

The University Of Manila
546 M.V. delos Santos St. Sampaloc, Manila, Philippines



STUDENT HANDBOOK

U

M



THE UNIVERSITY OF MANILA
MOVING BEYOND EXCELLENCE IN EDUCATION AND RESEARCH

**Patria
Scientia
et Virtus**

TABLE OF CONTENTS

FOREWARD

University Administration

General Information	1
History of the University of Manila	1
Philosophy of Education	5
Vision-Mission Statement	5
Institutional Objectives	6
The Core Values of the University of Manila	7
Objectives of the Different Departments	7
UNIVERSITY POLICIES AND PROCEDURE	14
SECTION I. ADMISSION AND ENROLLMENT	14
1.1 Entrance Examination	14
1.2 Admission	14
1.3 Enrollment	15
1.3.1. Transferees	15
1.3.2. Foreign Students	15
1.3.3. Cross Enrollment	16
1.3.4. Summer Class Enrollment	16
1.4 Academic Load	16
1.5 Adding / Changing of Schedule / Dropping of subjects / Course	17
1.6 Shifting / Changing of Subjects	17
1.7 Retention Policy	17
SECTION II. EXAMINATION	18
2.1 Regular Examination	18
2.2 Special Examination	18
2.3 Exemption from Final	19
SECTION III. GRADING SYSTEM	19
3.1 Basis for Grading	19
3.2 Computation of the Prelim, Midterm and Final Grades	19
SECTION IV. ATTENDANCE	54
4.1. Attendance in Physical Education Class	55
4.2. Suspension of Classes	55
SECTION V. TUITION AND OTHER FEES	56
5.1. Adjustment and Refund of Fees	56
SECTION VI. SCHOLARSHIPS	58
6.1. Academic Scholarship	58
6.2. Other Scholarship	58
6.3. Discounts	59
6.4. Incentives	59
SECTION VII. BACCALAUREATE SERVICE AND COMMENCEMENT EXERCISES	59
7.1. Graduation	60
7.2. Graduation with Honors	60

SECTION VII. TRANSFER CEDENTIALS	60
8.1. Transcript of Records	60
SECTION IX. RIGHTS AND DUTIES OF STUDENTS	61
SECTION X. CODE OF DISCIPLINES	62
10.1. Conduct in School	62
10.2. Security Measures	64
10.3. Conduct Outside of School	64
10.4. Disciplinary Sanctions	65
10.5. Major Offenses	65
10.6. Minor Offenses	67
10.7. Committee on Discipline	68
10.8. Grievances and Complain	69
SECTION XI. STUDENT PROGRAMS, SERVICES AND FACILITIES	69
Student Programs	69
Student Services	70
Remedial Program	72
Facilities	76
SECTION XII. STUDENT ACTIVITIES	78
General Policies	79
Qualification for Membership and Officership	80
Central Student Council	81
Student Organizations	81
Publications	82
CESDEV Program (Community Extension Policy)	83
Vision and Mission	83
Outreach, Thrust and Policies	83
Benefits of Outreach and Engagement	84
Development Awareness and Knowledge of Local Culture	84
Extension Services and Responsibilities	84
Effective Practices	85
Monitoring and Evaluation	88
Ensuring Sustainability	88
Preparing Students for Service Learning Projects	89
The 4c's Reflection	90
STUDENT CODE OF CONDUCT	91
Article I	91
Article II	94
Article III	94
Article IV	94
Article V	95
Article VI	95
Article VII	95
Article VIII	95
Article IX	96
Article X	96
Article XI	97
Article XII	97
Article XIII	97
Article XIV	97
Article XV	98
Article XVI	98

Article XVII	98
Article XVIII	98
Anti-Sexual Harassment Policy	99
Guidelines for Drug-Testing Activities	103
Anti-Hazing	107
Anti-Bullying Policy	116
Gender-Responsive Basic Education Policy / GAD	126
Data Privacy	133

FOREWORD

As the University of Manila moves to the 21st century, in the light of its centennial in 2013, it prepares the students and its community to a life of progress. As a university, serving the Filipino youth, it heeds the call to a stronger nationalism as the Filipino people revived the meaning of democracy in E.D.S.A. II, and the new age of prosperity.

In the light of these events, the University of Manila has revised anew this student information handbook to assist each student in the integration and actualization of himself towards the 21st century, in the context of wholly human and democratically Filipino. This handbook contains the guidelines, if properly understood and internalized, will enable the student to realize his career aspirations, as well as, become a fully integrated Filipino professional.

In every article section of this handbook brings forth the great inspirational ideas of Dr. Mariano V. de los Santos, so that each one can appreciate his visions and values, and apply basic principles in a student's everyday life. With these guidelines, is an implied invitation for the students to perceive his unique calling through love and service towards his fellowmen.

The development, revision and periodic review of this Student Handbook were diligently undertaken by the Student Handbook Committee, ensuring that all provisions remain relevant, responsive, and consistent with the standards of the university. Its development involved a comprehensive consultation process with the Students, the Deans of each College, Faculty Members, University Officials, and the Board of Trustees, thereby affirming that the policies herein reflect the collective perspectives and best interests of the entire academic community.

The Administration, Faculty and Employees hope that the students will use this student handbook in the improvement of their career path and their conduct in and within the University community; thus, contributing to the development of the community. Ignorance of the previous contained herein does not excuse any student from the stipulated corresponding sanctions.

This handbook is the University of Manila's response to this age of rekindled democracy and the frontiers of globalization, remaining faithful to its vision-mission of value-oriented, democratic and scholastic education.

Welcome!



The University of Manila

ADMINISTRATION

DR. RICHARD D. DE LEON

Chairman, Board of Trustees
Dean, College of Computer Science & Engineering

ATTY. DAVE BERNAR LI. DE LOS SANTOS

President and Chief Academic Officer

ATTY. JOE-SANTOS B. BISQUERA

Member, Board of Trustees
Vice-President for Legal Affairs

ATTY. DIOSDADO G. MADRID

Corporate Secretary

DR. MARIA ELIZABETH D. BORCES

Member, Board of Trustees
Dean, College of Liberal Arts
Coordinator, Quality Assurance

DR. EMILINE D. BORCES

Member, Board of Trustees
Dean, School of Foreign Service & College of Hospitality
Management

PROF. HANS ALEXANDER A. DE LEON

Vice-President for Finance
Dean, College of Business Administration
and Accountancy

DR. LOURDES SABILE

Dean, College of Graduate Studies
Director, Research and Development Center

DR. ESTHER DE LEON

Dean, College of Education

DR. MARIO ANGELO E. PAQUIDAO

Dean, College of Criminology

DR. ANTHONY A. MONDEJAR

Assistant Dean, College of Criminology
Director for Discipline

MS. NIEVA GOMEZ

Principal, Elementary and High School Department

DR. ARSENIA LUCY

Director, Student Affairs

DR. PROSE ARREOLA

Program Director, College of Business Administration
and Accountancy

PROF. PAUL B. LEVISTE

Program Director, College of Criminology

PROF. BENJAMIN S. JARAMILLA

Program Director of HM
Director, Planning of Student Activities

ENGR. SEAN LOPEZ

Program Director
College of Engineering and Computer Science

DR. MARJUNELL P. MENDOZA

Program Director, College of Liberal Arts

PROF. JULIOUS CAESAR ILICAN

Guidance Counselor

MS. NIEVES G. GOMEZ

Registrar
Director, Human Resources Management
Development

MS. ROSALINDA C. VILLEGAS

Director of Internal Financial Audit

MS. MARIA TERESA A. CAWILE

Director of Finance and Accounting

MS. MERCEDES DIZON

Chief Librarian

MR. RENAN SANTOS

Assistant Chief Librarian

PROF. JOSELITO R. BORCES

Athletics Director

PROF. MARJORIE D. BORCES

Director,, CESDEV Program

PROF. GEMMA L. SUNDIAM

Director, General Services

DR. MABETH J. ARRANZ

University Physician

DR. LOLITA DE ASAS-ENTERIA

University Dentist

MS. MILDRED MACEDA

University Nurse

MS. GLODDEH ANN F. PAJINAG

University Nurse

DR. MICHELLE FERRAREN

Psychometrician

MAJ. LOUIE A. NICOLAS

ROTC Commandant

ARCH. JOCELYN DELA FUENTE

Director, Physical Plant and Facilities

MS. ELECTA D. AREVALO

Chief Supervisor, Physical Plant & Facilities

MS. SHERYL D. SAGARAL

Property Custodian

GENERAL INFORMATION

History of the University of Manila

On October 5, 1913, a group of four young men and a woman, with ages from fifteen to twenty-one met for breakfast at the Palma de Mallorca, a popular restaurant beside the Sto. Domingo Church in Intramuros, Manila. The five were Dr. Apolinario G. de los Santos, his brother, Dr. Mariano V. de los Santos, his sister, Maria de los Santos, and two friends Dr. Buenaventura J. Bello and Atty. Antonio Rivero. They were only college students then, who were more daring than their contemporaries for they were determined to pursue their dream of putting up a school suited to the needs of the Filipino youth.

These impecunious young people, as they were called by the university historian, encountered many challenges in realizing their dream of establishing an institution whose motto was "Patria, Scientia, et Virtus. They named their school Instituto de Manila, after the city of their affection and Apolinario de los Santos was elected as the first director of the school.

The doors of the Instituto de Manila were first opened in school year 1914-1915. The forerunner of this institution offered only elementary and high school courses in a leased building located at the corner of Madrid and Peñarubia streets, Binondo District. However, in school year 1919-1920, in order to accommodate its growing populace and to provide them with better facilities, the Instituto de Manila started conducting classes in its own building at the Sampaloc District.

Before embarking on a program of expansion in order to meet the educational needs of its constituency, the Instituto de Manila had to undergo internal changes. On the occasion of its eighth anniversary, the original incorporators unanimously agreed to effect a reorganization geared towards the attainment of a university status. As a result, the Instituto de Manila was re-incorporated as the University of Manila on November 3, 1921 under the provisions of Act No. 1459 of the former Philippine Legislature.

Right after its re-incorporation, the University focused on providing more course offerings for their growing clientele. The growth and expansion marked the turning point of this democratic and dynamic institution which has withstood the test of time. The University has survived two world wars and the bewildering changes in the country and of the world: ideological, social, economic, and political.

The mustard seed that was the University of Manila continues to show impressive growth and expansion. In March 1919, the College of Law was formally opened. In the following year, 1920, the College of Liberal Arts was also opened. In 1922-1923, three colleges: College of Philosophy and Letters, College of Education, and College of Business Administration were opened while the Department of Graduate Studies was opened in 1941. In December, 1945, the College of Engineering was opened and in the following year, 1946, the Academy of Music and the School of Foreign Service were born.

The College of Law was given government recognition on November 1, 1920. It was formally incorporated into the University during the academic year 1921-1922. Barely, after two years of its founding, the College of Law caught public attention and gained popular acclaim when two of its graduates: Pablo Payawal, who later became a prominent law practitioner, and Jose Carlos, who became a judge, copped the first and second places, respectively, in the 1920 Bar Examinations.

Three years later, former Civil Service Commissioner Amado Del Rosario and Cipriano Primicias who became a majority floor leader in the defunct Senate and who was one of the vice-presidential nominees for the 1961 national elections, followed suit by garnering the second and sixth places, respectively, in the 1922 Bar Examinations. And during the three years that followed, the graduates of the College easily hurdled the Bar with 100 percent passing average. This achievement of the College was so impressive that the pre-war Tribune and Philippine Herald newspapers were all praises for the University of Manila.

In 1933, Lope Quimbo, Manuel Alvero, and Guillermo Blanco became the first, second, and tenth placers in the Bar Examinations respectively. In 1936, the College again produced another batch of topnotchers where Teodorico Martin was the sixth placer who became the Dean of the College of Law of the University of the East. Again, in 1937, Sixto Domondon copped the tenth place in the Bar Examinations. To continue, in 1938, Emmanuel Pelaez, who was to become Vice-President of the Philippines, led that year's Bar Examinations "elite" by copping the first place. With Emmanuel Pelaez there were also two topnotchers, namely Rodegelio Jalandoni, sixth placer, and Pedro Bacerro, the seventh placer in the Bar Examinations. In 1940, the College again showed its impressive performance by having Delfin De Vera garnering the fourth place in the Bar.

During the post-war years, the College of Law reasserted its Bar supremacy by producing topnotchers. In 1948, Jose M. Evangelista, who was to become ambassador, placed second and established a record high rating of 95.04 percent. Moreover, this feat was duplicated in 1949 by Dominador R. Aytona who also captured the second place. Aytona became a vice-presidential nominee in 1961 under the Nacionalista Party banner. Two years later, in 1951, Vicente Acsay kept up the excellent performance of the College by notching the first place in the Bar Examinations. The good showing of the College continued, for in 1953, Leonardo Amores, who was to become the illustrious faculty member of the College hit the same spot with the highest rating of 95.03 percent.

Up to the present year, the College of Law graduates fared exceedingly well in the bar examinations with ratings above the national passing percentage. In 2006, the College of Law graduates obtained a 75 percent passing in the Bar Examinations, again proving the quality of education being sustained throughout the years by the University of Manila.

To show the march to progress of the University, in 1949, courses were offered in Master of Arts in Political Science in the Department of Graduate Studies, followed by the opening of Master of Arts in History and Bachelor of Science in Elementary Education in 1951. Then, from 1963 to 1966, courses in the College of Criminology and Penology, the School of Secretarial Science and the master's degree in Public Administration were offered. On June 7, 1976, the following two-year courses were offered— in Police Science and Technology, in Library Science, and in Bookkeeping; one-year course in Hotel and Restaurant Management and one-year course in Tourism.

The sustainable growth and expansion of the University were the products of the highly innovative, creative, and brilliant minds of those who occupied the presidency. Dr. Apolinario de los Santos was the University President from its inception until 1927. His successor was Dr. Mariano V. de los Santos, who assumed the presidency at the age of 29, and it is a matter of record and source of pardonable pride that he held the distinction of being the youngest university president in the Philippines, in Asia, and in the whole world. Dr. Mariano V. de los Santos co-founded the Philippine Association of Colleges and Universities (PACU) and was elected as its President from 1938 to 1939 and from 1955 to 1958. He also co-founded the United Nations Association of the Philippines. Moreover, he is the adviser on educational matters to six Philippine

Presidents: Manuel L. Quezon, Jose P. Laurel, Manuel Roxas, Elpidio Quirino, Ramon Magsaysay and Carlos P. Garcia. He was the President of the University until his untimely demise on October 13, 1959.

The unfinished task of leading the University was continued by Madame Helen de los Santos, who was described by the late Dr. Mariano V. de los Santos in his book, "Education and Life" as his life partner "who has shared with me all the tribulations of life but cared little for its vainglories." One of the pioneers in education and a complete Filipino woman, Madame Helen de los Santos held the presidency with distinction from 1959 to 1981.

Another chapter in UM history unfolded when Dr. Virgilio de los Santos (from the second generation of the de los Santos) took over the presidency in 1981. With him at the helm, the University continually strived to strengthen its commitment to total academic excellence. The University has remained true to its trilogy of ideals: Patria, Scientia, et Virtus.

It envisions a dynamic community that is deeply steeped in the trilogy of UM Ideals: love of country, love of science and love of virtue; fully equipped with humane, conceptual, and technological skills; firmly determined to make life for others better, brighter, lighter and more livable, by making quality education accessible to all. The Motto of the University is to acquire knowledge and skills for the benefit of mankind.

Its Mission aims to create an atmosphere of academic excellence and competence, that is, firmly anchored in love of country, science and virtue; where citizens deeply concerned and truly committed to respond to the socio-cultural, psycho-spiritual and politico-economic challenges of the contemporary Filipino community are formed; fully empowered with modern scientific technological skills with which to brave the challenges of the global society.

Under the vigilant stewardship of Dr. Virgilio de los Santos, the University has been placed to a higher level of credit and standard. In line with the thrusts of the government and to keep abreast with the demands of the modern times, on February 16, 1994, the University offered four-year courses in Hotel and Restaurant Management and Computer Science. To show further that the University of Manila has come of age and in response to the call of the 90's, on February 21, 1994, it offered new courses in the following programs: Doctor of Education, Doctor of Public Administration, and Master of Business Administration. These programs are designed to provide administrators, businessmen, analysts, researchers, and educators with the theoretical background, values, competencies, and skills for them to be able to participate and contribute to the growth and development of a better and a more humane society.

Dr. Virgilio de los Santos as a vanguard to Philippine and Japan relations received the highest honor the Emperor of Japan can give to a foreign national; the Rising Sun Medal of Honor.

On April 3, 2003, the University was granted the government permit to offer the four-year Bachelor of Arts in Cultural Languages, major in the Japanese Language. The University of Manila is the first university in the Philippines recognized to offer a degree course in the Japanese Language.

To add to this legacy, on November 7, 2005 a new four-storey building was constructed for the International Language School (ILS).

The International Language School offers courses in the English language to foreign students like the Chinese, Japanese, and Koreans. It also offered courses in the Chinese language and Nihongo (Nippongo)

language. The ILS building likewise provides accommodations for foreign students while they are studying. Thus, with these developments, the leaders of the University continually strive to realize the vision and mission of the institution and, that is, academic excellence imbued with values, not only for the Filipino youth but also for those of our neighboring countries.

In 2006, Dr. Emily Dodson de Leon the Senior Vice-President and Chief Academic Officer was elected by the Board of Trustees as President of the University of Manila. In 2007, Madame President Emily Dodson de Leon became the first Vice-President of PACU (Philippine Association of Colleges and Universities). With her dynamic administration and dauntless leadership, the University has remained to be an institution to reckon with. She is the vital mover behind the sustainable progress of the University by initiating innovations and modern strategies in promoting quality education and these are shown when the University was granted by PACUCOA a formal accredited status for the College of Education for its two programs: Bachelor in Secondary Education and Bachelor in Elementary Education and the College of Business Administration.

Likewise, The College of Hotel and Restaurant Management and the College of Criminology were formally accredited by ACSCU-AAI (Association of Christian Colleges and Universities-Accrediting Agency Inc.).

The University of Manila continued to undertake the accreditation of its four programs; thus, the said program achieved the Level IV Reaccreditation Status.

In view of the demise of Dr. Emily De Leon, the Board of Trustees through its special meeting on September 2, 2024, at 27 Scout Santiago, Brgy. Laging Handa, Quezon City, elected Atty. Dave Bernar de los Santos as the President and Chief Academic Officer and Dr. Richard De Leon as the Chairman of the Board of Trustees.

PHILOSOPHY OF EDUCATION

The University of Manila has the following Philosophy of Education:

"The University of Manila Education is a dynamic process of growth and development that integrates love of country (Patria), Love of Science (Scientia) and Love of Virtue (Virtus) in every learner's process of becoming, that every Filipino citizen it forms, may experience enhancement in his quality of life and live it to the fullest."

MOTTO:

To acquire knowledge, skills, and values for the benefit of mankind.

VISION:

To impart to the future generations, the University of Manila's trilogy of ideals: love of country, love of science, and love of virtue, in making the lives of others better, brighter, lighter and more livable by making quality education accessible to all.

MISSION:

ACE – to accomplish something with complete success

A - Anchor in the hearts of the youth the love of country, science, and virtue.

C - Create an atmosphere of academic excellence and competence.

E - Empower the youth with modern scientific technological skills in braving the challenges of the global society.

Institutional Objectives

To give flesh and meaning to its philosophy, vision and mission, The University of Manila pledges to carry out the following institutional objectives:

1. It aims to concretize in the lives of its administrators, faculty, non-teaching personnel and students, a deep love for country so that they may be sensitive to the needs of their fellowmen; provide quality service to them; and be responsive to the issues of peace, social, justice, freedom and human rights and environmental concerns that affect everyone.
2. It endeavors to provide a well-integrated quality education where love of science motivates students to undertake research on various disciplines and go through continuing empowerment programs especially on information technology which would enable them to be of more help in improving the quality of life of their people.
3. It strives to produce graduates whose sense of commitment is fully anchored in love of virtue, an unwavering faith in the providential care of an Infinite God, whose love for man transcends all racial, individual and religious differences; strengthened with genuine moral fibers and fully equipped with human values and principles with which to brave the challenges of this changing world;
4. It seeks to form young men and women within the highest ethical standards of leadership and productivity; outstanding professionals in various disciplines who will be ready to selflessly share their persons, their expertise, their gladness and their all, in transforming their respective service areas into dynamic human groups, clearly directed towards a desired future and truly capable of addressing the concerns of alternative futures, who will make the impact of their presence felt in all arenas of human life, both in their home country and in the global world, always anchored in the trilogy of UM Ideals of "Patria, Scientia et Virtus".

THE CORE VALUES OF THE UNIVERSITY OF MANILA

The **CORE VALUES** show how the academic community of the University of Manila: students, faculty members, deans, heads, support staff, and top-level administrators act and work as a team inspired by the three UM Ideals: Patria, Scientia et Virtus. Our core values include the following:

1. **Commitment.** We are aware of our pledge to provide quality and accessible education to the Filipino youth and make our University a hallmark of virtuous and distinctive graduates.
2. **Accountability.** We are responsible and answerable for our actions and commitment as a team using our skills and competencies in promoting love of country, love of science, and love of virtue in all our tasks and programs of activities.
3. **Integrity.** We possess moral excellence and uprightness, which means that we are fair, impartial, and honest in the performance of our tasks, conscious of our individual productivity, and in the delivery of quality services.
4. **Political will.** We love our country and we are determined to contribute to nation building by providing education that will make us virtuous and outstanding; stewards of our environment and empowered participants in improving the quality of life in the family, community, society and the world.

OBJECTIVES OF THE DIFFERENT COLLEGES

COLLEGE OF EDUCATION

Opened July 1, 1923, the Junior Normal College (1934-35) and the Senior Normal College (1953-54)

General Objectives:

The University of Manila, college of Education, a teacher- training program, is committed to produce educator-mentors who are experts in their various fields of specialization directed towards excellence, competence, quality, productivity and relevance, whose personal lives are vivid reflections of the UM philosophy of Education within which they have been formed “Patria, Scientia, et Virtus” (Love of Country, Love of Science and Love of Virtue).

A. Bachelor of Science in Secondary Education Specific/ Programs Objectives

1. To produce Secondary teachers who by the testimony of their lives shall be living epitomes of the UM trilogy ideals; “Patria” (love of country), “Scientia” (love of science) and “Virtus” (love of virtue), mentors who shall effectively play the role of the crisis intervenors in the many adolescent lives they will form;
2. To instill in the persons of the would-be secondary educators a deep and clear understanding of the stages of human development; a thorough appreciation of the concepts of individual differences and the rich potentials of creative teaching and learning experiences of journeying with today’s adolescent learners.
3. To produce secondary teachers who are experts in their own chosen fields of specialization and in research, fully equipped with the latest teaching strategies and techniques; educators who are well-

guided by the highest tenets of professionalism and ethical standards as they shall go about empowering the youth.

B. Bachelor of Elementary Education
Specific/Programs Objectives

1. To produce Elementary teachers who are imbued with the trilogy of UM ideas of love of country; love of science and love of virtue (Patria, Scientia, et Virtus); mentors who are ready to give the best of themselves to the mission and the apostolate of empowering the youth of the nation.
2. To provide teachers who are fully equipped with the latest trends in teaching strategies, competencies, skills and research; educators who are deeply steeped in the highest tenets of professionalism and ethical standards who shall lay the solid foundation of education of the pupils who will come under their care.
3. To inculcate in the would-be elementary teachers the exemplification of moral virtues such as integrity honesty, discipline, spirituality, and social responsibility in imitation of Christ, the greatest teacher, as they shall go about performing their roles as mentors of the young.

COLLEGE OF BUSINESS ADMINISTRATION

(Accounting / Banking and Finance /
Management / Marketing / Economics)
Opened 1992-93

General Objectives:

The College of Business Administration aims to produce outstanding business leaders, executives and practitioners in the various fields of expertise, imbued with a deep love of country, love of science and love of virtue ("Patria, Scientia et Virtus"), fully equipped with the much needed positive attitude, knowledge, skills and competencies with which to brave the challenges of business and industry in both government and non-government sectors, deeply committed to give their share in developing the community, then nation and the world as a whole.

Specific Objectives:

1. To provide students with a solid foundation on the fundamental concepts, facts theories, principles and practices of modern business administration and leadership along with a thorough cultural background of where and how business and industry operate.
2. To develop skills and competencies in the various fields of Business Administration, namely Accounting, Banking and Finance, Management, Marketing and Economics integrating the human values of integrity, honesty, love of country, and love of virtue in the learning process.
3. To provide true-to life exposures to business students in matters concerning major issues, realities, problems and challenges in the local, national and international scenes; thus, preparing them to brave these very challenges in their future world of work.
4. To develop resourcefulness, initiative, and aggressiveness in the students as well as independence of thinking within the highest levels of ethical standards in business and industry.

5. To equip students with the latest trends and updates in the use of communication and information technology in the business world to prepare them for a wider exposure and continuing learning experiences in the global market.

COLLEGE OF CRIMINOLOGY

Opened July 1, 1963

General Objectives:

The University Of Manila College of Criminology and Police Administration commits itself to the empowerment of men and women who are morally and physically fit and are desirous to dedicate themselves to the profession of law enforcement, criminal investigation, scientific crime detection, detective service work. It further aims to produce professionals who will not only maintain the peace and order situation of the respective communities they will serve, but who will at all times manifest Love of Country (Patria), Love of Science (Scientia) and Love of Virtue (Virtus) in the various crucial roles they will play in making their fellow Filipinos live a peaceful and productive community life.

Specific Objectives:

1. To maintain an adequate system of education in the field of law enforcement work, scientific crime detection and progressive system of correction and rehabilitation of offenders of the law;
2. To provide sufficiently trained personnel who will man the growing network of law enforcement and peace and order agencies, security forces, correctional and penal institutions;
3. To equip young men and women who are committed to render service for the rehabilitation of social offender with the necessary principles, psycho-social-spiritual and human growth and development to enable them to effectively and efficiently perform their roles as crisis intervenors.

COLLEGE OF LIBERAL ARTS

Opened 1920

General Objectives:

The University Of Manila College Of Liberal Arts aims to provide a preparation for life that is full of meaning and purpose, rich, productive and serviceable through academic programs that are geared towards the total formation of every learners through the integration of Love of Country (Patria), Love of Science (Scientia), and Love of Virtue (Virtus).

