionate about leadership, excellence and community engagement.

For the Culture and Arts Office, the Student Awards gives the GAWAD LEANDRO LOCSIN – PARANGAL PARA SA PINAKAMAHUSAY NA PINUNO NG SINING PANGKULTURA. The rationale of which, is that a true Lasallian artist is being taught to balance himself towards the improvement of his artistic talent, academics and responsibility in leadership for the cultural projects, and most of all, his identity in being a Lasallian. This award is being given to the CAO group leader who serves as a true example of a Lasallian artist, who has shown great passion in Philippine culture and who has shown mastery in all the mentioned aspects towards the promotion of culture and arts in the University.

The qualified applicants must be:

- a. Company Managers and Asst. Company Managers of CAO performing groups
- b. President and Executive Vice President of Green Media Group

The qualifications were revised based on the following rationale, as approved by the Council of Advisers meeting (Nov. 10, 2004) and Council of Company Managers' Meeting (Nov. 25, 2004).

- a. To give equal opportunity for the asst. company managers to be recognized as a leader.
- b. To balance the playing field in CAO Awards in the Officers' Category. This time, all things will be equal among all Division Managers of the different groups. Before, the Asst. Company Managers are included in this category and they have high leverage versus the other division managers.
- c. To expand the scope of the category, and ensure that there will be a winner in cases where the Company Manager is a student of CSB, or if he/she resigns due to academic reasons, or if he/she cannot perform his/her duties well due to academic requirements (e.g. OJT, thesis).

Another award given is the Gawad Br. Andrew Gonzalez FSC, Outstanding Project on Culture and Arts Development. It honors outstanding projects in the performing arts (theatre, music, and dance), allied arts, cultural education, cultural conservation, arts management, cultural journalism and documentation, film advocacy, literature and other fields, carried out by students and/or faculty. The winner of this award will receive a grant of P20,000 to continue the said project.

C. Gawad Cultura

The Culture and Arts Office rewards the greatest performers and arts managers for the school year in its annual recognition, the KULTURA Awards. The following awards are at stake:

Individual awards are given to new and old members, based on the following disciplines: artist management, film & production, music- solo singing, chorale singing, instrumentation, theatre and dance. They were named after old Filipino names and terminologies reflecting the essence of the award.

○ *Gawad Kalinangan*¹, *Parangal para sa Pinakamahasay na Pinuno ng Dibisyon ng Grupong Pang-Sining* - Awarded to the division manager who has actively served for 5 terms or more until date of awarding, and has continued to be an excellent role model of artistry, leadership and management and service to the promotion of culture and arts in the university. The winner of this award should embody the true essence of leadership in balancing the artistic pursuit and organizational sustainability of the organization. *

○ *Gawad Talima*², *Parangal Para Sa Pinakamahasay na Namamahala sa mga Artistang Mag-aaral* - Awarded to the Student Artist Manager who has actively served for 5 terms or more until date of awarding, and has continued to be a brilliant example in caring for the student artists and helping out the office in managing the arts for the effective cultural dissemination and arts education in the campus.

¹ *Kalinangan* means culture.

² *Talima* means to care for.