Specific Objectives:

1. To provide a broad, solid integrated general education which equips students with intellectual skills, knowledge, attitudes and habits necessary for personal development, productive living and enlightened citizenship in a democratic society;
2. To develop professionally trained and competent men and women with a solid foundation in the Arts and Sciences; equipped with an inquiring mind, well-trained faculty members who are proficient in scientific,

mathematical, social and logical thinking and philosophical skills to enable them to address the pressing need of the country in science and technology.

3. To train students in correct and creative thinking, judicious appraisal of contemporary problems, effective communication and aesthetic, as well as ethical inculcation of values;
4. To provide students with a wide and intensive socio-cultural background to widen the horizon of would-be professionals in the field of Law, Education, Business Administration, Public Administration, Criminology and other disciplines.
5. To empower students with the significant facts, basic unifying principles, as well as, the various methods, processes and techniques of research on the four major areas of human knowledge, namely: Natural Science, Social Science, Mathematics, Humanities and Philosophy.

COLLEGE OF COMPUTER SCIENCE

General Objectives:

The University of Manila College of Computer Science/ Information Technology aims to produce technological and scientifically empowered professionals, informational technology/computer science experts whose breadth and depth of orientation, knowledge and training, are within global standards, who shall be committed to share their expertise with the various sectors of the academic community and the community at large, ever motivated to share their concepts, their technological skills, their persons to everyone embedded in the UM trilogy of ideals: Love of Country (Patria), Love of Science (Scientia), and Love of Virtue (Virtus).

Specific Objectives:

1. To equip students with the skills and competencies in information communications technology, its operation, language and design.
2. To empower would-be information technology/computer science professionals with the latest trends, techniques and developments in the information communications technology to enable them to respond to the needs of society.
3. To provide adequate instruction, training, supplemental lectures, seminar workshops, to give office workers and practitioners within the service areas of UM proper orientation on the use of information technology in their various organizational operations.
4. To prepare would-be information technology/computer science graduates with a solid foundation on the various languages, programs and systems to enable them to perform with confidence the varied tasks that may be expected of them the global organizations of the corporate world.

COLLEGE OF ENGINEERING
Opened August 15, 1945 (with Computer Science)

General Objectives:

The University of Manila College of Engineering commits itself to the continuing empowerment of future Civil and Industrial professional engineers who by their scientific, mathematical, technological and engineering expertise shall be in the forefront of nation building as they shall contribute their share to development both in the local and international scenes fully anchored in the UM tradition of “Love of Country” (Patria), “Love of Science” (Scientia), and “Love of Virtue” (Virtus).

Specific Objectives

1. To train prospective engineers who will not only be morally upright, hence, honest and sincere but will be equally competent and efficient in their delivery of service to their constituents and clients.
2. To develop professionally trained civil and industrial engineers who are research-oriented and environmentally concerned, who will exercise leadership in the public and private sectors, as they will man various organizations involved in infrastructure projects and nation-building.
3. To equip the Engineering students with the values, skills, and competencies on the latest trends in Engineering.
4. To produce would-be Civil and Industrial Engineers who are capable of designing and constructing quality infrastructure projects and who are capable of conducting topographic surveys and other related works.

**COLLEGE OF HOSPITALITY MANAGEMENT AND
SCHOOL OF FOREIGN SERVICE**

The College of Hospitality Management
Opened on February 1992

General Objectives:

The University of Manila College of Hotel and Restaurant Management aims to be the center of excellence in Hospitality Management Education in the Philippines by producing hotel and restaurant managers, entrepreneurs, and leaders equipped with the values, competencies, and skills fully anchored in the UM trilogy of Ideals: Patria, Scientia et Virtus.

Specific Objectives

The program seeks to achieve the following specific objectives:

1. To provide students with strong theoretical and empirical training founded on the University of Ideals of *patria, scientia, et virtus* for management and entrepreneurial roles in the hospitality industry;
2. To develop graduates who possess traits and competencies expected of future managers, entrepreneurs, and leaders in the industry, so as to assist in the development, growth, and professionalism of the hospitality industry;

3. To immerse HRM faculty members on current hospitality trends through active research seminars, colloquia, workshops, training, and membership with local and international professional organizations;
4. To meet the changing demands of the hospitality industry by promoting quality classroom instruction and related learning experiences;
5. To involve HRM faculty members and students in the community program and services, such as livelihood and entrepreneurial activities.

**The School of Foreign Service
Opened on May 3, 1946**

General Objectives

The School of Foreign Service of the University of Manila believes in the use of diplomacy as an instrument of peace and human progress. As such, the program seeks to instill this belief in the potency of Foreign Service empowerment as an instrument of goodwill in the young men and women who would like to pursue a career in diplomatic relations and foreign service who by their level of commitment and quality of service shall exemplify “Love of Country” (Patria), “Love of Science” (Scientia), and “Love of Virtue” (Virtus) in the various diplomatic roles they hope to play in the world of work.

Specific Objectives:

1. To provide professional training for students who will be future officers and personnel of the different diplomatic and consular offices of the Republic of the Philippines.
2. To provide the students with an intensive study of international policies, implementing guidelines, and various levels of human relationships; thus, enhancing their knowledge, competencies, skills, and values.
3. To immerse Foreign Service faculty members on current innovations and trends through active research seminars, colloquia, workshops and training, and membership with local and international professional organizations.
4. To provide review classes on government examinations to Foreign Service graduates.

COLLEGE OF LAW

Organized on March 12, 1919 / Recognized on November 1, 1920

General Objectives:

The University of Manila College of Law professes to produce men and women who will be staunch advocates of democratic principles and convictions, deeply committed to the improvement of the quality of life of people through honest, sincere and humane practice of the law profession, as they shall address socio-cultural, economic, political, educational, moral issues, problems, and concerns based on the highest standards of the UM tradition of “Love of Country” (Patria), “Love of Science” (Scientia), and “Love of Virtue” (Virtus).

Specific Objectives:

1. To provide the would-be law practitioners with a solid foundation not only of knowledge and skills in the practice of the profession, but a strong hierarchy of human values, virtues, and convictions and principles and a highly positive attitude towards life which give them courage and strength as they shall brave the challenges of the law profession in their world of work.
2. To create programs for the students to be leaders of sterling character.
3. To establish ways and means to improve the delivery system and practices of the Philippine legal system and jurisprudence.
4. To help raise the standards of the law profession in the Philippines by preparing lawyers who will bring honor to the country.

SCHOOL OF GRADUATE STUDIES

Organized in SY 1933-1934

General Objectives

The School of Graduate Studies was established to provide an opportunity for students desirous of increasing their knowledge through research and classroom lectures conducted on an advanced level. Seminars and forums are also part of the curriculum. Due to the desire of the University to maintain a high standard in this Department, the records of applicants are thoroughly screened for their scholastic achievements, before they admitted as graduate students.

The School of Graduate studies commits itself to continuing empowerment of professional in the various curricular programs its offer, competent and dedicated experts who, deeply anchored in the University's Philosophy of Education. "Love of Country" (Patria), "Love of Science" (Scientia), and "Love of Virtue" (Virtus) are ready to respond to the needs of the various communities they serve.

Specific Objectives:

1. To develop competent professionals who can engage in outcomes-based inquiry who can stimulate, encourage and maintain functional, productive research in different disciplines.
2. To provide practitioners in the business, education and public administration's fields of opportunities to upgrades their competencies through higher levels of studies and training to further broader and deeper their orientation and make them fully confident in the performance of their multi-faceted roles in their respective organizations and disciplines.
3. To acquaint the students with the demands of the country and direct their attention to present day problems.
4. To provide them with thorough instruction to carry on methodological research so that such demands may be met practically and such problems solved.
5. To provide opportunities for the students to conduct studies and / or create /design programs that will contribute to the enhancement of the intellectual, scientific social and moral aspects of their fellowmen.

UNIVERSITY POLICIES AND PROCEDURES

SECTION I - ADMISSION AND ENROLLMENT

1.1 ENTRANCE EXAMINATIONS POLICY GUIDELINES AND CONDITIONS

The University requires students to qualify for admission on the basis of the entrance examinations and other requirements imposed by the School.

1. Administration of the entrance examinations shall be conducted according to the guidelines set by the University Admission Office and approved by the Registrar's Office.
2. Submit grades received in previous academic work.
3. Holder of Philippine Educational Placement Test (PEPT) should secure clearance from the Registrar's Office.
2. Accomplish the entrance examination application form and pay the corresponding fees.
3. Applicants who fail to qualify for the first course preference may qualify for other courses on condition that their examination scores meet the cut-off scores for these courses.
4. On the extraordinary cases of applicants who are seeking admission, the approval of the President and Chief Academic Officer is required.

1.2 ADMISSION

The University of Manila is open to students who meet the academic standards set by its Committee on Admission and are willing to abide by the rules and ideals of the institution. It is the Committee on Admission and Retention that sets the criteria, ensuring that the school accepts only those applicants who will benefit the most from the University's program.

Admission Policy

Applicants for freshmen into the University of Manila maybe admitted based on the following:

- a. Performance in the entrance examination administered by the Testing Center. (Passing the entrance exam does not mean automatic admission to the University Academic Program).
- b. Performance during interviews with either the enrollee officials and/or the head of the Admission Committee.
- c. Recommendations from the officials of the school last attended.

Admission Procedures and Requirements

1. Upon being informed of the eligibility for admission, the student must submit the following credentials:
 - a. Original Form 138 (Report Card)
 - b. Certificate of good moral character from the Principal and Guidance Counselor of the school last attended.
 - c. Written undertaking signed by the student or his parent or guardian to abide by the rules and regulation of the University.
2. Submitted credentials should be verified by the enrolling official to ensure authenticity and completeness. Any falsification of such documents constitutes a ground for disqualification.

1.3. ENROLMENT

POLICY GUIDELINES AND CONDITIONS

The University adopts an efficient, orderly and systematic registration and enrolment procedure. A student must be officially enrolled in order to receive credits for course work.

1. Enrolment forms are distributed and released at the Accounting Office. Enrolment forms are pre-numbered for proper control and accounting.
3. Students should register during the designated enrolment period. No student shall be allowed to register in any subject after the close of the enrolment period.
4. Enrolling officials are designated by the Registrar's Office to assist students during the enrolment.
5. Enrolment in any subject without the necessary prerequisites is not valid and shall not be credited regardless of the grade obtained. Students are not allowed to take overload subjects except in the last two semesters before the graduation, or in highly meritorious cases as determined by the Registrar's Office.
6. Old students should present their clearance of grades and I.D. before enrolment forms are issued.
7. Proxies are discouraged. Student should personally work on their enrolment.
8. Students are considered enrolled only after payment of the required fees.
9. Only enrolled students are issued class cards and admitted to classes.
10. Enrollment in the ROTC course is now optional for male students and the University will follow the existing regulations and guidelines on this matter.
11. Regular students should enroll with their respective college-enrolling official: Scholars enroll with their respective committee representatives.

1.3.1 Transferees

POLICY GUIDELINES AND CONDITIONS

The University accepts transferees but limits applications for transfer on exceptionally meritorious cases.

1. A transfer applicant may be recommended to take the entrance examination, only after the clearance from the enrolling official has been secured.
2. Should not have a failing grade in any subject/s credited in the academic program he is enrolling in the University.
3. After passing the entrance examination an admitted applicant shall be required to present transfer credentials and be enrolled as a new student. His enrolment as a new student should be approved by the enrolling official.
4. Transfer applicants with a failing grade or who have been refused admission by other schools for disciplinary reasons shall not be admitted.

All transfer applicants shall have to qualify for admission administered by the University Testing Center and approved by the Registrar's Office.

1.3.2 Foreign Students

The President and Chief Academic Officer will conduct an initial interview on foreign students. Following are the requirements:

1. Academic record should be submitted.
2. Present original passport and a photocopy of the said passport should be submitted to the Registrar's Office.
3. Payment of application and corresponding testing and other fees.

1.3.3 Cross Enrollment

POLICY GUIDELINES AND CONDITIONS

The University allows cross-enrolment to another school in recognition of the academic freedom of the students. In like manner, she entertains the cross-enrolment of students from other institutions.

1. Students are not allowed to cross-enroll to another school except in meritorious cases as determined by the Registrar's Office as follows:
 - a. If general education subjects are not offered in the University;
 - b. If the subjects are offered, but their schedule conflicts with the student's other classes;
 - c. The student intends to spend the school term in his home province and wishes to enroll there.
2. Cross enrollment in another school is allowed upon the favorable endorsement of the Office of the Dean, to the Registrar's Office.
3. The student may enroll only the subject specified in his permit.
4. The student should present to the Office of the Registrar the proof of this cross-enrolment and the corresponding certification of grade/s, obtained at the end of the term.
5. Cross-enrollees from other institutions are entertained according to the schedule specified by the enrolling official. They must present to the Office of the Registrar a written permit from their school.
6. The cross-enrollee shall be enrolled as a new student. His enrolment shall be approved by the enrolling official.

1.3.4 Summer Class Enrollment

POLICY GUIDELINES AND CONDITIONS

The University of Manila offers summer classes intended for the students with the academic deficiencies or back subjects, thus, in general, no student shall be allowed to enroll in advanced subjects.

1. Regular / maximum academic load for summer is nine (9) units.
2. A student graduating during summer may carry a maximum load of 12 units, provided he did not take overload subjects during the 1st and 2nd semesters of his last school year.
3. Summer courses allow six (6) hours of absences for a three (3) unit course. Hence, a student who has incurred more than 6 hours absences and has not officially dropped from the subject is given a DROPPED / FAILED mark.
4. A student is considered absent if he enters the classroom 15 minutes late after the second bell. Two (2) cases of tardiness are counted as one absence.
5. Summer classes are held from Monday to Saturday equivalent to 31 days. A 3-unit has one and a half hour duration per class meeting.
6. Policies and procedures are followed as in the regular school term enrolment.

1.4 ACADEMIC LOAD

POLICY GUIDELINES AND CONDITIONS

The University programs the academic load of its students to enable them to earn their degrees within the required period.

1. A student should carry the regular load prescribed by the program.
2. Only graduating students are entitled to carry an overload. Their request for an overload should be favorably considered.
3. The overload of a graduating student is limited to six (6) units for the year.
4. No student shall enroll in more than one course to earn more than one academic degree at the same time.

5. In extreme cases, graduating student may be allowed to take 8 units of PE provided that these are the only subject requirements he lacks for the graduation.

1.5 ADDING / CHANGING OF SCHEDULE / DROPPING OF SUBJECTS / COURSE

POLICY GUIDELINES AND CONDITIONS

The University, in recognition of the right of the students to make decision concerning their academic life, allows adding / dropping of the subjects / dropping of course and change of schedule.

1. Any addition of subject or change of schedule shall be done during the enrollment period, subject to the approval of the Office of the Dean and the Registrar's Office.
2. Dropping of subject / course during the enrollment period shall be considered as cancellation of the enrollment for the subject / course in question.
3. Dropping of subject / course will be entertained one month after the enrollment.
4. A student who drops a subject without approval obtains a failing grade.
5. In valid cases, for reason of illness or other justifiable reasons, the PCAO may act on the request for dropping a course after the period scheduled for dropping.
6. To drop a course, a student must fill up the UM form for dropping, secure the approval of the PCAO and submit it to the Accounting Office for the adjustment of fees.

1.6 SHIFTING / CHANGE OF SUBJECTS

POLICY GUIDELINES AND CONDITIONS

The University recognizes the right of the student to choose the program which he wants to pursue, provided he meets all the requirements for admission. In this light, a student admitted into the University may change / shift course provided the grade and other requirements of the college are met.

- A change of course or major shall be subject to the decision of the Registrar's Office who shall have full discretion on the matter.
- A change of course, which involves transfer to another college, shall be administered upon written request.
- A shifter should accomplish the change form. His enrolment should be approved by the enrolling official.
- The subjects to be changed are allied and carry the same number of units.
- The changes of subjects are approved by the enrolling official.
- The change form is submitted to the Accounting office for the adjustment of fees.

1.7 RETENTION POLICY

POLICY GUIDELINES AND CONDITIONS

- UM aims to admit and re-admit students until they shall have finished their chosen programs, except when the students shall have failed to meet prescribed standards or have violated rules and regulations resulting to any of the following circumstances and sanctions:
 - a. **WARNING.** Any student, who at the end of the semester obtained final grades below 75% (3.00) in 25% to 49% of the total number of academic units enrolled, shall be warned by the College Dean concerned.
 - b. **PROBATION.** Any student, who at the end of the semester obtained final grades below 75% (3.00) in 50% to 75% of his total academic units enrolled, shall be placed on probation in the next semester.
 - c. **DISMISSAL.** Any student, who at the end of the semester obtained final grades below 75% (3.00) in at least 75% the total number of units enrolled, shall be dropped from the rolls of his college/department or shall be advised to transfer to another school. He shall not be admitted in

another college/department in UM, unless in the opinion of College Dean, he shall be qualified for enrollment in another program or field of interest.

- d. PERMANENT DISQUALIFICATION. Any student, who at the end of the semester or summer term, obtained final grades below 75% (3.00) in the 100% of the academic units enrolled, shall be permanently barred from re-admission to any college/department in UM.
- The Retention Policy stated in this article shall not apply to the following:
 - a. Student with an academic load of nine (9.0) units only;
 - b. Students with final grades of less than 75% (3.00) incurred due to unauthorized dropping of subjects as certified by the instructors and attested by the College Dean; and
 - c. Senior students or students in the last curriculum year of their curricular program.
- UM consider all causes and circumstances why a student got a failing, incomplete or dropped grading marks in his courses and exhaust all available remedial measures before such student shall be finally dismissed or permanently disqualified from the institution. However, the "last chance option" may be applied if there are strong indications and joint commitment of the students and the parents/guardians that such students will faithfully improve their academic performance in the succeeding school terms, subject to the approval of the School President.

Last Chance Option is a form of remedial measure by which a student is given a last opportunity to exert his best efforts to improve his academic performance in the succeeding school terms, with his parents/guardians committing to the Institution to closely monitor and supervise him.

SECTION II - EXAMINATION

POLICY GUIDELINES AND CONDITIONS

The University evaluates the performance of the students and the effectiveness of instruction. For this purpose, regular examinations are conducted and results are given to the student on a timely basis.

1. Regular Examination

- a. Three (3) major examinations (prelim, midterm and finals) are given each semester. The Registrar's Office releases examination schedules at least two weeks before the scheduled examination. The schedule of exam is posted in bulletin boards a week earlier and copies of examination schedule are given to the Deans.
- b. A student is required to secure an examination permit from the accounting office which the student presents to his professor prior to taking examination.
- c. No student shall be allowed to take the examination without examination permit, UM ID and the prescribed uniform.
- d. The student should sign his name on the attendance sheet provided by the professor upon submission of his paper. He should also see to it that the professor has affixed his initial or signature on the examination permit. These are proofs that the student has taken the examination.
- e. The student should keep the exam permit after his last examination as evidence that he has taken the exam.
- f. If the student lost his permit, he should get a 'lost permit receipt', in order to be allowed to take the exam.

2. Special Examination

- a. Only students with valid excuse for not taking the examination on the scheduled date shall be allowed to take the special examination. The following circumstances constitute valid excuse as determined by the professor concerned.

- a.1 Conflict in examination schedule;
- a.2 Sickness that requires medical attention (must be supported by a medical certificate and / or excuse letter from the parent);
- a.3 Death of the immediate member of the family (father / mother / sister / brother); and
- a.4 Other circumstances that may be beyond the control of the student and found to be valid by the professor concerned.
- b. In the event that a student was not able to take the final examination, the student should accomplish a pre-application form for completion and the said form is to be submitted to the Registrar's Office.
- c. A completion examination fee is charged to the student.
- d. The schedule of the examination is posted on the bulletin board of the University. It is the responsibility of the student concerned to verify from the Office of the President and Chief Academic Officer as to the schedule of completion examination.

2.3. Exemption from Final Examination

- a. A student may be exempted from taking the final examination provided he has:
 - a.1 A midterm exam grade of at least 87%;
 - a.2 Result of pre-final class standing grade of 87%;
 - a.3 An exemption permit;
 - a.4 And that such exemption is not in any way contrary to departmental policies.
- b. The professor is however under no obligation to grant such an exemption.

SECTION III - GRADING SYSTEM

POLICY GUIDELINES AND CONDITIONS

In accordance with the University's thrust of achieving academic excellence, the University is adopting a grading system that is highly objective and reflective of student's scholastic performance.

Hereunder are the policy guidelines and procedures on the prescribed grading system of the college:

3. 1. Basis for Grading

- 1.1 In accordance with Article XV - Grading System of the Manual Regulations for Private Schools, the University adopts the policy that the final grade or rating given to a student in a subject should be based solely on his scholastic performance. Any addition or diminution to the grade in a subject for co-curricular activities, attendance, or misconduct shall not be allowed, except when such adjustments are relevant to the subject content and requirement.

3. 2. Computation of the Prelim, Midterm and Final Grades

2.1.1 Prelim Grade Computation

Basis	Weight
a) Class standing (quizzes, recitation and other course requirements. Given during the prelim only)	60%
b) Prelim Examination	<u>40%</u>
Prelim Grade	100%

2.1.2 Midterm Grade Computation

a) Prelim Grade	30%
b) Class Standing	40%

c) Midterm Exam	<u>30%</u>
Midterm Grade	100%

2.1.3 Final Grade Computation

a) Midterm Grade	30%
b) Class Standing	40%
c) Final Exam	<u>30%</u>
Final Grade	100%

2.2 The University of Manila adopts the numerical grading system equivalent and description.

Percentage	Description
97-100	Excellent
94-96	Superior
91-93	Very Good
88-90	Above Average
85-87	Good
82-84	Very Satisfactory
80-81	Satisfactory
77-79	Fair
75-76	Pass
70-74	(As a Prelim Conditional Grade)
Prelim Grade	
Below 70	Conditional
Midterm	
Below 75	Failing Final Grade
NFR	No Final Requirement
NFE	No Final Exam
DRP	Dropped
D/F	Dropped / Failed

2.3 The University of Manila previously adopted the percentage grading with its 11-point numerical grading system equivalent and description.

Percentage	Description	Grade Point
97-100	Excellent	1.00
94-96	Superior	1.25
91-93	Very Good	1.50
88-90	Above Average	1.75
85-87	Good	2.00
82-84	Very Satisfactory	2.25
80-81	Satisfactory	2.50
77-79	Fair	2.75
75-76	Pass	3.00
70-74	(As a Prelim Conditional Grade)	4.00
Prelim Grade		
Below 70	Conditional	4.00
Midterm		
Below 75	Failing Final Grade	5.00

NFR	No Final Requirement
NFE	No Final Exam
DRP	Dropped
D/F	Dropped / Failed

- A grade of 4.00 may be given only as prelim grade and midterm grade, but never as final grade.
- NFR is a classification given if the student has failed the final requirement, which is necessary for the completion of requirement, even though the student has already taken his final examination, such as final term paper, Evaluations and Certification for Practicum.
- NFE is a classification given only if the student has not taken the final examination. The examination has to be completed within two weeks or 14 school days from the last day of final or within the date set by the President and Chief Academic Officer.
- DRP means that the student officially dropped the subject before prelim exams or within one month after the prelim exams or within a date set by the President and Chief Academic Officer.
- **In the event that a student's performance falls below 70%, the final grade recorded shall be a minimum of 70% as a measure to promote academic progress and provide an opportunity for improvement.**

Others

1. This grading system plus some minor adjustments which the professor may effect is subject to the approval of the respective Deans or the Office of the President and Chief Academic Officer, as reflected in the course syllabus and are to be discussed with the students on their first class session.
2. A student should be made aware of the grades obtained in the quizzes, assignment, reports, recitation, etc. He should likewise be informed of his prelim, midterm and final grades and their derivations.

SECTION IV - ATTENDANCE

POLICY GUIDELINES AND CONDITIONS

The University requires that every student attends his classes promptly and regularly. To ensure that students get the full benefit of UM education experience, class attendance and participation are closely monitored and recorded in a class record or class attendance sheet.

Attendance—Sec. 73 of the 1992 Manual of Regulations for Private Schools is adopted by the School:

Section 73. Absences. A pupil or student in every private school who incurs absences of more than twenty percent (20%) absences of the prescribed number of classes or laboratory periods during the school year or term should be given a failing grade and given no credit for the course or subject. However, the school may adopt an attendance policy to govern absences of its students who belong to the upper half of their respective classes. Furthermore, the school head may at his own discretion and in individual cases exempt a student who exceeds the twenty per cent limit for reasons considered valid and acceptable to the school."

Such discretion shall not excuse the student concerned from his responsibility in keeping up with lessons, doing his assignments, and taking examinations where indicated. The discretionary authority is vested in the school head, and may not be availed of by a student nor granted by a faculty member without the consent of the school head. (As amended by DECS Order 35, series of 1993, 07 June 1993).

Therefore:

1. Students are required to attend all classes starting with the first meeting of every course. Non-attendance in any required class or academic activity constitutes an absence. Time lost due to late enrollment shall be considered an absence.

2. A student is considered absent from class if he or she arrives after the first 15 minutes of the scheduled class period. He/She may attend the class but will be marked absent.
3. A student is considered late or tardy, if he/she arrives in the classroom after the first 15 minutes of the scheduled class period has elapsed. He/She is marked late or half-absent in the professor's daily attendance record. Two instances of tardiness or half-absences are equivalent to a full-hour absence.
4. Any student who is absent from class must, whenever required by the faculty member concerned, obtain an excuse slip from the Guidance Office.
5. Absences considered approved or excused and therefore not counted against a student are:
 - a) Those incurred because of official assignments or delegation by the Dean, or as representatives attending seminar-workshops, meetings, contests, symposia approved by the administration.
 - b) Death of an immediate member of one's immediate family (immediate members refers to mother, father, brother, and sister, spouses, and/or children, if married).
6. Regardless of whatever reason for an absence, a student is held responsible for all assignments and course content he missed during his absence.

The University follows the semestral calendar. The first semester starts in mid-June and ends in mid-October. A semestral break is held for two weeks. The second semester starts in the first week of November and ends in the third week of March. Summer classes run for six weeks, from mid-April to the end of May. Classes are held from Monday to Friday.