- *Gawad Salamisim*³, *Parangal Para Sa Pinakamahasay na Mag-aaral sa Produksyon at Midya* - Awarded to the Green Media Group member who has actively served for 5 terms or more until date of awarding, and has continued to be exemplary in the management of productions for university events and has carried out ways towards the vision of strengthened advocacy in filmmaking in the community.
- *Gawad Awit*⁴, *Parangal para sa Pinakamahasay na Mag-aaral Sa Musika (Isahang Pag-awit)* - Awarded to the De La Salle Innersoul member who has actively served for 5 terms or more until date of awarding, and has continued to be an outstanding model in the field of solo singing.
- *Gawad Gandingan*^{5*}, *Parangal para sa Pinakamahasay na Mag-aaral sa Musika (Pagtugtog ng Instrumento)*- Awarded to the Lasallian Youth Orchestra member who has actively served for 5 terms or more until date of awarding, and has continued to be a brilliant example in the field of instrumentation.
- *Gawad Himig*⁶, *Parangal para sa Pinakamahasay na Mag-aaral sa Musika (Sabayang Pag-awit)* - Awarded to the DLSU Chorale member who has actively served for 5 terms or more until date of awarding, and has continued to be an excellent role model in the field of chorale singing.
- *Gawad Indayog*⁷, *Parangal para sa Pinakamahasay na Mag-aaral sa Sayaw*– Awarded to the La Salle Dance Company member who has actively served for 5 terms or more until date of awarding, and has continued to be an excellent role model in the field of dancing.
- *Gawad Tanghal*⁸, *Parangal para sa Pinakamahasay na Mag-aaral sa Teatro* – Awarded to the Harlequin Theatre Guild member who has actively served for 5 terms or more until date of awarding, and has continued to be a brilliant example in inspiring audiences and other student actors in the practice of theatre in the campus and partner communities.
- *Gawad Raya*⁹, *Parangal para sa Namumukod-Tanging Baguhan na Artistang Mag-aaral* - Awarded to the CAO members (one for each group) who have actively served for 4 terms or less until date of awarding and still continues their commitment to the office. They shall be awarded based on the commendable merits of their work and participation in the group.
- STUDENT ARTIST MANAGER
- MEDIA SUPPORT STAFF
- PERFORMER IN MUSIC - SOLO SINGING
- PERFORMER IN MUSIC- INSTRUMENTATION
- PERFORMER IN MUSIC- CHORALE SINGING
- PERFORMER IN THEATRE
- PERFORMER IN DANCE
- *Gawad Maliw*¹⁰, *Parangal para sa Artistang Mag-Aaral na Nagpakita ng Kagalingan sa Pagbalanse ng Akademiya sa Sining*- Awarded to the CAO members who have actively served for 5 terms or more until date of awarding and still continues their

³ *Salamisim* means vision.

⁴ *Awit* means song.

⁵ *Gandingan* means a set of four large, hanging [gongs](#) used by the [Maguindanao](#) as part of their [kulintang ensemble](#).

⁶ *Himig* means hymn.

⁷ *Indayog* means dance.

⁸ *Tanghal* means perform.

⁹ *Raya* means to grow.

¹⁰ *Maliw* means knowledge and wisdom.

commitment to the office. The awardee should have at least maintained a cumulative GPA of 3.0 or higher from 1st to 3rd term of the academic year, while maintaining an Attitude and Ability grade of 90% or higher.

○ *Gawad Giting*¹¹, *Parangal para sa Artistang Mag-Aaral na Nagpakita ng Kagalingan sa Pagpapaunlad ng Sining sa Pamantasan* -Awarded to the CAO members who have actively served for 5 terms or more until date of awarding and still continues their commitment to the office. The awardee should have at least maintained a cumulative GPA of 1.75 or higher from 1st to 3rd term of the academic year, while maintaining an Attitude and Ability grade of 90% or higher. The winner of this award is the student artist who has participated in the most number of performance or production requests.

Group awards are given to the groups who have excelled in major aspects of handling an arts group and productions. The group awards were named after old Filipino names reflecting the essence of the award.

○ *Gawad Bikas*¹², *Parangal para sa Pinakamahusay na Grupong Pangsining sa Pamamahala ng Produksyon* - Awarded to the group who has consistently conceptualized, planned and implemented all their productions either minor or major, successfully throughout the year, based on their objectives and CAO standards. The productions should have projected a sense of artistic elegance and sophistication for the group to encourage audience development.

○ *Gawad Anni*¹³, *Parangal para sa Pinakamahusay na Grupong Pangsining sa Pamamahala ng Marketing at Publisidad* - Awarded to the group who has consistently and creatively strategized and implemented marketing plans and conceptualized publicity materials for the promotion of their group's activities, that has contributed to the development of their audiences.

○ *Gawad Ijin*¹⁴, *Parangal para sa Pinakamahusay na Grupong Pangsining sa Pamamahalang Pinansyal*- Awarded to the group who has efficiently managed their finances and was able to grow all their resources (assets and capital) throughout the year without compromising the quality of their productions.

○ *Gawad Dayon*¹⁵, *Parangal para sa Pinakamahusay Na Grupong Pangsining sa Dokumentasyon* - Awarded to the group who has diligently documented their group operations, projects and proceedings for the academic year. Artistic documentation proves to be a very important part of arts management as this records the legacy of works and best practices of the groups that can be implemented by the future student artists.

○ *Gawad Kaisa*¹⁶, *Parangal para sa Pinakamahusay na Grupong Pangsining sa Serbisyong Pangkomunidad*- Awarded to the group who has been genuinely active in community engagement through sharing their art with the less fortunate. This award is given based on impact, nature, level of involvement, and length of community service of the group.

¹¹ *Giting* means determination and heroism.

¹² *Bikas* means elegance.

¹³ *Anni* means spring.