4.1 ATTENDANCE IN PHYSICAL EDUCATION CLASS

1. Per DECS Memorandum dated June 4, 1990: "No student is exempted from attending PE classes".
2. A student who is physically handicapped permanently or temporarily shall present his medical certificate to the PE instructor who in turn shall place such student in a special group and assign activities suited to his condition.
3. Membership in any student organization does not excuse a student from attending Physical Education (PE) Classes.
4. Only the official University athletes belonging to the following athletic / sports team / organizations are excused from their PE classes:
 - UM Varsity Basketball Players
 - UM Choir Members
 - UM Band
5. The aforementioned athletes and members of organizations who are excused from attending their PE classes have to be officially enrolled in PE before availing of this privilege and have to inform their PE instructor about such excuse during the first week of classes.

4.2 SUSPENSION OF CLASSES

In accordance with the Commission on Higher Education (CHED) Memorandum Order No. 42 signed by Chairman Angel C. Alcala, hereunder are the updated guidelines on the subject as applied to the University of Manila:

A. Typhoons / Storms

1. When PAGASA raises Typhoon Signal No. 3 and above, all classes in the University shall be deemed automatically suspended until PAGASA lowers the said typhoon signal.
2. In case PAGASA raises Typhoon Signal No. 1 to No.2, classes in the University shall not be suspended as a matter of CHED policy. However, the President and Chief Academic Officer of the University, may at his/her discretion, suspend classes in the University, until such time that typhoon signal shall have been lowered by PAGASA or until the weather improves.
3. However, the aforementioned rule does not prevent the CHED Regional Directors from suspending classes in the tertiary level, within a particular locality if in their opinion, suspension is warranted due to inclement weather.

B. Heavy Rains/Floods/Earthquakes and Other Natural Calamities

In the case of heavy rains / earthquakes / and / or other natural calamities affecting a particular locality which would render the holding classes in the University impractical and dangerous to the students, the President and Chief Academic Officer of the University of Manila may declare the suspension of classes.

SECTION V - TUITION AND OTHER FEES

POLICY GUIDELINES AND CONDITIONS

The University charges reasonable fees for the quality education it provides.

Tuition Fees and other school charges

- a. Tuition Fee (for the number of units enrolled)
 - b. Miscellaneous Fees
 - Registration
 - Medical and Dental
 - Library
 - Athletics
 - Guidance
 - Activity Fee
 - c. Other Miscellaneous Fees (if applicable)
 - Science Laboratories (for Chemistry, Physics, Botany, Zoology, Police 1 & 2)
 - Speech Laboratory (for English 3 & 7)
 - Typing / Management 2
 - Engineering Laboratory
 - ROTC / CWTS
1. Information regarding tuition fees is available at the Accounting Office prior to and during the enrollment.
 2. Enrollment period always has a deadline and everyone is expected to follow this. For late enrollees, a surcharge / penalty fee is imposed.
 3. Deadlines for payment of tuition fees are posted on the bulletin boards. Non-payment of other fees on or before the deadline warrants exclusion from the enrollment lists, prohibition from taking the prelim, midterm and final exams, and / or receiving transcript and certificates.
 4. A student will have a choice on payment: installment or cash plan. Under the cash plan, student pays the total amount of fees due for the semester. Under the installment plan, the student pays as scheduled during the semester.
 5. Payment in check will be accepted. However, enrollment shall only be valid after the check has been cleared.

6. No student shall be allowed to enroll unless he has fully settled his accounts of the previous year / semester and until he pays full the corresponding amount under the term of payment he chooses.
7. In paying in cash or installment, add the following laboratory fees, ROTC fee, etc. A student also pays surcharges on the following: Penalty for late enrollment, changing of subjects (upon the start of classes), returned checks, out of town checks (differences in actual bank charge - refundable or collectible).
8. In line with provisions of Par. 137, Sec. VII of the Manual for the Regulations for Private Schools (1970) states that; "When a student registers in a school, it is understood that he is enrolling for the entire semester for a collegiate course". It is the policy of the school that in the event the school authorities are forced to dismiss a student for acts imputable to him, the entire fees for the whole school year must be paid or shall be forfeited in favor of the school.

The student may be charged all the school fees in full if he withdraws anytime at the second week of classes. However, if the transfer or withdrawal is due to justifiable reasons, the student shall be charged the pertinent fees only up to the last month of attendance.

5.1 Adjustment and Refund of Fees

POLICY GUIDELINES AND CONDITIONS

The University refunds to the students the corresponding adjustment of fees due to change of subject and/or dropping the course.

A student who desires to withdraw his registration after paying one or more installments is not relieved of the obligation of paying the balance of his / her fees for the entire semester except when he/she withdraws within four weeks after registration.

In case of withdrawal of registration adjustment of fees will be made as follows:

- A.** Where fees are paid in full for the whole semester upon enrollment, the amount of refund will be as follows:
 1. Within the first week after registration, whether he/she has attended classes or not 80% of the tuition fee.
 2. Within second, third and fourth week after registration whether he/she has attended classes or not - 50% of the tuition fee.
 3. No refund will be allowed 30 days after registration. In all cases the registration, incidental and withdrawal fees are not refundable.
- B.** Where fees are paid on the installment basis, the adjustments are as follows:
 1. If a student withdraws within first week after registration whether he/she has attended classes or not, he/she will be charged 20% of the tuition fee.
 2. If a student withdraws within second, third or fourth week after registration whether he/she has attended classes or not, he/she will be charged 50% of tuition fee.
 3. If a student withdraws 30 days after registration whether he/she has attended classes or not, he/she will be held responsible for the whole semester's fees.

Fees paid on the installment basis are not refundable: In all cases registration, incidental, and withdrawal fees are charged.

SECTION VI - SCHOLARSHIPS

6.1 ACADEMIC SCHOLARSHIP

New Student. Valedictorians are granted free tuition fees for a period of one academic year (2 semesters). Salutatorians are granted free tuition fees for a period of one-half academic year (one semester). Both of which may be extended, provided that they meet the conditions set by the Scholarship Committee.

Term Scholarship

- a. For College Student - One and one-half scholarship are granted every semester to students who obtain the two highest averages under the following conditions:

College:

For Full Scholarship -----1 to 1.5 (94-99)

For Partial Scholarship ----- 1.51 to 1.75 (91 to 93)

Averages will be computed on the following bases:

Academic Average 50%

Social Consciousness and Extra

Curricular Activities 25%

Character 25%

Criteria:

The academic rating will be based on the weighted average of at least 1.75 of the student's grades, the minimum load depending upon the curriculum of each college for the semester immediately preceding the award.

The social consciousness and character ratings of the prospective scholar will be determined by the pooled appraisal of all faculty members under whom the student is taking the course.

In case of a tie, the same will be broken by splitting the award. In case more than one student qualifies within the first bracket (1- 1.5) the first two highest will be entitled to the full and a half-semester scholarships, respectively.

The University, however, reserves the right to cancel all privileges granted to any holder of a scholarship in case the recipient fails to maintain the required proficiency in the University or live up to the accepted rules of good behavior.

6.2 OTHER SCHOLARSHIPS

Athletics Scholarship

This scholarship is particularly extended to basketball players, who are granted free tuition fees with allowance and free board and lodging accommodations.

Career Orientation Scholarship –

Dr. Emily D. De Leon Scholarship Grant

Offered to financially-challenged but academically deserving students, who graduated from the current year and a graduate of Manila public schools, with an average grade of 85% and above, and should be able to maintain an average as provided by the Scholarship Committee.

Scholarship for Faculty Members Taking up their Graduate and Post Graduate Studies

Faculty members who are undertaking their graduate and/or postgraduate studies are given 100 % free tuition fees.

Madame Emiko Yamamoto Scholarship Grant

A full scholarship grant given to students with very high grades and should be able to maintain a high average grade.

Philippine Veterans Administration Grants

Grantees are sponsored by the Philippine Veteran Administration (PVA) after qualifying for admission in the University. A certification from PVA is required to be presented to the Admission and Accounting Offices.

University Band Members

Members of the University Band are granted free tuition fee with allowance and are exempted from P. E. and ROTC.

1.3 DISCOUNTS are also provided by the University of Manila to:

- a) Faculty / Employees' dependents – are granted 50% to 75% discounts from their tuition fees.
- b) Three or more brothers and /or sisters enrolled in the University of Manila granted discounts. One of them is given a 50% discount from the tuition fee and also the succeeding brother or sister.
- c) A special discount of about 20% to 50% is given to students with special talents to be determined by the Scholarship Committee.
- d) University Choir Members are given 30% discounts from their tuition fees.
- e) Officers and Enlisted Men of the Armed Forces of the Philippines and the Philippine National Police are given 30% discount from their tuition fees.

6.4 INCENTIVES

The University of Manila gives cash incentives to graduate students who made it to the top 10 of their respective government board examinations adding to it is a rebate of their Board Review Fees.

**SECTION VII - BACCALAUREATE SERVICE AND
COMMENCEMENT EXERCISES****POLICY GUIDELINES AND CONDITIONS**

Attendance in the Baccalaureate Service and Commencement Exercises, the most solemn occasions in the University life, is a requirement for graduation.

1. A Baccalaureate Mass should be celebrated for the students before the Commencement Exercises. The solemnity of this occasion should be upheld.
2. The Registrar's Office shall set the schedule of the Baccalaureate Service and the Commencement Exercises.
3. Candidates for graduation are required to wear the academic attire during the commencement exercises.
4. All candidates for graduation are expected to join and participate in the commencement exercises for the conferment of their respective degrees.

7.1 GRADUATION**POLICY GUIDELINES AND CONDITIONS**

It is the policy of the University of Manila to confer upon the candidate the degree which he seeks, upon satisfactory completion of all academic and other requirements prescribed for graduation.

Students who have fulfilled satisfactorily all requirements for graduation will be granted their respective titles or degrees under the following regulations:

1. The student must have formally applied for a title or degree, on a form furnished by the University, and must have filed the application with the Dean of the College or School where he is enrolled on or before the date specified in the calendar.
2. He must have complied with all the requirements regarding his academic work and residence in the college.
3. The University of Manila requires the successful completion of a certain number of units and of certain specified courses before a student is considered eligible to receive any of the various degrees, titles and diplomas conferred by it.
4. He must be of good moral character.
5. He must have complied with all his financial obligations with the University.
6. He must be present at the commencement exercises, unless for a good reason he is excused by the Dean concerned. Diplomas of graduating students who are absent from the Commencement Exercises will be withheld until the Graduation Exercises of the following academic year, unless explanation is submitted to the Dean concerned and to the President and Chief Academic Officer.
7. He must have paid his subscription in full to The Gold Leaf.

7.2 GRADUATION WITH HONORS

Undergraduate Level

Students will graduate with honors if they:

- a. Have an average, computed units, of 1.47 to 1.75 (Cum Laude); 1.21 to 1.46 (Magna Cum Laude); 1.00 to 1.20 (Summa Cum Laude).
- b. Have completed at least 75 percent of the total academic units required for graduation in The University of Manila only those courses and/or subjects taken in the University of Manila will be considered in the computation of averages.
- c. Have received no grade lower than "3.0" in their academic history, irrespective of schools attended.

SECTION VIII - TRANSFER CREDENTIALS

POLICY GUIDELINES AND CONDITIONS

It is the policy of the University to grant transfer credentials to student desiring to transfer to another school.

Transfer credential is granted upon application unless it is a consequence of penalty imposed on a student as a disciplinary action. A student who applies for transfer credentials (honorable dismissal) must obtain clearance from the office of the Registrar.

8.1 TRANSCRIPT OF RECORDS

POLICY GUIDELINE AND CONDITIONS

Transcript of records shall be issued only at the request of the student or of the requesting school.

1. The transcript of records of a student shall be released upon payment of the corresponding fees.
2. The official transcript of records of student is forwarded to the school where he transferred upon request.

SECTION IX - RIGHTS AND DUTIES OF STUDENTS

The right and duties of the students in school as defined in Chapter 2, Section 9, and Chapter 3, Section 15 of the Education Act of 1982 are as follows:

RIGHTS OF THE STUDENTS IN SCHOOL

In addition to the rights and subject to the limitations prescribed by law and regulations, students in all school shall enjoy the following rights:

- The right to receive, primarily through competent instruction, relevant quality education in line with national goals which are conducive to their full development as persons with human dignity.
- The right to freely choose their field of study subject to existing curricula and to continue their course therein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulations.
- The right to school guidance and counseling services for making decisions and selecting the alternative in fields of work suited to his potentialities.
- The right to access to his school records, the confidentiality of which the school shall maintain and preserve.
- The right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents within 30 days upon request.
- The right to publish a student newspaper and similar publications, as well as, the right to invite resource persons during the assemblies, symposia and other activities of similar nature.
- The right to expression of opinions and suggestions and to effective channels of communication with appropriate academic and administrative bodies of the school or institution.
- The right to form, establish, join and participate in organizations and societies recognized by the school to foster their intellectual, cultural, spiritual and physical growth and development, or to form, establish, join and maintain organizations and societies for purposes not contrary to law.
- The right to be free from involuntary contributions except those approved by their own organizations or societies.

DUTIES AND RESPONSIBILITIES OF STUDENTS

In addition to those provided for under the existing law, every student is expected to:

- Exert his utmost to develop his potentials for service, particularly by undergoing an education suited to his abilities, in order that he may become an asset to his family and to society.
- Uphold the academic integrity of the school, endeavor to achieve academic excellence and abide by the regulations governing his academic responsibilities and moral integrity. Specifically, the student must be familiar with the contents of this Handbook. Ignorance of the contents of this Handbook does not excuse any student from the corresponding sanctions as stipulated in the Code of Discipline and Code of Conduct.
- Promote and maintain the peace and tranquility of the school by observing its rules and regulations, and by exerting efforts to attain harmonious relationships with fellow students, with the academic and non-teaching staff and other school personnel.
- Participate actively in civic affairs and in the promotion of the general welfare, particularly in the social, economic and cultural development of his community and in the attainment of a just, compassionate society.
- Exercise his rights and responsibility in the knowledge that he is answerable for any infringement or violation of the public welfare and of the rights of others.
- Act as a mature adult who has the obligations to keep parents / guardians informed of his academic standing in school. Letters/ notices thereof that may be sent by the University to parents / guardians are acts of courtesy. They do not relieve the students of the obligation to keep parents / guardians informed of his

academic standing in school. Ignorance of the said student's status on the part of the parents / guardians shall neither be taken against the authorities of the University nor be held responsible for such ignorance.

SECTION X - CODE OF DISCIPLINE

The University of Manila fortifies and nurtures self-directed and self-initiated discipline among its students.

Discipline is a mental and moral training moving towards the observance of laws, regulations and policies founded on equality and liberalism with the aim of maintaining order and cooperation in the campus.

Henceforth, the promulgation of the Code of Discipline is to provide an ethical direction and the furtherance of a healthy and harmonious working relationship within the institution.

In addition to these, the University reserves the right to impose appropriate sanctions against improper conduct, coming from and inherent in its duty and responsibility to:

1. Preserve its standard for academic excellence;
2. Protect its property and the property of the academic community;
3. Secure the well-being and safety of all stakeholders of the University
4. Preserve peace, ensure orderly procedures, and maintain student morale;
5. Protect the University from acts that threaten the exercise of its functions and responsibility to achieve its educational vision and mission.

The maintenance of discipline, decorum and orderliness is a responsibility shared by all the members of the academic community. All disciplinary matters pertaining to the Academic community fall under the jurisdiction of the Office of the President and Chief Academic Officer (PCAO).

10.1 CONDUCT IN SCHOOL

Every student in the University of Manila is expected to act as mature God-fearing individual at all times, showing respect to proper authority, for the rights of fellow students and members of the U.M. community and for witnessing God's teaching and values. Thus, a U.M. student is expected to behave according to the following prescribed norms of the University.

Wearing of the Prescribed School Attire

It is the responsibility of the School to see to it that every student adheres to the conventions of proper wearing of the school attire. Proper wearing of school attire in U.M. means to adhere to the conventions of simplicity and decency of good grooming.

A student is required to come to school in proper and decent school uniform as prescribed.

The following attires/apparels are strictly prohibited inside the campus:

- a) Sandos, walking shorts, cycling shorts, mutilated pants, faded/torn crumpled shirt, jogging pants, rubber slippers.
- b) Wearing of nose-earrings.
- c) Wearing of caps, scarves in the classroom, offices and chapel.

A student who does not wear the prescribed school attire and who does not sport a decent haircut will be penalized as follows:

1st Offense: Admonition by the President and Chief Academic Officer and written letter of apology

2nd Offense: On-day suspension and dialogue with parents

3rd Offense: Disciplinary probation for one semester

4th Offense: Ground for non-readmission as a major offense

The Office of the President and Chief Academic Officer reserves its right to assess the propriety of the student's grooming and attire.

3. Wearing of the Official Identification Card

A yearly official ID card is issued to every student after enrolment. The wearing of an ID is required for entrance to the University premises and to be worn at all times within the campus. It must be presented to any school official or personnel in authority upon demand. The loss of an ID card should be reported to the ID department properly supported by a notarized affidavit of loss for the issuance of a duplicate ID.

4. Behavior in the Classroom

A student, who does not observe ordinary classroom procedures or discipline, or anyone guilty of disrespectful conduct, may be sent out of class and is reported directly to the Committee on Discipline.

Any action which tends to distract other students from on-going activities either in class or during conferences, symposia or assemblies is to be avoided.

5. Respect for People

Respect and deference should be shown to all persons in the campus whether he/she be an administrator, faculty, student, service personnel, parents, alumnus or visitors.

6. Proper Behavior During School Activities

A student who engages in brawls, fist fights or any trouble-causing activity during school activities will be dealt with accordingly based on the provisions of the Code of Discipline and Code of Conduct.

7. Proper Behavior while Waiting for Classes/Examination

Students who have no classes are not allowed to stay along the corridors, so as not disturb those having classes/taking major examinations. Silence must be observed.

8. Respect for School Properties

A student is expected to respect school property. Books and equipment should be handled with reasonable care and properly stored after use. Good order requires that classroom be kept neat. White/Blackboards and chalk are used for instructional purposes only. A student must not write on classroom decoration/bulletin board display nor sit on armchairs and tables. Vandalism is prohibited.

9. Participation in Outside Activities

A student should not participate in any outside activity (e.g., contest, play, conference, association or society) as an official representative of The University without written permission from the PCAO.

10.2 SECURITY MEASURES

The following are the security measures of the University:

On the search of person, vehicles, etc. within the school premises, only persons in authority and/or the Security Officers or his duly authorized representative/s can conduct search of persons, vehicles and articles to safeguard all persons within the premises of the University. Entry into the premises maybe denied to those who refuse to submit to such search.

On Security Measures – Department Order No. 31, s. 1972 provides:

- a) Proper identification cards shall be issued to all bonafide students, members of the faculty and other employees of the school.
- b) Proper screening of all persons entering the school premises shall be conducted at the gates of the school campus by the Security Forces or by any authorized persons.
- c) No person carrying packages, cases or other containers shall be allowed inside the school premises without prior inspection of the same at the school gates in order to prevent the entry therein of any fatal or incendiary materials.
- d) Students found guilty of charges on account of violations of existing laws or rules and regulations issued by the Department of Education (DepEd), CHED or by the School itself shall be dropped from the rolls immediately.

On Undesirable Students

Department Order No. 30, s. 72, Par 3 states:

“Schools heads may conduct summary investigations or direct summary investigations against undesirable students facing charges as provided under paragraph (2) in order to afford them the essence of fairness and fair play.”

On the School’s Responsibility to Enforce Peace and Order in Campuses:

“School heads and other school administration officials concerned shall assume full responsibility for any acts of violence or any violations of existing laws and other orders, decrees and instructions issued on their part, take measures to prevent any subversive activities or acts of violence or violations of existing laws in their school campuses shall be dealt with by the immediate closure of their school and/or by such other measures as the Government may determine.”

10.3 CONDUCT OUTSIDE OF SCHOOL

Every student of The University of Manila should be aware of his duties and responsibilities as a Filipino citizen. As he shares in the responsibility of upholding peace and order in his social environment, in the light of creating just and humane Filipino society, the students of The University of Manila need to observe the following norms:

1. Lead a responsible life in the home and in the community where he resides.
2. Conduct himself with dignity and abide by all instructions of the authorities when representing the University in any activity.
3. Participate constructively and actively as a leader or as a member in socio-cultural and religious activities recognized by The University of Manila, without neglecting his academic duties and responsibilities.
4. Associate with persons/groups/organizations/agencies who can help him develop the spirit of nationalism, moral integrity and commitment to service.

5. Keep away from establishment of ill-repute.
6. Safeguard one's health and good name by avoiding any kind of involvement in drug abuse.
7. Seek the approval of the University Administration before using the name of the University of Manila in any ticket, invitation, program, interaction, announcement or other promotional activities.

10.4 DISCIPLINARY SANCTIONS

Disciplinary violations, the veracity of which is determined by their social impact on community order, are categorized into major and minor offenses. They are further distinguished from each other by the penalties correspondingly attached to them, to wit.

- Disciplinary probation for one semester and automatic suspension for ten school days.
- Disciplinary probation for one semester and automatic suspension for the rest of the semester.
- Disciplinary probation for one semester and non-enrolment for the succeeding semester.
- Non-enrolment for two semesters.
- Non-enrolment for two semesters and one summer.
- Non-enrolment for three semesters.
- Expulsion with honorable dismissal.
- Expulsion with dishonorable dismissal.

N.B. Any accused person who is found guilty of a major or minor offense and duly confirmed by the Committee on Discipline to be genuinely true shall be meted penalty one or two degrees lower as provided.

10.5 MAJOR OFFENSES

Acts Constituting a Major Offense

1. Contempt and ridicule of religious celebrants, practices, beliefs and activities such as smoking during the celebration of the Holy Mass whether offered inside or outside the chapel, making fun of liturgical activities and prayers, destroying or defacing religious images/articles.
2. Possession or distribution of publications, manuscript or other materials considered subversive as interpreted according to the existing laws.
3. Vandalism, destruction of or damage to school property, mutilation of school materials, laboratory materials, abuse of school facilities and equipment, destroying the belongings of any member of the faculty, administration, personnel, staff, students or visitors while in campus, destroying decorations in the classroom, tampering of announcements on the bulletin board and unauthorized use of chalk, initiating, participating in burning school properties. Students concerned will also be obliged to pay for the damages, without prejudice to any other penalty and sanction imposed by the Committee on Discipline and concerned officials.
4. Direct assault upon the person of any member of the faculty, student, administration, and personnel staff, without prejudice to his criminal prosecution. Grave acts of disrespect in words (oral or written) including publication or deeds which tend to put any member of the faculty, administration or personnel, staff in ridicule or contempt such as uttering words against any faculty member in his presence or in public, challenging a faculty member/student to a fist or gun fight and/or initiating/passing a petition letter which is anomalous/malicious contempt against anyone in the campus.
5. Carrying firearms, ammunitions, with or without license, explosives including firecrackers without permission, guns such as air, water, plastic and deadly weapons like ice picks, blades, knives, etc. inside the premises of the University.
6. Possession, illegal use, sale or distribution of prohibited or regulated drugs as defined under RA 6425, also known as Dangerous Drugs Law.
7. Robbery, theft, stealing and pickpocketing.

8. Acts of Cheating such as:
 - a. Actual use of cheating paraphernalia during the quizzes, prelims, midterm, and final examinations.
 - b. Having someone else take the prelims, midterm and final examination for another.
 - c. Exchanging examination notebooks, booklets, calculators or passing one's notebook to another to enable the latter to copy it.
 - d. Reading or looking deliberately at another student's examination paper or showing one's own paper/notebook/booklet to another.
 - e. Talking or communicating orally with another student during the examination regardless of topic.
 - f. Mere possession of notes, books, calculators, materials including recorders or any communication devices, or any piece of paper having a bearing on the subject of the examination.
9. Forging, falsifying, tampering and allowing the same as acts to be committed by another on academic or official school record/form like excuse letters from parents or medical certificate, financial reports or documents of any kind, either done directly by himself or through others.
10. Intellectual dishonesty specifically plagiarism directly or indirectly, done individually or in group in writing research, term papers, reports and feasibility studies.
11. Membership in any unauthorized organizations such as fraternities and all other groups/organizations, the purposes of which are to use violence or subversion, or which employs as part of its ceremonies, rituals or practices, hazing or any act that results an injury to any person through intimidation, intentional force, or reckless imprudence.
12. Hazing, violence, intimidation, coercion, extortion is any act that tends to injure, degrade or humiliate any fellow student or an outsider even in mere conspiracy. The University is not responsible for the actions of students who on their own, without regard for the existing laws, and despite awareness of possible grave punitive sanctions, will engage in such activities, whether actively or passively.
 Students threatened by hazing or such violent acts are obliged to report to the Office of the President and Chief Academic Officer. Otherwise, failure to report such involvement will be punished accordingly.
13. Swindling, issuance of bouncing checks to any member of the academic community. Extortion from someone, group, organization under false pretenses, fraud.
14. Using funds of the group, class, organization, or the Student Council for personal, vested interest.
15. Disrespect to any national symbols, activities, i.e. walking and talking during the flag ceremonies, singing the national anthem with mockery, burning flags, destroying forms of national symbols like statues, etc.
16. Decoding, accessing, or altering any computer data or program without authorization from the school preventing normal operation / introducing false information to and from the computer system in any University Department.
17. Unauthorized / Unofficial representation of the college that would destroy the good reputation of the University.
18. Unauthorized use of school facilities by any individual/group for illicit/illegal purposes.
19. Deliberate intent to malign the good name of the University, like allowing one's name to be used in any illicit activity.
20. Bribery or offering of anything to induce a person to do something contrary to law, morals, good customs and public policy, including falsifying attendance report in CWTS or PE or any required activity among others.
21. Throwing harmful objects to any person that can cause injury to others.
22. Engaging in brawls, fist fights, or any serious trouble-causing activity in or off-campus.
23. Intoxication due to alcoholic beverages/or entering the University's premises/attending a school function in a drunken state.
24. Engaging in a strike, disorderly picket, strike or demonstration against the school or any of its department, boycotting classes, entities, either directly or indirectly by himself or through others. Preventing students from attending classes and inciting them to violate school regulations.
25. Irreverence like disruptive noise, talking and laughing, and chewing gum during school communal prayers.
26. Any conduct which threatens or endangers the health or safety of any person inside the premises of the University which adversely affects the student's suitability as a member of the academic community i.e. use of poison, powder, explosives, sharp objects, tear gas, smoke bomb, poisonous smoke, etc.
27. Selling tickets, involvement in promotional fund raising campaign in the name of the University / Organization without the official approval of the Office of the President or the respective Dean of the concerned college.

28. Entering into a contract / financial transactions with any outside organization / agency in the name of the University without the official approval from duly authorized person.
29. Making false announcements of school programs, and activities in the name of the University.
30. Publishing articles which tend to degrade, embarrass, or ridicule any member of the University.
31. Recruiting / enticing any member of the community to irrefutable, immoral, illegal activities, e.g. gambling, prostitution, drug syndicate and fraternity.
32. Other minor offenses which are elevated to the Board and which the Board deems as a major offense.
33. Other similar violations which the Committee on Discipline considers as a major offense.

10.6 MINOR OFFENSES

First Offense - Stern warning by the Committee and submission of a letter of apology.

Second Offense - Of the same nature – One day suspension and dialogue of parents/guardian with the President and Chief Academic Officer.

Third Offense - Of the same nature – Automatic suspension for five school days and second dialogue with parents/guardian.

Fourth Offense - Of the same nature – considered as equivalent to major offense and automatically elevated to the Committee on Discipline.

However, violation of any four of the specific defined offenses categorized as minor offenses within the school year, regardless of its nature, will be considered as equivalent to a major offense which will be automatically elevated to the Committee on Discipline for deliberation and sanction/s.

Acts Constituting Minor Offenses

1. Blocking of the stairways and doors, loitering along corridors, sitting on the stairs, unauthorized use of any school supplies i.e. chalk, paper, Pentel pens, etc.
2. Other similar violations which the Committee on Discipline considers as a minor offense.
3. Intruding into the privacy of male and female lounges making malicious catcalls, whistling especially at ladies, boisterous laughter and other nuisances unbecoming of cultured gentlemen and women.
4. Creating unnecessary noise along the corridors, classroom, during class hours, examination periods and brownouts.
5. Breaking of silence in the library, N.B., deliberate disarrangement of desks and tables. Violators of this rule will be suspended temporarily from the use of library facilities as an additional penalty.
6. Non-use of ID for entry.
7. Non-presentation of school ID within the premises of the University upon request by recognized authority.
8. Littering in the classrooms, offices and corridors and in the school premises.
9. Sitting on the armchairs, tables and other acts that will eventually destroy school properties.
10. Taking of examination in a room other than the one assigned by the professor concerned.
11. Dictating answers during the oral and written examinations.
12. Excessive/ irresponsible use/ wastage of school resources/ properties like water, power and food.
13. Allowing one's name or position to be used by an individual/ group to enter the campus without official/ business/ authorization.
14. Jeering at any individual during activities participated by the school i.e. uttering offensive remarks at the referees or cheerleaders of the other school during athletic competitions and other school functions.
15. Throwing objects like coins, paper airplanes, etc. at the court to the opposing players, teams, referees or to any person during any other social function, activities or gatherings of the University.
16. Using the "dirty finger" or very lewd gestures to offend/ mock/ provoke another person/s or group/s during social functions of the University.
17. Provoking, challenging any person/ group from other participating schools to fight in and off campus.

18. Rudely interrupting the speaker or guest of a school activity, resulting to the chaos or disorder.
19. Discourtesy towards any member of the school community like the administrator, faculty member, security guards, service personnel and students.
20. Unauthorized ringing of bells and other alarm devices.

10.7 COMMITTEE ON DISCIPLINE

The Committee on Discipline is an administrative committee constituted and tasked with the duty of safeguarding the rights, both legal and procedural, of a student who is charged with violation of the rules listed in the Code and/ or regulations of the University.

The Committee deliberates formal complaints at the instance of aggrieved party or the Dean or the President and Chief Academic Officer.

Proceedings being administrative per se do not require an indispensable requisite for validity of the presence of a legal counsel for a student under investigation. Parents or guardians are however invited to witness the proceedings. The respondent may bring his counsel upon consultation and approval by the Committee or by the Chair.

The decision of the body and the facts on which it is based are submitted to the Office of the President and Chief Academic Officer for review and consequently a confirmation of the Committee's decision.

Composition

- a. Chairperson of the Committee
President and Chief Academic Officer
- b. Members with permanent status
College Dean
Guidance Head
- c. Members with permanent status but without voting power
Legal Adviser
Secretary

Functions

The overriding function of the Committee of Discipline is to decide cases brought before it, taking into consideration the requirements of justice and due process.

Limitations

The major offenses may be referred to the Committee for deliberation. Minor offenses may be referred to and resolved by the respective Deans.

Right to Due Process

Procedural Due Process Standards

Record of the Case Proceedings

- e. The entire proceeding shall be tape-recorded
- f. The tape-recorded proceedings shall contain only the records of the case.

Decision of the Committee

The decision of the Committee shall be arrived at by the majority vote of the permanent members; the Board Chair shall vote only in the case of a tie.

Promulgation of the Committee's Decision

The parties are immediately notified thereof either by phone or by mail, provided that in the case of dismissal or suspension of a student his parents/guardian shall be informed immediately. A formal letter is given to the parent/guardian to be duly received.

Filing of A Motion For Reconsideration

Any party dissatisfied with the decision of the Committee and the Office of the President and Chief Academic Officer may file a motion for reconsideration to the University President, within five days upon receipt thereof. If denied, the decision shall be final and immediately executory.

10.8 GRIEVANCES AND COMPLAINTS

The University of Manila has always been known for cooperation and compassion reflecting the teacher-discipline relationship pervading in the campus. Members of the academic community are encouraged to keep open their individual communication lines to ensure a harmonious relationship in the campus.

It is in this light that grievances against any member of the academic community should be settled through fraternal dialogue.

However, in cases where grievances could not be settled amicably, then as means of last resort, should a formal complaint is field to the Committee on Discipline.

A complaint is considered formal if it is expressed in writing and duly signed by the person/s concerned. Such actions are coursed to the Office of the President and Chief Academic Officer.

**SECTION XI
STUDENT PROGRAMS, SERVICES AND FACILITIES****STUDENT PROGRAMS****Religious Formation Program**

The religious formation program of the student is one of the essential components of the educational objective of the University of Manila. The religious services, activities and facilities provide students with opportunities to develop a closer relationship with God and their fellowmen. The coordinator takes charge of the services and other religious activities.

Weekly Masses

The University offers students an opportunity to attend weekly masses. The mass is celebrated every Thursday morning at the University chapel.

Community Masses

Students are encouraged to attend the community mass, which is celebrated on every College day of each department and on every important occasions of the University.

Student Development Program

The Student Development Program aims to provide opportunities for student's active involvement and participation and molding them to become worthy members of the society. It is hoped that they will be transformed to

assume their personal and communal responsibilities in their co-curricular tasks in the class organization, in their respective colleges, and in the entire University community.

The students will have to maximize the development and use of their resources in the attempt to build a just humane society. And that the University would have developed and prepared its graduates as good citizen leaders of tomorrow.

Student Activity Program

The Student Activity Program is carried through consultation, as it is designed to directly assist the students and student leaders in the conduct of projects and programs of handling problems of the class and the organization.

Physical Fitness Program

The University gives attention to the physical development of the students. Students develop physical fitness through the Physical Education Program, the intra- and extra-mural athletic activities.

Physical Education Program

As curriculum requirements of the CHED, a student has to take eight (8) units of Physical Education in 4 semesters. Courses offered in P.E. include: gymnastics, folkdance, rhythmic activities, dances and sports and games.

Intramural Athletics Program

The University holds its yearly intramural games: its primary aim is to promote physical fitness sportsmanship, and healthy competition among students.

Varsity Athletics Program

The University's varsity athletic program aims to train students in their physical endeavors, not only training them but the University also gives athletic scholarships, food allowances and living quarters.

Staff

PE instructor
Athletic Moderator
Assistant Athletic Moderator
Intramural Commissioner

STUDENT SERVICES

Library Services

The library is considered an integral part of instruction and research; thus, the University has a main library and satellite libraries that provide the printed materials and software needed by the academic community in the teaching-learning process and in research and development. The library has the OPAC (Online Public Access Catalog).

Health Services Program

The University provides medical and dental services to meet health needs of students, faculty and school personnel in line with the thrust of the school to have physically fit students and personnel.

Staff

One (1) physician

One (1) dentist
One (1) nurse

Facilities

The University medical and dental clinics are located at the ground floor of the main building. Both are open during weekdays and Saturdays included from 8:00 AM to 5:00 PM.

Guidance Services Program

The University of Manila Guidance Program aims to assist students to actualize their potentialities. Through the services and enrichment programs it provides, student are able to know themselves better, to develop effective study habits, deal constructively with their feelings, make appropriate decisions on their present and future plans.

Guidance Services

The Office of the Guidance Services offers the following services:

- a. *Appraisal* – a service designed to assist the student in achieving a better understanding of themselves through the use of psychological tests, questionnaires and aptitude tests, etc.
- b. *Information* – maintains books in the Central Library and some light reading materials at the Guidance Office related to personality development, guidance, marriage and family, career and leisure. The books and other reading materials are designed to assist the students arrive at decisions affecting their present and future lives. Handouts on relevant issues are also distributed to the students for their guidance.
- c. *Counseling* – a student going through a lot of stress and difficulty is encouraged to verbalize these experiences with their year-level counselor. This program is also strengthened through its coordination with the different faculty members: as they too aid in the counseling of students.
- d. *Career Development and Placement* – the assistance given to students in choosing the course suited to their abilities and interest. Career pathing, job-related skills and attitude programs are conducted.

Faculty Student Consultation Program

It is the objective of the University to provide students with quality education. Hence, it has created a faculty-student consultation program, which aims primarily to supplement classroom teaching.

The program provides the students an opportunity to consult the professors on academic and even non-academic matters. It presents an effective means by which both faculty and students can discuss matters and clarify topics regarding their academic performance.

Alumni Program

The University organizes the vital involvement of the alumni in the University and in the society. It aims to trace its alumni as to how they are living up to the expectations set forth by the University.

Registrar's Office

The Registrar's Office keeps the academic records of the students. It provides a periodic evaluation of student academic performance in accordance with the requirements of the University and the Commission on Higher Education. The Records 1 and Records 2 assist the Registrar's Office.

Security Department

The University of Manila employs security guards that provide the school with 24-hour security. The security guards check all persons going inside the campus. They also provide round-the-clock security for cars parked inside the campus.

Remedial Education Program

I. Purpose

The University of Manila Remedial Education Program is an instructional program designed for students in different colleges.

This program provides individualized basic skills instruction in areas of Reading, Writing and Mathematics.

The UMREP program is a part of the Response of the University to Intervention (RUI) for providing support to slow and at the risk of failing students in the college level.

II. UMREP Instructional Staff

A. Program Coordinator (Dean of Student Affairs)

Duties and Responsibilities of the Program Coordinator:

1. Accepts responsibility for program planning.
2. Includes Volunteer licensed teachers and graduating practicum Education students, hospitality management practicumers, graduating engineering students and accountancy major practicumers.
3. Offers leadership in evaluating effectiveness of the program.
4. Forwards the accomplishment report and evaluation to the Chief Academic Officer/President of The University of Manila.

III. Eligibility

A. Eligible Students

1. College students who is failed, who have deficiencies or slow in the following Subjects: Reading, Writing and Mathematics which are considered basic tools in courses.
2. The student has been recommended by the teacher who has supporting evidences of student information.
 - 2.1. Low performance in reading.
 - 2.2. Low performance in mathematics.
 - 2.3. Inability to verbally express ideas or how to write or dictate/receive dictation of meaningful sentences.

B. School Population Eligibility

No more than 10% of the schools full-time equivalent population in eligible colleges shall be eligible for remedial education program.

IV. UM Strategies for "Slow Learners"

1. Remedial Teaching

This is an alternate approach for the regular classroom teacher in instructing the slow learner. Remedial teaching is the use of activities, techniques and practices to eliminate weaknesses or deficiencies that the slow learner is known to have. For example deficiencies in basic math skills are reduced or eliminated by re-teaching the content that was not learned earlier. The instructional environment does not change, as in the compensatory approach. Conventional instructional techniques such as drill and practice might be employed.

2. Objectives of Remedial Teaching

- 2.1. Each student is different in terms of learning ability, academic standards, classroom learning and academic performance and each has his own in learning. The aim of UMREP is to provide learning support to students who lag far behind their counterparts in school performance. By adapting school curricula and teaching strategies, teachers can provide learning activities and practical experiences to student according to their abilities and needs. They can also design individualized educational programmes with intensive remedial support to help students consolidate their basic knowledge in different subjects, master the learning methods, strengthen their confidence and enhance the effectiveness of learning.
- 2.2. Throughout the teaching process, teachers should provide systematic training to develop students' generic skills, including interpersonal relationship, communication, problem-solving, self- management, self-learning, independent thinking, creativity and the use of information technology. Such training can lay the foundation for students' life-long learning, help them develop positive attitudes and values, as well as prepare them for future studies and career.

3. Compensatory Teaching

Compensatory teaching is an instructional approach that alters the presentation of content to circumvent a student's fundamental weakness or deficiency. Compensatory teaching recognizes content, transmits through alternate modalities (pictures versus words), and supplements it with additional learning resources and activities (learning centers and simulations, group discussions and co-operative learning). Compensatory teaching involves modifying an instructional technique by including a visual representation of content, by using more flexible instructional presentations (films, pictures, illustrations), or by shifting to alternate instructional formats (self-paced texts, simulations, experience-oriented workbooks).

4. Frequently Varying Instructional Technique

Switching from lecture to discussion and then to seatwork provides the variety that slow learners need to stay engaged in the learning process. In addition to keeping their attention, variety in instructional technique offers them the opportunity to see the same content presented in different ways. This increases opportunities to accommodate the different learning styles that may exist among slow learners and provides some of the remediation that may be necessary.

5. Incorporating Individualized Learning Materials

Slow learners respond favourably to frequent reinforcements of small segment of learning. Therefore, programmed texts and interactive computer instruction often are effective in remediation of basic skills of slow learners. In addition, an emphasis on frequent diagnostic assessment of the student progress, paired with immediate corrective instruction, often is particularly effective.

6. Incorporating Audio and Visual Materials

One common characteristic among slow learners is that they often learn better by seeing and hearing than by reading. This should be no surprise, because performance in basic skill areas, including reading usually is below grade level among slow learners. Incorporating films, videotapes, and audio into lessons helps accommodate the instruction to the strategies learning modalities among slow learners. Emphasizing concrete and visual forms of content also helps compensate for the general difficulty slow learners have in grasping abstract ideas and concepts.

7. Developing Teachers Own Worksheets and Exercises

Textbooks and workbooks, when written for the average student often exceed the functioning level of the slow learner and sometime become more of a hindrance than an aid. When textbook

materials are too difficult, or are too different from topics that capture the students' interest, develop your own. Sometimes only some changes in worksheets and exercises are needed to adapt the vocabulary or difficulty level to the ability of your slow learners. Also, using textbooks and exercises intended for a lower grade could ease the burden of creating materials that are unavailable at your grade level.

8. Providing Peer Tutors for Students needing Remediation

Peer tutoring can be an effective ally to your teaching objections, especially when tutors are assigned so that everyone being tutored also has responsibility for being a tutor. The learner needing help is not singled out and has a stake in making the idea work, because his or her pride is on the line, both as a learner and as a tutor.

9. Encouraging Oral Expression Instead of Written Reports

For slow learner, many writing assignments go un-attempted or are begun only half-heartedly because these learners recognize that their written product will not meet even minimal writing standards. A carefully organized taped response to an assignment might be considered. This has the advantage of avoiding spelling, syntax, and writing errors.

10. Testing Providing Study Aids

Study aids are advances organizers that alert students to the most important problems, content, or issues. They also eliminate irrelevant details that slow learners often laboriously study in the belief that they are important. The slow learner usually is unable to weigh the relative importance of competing instructional stimuli unless explicitly told or shown what is important and what is not. Example: test questions or a list of topics from which questions may be chosen help focus student effort.

11. Teaching Learning Skills

You can increase learning skills by teaching note-taking, outlining, and listening. These skills are acquired through observation by higher ability students, but they must be specifically taught to slow learners. Unless your slow learners are actively engaged in the learning process through interesting concrete visual stimuli, there will be little contact emotionally and intellectually with the content you are presenting. This contact can be attained most easily when you vary your instructional material often and organize it into bits small enough to ensure moderate-to-high rates of success.

12. Principles of Helping Students with Learning Difficulties

12.1. Teaching preparation

Before preparing for their lessons, remedial teachers should identify students' diverse learning needs as soon as possible so that they may design appropriate teaching plans to facilitate students' effective learning.

12.2. Devise various learning activities

Since students have different characteristics in learning, teachers must devise different learning activities with the same teaching objective to develop students' varied abilities and skills in problem solving. It is more effective for teachers to adopt a series of relevant and simple teaching activities than assigning one long teaching activity since pupils may acquire the required knowledge and skills through diversified activities.

12.3. Design meaningful learning situations

Remedial teachers should specifically design meaningful learning situation, language environments (especially for English subject), games or activities so as to provide personal learning experiences for students and stimulate their interest and initiative in learning.

12.4. Teaching approaches

Teachers should give concrete examples before proceeding to abstract concepts by way of simple and easy steps at a pace in line with the learning abilities of students.

Teachers may teach new concepts from different perspectives by various approaches so that students can grasp the idea through meaningful and repeated illustrations. Teachers should encourage students' active participation by more frequent use of teaching aids, game and activities. They can also make use of information technology and all the teaching resources available to help students understand the main points.

12.5. Provide clear instructions

Student with learning difficulties are less competent in understanding written language. Therefore, remedial teacher should give students short and clear instructions to avoid confusion. They must explain clearly the arrangement of each learning activity. If necessary, they may ask the students to repeat the steps of activities so that every student may understand the instructions.

12.6. Summarize the main points

At the course of teaching, teachers should always sum up the main points in teaching and write the key phrases on the board to enhance the students' audio and visual memories. Teachers can guide their students to link up the knowledge they learn from class with their life experiences so as to enhance the effectiveness of learning. Besides, guiding students to repeat the main points in verbal or written form is also an effective way of learning.

12.7. Enhance learning interest and motivation

Suffering from frequent frustration in their work, student with learning difficulties in may gradually lose their interest in learning. Therefore, teachers should adapt the curriculum to meet the needs of students. With less students in the UMREP, teachers can design interesting activities coupled with reward scheme to stimulate students' interest. It is most important to help students overcome their learning difficulties so that they may gain the sense of achievement and recover their confidence and interest in learning.

12.8. Encourage students' active participation in class activities

Students with learning difficulties usually lack self-confidence and are more passive in class. They seldom ask questions or express their views. Remedial teachers should patiently encourage active participation in class. Pleasurable learning experiences may help enhance students' interest in learning.

12.9. Focus on the learning process

Teaching should not only focus on the transmission of knowledge. It is also important to see that students are benefited from the entire learning process. Teachers should provide ample opportunities in class for students to practice and think what they have learnt, and allow them to solve problems by different means. Teachers should also carefully observe the performances of students and give them appropriate assistance, feedback and encouragement so as to help them acquire the learning skills, solve their problems and understand their own capability, thus enhancing self-confidence and improving their learning skills.

12.10. Show concern for the performances of individual students

Students may encounter different problems in their studies; therefore, teachers should carefully observe the learning process of individual students in class. Whenever necessary, they should provide individualized remedial teaching before and after class, during recess or lunchtime, so that they can remove their learning obstacles as soon as possible. When marking assignments, teachers should take note of the common errors of students and deliver the correct concepts and knowledge to them promptly.

Educational Fieldtrip

In – dept OJT- off – Campus and In-Campus

Free seminars / Workshops/Student forum/ resource

Co-curricular activities-seminar- workshop on

- Research
- Technological skills
- Leadership
- Uses of ICT

FACILITIES

University Chapel

It is open to students, faculty and employees for prayer and meditation. It is located at the ground floor below the University Gym of the Doña Patricia building.

Central Library

The Central Library has its own building located near the main entrance. The Library houses the main book collections, Filipiniana, reserve books, room use collection, paperbacks, undergraduate theses, and dissertations maps and atlases for general references and advance researches.

To cope with the needs and convenience of the students, there are satellite libraries located in the different buildings of the University.

Science Laboratories

Several laboratories are in use in the University of Manila, such as the Botany, Chemistry and Physics laboratories.

Laboratory materials and equipment are available to all students, faculty and members.

Students enrolled in the different colleges are required to take lecture and laboratory units in the different major science subjects. Moreover, students who may wish to use the facilities, materials and equipment of the Science laboratories for subject requirements and research are most welcome to do so, provided that their subject professor concerned has provided the said student with a request letter to be submitted to the Head of the Science Laboratories or the Office of the Senior Vice-President and Chief Academic Officer.

Computer Laboratories

There are two laboratories with the latest state-of-the-art computers and printers for the use of students majoring in Computer studies and for the use of students enrolled in computer courses: the Unix Room, is used for basic programming classes, and the Multi Media Room, is used for the application of computer lessons.

Moot Court

This is an air-conditioned room where mock trials are conducted as practicum of the Law Students.

U. M. Internet Room

The fully air-conditioned UM Internet Room is located at the third floor of the College Building. Various well-maintained Internet computers with Internet access are available for use by students.

Canteens

The canteens serve hot meals and snacks. Hot food is served at the counter on self-service basis. Open from Monday to Friday from 7:00 AM to 8:00 PM, on Saturdays from 7:00 AM to 6:00 PM; and on Sundays from 7:00 AM to 1:00 PM.

ACATOUR, mini restaurant and café

This facility is located at the Dr. Ma. Corazon Ramona de los Santos Building that serves as the practicum laboratory of the Hotel and Restaurant Management students. It also serves hot meals to the students.

Hotel VDS

Hotel VDS or Hotel Virgilio de los Santos is located at the ILS Building which serves as the practicum laboratory for the Hotel and Restaurant Management students.

Kitchen and Food Laboratories

Used for food preparation classes of the HRM department. These HRM laboratories contain the hot kitchen and cold kitchen with storage areas.

Speech Laboratory

Used for English 7 classes and advance classes in Speech, equipped with the technology for better proficiency teaching of language.

Audio-Visual Room

The Audio-Visual Room is used for viewing supplementary lectures on films, using top of the line VCD and video players. This is located at the International Language School Building.

Forensic Laboratories

The forensic laboratories of the College of Criminology are composed of the forensic ballistics, photography/dark room, observation room, crime scene/interrogation room with the computerized polygraph machine.

Learning Resource Center

This Center is located at the first and second floor of the ILS Building equipped with audio-visual instructional aids, printed materials and computer technology devices with Internet access. Peer Tutorial classes are also conducted at the Center.

DON MARIANO DE LOS SANTOS AUDITORIUM

The Auditorim is used for stage presentations, concerts and general assemblies, with a seating capacity of 1,000.

Museum

The museum houses the historical documents and memorabilia of the University of Manila. This is located at the second floor of the Noli-Fili Building.

Gym

This is used for athletic programs such as intramural games, exhibitions and practices of ball games and other kinds of sports.

USES OF CAMPUS FACILITIES

1. The University of Manila is closed after 9:30 PM. Use of the facilities after that time must be with the written approval of the Administration.
2. Activities to be held on Sundays or Holidays should have clearance in writing from the Dean and Director of Planning Activities with the approval from the Office of the President and Chief Academic Officer.
3. Activities to be held at the Don Mariano de los Santos Auditorium should have a written permission from the Office of the President and Chief Academic Officer.
4. Any student activity undertaken jointly with outside organizations or persons should first be cleared with the Office of the President and Chief Academic Officer. For clearance, the following pertinent information are required:
 - g. letter of request stating the name/s of the requesting party, the purpose of the activity and the names of expected guests/visitors;
 - h. date and time of the activity;
 - i. the name of the student organization involved in the activity with the certification of the faculty adviser endorsed by the Dean, and the Director of Planning Activities.

SECTION XII - STUDENT ACTIVITIES

The aim of student activities is to empower students and student organizations toward the creation of programs that are integrated toward encouraging a wide range of intellectual and social interactions that would strengthen the formation of values, through intelligent and innovative processes. This is an actualization of the University's vision-mission, and the needs of the entire academic community for holistic human development having an effective collaboration with communities/organizations outside the University.

GENERAL POLICIES

A. Authority To Operate

Students desiring to establish, join and participate in student organizations on campus shall do so as right, subject to regulations promulgated by affiliation with, and / or support, with the approval of the Senior Vice-President and Chief Academic Officer.

B. Supervision of Organizational Activities

It shall be the responsibility of the President and Chief Academic Officer with the assistance of the Office of the Student Affairs to supervise and regulate the operations as well as the activities of all duly recognized student organizations, for the purpose of providing needed guidance for the maximum utilization of their human potentials/ resources and efforts toward the attainment of goals and objectives of the organizations as envisioned in their approved constitutions and by-laws.

C. Application To Form A Student Organization

Any group of not less than fifteen (15) members may apply to the Office of Student Affairs to organize and operate a student organization. Such application must be filed to the said Office thirty (30) days before the start of classes for the first semester of the current school year.

1. The following supporting documents, accomplished in duplicates, must be presented at the time of application:
 - a. Formal letter of application,
 - b. Constitution and By-laws,
 - c. List of Interim Board of Officers, with their names, respective position, majors, year levels, addresses, and specimen signatures,
 - d. Names, year levels, majors and signatures of at least fifteen (15) founding members, inclusive of officers,
 - e. Proposed activities for the entire school year including tentative dates of implementation and brief descriptions of each activity, and
 - f. Name of proposed faculty moderator with a letter of acceptance addressed to the Office of Student Affairs to be submitted to the Office of the President and Chief Academic Officer for approval.
 - g. The Office of the President and Chief Academic Officer will deliberate upon the application.
2. At no time in the organization's existence will there be fewer than fifteen (15) members in the said organization and provided, that the membership of such organization shall be limited to bonafide students of the University. Any violation of this rule will render the application null and void.

D. Constitution And By-Laws

Each student organization shall have a constitution and by-laws, which shall be approved by the Office of the President and Chief Academic Officer upon the recommendation of the Dean of Student affairs and the organization adviser. No student organization shall be allowed to function without prior approval herein required.