¹⁴ *Ijin* means fortune.

¹⁵ *Dayon* means long lasting or stable.

¹⁶ *Kaisa* means harmonious.

- *Gawad Wali*¹⁷, *Natatanging Parangal para sa Serbisyong Pang-Unibersidad* – Awarded to the performing group who served their university well, as measured by the number of performance requests, the evaluation ratings and the monetary values. This may also be given to Green Media Group to recognize their efforts in helping in all the special projects of the university, CAO, all the self-organized activities of the other CAO groups, and managing their own self-organized projects for the promotion of film appreciation. This will only be awarded if they pass the criteria given by the Office.
- *Gawad Cultura, Pinaka-Natatanging Parangal para sa Grupong Pangsining*- Awarded to the CAO group who has greatly exemplified excellence in balancing the ideals of the office in its formation framework, in terms of artistry, community engagement and organizational leadership.

SPECIAL AWARDS are given to individuals or groups who have excelled in the promotion of culture and arts in the university by way of winning arts-related awards, creating new works, community development through the arts. The Group Awards were named after old Filipino names reflecting the essence of the award.

- *Gawad Sudi*¹⁸, *Natatanging Parangal para sa mga Mag-aaral na Nakapagbigay Karangalan sa Pamantasan sa Larangan ng Sining* – Awarded to all CAO performing groups or regular students who won in arts-related competitions (local, national, regional, international) within the academic year (May previous year to March of present year), as they have helped in promoting the brilliance of their alma mater in honing the capabilities of its students.
- *Gawad Tasi*¹⁹, *Natatanging Parangal para sa Mag-aaral o Grupong Mag-aaral sa Pagpapalaganap ng Sining at Kultura*- Awarded to any student or student organization outside CAO who has served as a living witness of the power of culture and arts, through engaging in projects and/or programs aimed for the awareness and promotion of culture and the arts in the University and/or outside the community.
- *Gawad Likha*²⁰, *Natatanging Parangal para sa Paggawa ng mga Orihinal na Katha*- Awarded to all member/s of CAO performing groups who made outstanding art works through choreographies, musical arrangements, theatrical artistic direction, visual artworks, literary works, films, new media that were presented either in their concert or performance requests or those not yet presented or published but shows great artistic promise.
- *Gawad Sanghaya*²¹, *Natatanging Parangal para sa Mag-aaral na Nagpakita ng Gilas sa Pamumuno at wagas na Serbisyo para sa Pamantasan* - Awarded to officer/s(i.e. company manager, division manager, section head or pool head) of CAO performing groups who have exceptionally given their all in managing the group and serving the members, resulting to the group's various achievements and recognitions inside and outside the university. This special award is conferred only by the Council of Advisers upon the recommendation of the trainers.
- *Lakan at Lakambini ng Gabi, Pagkilala sa mga Pinamagagandang Lalaki at Babae sa Gabi ng Parangal*.

¹⁷ *Wali means seer.*

¹⁸ *Sudi means brilliance or luster.*

¹⁹ *Tasi means witness.*

²⁰ *Likha means to create or creation.*

²¹ *Sanghaya means charisma and distinction.*

- *Bukal ng Bighani, Pagkilala sa Grupong Pinakamaganda ang Bihis sa Gabi ng Parangal.*

The last two awards will be for the best dressed male and female attendees and a recognition for the collective effort of the whole group to dress up for the event.

3.7. ACADEMIC RESIDENCY(*BASED ON THE POLICIES OF THE UNIVERSITY REGISTRAR*)

The Academic Residency is intended for students who have no other course to enroll in their program but need to enter the campus for consultation with faculty members. An example would be a student whose thesis has been deferred. Qualified students may enroll in AR during any trimester, including summer. Trimesters with Academic Residency are counted in reckoning the official date of graduation. It is important to note that a student who does not enroll for a specific term for whatever reason, but still has remaining units to enroll, is not allowed to enroll in Academic Residency, but should file a Leave of Absence (LOA). A student in LOA may not enter the campus even if he or she is an officer of CAO, except for meritorious cases. As such, no residency, whether academic or non-academic, shall be granted to students in LOA. The Academic Residency fee consists of: (a) Medical/Dental Fee; (b) Library Fee; (c) Internet Fee; (d) Insurance Fee; and (e) ID Validation Fee.

Students enrolling for Academic Residency should proceed to the Office of the University Registrar (Window 2) within the first two (2) weeks of the regular term or within the first four (4) days of the summer term and request to be enrolled in Academic Residency. Similar to enrollment in a regular course, an EAF will be issued to enable payment at the Accounting Office.