E. Recognition Of Student Organizations

Every recognized or accredited student organization shall be registered with the Office of the President and Chief Academic Officer. A corresponding certificate of recognition shall be issued by the said office, to each student organization upon full compliance with the requirements herein prescribed, however, such certificate shall be effective for one (1) school year only and will have to be effective for one (1) school year that the organization is in existence.

1. For purposes of recognition, the following shall be required:
 - 1.1. A letter requesting the concerned office to recognize the said student organization.
 - 1.2. A copy of the approved constitution and by-laws of the organization, signed by the initial set of officers for the school year.
 - 1.3. A list of initial set of officers and members of the organization, indicating their respective position and their specimen signatures.
 - 1.4. A letter of acceptance by the appointed/elected officers must be submitted with the above requirements together with a plan of activities for the school year.
2. Any student organization which does not renew its registration and who failed in the evaluation of the previous school year shall be automatically considered defunct.
3. Any student organization which has been granted institutional recognition and which violated its own constitution / statement of purpose, or fails to comply with the University / or the Office of the President and Chief Academic Officer's policies, is liable to revocation of its certificate of recognition, after an investigation to be conducted by the said office.
4. At no time in the organization's existence will there be less than fifteen (15) members involved in the said organization. The membership of the organization shall be limited to the bonafide students of the University of Manila. The said office on a case-to-case basis will deliberate on any violation of this rule.
5. Organization officers and moderators must first discuss with the Office of the President and Chief Academic Officer any contract they have to enter into with a company or outside organization / group with regard to their various projects.

F. Activity Ban

There shall be no student programs / affairs conducted by the student organizations 7 days prior to the schedules of major examination. The Office of the President and Chief Academic Officer will approve any exception to the ban, particularly if it is related to academic activities.

G. Guidelines In The Conduct Of Student Activities

1. Traditional activities that will include the entire college population and will cause disruption of classes should be presented to the College Dean and in coordination with the Dean of Student Affairs. This is with the final approval of the President and Chief Academic Officer.
2. Other school activities that will disrupt few classes should first be cleared with the professor concerned, the respective College Deans, and the Office of the President and Chief Academic Officer. A letter of request should be submitted to the Office of the President and Chief Academic Officer two weeks before the holding of such activities.
3. The Office of the President and Chief Academic Officer should duly approve all activities of student organizations and classes.
4. All the necessary requirements must be filed seven (7) days before the activity.
5. The sponsoring class and / or student organization should be in charge of maintaining the cleanliness and the order of the venue before, during and after the activity.

QUALIFICATIONS FOR MEMBERSHIP AND OFFICERSHIP

A. Membership

Students are encouraged to become members of any recognized student organization provided that a student belongs to not more than four (4) organizations.

B. Officership

Members of the student organizations are encouraged to become officers of their organizations. The following guidelines are to be followed by the officers of any organization:

1. Only a bonafide student who fulfills the following requirements is allowed to become an officer of a student organization.
 - a) He must be a student carrying a minimum academic load of 12 units, with the exception of a graduating student who may enroll in fewer than 12 units in his final term.
 - b) He must not be under any academic and / or disciplinary probation.
2. All officers of student organizations must serve the full term of their office.
3. Failure to maintain the above mentioned requirements while serving as an officer would mean that the student has to vacate his designated position.

The Dean of Student Affairs

The Dean of the Office of Student Affairs coordinates with the officer of student organizations, organization adviser, the College Dean and the President and Chief Academic Officer on matters that deal with student organizations and the Central Student Council.

Organization Adviser

The University believes in the importance of assisting and supporting its student organizations in their co-curricular and extra-curricular endeavors. It strongly encourages the other members of academic community, especially; the faculty, to take an active role in the total development of these students by participating as advisers of student organizations.

In doing so, they will be able to provide professional and moral guidance, as well as, facilitate the student's 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 more than one faculty moderator.

The Office of the President and Chief Academic Officer appoints the faculty adviser upon the endorsement and the recommendations of the organization concerned. The term appointment of an organization adviser is for one school year but may be renewed. If, before the period expired, the club or organization withdraws, and a new faculty adviser should be recommended by the organization to the Office of the President and Chief Academic Officer to serve the remaining term after which he may be reappointed for the rest of the school year.

CENTRAL STUDENT COUNCIL

The University of Manila Central Student Council is the duly constituted body representing the entire student body. It establishes a representative and, democratic student council; that embodies the democratic aspirations, protects the rights and promotes interest and welfare of the students. It is also the umbrella organization of the students in the University. Being the highest governing student body, it supports both the administration and studentry in the realizations of the University's Vision-Mission Statements, thrust and educational philosophy.

STUDENT ORGANIZATIONS

A. Student Professional Organizations

Student professional organizations are set up to complement academic learning by organizing activities that would enhance the course offerings of the Colleges of the University of Manila. These different organizations accept membership from students pursuing studies in their respective colleges or major field of concentration.

B. Socio-Cultural Organizations

UM Dance Troupe

An organization which encourages the development and appreciation of the art of dancing, both traditional and contemporary.

TanghalangMaynila

A drama organization, which is committed to develop a truly Filipino theatre and presents educational plays as a vehicle for the academic enhancement and community service.

UM Dramatic Guild

A drama organization formed to further enhance the students' dramatic skills and develop their speaking abilities in English.

UM Choir

A musical organization which is committed to strengthen the cultural development of students through exposure to quality music from the classics to the modern.

UM Band

Another musical organization formed to enhance the musical intelligence of the students in the use of musical instruments.

C. Co-Curricular Organizations

These are student organizations that are formed to further develop the potentials and talents of their members in particular areas of academic learning.

PUBLICATIONS

1. Publications refer to newspapers, newsletters, magazines, periodicals, hand-outs or other publications, whether printed, mimeographed or photocopied, published by students for campus circulation.
2. The following are the official college wide, student publications of the University:
 - a. **The Gold Leaf** – is the official yearbook of the students of the University of Manila.
 - b. **Journal of Asiatic Studies** – is the official academic and literary journal of the University that deals with developments, issues, concerns, and ideals of Asian countries.
 - c. **Education and Liberal Arts Research Journal, ISSN 2345-8917** – is the official research journal of the College of Education and Liberal Arts.
 - d. **Business Logbook** – the research journal of the College of Business Administration and Accountancy
 - e. **Law Gazette** – the research journal of the College of Law
 - f. **Research Journal of the College of Hotel and Restaurant Management**
 - g. **Campus Leader** – the official newspaper and literary journal of the students of the University.
 - h. **Annual Research Journal** – the research journal with refereed research studies and articles written by the faculty members and non teaching personnel of the University.
 - i. **Module and Reference materials**- book materials used in the classroom are printed and published by the University.
3. Circulation of publications by organizations, groups or individuals which is not recognized by the University must have the proper approval of the Office of the President and Chief Academic Officer.

THE UNIVERSITY OF MANILA STUDENT CODE OF CONDUCT

PRELIMINARY STATEMENT

Dedication to study, respect for authority, strict observance of the rules and regulations of the University of Manila and unflinching courtesy are expected of all students at all times. The Administration, after due process, reserves the right to suspend, dismiss from the University at any time, strike from the list of candidates for the graduation and/ or withhold the diploma from, or expel, any of the provisions of this Code, or fails to satisfy the academic standards of the University.

ARTICLE I

GENERAL BEHAVIOR

Section 1. Students shall at all times be neat, clean, and decent in their attire as well as orderly, respectful and proper in their conduct.

PENALTY: 1st offense - reprimand
 2nd offense - warning
 3rd offense - suspension for a period discretionary
 on the part of the Dean of the College

Section 2. Students shall wear their I.D. properly at all times the University Campus.

PENALTY: No. I.D. no entry
 1st offense — reprimand
 2nd offense — warning

3rd offense — suspension for a period discretionary on the Part of the Dean of the College

SECTION 3 a. Students shall not bring into the University objects, pictures or literature which are morally offensive or subversive in nature and content.

PENALTY: 1st offense — reprimand
 2nd offense — warning
 3rd offense — dropping from the rolls of the
 University

b. Students shall at no time bring into the premises of the University any alcoholic drink or any deregulated and prohibited drugs.

PENALTY: 1st offense — reprimand
 2nd offense — warning
 3rd offense — dropping from the rolls of the
 University

c. Students shall not enter the University premises under the influence of liquor or any prohibited drug.

PENALTY: 1st offense — reprimand
 2nd offense — warning
 3rd offense — dropping from the
 rolls of the University

d. Students shall not engage in gambling, lottery or in any other scheme where chance and monetary consideration are involved while inside the University campus.

PENALTY: 1st offense — reprimand in writing
 2nd offense — suspension for a period discretionary on the part of the Dean

e. Students shall not bring into the University premises explosive material or deadly weapons of any kind whether concealed or exposed. The use or threat to use such weapons shall aggravate the act.

PENALTY:

1st offense — suspension for a period discretionary, on the part of Dean of the College endorsement of the case to the police for proper action whenever warranted.

2nd offense — expulsion from the University and endorsement of the case to the police for proper disposition.

SECTION 4— Students shall refrain from using language and committing acts that are disrespectful, vulgar or indecent, or which in any manner may cause or tend to disturb other students, faculty members, employees, or officials of the Administration of the University.

PENALTY:

1. If committed against other students, depending on the degree of vulgarity or indecency of the act committed, the penalty shall range from reprimand to expulsion, as the Committee on Discipline may determine and recommend to the president.
2. If committed against an employee, faculty member, or any Official of the University, also depending on the degree of vulgarity or indecency of the act committed, the penalty shall range from suspension for a period discretionary on the part of the Committee on Student Discipline to expulsion.

SECTION 5 - Students shall not write, draw or engrave on blackboards, walls or in any place or any property of the University, except on authorized graffiti walls, including but not limited to, indecent, lewd, libelous, defamatory, or subversive words or figures.

PENALTY:

1st offense — suspension discretionary on the part of the Committee on Student Discipline

2nd offense — dropping from the rolls of the University

SECTION 6 - Students shall not commit any form of littering or unsanitary acts within the University premises.

PENALTY:

1st offense — warning

2nd offense — reprimand

3rd offense — suspension discretionary on the part
of the Committee on Student Discipline

SECTION 7— Students shall not damage any property of the University.

PENALTY:

1st offense — suspension for a period discretionary
on the Part of the Committee on Discipline

2nd offense — expulsion

SECTION 8 — Students shall not disturb classes in any manner.

PENALTY:

1st offense — warning

2nd offense — reprimand

3rd offense — suspension discretionary on the part
of the Committee on Student Discipline

SECTION 9— Students shall not commit any form of dishonesty, including but not limited to:

- a) forgery
- b) cheating in examination
- c) falsification of document

PENALTY:

1st offense — suspension for a period discretionary on the part Of the Committee on Discipline

2nd offense — expulsion

SECTION 10— Students shall not form and maintain any barricade or make or maintain any form of obstruction to any entrance or exit to and from the university campus or prevent, coerce, or threaten any other student, faculty member, official or personnel of the University from entering into or going out of the campus.

PENALTY:

1st offense — suspension for a period often (10)
schooldays

2nd offense — expulsion

SECTION 11 — Students shall not affiliate knowingly with any unrecognized student organization, operating within the university campus, or unknowingly of the unrecognized status of the organization; students shall not continue to be affiliated with the said organization after having been informed of its status by University authorities.

PENALTY: 1st offense – reprimand
 2nd offense — suspension of not more than five (5)
 school days

SECTION 12— Students shall not be involved in any form of hazing or any activity which involves the infliction of harm or physical injury upon the persons of their fellow students, faculty members or employees of the University.

PENALTY: 1st offense — suspension for a period discretionary
 on the part of the Committee on Student Discipline
 2nd offense — expulsion

ARTICLE II

BEHAVIOR INSIDE THE CLASSROOM

SECTION 1 — Students shall attend their classes regularly and punctually. Tardiness often minutes or more without justifiable reason shall be considered an absence.

SECTION 2 — As a sign of respect, students shall rise when called upon to recite or when propounding questions to the professor.

SECTION 3 — Students shall leave the room quietly and in an orderly manner.

SECTION 4— Students waiting to occupy a classroom shall enter only after the outgoing class has left the room.

SECTION 5— Students may leave the classroom only upon permission of the professor.

SECTION 6— Students shall neither eat nor smoke inside the classroom and in all other restricted areas.

SECTION 7— Students shall neither cheat nor commit any form of dishonesty in relation with their studies.

SECTION 8 - Students shall keep the classroom clean and free from litter.

SECTION 9— No person shall be allowed to address students inside the classrooms either during or outside of class hours without the written approval of the Dean concerned or the President, as the case may be.

SECTION 10 — Students shall follow University rules and regulations stated and imposed during emergencies, such as fire, earthquake, flood, etc.

ARTICLE III

BEHAVIOR IN LIBRARIES

SECTION 1 — Rules and regulations governing the use of the library shall be observed. (see Rules Governing the Use of Library)

ARTICLE IV

BEHAVIOR IN CORRIDORS AND PASSAGE WAYS

SECTION 1 — Students shall neither loiter nor create any disturbance in the corridors during class hours.

SECTION 2— Students shall keep to the right when walking in the corridors and stairways.

SECTION 3 - Students shall keep all stairways and corridors clear and free from any obstruction.

ARTICLE V

BEHAVIOR IN ACADEMIC FUNCTIONS

SECTION 1 — Students shall not smoke and shall refrain from making unnecessary noise and causing commotion or any kind during academic functions.

SECTION 2 — Students shall refrain from leaving the assembly hall while the program is going on.

ARTICLE VI

BEHAVIOR IN SOCIAL FUNCTIONS

SECTION 1 — Students shall attend social functions in an attire appropriate for the occasion.

SECTION 2— Students shall behave properly during social functions.

ARTICLE VII

BEHAVIOR OUTSIDE TILE CAMPUS

SECTION 1 — Students shall at all times refrain from committing acts that may embarrass the University or reflect dishonor upon it.

ARTICLE VIII

PENALTIES

SECTION 1 — GENERAL PROVISIONS

- a. The rules on reprimand, suspension, and dismissal from the University of Manila as promulgated by the CHED and DepEd shall govern in the application of penalties to any violation of the Code. In cases not covered by the rules of the CHED, the Institute-based Committee on Student Discipline, after the hearing, shall determine and recommend to the Dean of the College the proper penalty, taking into account the following:

1. Nature and inherent gravity of the offense
2. Previous record of student
3. Character and position of the aggrieved person
4. Established precedents
5. Pertinent and applicable aggravating and mitigating circumstances found in the Revised Penal Code.

- b. A student who is certified as undesirable by the Committee on Student Discipline shall be dropped from the rolls of the University, in addition to such disciplinary measures as may be imposed by the Committee.
- c. Any of the following acts constitute a valid ground for suspension, dismissal, striking from the list of candidates for graduation and/or withholding of the diploma, expulsion, depending on the severity of the offense:
 - 1. Serious misconduct or dishonesty;
 - 2. Cheating in written examinations;
 - 3. Hazing, carrying deadly weapons; bringing explosive into University premises; drunkenness; vandalism; assaulting a fellow student, a Professor or any other school authority, including members of the staff or employees of the University
 - 4. Using, selling, transferring or carrying deregulated and prohibited drugs within the premises of the University;
 - 5. Involvement in inter-fraternity disorder/conflict;
 - 6. Instigating, leading or participating in activities leading to disruption of classes; use of bullhorn or similar devices that will disturb the conduct of classes; preventing or threatening students or faculty members or school authorities from discharging their duties, or from attending classes or entering the premises of the University;
 - 7. Forging or tampering school records or transfer forms; securing or using such forged transfer credentials.

ARTICLE IX

REFERENCE TO A COMMITTEE ON STUDENT DISCIPLINE

SECTION 1. For the enforcement of these rules and regulations there shall be created in each college of the University a Committee on Student Discipline, which shall be composed of three faculty members appointed by the Dean and two students recommended by the Central Student Council.

This Committee shall conduct investigations of the cases referred to them and receive evidence that shall form the basis of their findings and recommendations of the Dean. Any appeal may be addressed directly to the President.

SECTION 2 — In case where the offending and the offended students come from different colleges, the faculty members and students shall be appointed by the Director of Student Affairs from the Colleges that are not involved in the case.

SECTION 3 — In case where the dispute is between a student and faculty member, the Dean shall conduct the hearing.

SECTION 4 — The imposition of disciplinary sanctions for violations of any rule or rules under this Code shall not preclude the University from endorsing the case to the proper government authorities when the same may involve violations of penal laws.

SECTION 5 — When the violations is perpetrated by non UM student with the participation of a UM student, the latter shall be responsible for the acts of the former.

ARTICLE X

FUND AND PACKAGE DRIVES

- a. Subject to the CHED and DepEd rules and Regulations on the matter, all fund and package drives of whatever nature and purpose, shall have favorable recommendation of the Director of Student Affairs in consultation with the Dean/Department Head concerned, and the prior approval of the President.
- b. During a national election year, fund and package drives are prohibited 120 days before election as provided by law.

ARTICLE XI

LEAVE OF ABSENCE

SECTION 1 — Students shall file a leave of absence, duly approved by their respective deans, before leaving the University for a specific duration of time, to be submitted upon return for reenrollment.

SECTION 2 — Students who fail to comply with the above requirements, or who fail to obtain a written extension should the prior leave of absence expire, shall give the University has the right to refuse readmission of the students concerned.

ARTICLE XII

SCHOOL UNIFORM

SECTION 1 — Students shall at all times wear the prescribed university uniform, except on Fridays where, they could wear the UM T-shirt.

SECTION 2 — Students who are not wearing the prescribed uniform are not allowed to enter the campus.

SECTION 3 — Students who are exempted or who cannot wear the prescribed uniform for valid reasons may be allowed to attend their classes provided a certification to this effect is issued by the Office of the Dean of Student Affairs.

ARTICLE XIII

CONFERENCES, SEMINARS, EDUCATIONAL TOURS,

PICNICS, OUTINGS, AND OTHER OFF-CAMPUS ACTIVITIES

Student conferences, seminars, educational tours, picnics, outings, etc. may be held with the approval of the University President upon the favorable recommendation of the Dean of Student Affairs.

ARTICLE XIV

POSTERS

- a. Only announcements and posters or similar literature from University authorities or recognized student organization shall be allowed to be displayed or posted.

- b. All announcements or posters or similar literature emanating from recognized student organizations shall be coursed through the Adviser for comments and recommendations and submitted for approval to the Office of Student Affairs for posting purposes. Only posters bearing the signature of the Dean of Student Affairs shall be allowed to be posted.
- c. All announcements as approved shall be posted only on the bulletin board or on specific places designated by the Dean of Student Affairs.

ARTICLE XV

USE OF THE UNIVERSITY FORUM AND SEAL

SECTION 1 — No persons shall be allowed to address the student body without prior approval of the President.

SECTION 2 — No person shall be allowed to use the University seal or to reproduce the same in any printed form, engraving, or by any manner of reproduction, without a written approval of the President.

ARTICLE XVI

ADVISERS

- a. The advisers of all organizations shall be present at all meetings and activities of their organizations. To become an adviser, he shall at least be nominated by the officers of the organization and appointed from among the regular members of the faculty of the University of Manila, endorsed by the Dean of Student Affairs and with the approval of the President and Chief Academic Officer.

ARTICLE XVII

DUTIES OF ADVISERS

Faculty advisers of recognized organizations shall exercise and assume the following duties and functions:

- a) Conduct the organization meeting
- b) Supervise the conduct of all meetings
- c) Be present at all social gatherings and other undertakings of the organization
- d) Settle questions on matters of procedures not otherwise covered by the rules and regulations of the student organization.
- e) Give advice and guidance to the officers and members of the organization
- f) Assist in coordinating the activities and projects of the Organization
- g) Suggest and recommend an appropriate action on all proposed projects, activities, posters to the Dean of Student Affairs
- h) Pass upon, prior to their submittal to the UM President, Dean of Student Affairs or College Dean all acts and resolutions of the organization, including the disbursement of funds
- i) Submit to the Dean of Student Affairs an annual report on the achievements of the organization, together with his observations and recommendations before the end of each school year.
- j) Perform such other powers, duties, and functions as may be assigned or given them.

ARTICLE XVIII

CALENDAR OF ACTIVITIES

For purposes of coordination and synchronization of activities, every organization shall submit to the Adviser at the beginning of the school year a calendar of proposed activities for the whole school year.

ANTI-SEXUAL HARASSMENT POLICY

A. Objectives

1. To create and maintain a University community where all persons can work and learn together in an atmosphere of respect and trust free from all forms and kinds of harassment, exploitation and intimidation;
2. To make each member of the University community aware that the University is strongly opposed to any form of sexual harassment and that such behavior is prohibited by law and University policy; and
3. To provide a process for reporting and responding to complaints of sexual harassment in order to prevent, correct, and if warranted, discipline any member of the University community who violates this policy in compliance with Republic Act No.7877: Anti-Sexual Harassment Act of 1995.

B. Definition

Sexual harassment is one or a series of incidents involving unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of sexual nature, made directly, indirectly and impliedly when:

1. Such conduct might reasonably be expected to cause insecurity, discomfort, offense, or humiliation to another person or group; or
2. Submission to such conduct is made either implicitly or explicitly a condition of employment, or any opportunity for training or grant of scholarship; or
3. Submission to or rejection of such conduct is used as a basis for any employment decision (including, but not limited to, matters of promotion, raise in salary, job security and benefits affecting the employee); or
4. Such conduct has the purpose or the effect of interfering with a person's work performance, or creating an intimidating, hostile or offensive work environment.

C. Coverage

1. Employees of the University such as administrators, faculty, professionals, non-teaching personnel, technical and/or maintenance staff
2. Students

3. Other non-student or non-employee participants in University activities and programs such as, but not limited to, trainees, vendors, contractors, partners, consultants, recipients, patients, and visitors.

D. Section 3 of RA 7877: *Work, Education, or Training-related Sexual Harassment Defined:*

Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employee, teacher, instructor, professor, coach, trainor, 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 the said Act.

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

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

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

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

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

E. Types of Sexual Harassment

1. Sexual harassment consists of interaction between individuals of the same or opposite sex that is characterized by unwanted or unwelcome sexual advances or acts, requests for sexual favor (s), or other physical or verbal conduct of a sexual nature when such

conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or negatively affecting his/her emotional, social and/or psychological well-being or mental health, or creating an intimidating, hostile or offensive work or learning environment.

2. Sexual advances as mentioned in the previous paragraph (No.1) maybe in the form of the following:
 1. Physical acts, such as but not limited to, malicious touching, overt sexual advances, gestures, and lewd insinuations;
 2. Verbal, such as but not limited to, requests or demands for sexual favors and sexually-colored remarks;
 3. Use of objects, pictures or photos, letters, messages via e-mail, or texts or social media (such as, but not limited to Facebook, Twitter, Blogs, Flickr) with sexual underpinning.

F. Policy Guidelines

1. The University of Manila is committed to maintaining a positive and caring learning, working, and living environment. The University will not tolerate any act of sexual harassment or retaliation against any complainant or witness by any member of the University community and/or participants of any activities and programs of the University.
2. A Committee on Decorum and Investigation (CODI) is hereby created by the University President which shall be composed of representatives from the different departments of the University as mandated by law, Republic Act No. 7877, s. 1995, known as the "Anti-Sexual Harassment Act of 1995" (An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment, and for Other Purposes).
3. The Committee on Decorum and Investigation (CODI) shall to increase understanding and prevent incidents of sexual harassment, prescribe decorum and respect among members of the University community, and conduct investigation of alleged cases of sexual harassment.
4. The CODI, with the assistance of the Human Resources Development Office (HRDO), shall be responsible in disseminating this Policy to the University community while immediate supervisors will be responsible in ensuring that this Policy is read and understood by all employees within their respective departments/units and disclosed to third parties who have transactions and/or dealings with their offices.
5. This Policy provides a general definition and understanding of sexual harassment and retaliation, and presents a procedure to follow when a member of the University community believes that a violation of the said policy has occurred.
6. When an incident of sexual harassment has been referred to the Administration for proper disposition, all concerned parties are required to ensure the confidentiality of the issue and all matters related to the incident and guarantee the utmost respect for individual privacy (see Data Privacy Act of 2012).

7. Anyone who has witnessed or has any knowledge of an incident/s of sexual harassment should submit a written report of the said incident/s to the HRDO Officer within a reasonable period of time.
8. 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 liable under the Policy.
9. Any administrative/disciplinary action is not a bar to the filing of a criminal/civil case for acts of sexual harassment.

G. Procedure

1. The complainant for sexual harassment shall file his/her complaint to the HRDO Director. If the recipient of the complaint is other than the HRDO Director, the former shall immediately forward the complaint to the latter.
2. The complaint must be notarized and must contain the following:
 1. Full name and address of the complainant
 2. Full name and position of the employee being complained about
 3. A brief statement of the relevant and material facts
3. Complainant may submit additional evidence such as notarized affidavits of witness/es, in support of the complaint, if available.
4. Immediately upon receipt, HRDO Director shall review the initial complaint and if found to be sufficient in form and substance, he/she shall endorse the same to CODI chairperson, copy furnished the Dean or the Head where the concerned employee/s belong.
5. The HRDO secretariat shall prepare the documents and assist the COD during the investigation proper.
6. The Chairperson or Co-Chairperson of CODI shall form a subcommittee to investigate the complaint. The subcommittee shall be composed of the CODI Chairperson or Co-Chairperson and four (4) other members of COD.
7. The HRDO Director shall issue a Notice of Charge to the respondent.
8. The Notice of Charge shall specify the ground/s for disciplinary action up to and including termination and give him/her five (5) calendar days within which to explain his/her side by submitting a signed written reply.
9. The Notice of Charge shall likewise include the 30-day preventive suspension (without pay) of the respondents if his/her continued presence poses a serious and imminent threat to the well-being of his/her employer, co-workers, complainant, witnesses or the body of evidence, and to limit undue influence or pressure on the complainant and witnesses.
10. After the lapse of five (5) calendar days within which the respondent is expected to submit a signed written reply, whether or not the reply was submitted, the COD subcommittee shall commence the investigation.