3.8. LEAVE OF ABSENCE

In cases where a member decides to take a leave whether academic or CAO group leave, he/she must file a letter addressed to the CAO Director, noted by the CAO Group Company Manager and CAO Trainer stating the reason for the leave and the duration of the leave. In the absence of the said letter, the student is considered in ABSENCE WITHOUT LEAVE (AWOL), and will be denied reentry to the group if he/she decides to join again as an active member. The CAO Director and trainer reserves the right to recommend leaves to students if deemed necessary.

Grounds for LOA are:

1. Failure of more than six (6) academic units
2. Pregnancy
3. University Leave of Absence
4. Hospitalization for more than 2 weeks. (injury, rehabilitation)

3.9. ACCEPTANCE OF PROFESSIONAL JOBS

Members are discouraged to take jobs from professional companies unless the income will go the group. If he/ she is an officer, he/she should be given lesser responsibilities while being an officer. If he/she decides to seriously take his/her professional career, he/she should already file a leave of absence.

3.10. ACADEMIC STANDING MEASURES

Students who were not able to reach the 1.75 GPA or failure of 6 units in a term will have to undergo OCCS' student Enhancement Program. A form will be given to them by CAO for countersigning of OCCS once the program has been completed by the student. The accomplished form will be returned to the office to enable the student to claim the tuition discount for the succeeding term.

3.11. MEMBERSHIP DISCIPLINE AND SEVERANCE OF SERVICE – VOLUNTARY/ INVOLUNTARY (RESIGNATIONS, SUSPENSION OR DISMISSAL); PROCEDURES (BASED ON COUNCIL OF ADVISER'S MEETING, FEB. 13, 2005, WITH AMENDMENTS IN THE JOINT COUNCIL OF ADVISERS AND COMPANY MANAGER'S MEETING, SEPT. 4, 2006)

All major and minor offenses stated in the Student Handbook involving CAO members directly or indirectly affecting the Culture and Arts Office and formal behavioral grievances involving CAO members will be turned over to the Discipline Office. CAO shall abide by all the procedures of hearing and case proceedings for the resolution of the case as stated in the Student Handbook in Section 13. Student Discipline: 13.2.3.2 -3. Members and officers of the CAO groups should however, take note of these offenses that they might most likely commit in their course of stay with CAO.

LEGEND:

1. Warning/ Verbal Reprimand
2. Warning through formal letter by the Trainer through the Director / Suspension (the duration of which shall depend on the gravity of the offense)
3. Termination for cause through formal letter by the Director
4. Termination for cause plus corresponding discipline case to be filed against the student

OFFENSE AND SANCTION TABLE

OFFENSES	OCCURRENCE & PENALTY		
	1 st	2 nd	3 rd
MAJOR OFFENSE (based from the Student Handbook Sec. 13)			
1. Vandalism, destruction or loss of property belonging to CAO, its staff and trainers, administrators, co-academic personnel, another student or visitor while on campus and properties in venues outside the university.	4		
2. Inflicting physical injuries on another, inside the University premises or outside the University during an official CAO activity.	4		
3. Unauthorized bringing in, possession or drinking of alcoholic beverages or illegal drugs inside the University premises or outside the University during a CAO activity, or entering the University premises or attending a CAO activity under the influence of alcoholic beverages/ illegal drugs.	4		
4. Gross acts of disrespect in words or in deed that tend to put the University, administrator, member of the faculty, co-academic personnel, security guards, maintenance personnel, students, and visitors in ridicule and contempt (e.g. insubordination to superiors by constantly questioning policies and procedures previously agreed upon, even if the	4		

superiors have already explained the rationale behind them for at least three times in writing or making snide remarks about the superior in his presence or to a set of members).			
5. Direct assault upon the person of any member of the administration, faculty, co-academic personnel, or any students, or person vested with authority.	4		
6. Threatening another with any act amounting to a crime, delict or wrong, or with the infliction of any injury or harm upon his person, honor or integrity, bullying.	4		
7. 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.	4		
8. Unjust enrichment or stealing whether attempted, frustrated or consummated. (e.g. Malversation of funds)	4		
9. Habitual disregard or willful violation of established policies, rules or regulations consisting in the commission of 3 minor offenses of the same kind or nature or five minor offenses of different kinds of nature.	4		
10. Unauthorized collection or exaction of money, checks or other instruments as equivalent to money, in connection with matters pertaining to the University. (e.g. collection of ticket sales without involvement of the Accounting Office).	4		
11. Forging, falsifying, or tampering with 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 (e.g. changing agreements in Minutes of the Meeting).	4		
12. Acts of subversion or insurgency, affecting the CAO group (e.g. influencing members to rebel against the officers, trainers, or CAO without communicating their concerns to any of the parties)	4		
13. Any kind of provocation that results in heated verbal or physical confrontation between students and groups of students.	4		
14. Perjury, defined as testifying falsely in any administrative proceeding, or knowingly making untruthful statements in documents under oath when such oath is required.	4		
15. Making sexual advances in words or deeds to another student or to any member or the academic community.	4		
Based from the Joint COCM/ COA meeting, Sept. 4, 2005			
16. Uninformed absence in a performance or uninformed tardiness during performance call time due to unacceptable reasons as deemed by the trainer and executive board.	3		
17. Violation of provisions in the code of ethics.	3		
18. Non-performance and/or Negligence of duties and responsibilities as officer or member	3		
MINOR OFFENSE			
19. Acts which disturb peace and order short of being a major offense such as disturbing practices, meetings or performances.	1	2	3

20. Disobeying policies and procedures contained in this Handbook and other rules and regulations approved by University authorities and disseminated through publications.	1	2	3
21. Public Display of Physical Intimacy	1	2	3
22. Use of classrooms and other school facilities for any purpose without any reservation or proper authority.	1	2	3
23. Eating in areas designated non-eating places (e.g. classrooms, offices, Sports Complex and theatres).	1	2	3
24. Smoking / drinking alcohol inside University premises or outside the University during CAO activities or performance requests.	1	2	4
25. Violation of house rules.	1	2	3
26. Failure to maintain their A&A cut-off grades for two consecutive terms, they shall immediately be dismissed from the group based on this ground.	1	3	4

3.12. RESIGNATIONS

In case an officer or a member of a CAO Group decides to resign or is forced to resign (due to expulsion from the university) in the middle of his/her term, he/she would have to write a formal letter addressed to the CAO Director, copy furnished to the Trainer and Company Manager of the group. The letter must contain the reason for resignation and the commitment to make a formal turnover to the successor within a month after he/she submitted the letter. Attached to the said letter is the talent contract and MOA which he/she signed in the Induction of Officers. If he/she still has a pending case with CAO, the resignation will not be accepted until it is settled. Upon the acceptance of the resignation by CAO, he/she would have to arrange an exit interview with the Director or else, his/her clearance will not be signed by the Dean of Student Affairs.

In cases where the Company Manager of a CAO Group decides to resign in the middle of his term, he /she should do the same procedure above. However, a company manager will not be granted a resignation acceptance if there is no one who is capable in the Executive Board to take his/her place as Company Manager. If he/she was expelled, the Trainer and CAO Director will choose who will be the officer-in-charge for the rest of the year.

Acceptance of resignations would have to be deliberated by the CAO Director and the CAO Coordinator in consultation with the Trainer and the Company Manager of the Group.

Any decision made on the dismissal of an officer or member is FINAL.

3.13. ALUMNI INVOLVEMENT (AS AGREED IN THE COUNCIL OF COMPANY MANAGERS - NOV. 25, 2004/ COUNCIL OF ADVISERS - NOV. 10, 2004)

The Office recognizes the contribution of the alumni as a role model for the current members of the CAO groups. They are only encouraged to join in the activities of the current members only upon the invitation of the trainer, the executive board, and the CAO Director for particular performances and as speakers or facilitators in the teambuilding seminars. They cannot interfere in the decision making and planning of the group nor be part of the facilitating team in the group's teambuilding seminars (unless invited by CAO), as it is the responsibility of the group and

CAO (as the mother office) to handle their own teambuilding activities to establish the authority and responsibility of the new executive board to their members.

3.14. MEMBERSHIP OF CSB STUDENTS IN DLSU CAO (AS OF APRIL 3, 2006)

CSB students may join any recognized student cultural organization of DLSU provided there is no counterpart student cultural organization in CSB. The recognized student Culture and Arts organizations covered by this MOA are as follows:

DLSU ORGANIZATIONS WITH COUNTERPARTS IN DLSU-CSB:

DLSU Culture and Arts Office	DLS-CSB Office of Culture and Arts
1. La Salle Dance Company – Street and Contemporary, Folk	1.SBDRC – Street and Contemporary
2. DLSU Chorale	2. Coro San Benildo
3. Green Media Group	3.Stage Production Operating Team
4. Student Artist Managers	4.Student Artist Managers
5. Harlequin Theatre Guild	5.Dulaang Filipino
	6.Karilyo

DLSU ORGANIZATIONS WITHOUT COUNTERPARTS IN DLSU-CSB:

DLSU-MANILA Culture and Arts Office
1. De La Salle Innersoul
2. Lasallian Youth Orchestra

DLSU will not accept non-performing members from CSB for the performing groups without counterparts in DLS-CSB, as their work in marketing and production may be done through DLS-CSB’s OCA groups such as the Student Artist Managers and the Stage Production Operating Team.