11. When an investigation is conducted, both the complainant and the respondent shall have the right to present relevant information to the COD subcommittee.
12. A report on the investigation, including the recommended sanction, if warranted, shall be submitted to the President.
13. The President in consultation with the HRDO shall act on the recommendation of the CODI subcommittee. The President shall decide whether or not to approve the recommended sanction to be meted out to the employee. The President's decision is final unless new evidence is presented that may warrant a reinvestigation and reconsideration of the decision.
14. The President shall relay his final decision to the HRDO Director, who shall, in turn, issue a Disciplinary Action memorandum informing the respondent of the results of the investigation and the decision of the President.
15. All records and proceedings shall be considered as strictly confidential.
16. The COD Chairman shall communicate the resolution to the complainant.

VIOLATIONS OF ANY OF THE PROVISIONS CONTAINED IN THIS POLICY SHALL BE GOVERNED BY THE UNIVERSITY'S POLICY AND CURRENT PRACTICES ON DISCIPLINARY ACTION CASES AND GRIEVANCES, IF APPLICABLE

The Administration of the University in the exercise of its sole and exclusive prerogative, may add, amend, revise and/or delete this policy.

GUIDELINES FOR THE DRUG-TESTING ACTIVITIES

CMO No. 18, Series of 2018.

The Implementing Guidelines for the Conduct of Drug Testing of Students in All Higher Education Institutions (HEIs)

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

Scope and Coverage

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

Drug Testing of Students in All HEIs

RULE VI

DRUG TESTING OF STUDENTS IN ALL HEIs

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

1. Institutional Policy. The conduct of mandatory random drug testing of students in all HEIs must have prior approval of the school's governing boards and passed through the necessary consultation process.
2. Consultation. In the absence of a student council/government in an HEI representatives of not more than ten (10) shall be selected by the HEI from the recognized student organizations to participate in the consultation.
3. The HEI shall present at the consultation the policy requiring mandatory random drug testing of students.
4. Consultation period. The consultation must be completed not later than the end of February of the Academic Year preceding the year that the intended mandatory testing will be implemented.
5. Only the DOH-accredited drug facility, physician, or private medical practitioners shall conduct the necessary drug testing. If the HEI does not have an accredited clinic, the HEI should partner with a DOH-accredited drug facility, physician, or private medical practitioners duly accredited to administer drug testing.
6. Drug testing as a requirement to admission and retention. Aside from mandatory random drug testing, an HEI may in the exercise of its institutional academic freedom include in the Student's Handbook a policy of mandatory drug testing of students as part of the school's admission and retention policies, after observance of consultation and other similar requirements. In case the drug test yielded positive results, the HEI concerned is not barred from admitting the student/applicant, unless there is a valid reason not to admit such student/applicant on grounds other than the positive findings as a result of the drug test.

Conditions for Drug Testing as a Requirement for Admission and Retention

All HEIs may implement a mandatory drug testing as part of the school's admission and retention policy provided that:

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

RULE VII

CONFIDENTIALITY CLAUSE

1. All HEIs shall guarantee the strict confidentiality and integrity of the drug test results. All records must strictly be held confidential as provided for under the pertinent provisions of RA 9165. The HEIs should also ensure the provision of non-discriminatory intervention services.
2. In relation to Rule VIII hereof, the pertinent provisions of RA No. 10173 otherwise known as the "Data Privacy Act of 2012" and its Implementing Rules and Regulations (IRR) shall be observed specifically Chapter III of the Act which pertains to the "Processing of Personal Information" to protect vital important interests of the data subject, including his life and health.

RULE VIII

SANCTIONS

1. In order to ensure compliance with the CMO, the Commission en banc, may upon the recommendation of CHED Legal and Legislative Services (LLS) impose appropriate sanctions depending on the nature and seriousness of the violations thereof, in accordance with applicable laws, rules and regulations.
2. Any member of the faculty, administrator, or employee of the HEI who violates the rules of confidentiality of the results of the drug tests shall, in addition to the sanctions provided in the school policy, be liable under Section 72 of RA No. 9165 and other applicable laws.
3. The refusal of the student to undergo drug testing under the CMO shall be subject to appropriate actions in accordance with the school's Student Handbook, provided that in no case shall such refusal to undergo drug testing gives rise to a presumption of drug use or dependency.

RULE IX

MONITORING AND REPORTING

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

1. For regulatory purposes, subject to the provisions of the Data Privacy Act of 2012 and its Implementing Rules and Regulations (IRR) , all HEIs shall submit to CHEDROs a compliance report on the drug testing activities conducted on the students, indicating the names and number of students who have already undergone testing including among others the names of the drug testing laboratories that conducted the test, as well as , the summary of the drug test results.
2. All HEIs shall establish a Drug-Free Committee (DFC) which shall formulate their internal drug testing rules, which shall provide among others, the drug education/ awareness, prevention and control initiatives.
3. The HEIs through the Drug-Free Committee (DFC) shall monitor their students to protect them from engaging in dangerous drug-related activities, as well as, those undergoing interventions, treatment or rehabilitation.
4. The HEIs shall designate the head of the DFC and the drug testing coordinator (DTC) who shall implement the drug testing program in the campus. The names and composition of the DFC shall be submitted to CHEDROs.

The DFC shall have the following responsibilities:

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

RULE X

THE IMPLEMENTATION AND REPORTORIAL REQUIREMENTS UNDER THESE GUIDELINES

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

2. The CHEDROs shall prepare and submit reports annually, or at any time if needed, to the Office of Student Development and Services (OSDS) through the Office of the Executive Director (OED) on the implementation of the CMO.
3. The CHEDROs are mandated to disseminate these implementing guidelines to the HEIs, conduct school visits and monitor the conduct of actual drug testing.

RULE XI

FEE REQUIREMENT

4. In relation to this CMO, all fees shall be in accordance with pertinent DOH and DDB rules and regulations.
5. The fee for drug testing prior to admission will be borne by the student-applicant. The student-applicant may choose to be tested in any DOH-accredited drug facility or in the authorized facility of the HEI, if any.
6. In cases of drug testing in DOH-accredited HEI Clinic, the HEI may determine the permissible rate for the drug-testing fee, in accordance with the DDB Regulation No.01, s. 2004 entitled "Prescribed Drug Test Fee for Government –Owned and Private Drug Testing Laboratories Accredited by the Department of Health" and DDB Regulation No. 09, s.2004."

RULE XII

EFFECTIVITY

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

ANTI-HAZING
Republic of the Philippines
Congress of the Philippines
Metro Manila

Seventeenth Congress
Second Regular Session

Begun and held in Metro Manila, on Monday, the Twenty-fourth day of July, two thousand Seventeen

Republic Act No. 11053

AN ACT PROHIBITING HAZING AND REGULATING OTHER FORMS OF INITIATION RITES OF FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS, AND PROVIDING PENALTIES FOR VIOLATIONS THEREOF. AMENDING FOR THE PURPOSE REPUBLIC ACT NO. 8049, ENTITLED "AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION

rites in fraternities, sororities, and organizations and providing penalties therefor”

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

SECTION 1. A new section to be dominated as Section 1 is hereby inserted in Republic Act No. 8049, to read as follows:

“SECTION 1. *Short Title*- This Act shall be known as the “Anti-Hazing Act of 2018”.

SECTION 2. Section 1 of the same Act is hereby amended to read as follows:

“SEC. 2. *Definition of Terms*. – As used in this Act:

“(a) *Hazing* refers to any act that results in physical or psychological suffering, harm, or injury inflicted on a recruit, neophyte, applicant, or member as part of an initiation rite or practice made as a prerequisite for admission or a requirement for continuing membership in a fraternity, sorority, or organization including, but not limited to, paddling, whipping, beating, branding, forced calisthenics, exposures to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical and psychological health of such recruit, neophyte, applicant, or member. This shall also include any activity, intentionally made or otherwise, by one person alone or acting with others, that tends to humiliate or embarrass, degrade, abuse, or endanger, by requiring a recruit, neophyte, applicant, or member to menial, silly, or foolish tasks.

“(b) *Initiation or Initiation Rites* refer to ceremonies, practices, rituals, or other acts, whether formal or informal, that a person must perform or take part in order to be accepted into a fraternity, sorority, or organization as a full-fledged member. It includes ceremonies, practices, rituals, and other acts in all stages of membership in a fraternity, sorority, or organization.

“(c) *Organization* refers to an organized body of people which includes, but is not limited to, any club, association, group, fraternity, and sorority. This terms shall include the Armed Forces of the Philippines (AFP), the Philippines National Police (PNP), the Philippine Military Academy (PMA) Philippines National Police Academy (PNPA), and other similar uniformed service learning institutions.

“(d) *School* refer to colleges, universities and all other educational institutions”

SECTION 3. A new section to be dominated as Section 3 is hereby inserted in the same Act to read as follows:

“SEC. 3. *Prohibition on Hazing* – All forms of hazing shall be prohibited in fraternities, sororities, and organizations in schools, including citizens’ military training and citizens’ army training. This prohibition shall likewise apply to all other fraternities, sororities, and organizations that are not school-based, such as community-base and other similar fraternities, sororities, and organizations:

Provided, that the physical, mental, and psychological testing and training procedures and practices to determine and enhance the physical, mental, and psychological fitness of prospective regular members of the AFP and the PNP as approved by the Secretary of National Defense and the National Police Commission, duly recommended by the Chief of Staff of the AFP and the Director General of the PNP shall not be considered as hazing for purposes of this Act:

Provided, further, That the exception provided herein shall likewise apply to similar procedures and practices approved by the respective heads of other uniformed learning institutions as to their prospective members, nor shall this provision apply to any customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective, subject to prior submission of a medical clearance or certificate.

“In no case shall hazing be made a requirement of employment in any business or corporation.”

SECTION 4. Section 2 of the same Act hereby amended to read as follows:

“SEC 4. *Regulations of School-Based Initiation Rites* – Only initiation rites or practices that do not constitute hazing shall be allowed: *Provided, That:*

“(a) A written application to conduct initiation rites shall be made to the proper authorities of the school not later than seven (7) days prior to the scheduled initiation date:

“(b) The written application shall indicate the place and date of the initiation rites and the names of the recruits, neophytes or applicants to be initiated and the manner by which they will conduct the initiation rites:

“(c) Such written application shall further contain an undertaking that no harm of any kind shall be committed by anybody during the initiation rites;

“(d) The initiation rites shall not last more than three (3) days:

“(e) The application shall contain the names of the incumbent officers of the fraternity, sorority or organization and any person or persons who will take charge in the conduct of the initiation rites;

“(f) The application shall be under oath with a declaration that it has been posted in the official school bulletin board, the bulletin board of the office of the fraternity, sorority, or organization, and two (2) other conspicuous places in the school or in the premises of the organization; and

“(g) The application shall be posted from the time of submission of the written notice to the school authorities or head of organization and shall only be removed from its posting three (3) days after the conduct of the initiation rites.

“(h) The school, fraternity, sorority, or organization shall provide for their respective bulletin boards for purposes of this section.

“(i) Guidelines of the approval or denial of the application to conduct initiation rites by a registered fraternity, sorority, or organization shall be promulgated by the appropriate school officials not later than sixty (60) days after the approval of this Act. The appropriate school authorities shall have the obligation to disapprove the application to conduct initiation rites that do not conform with any of the requirements of this section, and the reasons thereof shall be stated clearly and in unequivocal terms in a formal advice to the fraternity, sorority, or organization concerned, taking into consideration the *safety and security of participants in the activity*.

“School officials shall have the authority to impose, after due notice and summary hearing. Disciplinary sanctions, in accordance with the school's guidelines and regulations on the matter,

which shall include but shall not be limited to, reprimand, suspension, exclusion, or expulsion, to the head and all other officers of the fraternity, sorority, or organization, which conducted, shall also be punished accordingly.

“In case the written application for the conduct of initiation rites contains false or inaccurate information, appropriate disciplinary sanctions in accordance with the school’s guidelines and regulations on the matter ranging from reprimand to expulsion shall be imposed, after due notice and summary bearing, against the person who prepared the application or supplied the false and inaccurate information and to the head and other officers of the fraternity, sorority, or organization concerned.”

“SECTION 5. *Monitoring of Initiation Rites* – the head of the school or an authorized representative must assign at least two (2) representatives of the school to be present during the initiation. It is the duty of the school representatives to see to it that no hazing is conducted during the initiation rites and to document the entire proceedings. Thereafter, said representatives who were present during the initiation shall make a report of the initiation rites to the appropriate officials of the school regarding the conduct of the said initiation:

***Provided*, That if hazing is still committed despite their presence, no liability shall attach to them unless it is proven that they failed to perform an overt act to prevent or stop the commission thereof.**

SECTION 6. A new section to be dominated as Section 6 is hereby inserted in the same Act to read as follows:

“SEC. 6. *Registration of Fraternities, Sororities and Other Organizations* – All existing fraternities, sororities, and other organizations otherwise not created or organized by the school but has existing members who are students or plans to recruit register with the proper school authorities before it conducts activities whether on or off-campus, including recruitment of members.

“A newly established fraternity, sorority, or organization in a school shall immediately register with the proper school authorities during the semester or trimester in which it was established or organized: *Provided*, that the new fraternity, sorority or organization has complied with the requirements prescribed by the school in establishing a fraternity, sorority or organization *Provided, further*. That schools shall promulgate their guidelines in the registration of fraternities, sororities or organizations within their jurisdiction not later than sixty (60) days from the approval of this Act.

“Upon registration, all fraternities, sororities, and organizations shall submit a comprehensive list of members, which shall be updated not later than thirty (30) days from the start of every semester or trimester, depending on the academic calendar of the school.

“School officials shall have the authority to impose, after due notice and summary hearings, disciplinary penalties in accordance with the school’s guidelines and regulations on the matter including suspension to the head and other officers of the fraternity, sorority or organization who fail to register or update their roster of members as required under this section.

“Failure to comply with any of the requirements in this section shall result in the cancellation of the registration of the fraternity, sorority or organization.”

SECTION 7. A new section to be dominated as Section 7 is hereby inserted in the same Act to read as follows;

“SEC. 7. *Faculty adviser* – Schools shall require all fraternities, sororities, and organizations, as a condition to the grant of accreditation or registration, to submit the name or names of their respective faculty adviser or advisers who must not be members of the respective fraternity, sorority or organization. The submission shall also include a written acceptance or consent on the part of the selected faculty adviser or advisers.

“The Faculty adviser or advisers shall be responsible for monitoring the activities of the fraternity, sorority or organization. Each faculty adviser must be a duly recognized active member, in good standing, of the faculty at the school in which the fraternity, sorority or organization is established or registered.

“In case of violation of any of the provisions of this Act, it is presumed that the faculty adviser has knowledge and consented to the commission of any of the unlawful acts stated therein.”

SECTION 8. *Role of Educational Institutions.*- The responsibility of schools to exercise reasonable supervision in *loco parentis* over the conduct of its students requires the diligence that prudent parents would employ in the same circumstance when disciplining and protecting their children. To this end, it shall be the duty of schools to take more proactive steps to protect its students from the dangers of participating in activities that involve hazing.

“Schools shall implement an information dissemination campaign at the start of every semester or trimester to provide adequate information to students and parents or guardians regarding the consequences of conducting and participating in hazing.

“An orientation program relating to membership in a fraternity, sorority or organization shall also be conducted by schools at the start of every semester or trimester.

“School shall encourage fraternities, sororities, and organizations to engage in undertakings that foster holistic personal growth and development and activities that contribute to solving relevant and pressing issues of society.”

SECTION 9. *Registration of Community-Based and Other Similar Fraternities, Sororities, or Organizations* – All new and existing community-based fraternities, sororities, or organizations, including their respective local chapters, shall register with the barangay, municipality, or city wherein they are primarily based.

“Upon Registration, all community-based fraternities, sororities, or organizations including their respective local chapters, shall submit a comprehensive list of members and officers which shall be updated yearly from the date of registration.”

SECTION 10. A new section to be denominated as Section 10 is hereby inserted in the same Act to read as follows:

“SEC 10. *Regulations of Initiation Rites for Community-Based Fraternities, Sororities, or Organizations* – Only initiation rites or practices that do not constitute hazing shall be allowed *Provided, That:*

“(a) A written application to conduct the same shall be made to the punong barangay in the barangay or municipal or city mayor in the municipality or city where the community-based fraternity, sorority, or organization is based, not later than seven (7) days prior to the scheduled initiation date:

“(b) The written application shall indicate the place and date of the initiation rites and the names of the recruits, neophytes, or applicants to be initiated:

“(c) Such written application shall further contain an undertaking that no harm of any kind shall be committed by anybody during the initiation rite;

“(d) A medical certificate of the recruit, neophyte, or applicant must be attached to the application to ensure fitness to undergo initiation when it involves physical activity not failing under the definition of hazing as used in this Act;

“(e) The initiation rites shall not last more than three (3) day;

“(f) The application shall contain the names of the incumbent officers of the community-based fraternity, sorority, or organization and any person or persons who will take charge in the conduct of the initiation rites;

“(g) The application shall be under oath with a declaration that it has been posted on the official bulletin board of the barangay hall or the municipal or city hall where the community-based fraternity, sorority, or organization is based, and on the bulletin board of the office of the community-based fraternity, sorority, or organization; and

“(h) The application shall be posted from the time of submission of the written notice to the punong barangay or municipal or city mayor and shall only be removed from its posting three (3) days after the conduct of the initiation rites.”

SECTION 11. A new section to be denominated as Section 11 is hereby inserted in the same Act to read as follows:

SEC 11. Monitoring of Initiation Rites of Community-Based and All Similar Fraternities. Sororities or Organization – The punong barangay of the barangay or the municipal or city mayor of the municipality or city where the community-based fraternity, sorority, or organization is based must assign at least two (2) barangay or municipal or city official to be present during the initiation and to document the entire proceedings. Thereafter, said representatives who were present during the initiation shall make a report of the initiation rites to the punong barangay, or the municipal or city mayor regarding the conduct of the initiation:

Provided, That if hazing is still committed despite their presence, no liability shall attach to them unless it is proven that they failed to perform an overt act to prevent or stop the commission thereof.”

SECTION 12. A new section to be denominated as Section 12 is hereby inserted in the same Act to read as follows:

“SEC. 12. *Nullity of Waiver and Consent*- Any form of approval, consent, or agreement, whether written or otherwise, or of an express waiver of the right to object to the initiation rite or

proceeding which consists of hazing, as defined in this Act, made by a recruit, neophyte, or applicant prior to an initiation rite that involves inflicting physical or psychological suffering, harm, or injury, shall be void and without any binding effect on the parties.

"The defense that the recruit, neophyte, or applicant consented to being subjected to hazing shall not be available to persons prosecuted under this Act."

SECTION 13. A new section to be denominated as Section 13 is hereby inserted in the same Act to read as follows:

"SEC 13. *Administrative Sanctions*. - The responsible officials of the school, the uniformed learning institutions, the AFP or the PNP may impose the appropriate administrative sanctions, after due notice and summary hearing, on the person or the persons charged under this Act even before their conviction."

SECTION 14. Section 4 of the same Act is hereby amended to read as follows:

"SEC 14. *Penalties*. - The following penalties shall be imposed:

"(a) The penalty of *reclusion perpetua* and a fine of Three million pesos (3,000,000.00) shall be imposed upon those who actually planned or participated in the hazing if, as a consequence of the hazing, death, rape, sodomy, or mutilation results therefrom:

"(b) The penalty of *reclusion perpetua* and a fine of Two million pesos (2,000,000.00) shall be imposed upon:

"(1) All persons who actually planned or participated in the conduct of the hazing;

"(2) All officers of the fraternity, sorority, or organization who are actually present during the hazing;

"(3) The adviser of a fraternity, sorority, or organization who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if such advisers can do so without peril to their person or their family:

"(4) All former officers, nonresident members, or alumni of the fraternity, sorority, or organization who are also present during the hazing: *Provided*, That should the former officer, nonresident member, or alumnus be a member of the Philippine Bar, such member shall immediately be subjected to disciplinary proceedings by the Supreme Court pursuant to its power to discipline members of the Philippine Bar:

Provided, further, That should the former officer, nonresident member, or alumnus belong to any other profession subject to regulation by the Professional Regulation Commission (PRC). Such professional shall immediately be subjected to disciplinary proceedings by the concerned Professional Regulatory Board, the imposable penalty for which shall include, but is not limited to, suspension for a period of not less than three (3) years or revocation of the professional license pursuant to this section may be reinstated upon submission of affidavits from at least three (3) disinterested persons, good moral certifications from different unaffiliated and credible government, religious, and socio-civic organizations, and such other relevant evidence to show that the concerned professional has become morally fit for readmission into the profession:

Provided, That said readmission into the profession shall be subject to the approval of the respective Professional Regulatory Board;

“(5) Officers or members of a fraternity, sorority, or organization who knowingly cooperated in carrying out the hazing by inducing the victim to be present thereat; and

“(6) Members of the fraternity, sorority, or organization who are present during the hazing when they are intoxicated or under the influence of alcohol or illegal drugs:

“(c) The penalty of reclusion temporal in its maximum period and a fine of One million pesos (P1,000,000.00) shall be imposed upon all persons who are present in the conduct of the hazing;

“(d) The penalty of reclusion temporal and a fine of One million pesos (P1,000,000.00) shall be imposed upon former officers, nonresident members, or alumni of the fraternity, sorority, or organization or alumni of the fraternity, sorority, or organization who, after the commission of any of the prohibited acts proscribed herein, will perform any act to hide, conceal, or otherwise hamper or obstruct any investigation that will be conducted thereafter:

Provided, That should the former officer, nonresident member, or alumnus be a member of the Philippine Bar, such member shall immediately be subjected to disciplinary proceedings by the Supreme Court pursuant to its power to discipline members of the Philippines Bar;

Provided, further, That should the former officer, nonresident member, or alumnus belong to any other profession subject to regulation by the PRC, such professional shall immediately be subjected to disciplinary proceedings by the concerned Professional Regulatory Board, the imposable penalty for which shall include, but is not limited to, suspension for a period of not less than three (3) years or revocation of the professional pursuant to this section may be reinstated upon submission of affidavit from at least three (3) disinterested persons, good moral certifications from different unaffiliated and credible government, religious, and socio-civic organizations, and such other relevant evidence to show that the concerned professional has become morally fit for readmission into the profession:

Provided, That said readmission into the profession shall be subject to the approval of the respective Profession Regulatory Board.”

“(e) The penalty of prison correctional in its minimum period shall be imposed upon any person who shall intimidate, threaten, force, or employ, or administer any form of vexation against another person for the purpose of recruitment in joining or promoting a particular fraternity, sorority, or organization. The persistent and repeated proposal or invitation made to person who had twice refused to participate or join the proposed fraternity, sorority, or organization, shall be *prima facie* evidence of vexation for purpose of this section; and

“(f) A fine of One million pesos (P1,000,000.00) shall be imposed on the school if the fraternity, sorority, or organization filed a written application to conduct an initiation which was subsequently approved by the school and hazing occurred during the initiation rites or when no representatives from the school were present during the initiation as provided under Section 5 of this Act:

Provided, That if hazing has been committed in circumvention of the provisions of this Act, it is incumbent upon school official to investigate *motu proprio* and take an active role to ascertain

factual events and identify witnesses in order to determine the disciplinary sanctions it may impose, as well as provide assistance to police authorities.”

“The owner or lessee of the place where hazing is conducted shall be liable as principal and penalized under paragraph (a) or (b) of this section, when such owner or lessee has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if they can do so without peril to their person or their family. If the hazing is held in the home of one of the officers or members of the fraternity, sorority, or organization, the parents shall be held liable as principals and penalized under paragraphs (a) or (b) hereof when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if such parents can do so without peril to their person or their family.

“The school authorities including faculty members as well as barangay, municipal, or city officials shall be liable as an accomplice and likewise be held administratively accountable for hazing conducted by *fraternities, sororities, and other* organizations, if it can be shown that the school or barangay, municipal, or city officials allowed or consented to the conduct of hazing or where there is actual knowledge of hazing, but such officials failed to take any action to prevent the same from occurring or failed to promptly report to the law enforcement authorities if the same can be done without peril to their person or their family.

“The presence of any person, even if such person is not a member of the fraternity, sorority, or organization, during the hazing is *prima facie* evidence of participation therein as a principal unless such person or persons prevented the commission of the acts punishable herein or promptly reported the same to the law enforcement authorities if they can do so without peril to their person or their family.

“The incumbent officers of the fraternity, sorority, or organization concerned shall be jointly liable with those members who actually participated in the hazing.

“Any person charged under this Act shall not be entitled to the mitigating circumstance that there was no intention to commit to grave a wrong.

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

“Any conviction by final judgment shall be reflected in the scholastic record, personal, or employment record of the person convicted, regardless of when the judgment of conviction has become final.”

SECTION 15. A new section to be denominated as Section 15 is hereby inserted in the same Act to read as follows:

“SEC. 15. *Implementing Rules and Regulations (IRR)* – The Commission on Higher Education (CHED), together with the Department of Education (DepED), Department of Justice (DOJ), Department of the Interior and Local Government (DILG) Department of Social Welfare and Development (DSWD), AFP, PNP, and National Youth Commission (NYC), shall promulgate the IRR within ninety (90) days from the effectivity of this Act.”

SECTION 16. *Separability Clause*- If any provision or part of this Act is declared invalid or unconstitutional the other parts or provisions hereof shall remain valid and effective.

SECTION 17. *Repealing Clause-* Republic Act No. 8049 and all other laws, decrees, executive orders, proclamations, rules or regulations, or parts thereof which are inconsistent with or contrary to the provisions of this Act are hereby amended or modified accordingly.

SECTION 18. *Effectivity Clause-* This Act shall take effect fifteen (15) days after its publication in the Official Gazette or in at least two (2) national new papers of general circulation.

ANTI-BULLYING POLICY OF THE UNIVERSITY OF MANILA

Prefatory Statement

The school values a healthy and peaceful educational environment.

All members of the School community, which includes students, parents and guardians, and the community members should be made aware of the negative effects that bullying can have on victims and the School in general, and should work towards ensuring that students can work in an environment without fear.

The School will do whatever is reasonably necessary and possible within its authority to eradicate bullying in all its forms.

The School takes a strong stance against bullying.

Bullying is unacceptable in our School and will not be tolerated.

I. Preliminary Provisions

Section 1. Legal Basis.

This policy is adopted in compliance with Republic Act No. 10627, otherwise known as the “Anti-bullying Act of 2013”.

Section 2. Scope and Coverage.

This policy applies to the Kindergarten, Elementary, and High School programs at the University of Manila, hereafter referred to as the “School”.