In cases of transferees from one school to the other school at the end of the school year, the transferee should not renew his/her previous membership in the student cultural organization in his/her previous school that has a counterpart student cultural organization in the new school. He/she may opt to join the counterpart student cultural organization in his/her new school. If the student cultural organization concerned has no counterpart in his/her new school, he/she can continue the membership. If the transfer occurred with the school year, the original counterpart student cultural organization may still consider the transferee as a member until a replacement is found or within one term after the transfer whichever comes sooner.

1. Members of student cultural organizations (with or without counterparts) may engage in competitions, performances or other similar undertakings against or with each other.
2. Both schools are required to submit the names of students of the other school who have joined student organizations in their respective schools by the end of the first term.

On Granting of Privileges Resulting from Membership

3. DLSU-M CAO may grant tuition discounts and advance enrollment for Benildeans who are members of student cultural organizations in their campus. The DLSU Student Financial Assistance Office will arrange the transfer of funds to DLSU-CSB.

4. NSTP exemptions will not be granted by DLSU CAO to CSB student members since the campuses operate separately on the NSTP implementation.
5. Approved absences may be granted to CSB students, provided that DLSU-M CAO signs the student's blue form before the final approval of DLS-CSB Dean of Student Affairs.

On the entry of CSB students in the DLSU-Manila campus, CAO will issue a blanket entry permit for all active CSB students within the term.

3.15. HOLDING OF CLEARANCES FOR GRADUATION

The CAO groups through their trainers may hold the student clearance of their members for certain unsettled matters that need resolution before they graduate from the university. The names of these students will be submitted to the Dean of Student Affairs and the University Registrar, and shall only be cleared upon the discretion of the CAO Group's Executive Board and their respective trainers.

The CAO EB and trainers are expected to review the list every end of the term, and shall update the list every first week of the term. Failure to do so will result to the holding of clearance of the CAO EB, as they are liable to CAO for the negligence of their responsibility. The list should follow the prescribed format below:

LAST NAME	FIRST NAME	ID.NO.	REASON FOR HOLD/CLEARANCE

****Nothing Follows****

CAO shall make a general list of CAO members on hold, to be submitted to the Office of the University Registrar that maintains the centralized student clearance system, every second week of the term.

Below are the grounds for CAO groups to hold the student clearance of their members:

1. Failure of the member to fulfill financial obligations that the group requires of him/her, where he/she has committed to fulfill even if he/she has already resigned or became inactive.
2. Failure of the member to fulfill organizational obligations that the group requires of him/her where he/she has committed to fulfill even if he/she has already resigned or became inactive, especially in the middle of the project. To be cleared, he/she will be asked to pay for the equivalent damages done due to his/her negligence, as deemed appropriate by the trainer and executive board.
3. Failure to return or damaged an equipment/supplies/costume/ instrument which he/she borrowed and refuses to replace or pay for the said item/s.
4. Failure to submit a resignation letter together with his/her members' contract and did not inform the EB of his/her intention and just suddenly becomes inactive. If the group mentions a clause on the committed length of stay in the group by a member, clearance will be held if he/she didn't finish the required duration of stay.
5. Misuse of the budget allotted to him/her for his/ her assigned CAO group project. Clearance will be held while investigation is ongoing, and will only be cleared after settling what is due of him/ her.
6. Failure to submit a clear report on his/her assigned project or any document required for the Arts Quality Assurance.
7. Failure to submit the Official Receipt as liquidation of a cash advance for the group.

Requests for “hold” which are related to discipline matters should be addressed to the Discipline Office, which has the facility to make entries to the centralized student clearance system. The student concerned should settle the matter with the trainer or Executive Board through the Discipline Office, to be cleared. The students whose clearances are held should be properly informed through a letter, with a received copy duly kept by the CAO EB. All membership contracts of all CAO group officers and members should contain the aforementioned clauses to protect the interest of the group.