Section 3. The following shall be the parties/ or stakeholders in bullying incidents:

1. **Bully** – refers to a student who commits any of the acts of bullying as defined in R.A No. 10627, its implementing Rules and Regulations (IRR), and this Policy. This term also includes a student who participates in any of the acts of bullying by supporting or aiding the commission thereof.
2. **Bystander** – refers to any student who witness or has personal knowledge of any actual or perceived acts or incidents of bullying or retaliation as defined by R.A. No. 10627, its IRR, and this policy. Bystanders include the silent majority of students who witness bullying but are unable to do something because of fear; and those who try to stop bullying by defending the victim or reporting the incident.
3. **Bullied or Victim** – refers to any student who experiences the acts of bullying or retaliations as defined by R.A No. 10627, its IRR, and this policy.
4. **Parent and Guardian** – refers to the parent or guardian, of either the bully or victim, or other students involved in the bullying incident, on record with the School.
5. **School** – refers to the University of Manila.

6. **School Personnel** - refers to all staff and employees of School; regardless of rank or status; whether classified as academic, academic-support, or non-academic and whether full-time; and whether probationary contractual, or regular.
7. **Service Providers** – refers to outsourced personnel of the school, which includes, but is not necessarily limited to, maintenance and security, coaches, trainers, and drivers and staff of accredited transport or bus services.

II. Prohibition on Bullying

Section 4. Statement of Policy.

The School as a matter of policy prohibits bullying in all its forms, regardless of the means, place and time of its commissions.

Section 5. Definition of Bullying.

The School adheres to the definition of bullying in all its forms, as provided in the IRR R.A. No. 10627, which provides:

“Bullying” refers to any severe or repeated used 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 another 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:

- 1) Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
- 2) Any acts that causes damage to a victim’s psyche and / or emotional well-being;
- 3) 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;
- 4) **“cyber-bullying”** or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats as defined in DEPED Order No. 40, s. 2012.

Section 6. Other Forms of Bullying.

The term **“bullying”** shall also include:

- 1) **‘Social bullying’** – refers to any deliberate , repetitive and aggressive social behavior intended to hurt others or to belittle another individual or group;
- 2) **“ Gender Based bullying”** – refers to any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity (SOGI);
- 3) Retaliation against a student who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying; and
- 4) All other forms of bullying analogous tom those provided under the Anti-Bullying Law and its IRR.

Section 7. Common Forms of Bullying.

The common forms of bullying shall include, but is not necessarily limited to the following:

1. **Calling Names.** With the express purpose of humiliating, embarrassing a student, or otherwise cause trouble.
2. **Rudeness and Intimidation.** These maybe done through unwanted physical acts but may also be carried through non-verbal means. A mean look or stare is an example of a non-verbal bullying.
3. **Threats and Extortion.** Creating a fear and extorting money, food or possessions from other students. Threatening texts or messages in chat rooms and social media sites are included in this from.
4. **Malicious gossip and exclusions from the group.** Circulating gossip or damaging stories that tends to discriminate, exclude, and hate another student.

Section 8. Fair and Equal Treatment of Bullying Incidents.

The School address each and every bullying incident fairly and equally. All forms of bullying should be taken seriously and dealt with appropriately.

Section 9. Situs of Bullying.

The School has the Authority to impose school discipline to its students including this policy. This authority of the School is not confirmed within the School premises.

The School particularly undertakes to prevent and address bullying committed at the following:

- a) **On Campus.** School grounds including classrooms, hallways, cafeteria, canteen, faculty rooms, auditorium, gymnasium, computer rooms, laboratories, and all places and facilities within the campus.
- b) **Off- Campus.** Which covers:
 1. Properties immediately adjacent to School grounds including places or establishments frequented by our students;
 2. Any other place where school-sponsored or school-related activities, functions or programs are conducted;
 3. School bus stops;
 4. School services, buses, or transport used by the School in an activity off-campus; and
 5. School buses or School services operated or accredited by the School to transport students to and from the campus.
- c) **On Cyberspace.**

Text messages, emails, chat rooms, and other social media and web sites regardless of the web site administrator's permission to use foul or explicit language or content, or absence of any particular standard of use.

III. Prevention Programs

Section 10. The School shall raise the awareness of the anti-social nature of bullying through various programs; activities; and integration in the curriculum as it may deem appropriate.

The School undertakes to develop anti-bullying programs that are comprehensive, multi- faced and shall involve all education stakeholders and personnel. The Programs may contain among others:

- 1) School-wide initiatives centered on:
 - a) Positive school climate and environment conducive to the attainment of learning objectives, the development of healthy relationships and the understanding of the respect for individual differences;
 - b) periodic assessment and monitoring of the nature; extent, and perceptions of bullying behaviors and attitudes of the students;
 - c) periodic review and enhancement of the students' and personnel's manual or code of conduct in relation to bullying;
 - d) conduct of activities for students, school personnel and service providers on how to recognize and respond to bullying.
 - e) continuing personnel development to sustain bullying prevention programs; and
 - f) coordination with Local Government Units, Barangay (Barangay Council for the Protection of Children) and other stakeholders.
- 2) Classroom-level initiatives that focus on:
 - a) reinforcing school-wide rules pertaining to bullying;
 - b) building a positive sense of self and interpersonal relationships through the development of self-awareness and self-management, interpersonal skills and empathy, and responsible decision-making and problem-solving.
 - c) discussion of issues related to bullying, and strategies for responding to and reporting of incidents of bullying;
 - d) teaching positive online behavior and safety and how to recognize and report cyber-bullying; and
 - e) providing an inclusive and caring learning environment for students.
- 3) Involving parents in Bullying prevention activities such as:
 - a. discussions on this policy, emphasizing bullying prevention during Parents Teachers Association meetings and seminars; and
 - b. conducting or sponsoring education sessions for parents to learn, teach, model, and reinforce positive social and emotional skills to their children.
- 4) Monitoring students who are vulnerable to committing aggressive acts or who are perpetrators of bullying, or who are possible targets or victims, for the purpose of early interventions. This activity shall be conducted with outmost confidentiality and respect for all parties concerned.

Section 11. Early Detection of Bullying.

There are signs indicative that a student is being bullied in school. A change in the student's behavior or actions, change in the student's routines, or the absence or presence of other circumstances, may be a sign that the student is a victim of bullying. The teacher, parents, or guardian shall check and report to school authorities these changes should they become manifest. These changes may include the following:

1. Feeling sick in the morning;
2. Unwillingness to go to school and leave home;
3. Unwillingness to be left alone in the School;
4. Crying to sleep at night or has nightmares;
5. Bedwetting;

6. Doing poorly in class or School work;
7. Coming home with torn clothes or damaged belongings;
8. Has possessions missing;
9. Has unexplained cuts and bruises;
10. Being frightened to say what is wrong;
11. Being anxious or lacking in self-confidence; and
12. Attempting or threatening self-harm.

IV. Intervention Programs

Section 12. The school shall develop intervention programs to promote the continuity of comprehensive anti-bullying policies.

Intervention refers to a series of activities which are designed to address the following:

- a. issues that influence the student to commit bullying;
- b. factors that make a student target of bullying; and
- c. effects of bullying.

Section 13. Forms of Intervention.

Interventions may include programs such as counseling, life skills training, education, and other activities that will enhance the psychological, emotional and psycho-social well-being of both the victim and the bully.

Such programs may:

- a. involve activities that will address acts of bullying;
- b. emphasize formative and corrective measures rather than punishment;
- c. conform to principles of child protection and positive and non-violent discipline;
- d. help the victim, the bully, and the bystanders understand the bullying incident and its negative consequences; and
- e. provide opportunities to practice pro-social behavior.

Section 14. The School shall develop intervention strategies involving all parties, such as bullies victims, bystanders, parents, school, personnel, service providers and all other persons who may be affected by the bullying incident.

V. Responsibilities in Bullying Incidents

Section 15. The following are the responsibilities of stakeholders in bullying incidents:

1) Bully

The "Bully" shall:

- a. Comply with the intervention and prevention programs of the school;
- b. Submit to due process of the school as part of disciplinary action whenever necessary.

2) Bullied or Victim

The bullied or Victim shall:

- a. Avoid retaliation;
- b. Report his/her experience to the teacher, Office of Student Affairs (OSA)/ Prefect of Discipline/ Guidance Office or other persons or school authorities; and
- c. Be circumspect in his/her claims against the alleged bully.

3) Bystander

The bystander shall:

- a. Promptly report cases of bullying, that which he or she witnessed or has personal knowledge of, to the teacher, Office of the Student Affairs (OSA) Prefect of Discipline, Guidance Office, or any person or school Authorities.
- b. Not to join the bullying;
- c. Secure the safety of the victim whenever possible without causing harm to himself/herself.

4) School

The School through the Office of the Student Affairs (OSA), Prefect Discipline, Guidance Office, teachers and other schools administrators shall:

- a. Implement the provisions of this Policy;
- b. Provide all students and their parents or guardians a copy of this Policy. This policy shall likewise be included in the School's student and employee handbook and shall be conspicuously posted on the School walls and website;
- c. Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanism for reporting of acts of bullying or retaliations;
- d. Educate parents and guardians about the dynamics of bullying, the child protection or anti-bullying policy of the school and how parents and guardians can provide support and reinforce this policy at home;
- e. Devise prevention, intervention, protective and remedial measures to address bullying;
- f. Conduct the capacity building activities for guidance counselors/ teachers and the members of the child Protection Committee;
- g. Ensure effective implementation of the anti-bullying policy and monitor compliance therewith;
- h. Ensure the safety of the victim of bullying, the bully, and the bystander and determine student's needs for protection;
- i. Ensure the safety of the victim of the bullying, the bully, and the bystander are protected and upheld during the conduct of the investigation;
- j. Maintain a record or statistics of incidents of bullying and retaliation;
- k. Coordinate with appropriate offices and other agencies or instrumentalities for appropriate assistance and intervention, as required by circumstances.

5) Teachers and Other School Personnel

Teachers and other School personnel shall:

- a. Participate and cooperate in all prevention, intervention, and other measures related to bullying by the School;
- b. Report incidents of bullying;
- c. Update himself/herself on detection and proper handling of bullying incidents;
- d. Be objective and handle incidents with the Child Protection Committee of the School; and tender age of students involved;
- e. Coordinate closely with the Child Protection Committee of the School; and
- f. Observe due diligence in the prevention of the bullying cases during classes or other student Activities he/she is directly in charge of.

6) Students in General

Students shall:

- a. Participate and cooperate in all prevention, intervention and other measures related to bullying implemented by the School;
- b. Avoid or refrain from any act of bullying;
- c. Intervene to protect the victim, unless it will jeopardize his safety and security, and
- d. Report to school authorities any incident of bullying.

7) Parents

Parents shall:

- a. Participate in bullying prevention activities of the school which includes:
 1. Education on relevant policies;
 2. Sharing of best practices on how to reinforce positive social and emotional skills to the children.
- b. Cooperate with the school authorities in bullying incidents involving their child/children; and
- c. Not to take matters into their own hands in resolving bullying incidents.

VI. The Anti-Bullying Committee

Section 16. The Anti-Bullying Committee.

The School's existing Child Protection Committee (CPC) shall also be designated as the school's Anti-Bullying Committee as required under DEPED Order No. 40, series of 2012.

Section 17. Composition. The Committee shall be composed of the following:

- a. Principal-Chairperson
- b. Guidance Counselor – Vice Chairperson
- c. Representative of the Teachers
- d. Representative of the Parents
- e. Representative of Students; and
- f. Representative from the Community as designed by the Punong Barangay, preferably a member of the Barangay Council for the Protection of Children (BCPC). (ad hoc)

Section 18. Functions.

The Anti-Bullying Committee shall perform the following tasks:

- a. Conduct awareness-raising programs with school stakeholders in preventing and addressing bullying;
- b. Ensure that the Anti-Bullying policy adopted by the school is implemented;
- c. Monitor all cases or incidents related to bullying reported or referred by the teacher, guidance counselor or coordinator or any persons designated to handle prevention measures mentioned by the preceding sections of this policy; and
- d. Make the necessary referrals to appropriate agencies, offices or persons, as may be required by the circumstances.

VII. Handling Bullying Incidents in the School

Section 19. Exclusive Jurisdiction.

Complaints of Bullying and other acts under this Policy shall within the exclusive jurisdiction of this school or jointly by Schools whenever the incident involves students from different schools. Bullying incidents shall not be brought for amicable settlement before the Barangay, subject to existing laws, rules and regulations. Complaints for acts covered by laws shall be referred to the appropriate authorities.

Section 20. Effect of Institution of Criminal Action.

The filing of criminal complaint by either or both the bully and the bullied before the law enforcement agencies, prosecutor's office, or courts of law shall not operate to divest this School of its authority to conduct its own investigation, fact finding, and disciplinary proceeding on the students involved.

Section 21. Immediate Responses.

The victim or anyone who witnesses or has personal knowledge of a bullying incident or retaliation shall immediately call the attention of any school personnel. The school personnel who was notified of bullying incident or retaliation shall intervene, by:

- a. Stopping the bullying or retaliation immediately;
- b. Separating the students involved;
- c. Removing the victim or in appropriate cases, the bully or offending student, from the site;
- d. Ensuring the victim's safety, by:
 1. Determining and addressing the victim's immediate safety needs; and
 2. Ensuring medical attention, if needed, and securing a medical certificate, in cases or physical injury.
- e. Bringing the bully to the Office of the Student Affairs (OSA) Prefect Discipline, Guidance Office.

Section 22. Reporting the Bullying Incident or Retaliation

1. A victim or a bystander, or a school personnel who receives information of a bullying incident or retaliation, or any person, who witnesses or has personal knowledge of any incident of bullying or retaliation, shall report the same to the Teacher in Charge, or the Office of the Student Affairs (OSA) Prefect Discipline, Guidance Office, who shall immediately report the matter to the principal.
2. The School shall inform the parents or guardian of the victim and the bully about the incident.
3. If an incident of bullying or retaliation involves students from another
4. Reports of incidents of bullying or retaliation initiated by persons who prefer anonymity shall be entertained, and the person who reported the incident shall be afforded protection from possible retaliation; provided, however, that no disciplinary administrative action shall be taken against an alleged bully or offending student solely in basis of an anonymous report and without any other evidence.
5. Teachers shall make sure that no bullying incident should be kept unreported or unnoticed. For this purpose, a Record of Bullying Incidents Form is designed and developed where teachers in charge may keep track of bullying Incidents or indications in the classroom or off-campus activities. The same shall kept in strictest confidence in a central file with the Guidance Office.

Section 23. Fact-Finding and Documentation

The Office of the Student Affairs (OSA), Prefect Discipline, Guidance Office shall:

1. Separately interview in private the bully or offending student and the victim.

2. Determine the levels of threats and develop intervention strategies. If the bullying incident or retaliation or the situation requires immediate attention or intervention, or the level of threat is high, appropriate action shall be taken by the school within twenty-four hours (24) from the time of the incident.
3. Inform the victim and the parents or guardian of the steps to be taken to prevent any further acts of bullying or retaliation; and
4. Make appropriate recommendations to the Child Protection Committee on proper interventions, referrals and monitoring.

Section 24. Referral to Experts Outside of the School.

The School may, upon evaluation, refer the victim and the bully to trained professionals outside the schools, such as social workers, guidance counselors, psychologist, or child protection specialists, for further assessment and appropriate intervention measures, as may be necessary. The School also undertakes to notify the Women and Children's Protection Desk (WPCD) of the local Philippine National Police, in appropriate cases involving the bully or offending student.

VIII. Disciplinary Measures

Section 25. Where students resist or refuse to respond to intervention or preventative strategies to address bullying, the school will resort to stringent actions to deal with persistent and violent bullying. Disciplinary actions may or may not be resorted to by the school depending on the circumstances of each case with due consideration to the age of the students or pupils involved.

Section 26. Due Process

A. Bullying cases may be initiated either through:

1) a Complaint; or

2) a motu proprio Charge from the Office of Student Affairs (OSA), Prefect of Discipline, Guidance Office on the basis of a report of the teacher, school personnel or bystanders.

B. The Complaint should be duly executed by:

1) the complaining student with the assistance of his or his parents;

2) or solely by the parents on the basis of their child's statements.

C. In both instances, the Complaint must be duly sworn to by the executing student and/or parent stating clearly how the act of bullying was/were committed and other attendant circumstances. The complaining party may attach sworn statements of witnesses and other proofs to substantiate the Complaint.

D. The Complaint or Charge for Bullying shall be filed with the Office of the Student Affairs (OSA), Prefect of Discipline, Guidance Office.

E. The Office of the Student Affairs (OSA), Prefect of Discipline, Guidance Office shall furnish the parents of the respondents students a copy of the Complaint of Charge and direct the students concerned with the assistance of the parents to file a Sworn Answer within a period of forty-eight hours (48) or within a reasonable period from receipt of the Complaint or Charge as may be allowed under the circumstances.

F. Upon receipt of the Sworn Answer, the Office of the Student Affairs (OSA), Prefect of Discipline, Guidance Office may schedule a conference with the Complainant and/ or the respondents separately to clarify the allegations in the Complaint and the Sworn Answer. The office of the Student Affairs (OSA), Prefect of Discipline, Guidance Office may also interview witnesses, bystanders, and others who may have knowledge of the circumstances surrounding the incident.

G. The Office of the Student Affairs (OSA), Prefect of Discipline, Guidance Office shall then issue a resolution on the Complaint or Charge stating clearly its basis. A resolution finding the commission of bullying shall state the appropriate sanction. The resolution shall be deemed a recommendation to the Principal, which the

latter may either disapprove or modify. The decision of the Principal may be subject to reconsideration, or appeal to the schools Divisions, within a period of ten (10) calendar days from receipt of the decision.

Section 27. Sanctions

1) If the act of bullying committed does not fall under any offense defined in the Student Manual, the following sanctions shall apply:

- i. First offense: Reprimand and Summon of Parents
- ii. Second Offense: Suspension from Classes for three (3) to five (5) school days, or Community Service for three (3) to five (5) school days, or both. The duration of the suspensions and/or community service may be further reduced or lengthened by the school depending on the nature, gravity or severity of the bullying act.
- iii. Third or Subsequent Offense: Non- Readmission to Exclusion.

2) If the act of bullying committed falls under an offense already defined and prohibited in the Student Manual, the higher penalty or sanction shall apply.

3) Depending on the seriousness or gravity of the offense committed and/or the extent of injuries suffered by the victim, the school reserves the rights to impose the extreme penalty of expulsion subject to approval of the Department of Education.

4) In addition to the disciplinary sanction imposed, the School may, after careful evaluation, likewise refer the alleged bully and/or the alleged victim for counseling of School's Guidance Counsellor or to a private counsellor of their choice, or to other intervention programs of the School it become necessary.

Section 28. Preventive Suspension.

The school may at its discretion and during the pendency of the investigation, put any student on preventive suspension for a period not longer than three (3) school days, if there is reason to believe that the presence of said student might put him/her at risk of more harm, or will jeopardize the general peace and order of the campus. Such preventive suspension may extend to parents or guardians of the students involved in the incident. In such case, the parents are barred from entering the School's premises or attend school activities during the said suspension.

Section 29. False Accusation of Bullying.

If a student, after an investigation, is found to have knowingly made a false accusation of bullying, the said student shall be subjected to the same disciplinary actions or to appropriate interventions for "bullies" under this Policy.

Section 30. Confidentiality.

Any information relating to the identity and personal circumstances of the bully, victim, or bystander shall be treated with outmost confidentiality by the Anti-bullying Committee, teacher concerned, and the Office of the Student Affairs (OSA), Prefect of Discipline, Guidance Office, provided that the names may be made available to the parents or guardians of students who are or have been victims of bullying or retaliation.

Any School personnel who commits a breach of confidentiality shall be subject to appropriate sanctions including termination of employment as may be provided in the School's Employee's Handbook.

Section 31. Effectivity.

This Policy shall take effect immediately upon the date its approval and shall not be modified, altered, amended or replaced unless otherwise resolved through a valid Resolution of the Board of Trustees/ Directors of the School.

GENDER-RESPONSIVE BASIC EDUCATION POLICY

I. RATIONALE

The Philippines is committed under international and national laws to integrate gender equality into the principles, goals, and processes of Philippine education. The 1987 Philippine Constitution provides that the State “shall protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make education accessible to all (Article XIV, Section 1).” This provision is aligned with the international commitments of the Government of the Republic of the Philippines (GRP) to the Universal Declaration of Human Rights (UDHR), the International Covenant on Civil and Political Rights (ICCPR), the International Covenant on Economic, Social, and Cultural Rights (ICESCR), the Convention on the Rights of the Child (CRC), and the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW). The GRP affirms these commitments through the implementation of global action plans such as the 1995 Beijing Platform for Action (Strategic Objective B on Education), the 2015 Millennium Development Goals (Goal No. 2 on Universal Education and Goal No. 3 on Gender Equality), and the 2030 Agenda for Sustainable Development or the Sustainable Development Goals (Goal No. 4 on Quality Education, Goal No. 5 on Gender Equality, and Goal No. 10 on Reduced Inequalities).

In Southeast Asia, the Philippines supports the ASEAN Socio-Cultural Community Blueprint 2025, which envisions an inclusive ASEAN that works toward the achievement of gender equality and the elimination of all forms of discrimination, and addresses the intersectionality of women's discrimination. The Blueprint aims to protect and empower women, children, youth, the elderly, persons with disability (PWDs), ethnic minority groups, and other vulnerable and marginalized groups.

In 2013, Philippine Congress passed Republic Act (RA) No. 10533, or the Enhanced Basic Education Act of 2013, instituting the K to 12 Basic Education Program. It mandates universal kindergarten, six years of elementary education, four years of junior high school, and two years of senior high school to provide sufficient time for mastery of concepts and skills, develop lifelong learners, and prepare graduates for tertiary education, middle-level skills development, employment, and entrepreneurship (Sec. 4). Under the Implementing Rules and Regulations of RA No. 10533, the Department of Education (DepEd) is mandated to ensure that the basic education curriculum is gender- and culture-sensitive (Rule II, Section 10.2).

That the DepEd should adhere to such a standard is timely given the shift in the gender patterns in basic education indicators in the Philippines. From 1996 to 2012, boys outnumbered girls at the elementary level while at the secondary level, the opposite was true, with girls outnumbering boys. In the same period, girls outperformed boys in all key indicators, particularly in cohort survival rate and completion rate (NEDA & UNDP 2014).

The Women's Empowerment, Development, and Gender Equality (Women's EDGE) Plan 2013-2016 (Chapter 6: Education) published by the Philippine Commission on Women (PCW) summed up the enduring gender issues in Philippine education as follows:

- a) Boys are underperforming in key education indicators compared to girls.
- b) Indigenous Peoples (IPs) fall behind in enrolment data and experience discrimination.
- c) Higher education degrees manifest marked gender-segregation.
- d) Gender biases and stereotypes remain and are still embedded in the curricula, instructional methods, materials, and learning media.
- e) Women and girls continue to be vulnerable to sexual harassment and violence inside schools.

The results of the 2016 National Baseline Study on Violence Against Children by the Council for the Welfare of Children and the Systematic Literature Review on the Drivers of Violence Affecting Children by the United Nations Children's Fund (UNICEF) show that:

- a) There is a high prevalence of violence against children among both boys and girls and increasingly, more boys are becoming victims of sexual abuse than girls.
- b) Sexual harassment is the most frequent form of sexual violence, with girls being particularly vulnerable. Lesbian, gay, bisexual, and transgender (LGBT) youth are also at risk of sexual violence committed by their peers.
- c) LGBT children are at a higher risk for physical and psychological bullying.

d) Children's previous experiences of violence drive violent behavior in schools.

e) Despite the high prevalence of violence, disclosures are reported to be low. However, teachers are the most common persons children disclosed to and sought help from. As such, teachers and school personnel need to have appreciation and understanding of children's rights.

This policy seeks to enable the DepEd to undertake gender-mainstreaming in education to address both enduring and emerging gender and sexuality-related issues in basic education, to promote the protection of children from all forms of gender-related violence, abuse, exploitation, discrimination, and bullying, and to promote gender equality and non-discrimination in the workplace and within the DepEd.

II. SCOPE

This policy shall apply to all:

- a) Officials and employees of the DepEd;
- b) Officials and employees of private elementary, junior, and senior high schools; and
- c) Learners of public and private elementary, junior, and senior high schools, and of learning centers for Special Education and Alternative Learning System (ALS) and laboratory schools of State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs).

III. POLICY STATEMENT

This policy provides the guidelines for Gender-Responsive Basic Education that shall allow the DepEd to integrate the principles of gender equality, gender equity, gender sensitivity, non-discrimination, and human rights in the provision and governance of basic education. Through this policy, the DepEd commits to gender equality through gender-responsive basic education to holistically develop Filipinos with access to quality, culture-based basic education in a learner-friendly, safe, and nurturing environment with the provision to continuously improve its support systems at all levels of governance. Specifically, this policy aims to:

a) promote inclusive education that ensures girls' and boys' and women's and men's equal access to learning opportunities, fair treatment in the learning process, and equitable outcomes as well as access to opportunities in all spheres of life;

b) promote the protection of children against all forms of gender-based violence, abuse, discrimination, and bullying in schools;

c) address gender-based barriers and the different forms of discrimination as a result of being exposed to gender inequality suffered by vulnerable and marginalized groups. This includes taking affirmative steps where necessary to reduce gender gaps and disparities in basic education, and rectifying through affirmative action such discrimination suffered by a gender group in the workplace as a result of treatment that fails to recognize gender differences and thus adversely affects that gender group (e.g., adopting gender-sensitive promotion standards that give due consideration to women's absence from the workplace on account of maternity leave);

d) involve all learners, teachers, and non-teaching personnel and other stakeholders in the promotion of gender equality and non-discrimination through their engagement in the curriculum, learning materials, teaching methodologies, and support services that should not only aim at eliminating gender stereotypes, but also at transforming gender relations toward empowerment and social change;

e) strengthen structures, systems, and methodologies that promote coordination to address gender dimensions in planning, information exchange, design, and delivery of services;

f) ensure that public and private partners are fully oriented to adopt gender-equality standards and procedures in program implementation and management; and

g) continuously enhance policy implementation and sustainability of results through periodic reviews, consultations with stakeholders, documentation, and promotion of good practices.

IV. DEFINITION OF TERMS

For the purposes of this Order, the following terms shall be understood as follows:

a) **Child protection** refers to programs, services, procedures, and structures that are intended to prevent and respond to abuse, neglect, exploitation, discrimination, and violence (D.O. 40, s. 2012 or DepEd Child Protection Policy).

b) **Gender** refers to the social attributes and opportunities associated with being male and female and the relationships between women and men and girls and boys, as well as the relations between women and those between men. These attributes, opportunities, and relationships are socially constructed and are learned through socialization processes. (UN Women)

c) **Gender and Development (GAD)** refers to the development perspective and process that are participatory and empowering, equitable, sustainable, free from violence, respectful of human rights, supportive of self-determination and actualization of human potentials. It seeks to achieve gender equality as a fundamental value that should be reflected in development choices; seeks to transform society's social, economic, and political structures and questions the validity of gender roles these ascribe to women and men; contends that women are active agents of development and not just passive recipients of development assistance; and stresses the need of women to organize themselves and participate in political processes to strengthen their legal rights. (MCW)

d) **Gender awareness** refers to the ability to identify problems arising from gender inequality and discrimination, even if these are not immediately apparent. (UNGEI)

e) **Gender-based violence** refers to violence that targets individuals or groups on the basis of their gender. This includes acts that inflict physical, mental, or sexual harm or suffering, the threat of such acts, coercion, and other deprivations of liberty. (UN)

f) **Gender-based discrimination** refers to any gender-based distinction, exclusion, or restriction that has the effect or purpose of impairing or nullifying the recognition, enjoyment, or exercise by men and women regardless of their sexual orientation, gender identity, and civil status, on the basis of equality of men and women, of human rights and fundamental freedoms in the political, economic, social, cultural, civil, or any other field.

g) **Gender equality** refers to the principle asserting the equality of men and women and their rights to enjoy equal conditions realizing their full human potentials to contribute to and benefit from the results of development, and with the state recognizing that all human beings are free and equal in dignity and rights. (MCW)

h) **Gender equity** moves beyond a focus on equal treatment. It means giving to those who have less on the basis of needs, and taking steps to compensate for historical and social disadvantages that prevent women and men from otherwise operating on a level playing field. (NCRFW)

i) **Gender expression** refers to the way in which a person acts to communicate gender within a given culture; for example, in terms of clothing, communication patterns and interests. A person's gender expression may or may not be consistent with socially prescribed gender roles, and may or may not reflect his or her gender identity. (APA)

j) **Gender-fair language** is understood as language that is gender sensitive or non-sexist.

k) **Gender identity** is understood to refer to each person's deeply felt internal and individual experience of gender, which may or may not correspond with the sex assigned at birth, including the personal sense of the body (which may involve, if freely chosen, modification of bodily appearance or function by medical, surgical, or other means) and other expressions of gender, including dress, speech, and mannerisms. (Yogyakarta Principles)

l) **Gender-Responsive Basic Education (GRBE)** is inclusive education that ensures girls' and boys' and women's and men's equal access to learning opportunities, addresses gender-based barriers and the intersection of different forms of discrimination, takes affirmative steps where necessary to reduce gender gaps and disparities in the management of the learning process, provides children a learner-friendly environment that addresses their diverse learning needs and results in the progressive achievement of gender equality in educational outcomes.

m) **Gender mainstreaming in education** is the process of assessing the implications for girls and boys or women and men of any planned action, including legislation, policies or programs, at all levels of the education system. It is a strategy for making girls' and women's, as well as boys' and men's, concerns and experiences an integral dimension of the design, implementation, monitoring, and evaluation of education policies and programs so that girls and boys or women and men benefit equally, and inequality is not perpetuated. The ultimate goal is to achieve gender equality in education. (ECOSOC 1997/ 2)

n) **Gender responsiveness** refers to taking action to correct gender bias and discrimination so as to ensure gender equality and equity. It entails consistent and systematic attention to the differences between men and women with a view to addressing structural constraints to gender equality.

o) **GAD Plan and Budget (GPB)** is not about creating separate budgets for women, or solely increasing spending on women's programs. Rather, gender-responsive budgeting seeks to ensure that the collection and allocation of public resources is carried out in ways that are effective and contribute to advancing gender equality and women's empowerment. It should be based on in-depth analysis that identifies effective interventions for implementing policies and laws that advance women's rights. It provides tools to assess the different needs and contributions of men and women, and boys and girls, within the existing revenues, expenditures, and allocations and calls for adjusting budget policies to benefit all groups. (UNWOMEN)

p) **Gender sensitivity** is the ability to perceive existing gender differences, issues, and inequalities and to incorporate these into strategies and actions. (Intrahealth International)

q) **Inclusive education** is an approach that enjoins schools to accommodate all children regardless of their physical, intellectual, emotional, social, linguistic, or other conditions (Article 3, Salamanca Framework for Action). Schools must adopt an inclusive orientation as a means of combating discriminatory attitudes, creating welcoming communities, building an inclusive society, and achieving education for all. Moreover, they provide an effective education to the majority of children and improve the efficiency and, ultimately, the cost-effectiveness of the entire education system.

r) **Sexual orientation** is understood to refer to each person's capacity for profound emotional, affectional, and sexual attraction to, and intimate and sexual relations with, individuals of a different gender or the same gender or more than one gender. (Yogyakarta Principles)

s) **Intersectionality** is an analytical tool for studying, understanding, and responding to the ways in which sex and gender intersect with and are constituted by other social factors such as age, class, disability, ethnicity, race, religion, sexual orientation, gender identity or gender expression, and other status.

t) **Violence against women and their children (VAWC)** refers to any act of gender-based violence that results in, or is likely to result in, physical, sexual, or psychological harm or suffering to women, including threats of such acts, coercion, or arbitrary deprivation of liberty, whether occurring in public or in private life, as provided under Republic Act (RA) 9262 or The Anti-Violence Against Women and Their Children Act of 2004.

u) **Violence against children committed in schools** refers to a single act or a series of acts committed by school administrators, academic, and non-academic personnel against a child, which result in or is likely to result in physical, sexual, psychological harm or suffering, or other abuses including threats of such acts, battery, assault, coercion, harassment, or arbitrary deprivation of liberty. It includes, but is not limited to, physical, sexual, psychological violence, and other acts of violence of a physical, sexual, or psychological nature that are prejudicial to the best interest of the child.

V. GENDER-RESPONSIVE BASIC EDUCATION

Through its Gender-Responsive Basic Education Policy (GRBE), the DepEd commits to:

A. MAKE ITS STRATEGIC FRAMEWORK GENDER-RESPONSIVE

In the development of DepEd's basic education strategic framework, the key principles of gender equality programming in education from Gender Equality In and Through Education (INEE 2010) shall be adopted. These principles are abridged below:

- a. "Gender dynamics impact on education."
- b. "Gender is not just about girls."
- c. "Gender-responsive education is protective."
- d. "Disaggregated data are nonnegotiable."
- e. "Involve male and female learners in working toward gender equality."
- f. "Gender is a cross-sectoral issue."
- g. "Anyone can champion gender equality in education."

B. MAINSTREAM GENDER IN ALL POLICIES AND PROGRAMS, PROJECTS, AND ACTIVITIES (PPAS)

Curriculum, Instruction, and Assessment

The DepEd, through the appropriate and relevant units, shall:

Learners Development

1. Advocate gender equality in all aspects of development and ensure that PPAs are made congruent with this policy and are included in the Regional Education Development Plans (REDPs), Division Education Development Plans (DEDPs), School Improvement Plans (SIPs), and Annual Implementation Plans (AIPs).
2. Include in the school calendar the observance and celebrations related to GAD such as but not limited to Women's Month (March), Lesbian, Gay, Bisexual, and Transgender (LGBT) Pride Month (June), Breastfeeding Month (August), Peace Education Month (September), Children's Month (November), 18-Day Campaign to End VAW (November 25 to December 12), and Human Rights Month (December).
3. Support policies on curriculum, instruction, and assessment that are consistent with the principles of gender-responsive education.

Curriculum Standards

1. Enhance and promote a K to 12 curriculum that integrates gender equality, human rights, sexuality, and reproductive health education, peace education, environmental studies, and child protection.
2. Develop a set of GAD and human rights competencies including, but not limited to, core messages and key concepts such as responsible parenthood, equal opportunities, equal representation in public affairs (NGO, Bureaucracy, Electoral Politics, and Business), etc., to be integrated across learning areas and across grade levels.
3. Ensure minimum standards on gender sensitivity that will be integrated in the subjects or learning areas, trainings, curricular, co-curricular, and extra-curricular programs for learners and trainees.

Learning Delivery

1. Ensure that all public and private schools, learning centers, including laboratory schools of SUCs and LCUs, shall maintain gender-responsive instructional delivery and services.
2. Design gender-responsive models of instruction for basic education appropriate for all types of learners.
3. Formulate enabling policies and guidelines for the implementation of gender-responsive innovative teaching and learning approaches and assessment models for basic education aligned with curriculum standards.
4. Provide technical assistance to the field offices in the adoption or modification of gender-responsive learning models and strategies.

Learning Environment

1. Ensure a gender-responsive physical and social learning environment that promotes respect for all people and has zero-tolerance for all forms of discrimination, violence, and abuse.
2. Ensure that DepEd personnel are properly oriented and trained on gender equality, sexuality, and reproductive health education, human rights, peace education, and child protection.
3. Ensure that development and capacity building, through in-service trainings and workshops in coordination with the National Educators Academy of the Philippines (NEAP) and relevant private education institutions, are

aligned with GRBE and capacitate all teachers in both public and private schools on GRBE, human rights education, and peace education.

4. Promote the institutionalization of gender-responsive teaching-learning plans, guides, processes, activities, and mechanisms and measures.
5. Provide adequate and responsive capacity-building activities for teachers in dealing with children in conflict with the law (CICL) and children at risk (CAR).
6. Strengthen and sustain the capacity of administrators, guidance counselors, and teachers in handling cases of violence, abuse, discrimination, exploitation, and bullying, and equip them with the technical competence in providing appropriate interventions and immediate referral.

Learning Resources

1. Develop and provide gender-responsive Learning Resources (LRs) based on the review and revision programs, curriculum, social content guidelines, and other references to ensure that LRs are free from gender biases and stereotypes, and use gender-fair and inclusive language, positive images, and messages.
2. Ensure that writers, editors, evaluators, layout artists, illustrators, and focal persons of LRs are well-trained on gender-responsiveness, sexuality, and reproductive health education, human rights, and peace education.
3. Provide orientation for prospective publishing and development teams to emphasize the inclusion of GAD key concepts and core messages in learning resource development.
4. Provide GAD learning resources.
5. Update the guidelines in the Development of Learning Resources by:
 - a) Reinforcing the Social Content Guidelines with GAD core messages and key concepts
 - b) Modifying the Instructional Design Framework and including the GAD core messages and key concepts as permanent elements of the instructional design in all printed learning resources, to be contextualized according to key stages
6. Ensure that learning resources procured from external sources comply with GAD key concepts and core messages.
7. Update and align the quality assurance of the learning resources, evaluation instruments, and instructional materials to include gender concepts, values, and gender-fair language.
8. Gather and upload quality-assured GAD learners, and teachers' resources to the DepEd Learning Resources Portal.
9. Ensure that field offices shall implement contextualized, localized, and indigenized learning resources integrating GAD core messages and key concepts.

Assessment

1. Ensure that formative and summative assessments at the school level and any competitions (e.g., contests, quiz bees) at any level are gender-responsive and culture-sensitive for all learners, teachers, and other concerned personnel.
2. Include GAD core messages and key concepts in the test development process specifically in the table of specifications as integrated in the learning competencies using gender-fair language.
3. Conduct a GAD orientation for test-item writers to ensure educational assessments are GRBE-compliant in terms of content and procedures.
4. Enjoin all public and private accrediting institutions or organizations to include gender-equality elements in their accreditation criteria.

Planning and Field Operations

The DepEd, through the appropriate and relevant units, shall:

Learners Support

1. Promote awareness of GRBE issues and concerns in the governance and operations of schools, learning centers, and workplaces.
2. Develop framework policies and standards for learner support programs and services that integrate GAD core messages and key concepts.
3. Implement programs, projects, and services of school health, youth development, and sports development aligned with GRBE.
4. Conduct capacity building on health development, school sports development, and youth formation aligned with guidelines of the GRBE policy.
5. Strengthen cooperation and partnership with agencies, organizations, and individuals for purposes of education and other GAD support services.

6. Conduct monitoring and evaluation and research in aid of learner support policy development and service delivery.

School Health

1. Provide policy standards and guidelines for the integrated health and nutrition program and capacitate teaching and non-teaching personnel in the implementation of nutrition support programs, school health service delivery, and provision of a healthy school environment.
2. Ensure that all schools, learning centers, and workplaces promote mental health and psychosocial support services aligned with GRBE.
 - a) Ensure enforcement of public and private schools' implementation and compliance with RA No. 9710, sec. 13.C on non-expulsion of women faculty and female learners who become pregnant outside of marriage.
 - b) Implement girl-child, adolescent, and sexual and reproductive health services in every school.
3. Conduct regular focus group discussions or youth forums, and activities on health and nutrition issues as extra-curricular or co-curricular activities.
4. Develop information, education, and communication (IEC) materials on issues for learners in need of special attention.

Youth Formation

1. Formulate, recommend, and implement policies for youth development aligned with GRBE in coordination with the National Youth Commission (NYC).
2. Conduct capacity building on youth development aligned with GRBE.
3. Activate and mobilize youth organizations in all public and private schools, including laboratory schools of SUCs and LUCs, to ensure:
 - a) Non-discrimination of learners in youth membership
 - b) Equal treatment and opportunities to females and males for academic honors, leadership in school or class organizations, journalistic endeavors, and the like (Sec. 35.1.e of the MCW)
 - c) Representation of the youth in recognized activities of the DepEd
4. Implement Career Guidance and Counseling programs and activities that give learners career choices and options aligned with GRBE.

School Sports

1. Formulate, recommend, and implement policies on sports development aligned with RA 9710, Sec. 14, Women in Sports.
2. Conduct capacity building for sports development aligned with RA 9710, Sec. 14, Women in Sports.
3. Ensure gender-responsive implementation of sports programs and activities.

Planning

1. Gather and analyze sex-disaggregated data and gender information for informed decision making.
2. Monitor the implementation of the Basic Education Research Agenda specifically its GAD component.
3. Ensure that policies and studies being reviewed by the service are aligned with this policy.

Public Affairs, Finance, and Administration

The DepEd, through the relevant and appropriate units, shall:

Public Affairs

1. Establish a media network and mechanism for effective public relations especially on information dissemination and advocacy campaigns on GAD.
2. Lead in ensuring public awareness of DepEd's gender mainstreaming initiatives particularly the implementation of this policy.
3. Provide direct support to officials and spokespersons in communications related to this policy.
4. Provide guidance to regional and schools division communications teams in information dissemination related to DepEd's gender mainstreaming efforts and implementation of GRBE.
5. Manage communications in relation to GRBE.

Information and Communications Technology (ICT)

1. Formulate computerization program policies and activities aligned with GRBE.

2. Conduct continuous capacity-building activities to upgrade personnel on ICT knowledge and skills particularly on development of sex-disaggregated database and other GAD information.

Educational Facilities

1. Formulate, recommend, and implement programs for development and establishment of educational facilities consistent with the principles of GRBE.
2. Conduct capacity building to ensure that all facilities are safe, functional, adequate, sanitary, gender and culture sensitive, and accessible to Persons with Disabilities (PWDs).
3. GRBE-compliant schools, learning centers, and workplaces
 - a) Provide women, girl-child, and adolescent-friendly facilities that meet standards for Menstrual Hygiene Management (DepEd Order No. 10, s. 2016 or the [Comprehensive WASH in Schools \[WinS\] Policy](#))
 - b) Provide school facilities that meet the standards for persons with disabilities (PWDs) (RA No. 7277 or the Magna Carta of Disabled Persons)
 - c) Provide teenhubs or adolescent-friendly spaces (Sec. 11.03 of the IRR of RA No. 10354 or the Responsible Parenthood and Reproductive Health Law)
 - d) Provide breastfeeding stations and child-minding stations
 - e) Establish VAWC desk in schools

DATA PRIVACY

Rule I. Preliminary Provisions

Section 1. *Title*. These rules and regulations shall be known as the “Implementing Rules and Regulations of the Data Privacy Act of 2012”, or the “Rules”. Section 2. *Policy*. These Rules further enforce the Data Privacy Act and adopt generally accepted international principles and standards for personal data protection. They safeguard the fundamental human right of every individual to privacy while ensuring free flow of information for innovation, growth, and national development. These Rules also recognize the vital role of information and communications technology in nation-building and enforce the State’s inherent obligation to ensure that personal data in information and communications systems in the government and in the private sector are secured and protected. Section 3. *Definitions*. Whenever used in these Rules, the following terms shall have the respective meanings hereafter set forth:

- a. “Act” refers to Republic Act No. 10173, also known as the Data Privacy Act of 2012;
- b. “Commission” refers to the National Privacy Commission;
- c. “Consent of the data subject” refers to any freely given, specific, informed indication of will, whereby the data subject agrees to the collection and processing of his or her personal, sensitive personal, or privileged information. Consent shall be evidenced by written, electronic or recorded means. It may also be given on behalf of a data subject by a lawful representative or an agent specifically authorized by the data subject to do so;
- d. “Data subject” refers to an individual whose personal, sensitive personal, or privileged information is processed;
- e. “Data processing systems” refers to the structure and procedure by which personal data is collected and further processed in an information and communications system or relevant filing system, including the purpose and intended output of the processing;

f. “Data sharing” is the disclosure or transfer to a third party of personal data under the custody of a personal information controller or personal information processor. In the case of the latter, such disclosure or transfer must have been upon the instructions of the personal information controller concerned. The term excludes outsourcing, or the disclosure or transfer of personal data by a personal information controller to a personal information processor;

g. “Direct marketing” refers to communication by whatever means of any advertising or marketing material which is directed to particular individuals;

h. “Filing system” refers to any set of information relating to natural or juridical persons to the extent that, although the information is not processed by equipment operating automatically in response to instructions given for that purpose, the set is structured, either by reference to individuals or by reference to criteria relating to individuals, in such a way that specific information relating to a particular individual is readily accessible;

i. “Information and communications system” refers to a system for generating, sending, receiving, storing, or otherwise processing electronic data messages or electronic documents, and includes the computer system or other similar device by which data is recorded, transmitted, or stored, and any procedure related to the recording, transmission, or storage of electronic data, electronic message, or electronic document;

j. “Personal data” refers to all types of personal information;

k. “Personal data breach” refers to a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data transmitted, stored, or otherwise processed;

l. “Personal information” refers to any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual;

m. “Personal information controller” refers to a natural or juridical person, or any other body who controls the processing of personal data, or instructs another to process personal data on its behalf. The term excludes:

1. A natural or juridical person, or any other body, who performs such functions as instructed by another person or organization; or

2. A natural person who processes personal data in connection with his or her personal, family, or household affairs;

There is control if the natural or juridical person or any other body decides on what information is collected, or the purpose or extent of its processing;

- n. “Personal information processor” refers to any natural or juridical person or any other body to whom a personal information controller may outsource or instruct the processing of personal data pertaining to a data subject;
- o. “Processing” refers to any operation or any set of operations performed upon personal data including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data. Processing may be performed through automated means, or manual processing, if the personal data are contained or are intended to be contained in a filing system;
- p. “Profiling” refers to any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person, in particular to analyze or predict aspects concerning that natural person’s performance at work, economic situation, health, personal preferences, interests, reliability, behavior, location or movements;
- q. “Privileged information” refers to any and all forms of data, which, under the Rules of Court and other pertinent laws constitute privileged communication;
- r. “Public authority” refers to any government entity created by the Constitution or law, and vested with law enforcement or regulatory authority and functions;
- s. “Security incident” is an event or occurrence that affects or tends to affect data protection, or may compromise the availability, integrity and confidentiality of personal data. It includes incidents that would result to a personal data breach, if not for safeguards that have been put in place;
- t. Sensitive personal information refers to personal information:
1. About an individual’s race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations;
 2. About an individual’s health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such individual, the disposal of such proceedings, or the sentence of any court in such proceedings;
 3. Issued by government agencies peculiar to an individual which includes, but is not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and
 4. Specifically established by an executive order or an act of Congress to be kept classified.

Rule II. Scope of Application

Section 4. *Scope.* The Act and these Rules apply to the processing of personal data by any natural and juridical person in the government or private sector. They apply to an act done or practice engaged in and outside of the Philippines if:

- a. The natural or juridical person involved in the processing of personal data is found or established in the Philippines;
- b. The act, practice or processing relates to personal data about a Philippine citizen or Philippine resident;
- c. The processing of personal data is being done in the Philippines; or
- d. The act, practice or processing of personal data is done or engaged in by an entity with links to the

Section 5. *Special Cases.* The Act and these Rules shall not apply to the following specified information, only to the minimum extent of collection, access, use, disclosure or other processing necessary to the purpose, function, or activity concerned.

Provided, that the non-applicability of the Act or these Rules do not extend to personal information controllers or personal information processors, who remain subject to the requirements of implementing security measures for personal data protection: *Provided further,* that the processing of the information provided in the preceding paragraphs shall be exempted from the requirements of the Act only to the minimum extent necessary to achieve the specific purpose, function, or activity. Section 6. *Protection afforded to Data Subjects.*

Rule III. Data Privacy Principles

Section 6. *General Data Privacy Principles.* The processing of personal data shall be allowed, subject to compliance with the requirements of the Act and other laws allowing disclosure of information to the public, and adherence to the principles of transparency, legitimate purpose, and proportionality. Section 7. *Principles of Transparency, Legitimate Purpose and Proportionality.* The processing of personal data shall be allowed subject to adherence to the principles of transparency, legitimate purpose, and proportionality.

Section 8. *General principles in collection, processing and retention.* The processing of personal data shall adhere to the following general principles in the collection, processing, and retention of personal data.

Rule IV. Security Measures for the Protection of Personal Data

Section 9. *Data Privacy and Security.* Personal information controllers and personal information processors shall implement reasonable and appropriate organizational, physical, and technical security measures for the protection of personal data. The personal information controller and personal information processor shall take steps to ensure that any natural person acting under their authority and who has access to personal data, does not process them except upon their instructions, or as required by law. The security measures shall aim to maintain the availability, integrity, and confidentiality of personal data and are intended for the protection of personal data against any accidental or unlawful destruction, alteration, and disclosure, as well as against any other unlawful processing. These measures shall be implemented to protect personal data against natural dangers such as accidental loss or destruction, and human dangers such as unlawful access, fraudulent misuse, unlawful destruction, alteration and contamination. Section 10. *Organizational Security Measures.* Where appropriate, personal information controllers and personal information processors shall comply with the following guidelines for organizational security:

- a. **Compliance Officers.** Any natural or juridical person or other body involved in the processing of personal data shall designate an individual or individuals who shall function as data protection officer, compliance officer or otherwise be accountable for ensuring compliance with applicable laws and regulations for the protection of data privacy and security.
- b. **Data Protection Policies.** Any natural or juridical person or other body involved in the processing of personal data shall implement appropriate data protection policies that provide for organization, physical, and technical security measures, and, for such purpose, take into account the nature, scope, context and purposes of the processing, as well as the risks posed to the rights and freedoms of data subjects.

Rule V. Rights of Data Subjects

Section 11. Rights of the Data Subject. The data subject is entitled to the following rights:

- a. Right to be informed.
- b. Right to object. The data subject shall have the right to object to the processing of his or her personal data, including processing for direct marketing, automated processing or profiling. The data subject shall also be notified and given an opportunity to withhold consent to the processing in case of changes or any amendment to the information supplied or declared to the data subject in the preceding paragraph.
- c. Right to Access. The data subject has the right to reasonable access to, upon demand,
- d. Right to rectification.
- e. Right to Erasure or Blocking.
- f. Right to damages.

Rule VI. Data Breach Notification.

Section 12. *Data Breach Notification.*

- a. The Commission and affected data subjects shall be notified by the personal information controller within seventy-two (72) hours upon knowledge of, or when there is reasonable belief by the personal information controller or personal information processor that, a personal data breach requiring notification has occurred.
- b. Notification of personal data breach shall be required when sensitive personal information or any other information that may, under the circumstances, be used to enable identity fraud are reasonably believed to have been acquired by an unauthorized person, and the personal information controller or the Commission believes that such unauthorized acquisition is likely to give rise to a real risk of serious harm to any affected data subject.
- c. Depending on the nature of the incident, or if there is delay or failure to notify, the Commission may investigate the circumstances surrounding the personal data breach. Investigations may include on-site examination of systems and procedures.

Rule VII. Registration and Compliance Requirements

Section 13. *Enforcement of the Data Privacy Act.* Pursuant to the mandate of the Commission to administer and implement the Act, and to ensure the compliance of personal information controllers with its obligations under the law, the Commission requires the following:

- a. Registration of personal data processing systems operating in the country that involves accessing or requiring sensitive personal information of at least one thousand (1,000) individuals, including the personal data processing system of contractors, and their personnel, entering into contracts with government agencies;
- b. Notification of automated processing operations where the processing becomes the sole basis of making decisions that would significantly affect the data subject;
- c. Annual report of the summary of documented security incidents and personal data breaches;
- d. Compliance with other requirements that may be provided in other issuances of the Commission.

Section 14. *Registration of Personal Data Processing Systems.* The personal information controller or personal information processor that employs fewer than two hundred fifty (250) persons shall not be required to register unless the processing it carries out is likely to pose a risk to the rights and freedoms of data subjects, the processing is not occasional, or the processing includes sensitive personal information of at least one thousand (1,000) individuals.

a. The contents of registration shall include:

1. The name and address of the personal information controller or personal information processor, and of its representative, if any, including their contact details;
2. The purpose or purposes of the processing, and whether processing is being done under an outsourcing or subcontracting agreement;
3. A description of the category or categories of data subjects, and of the data or categories of data relating to them;
4. The recipients or categories of recipients to whom the data might be disclosed;
5. Proposed transfers of personal data outside the Philippines;
6. A general description of privacy and security measures for data protection;
7. Brief description of the data processing system;
8. Copy of all policies relating to data governance, data privacy, and information security;
9. Attestation to all certifications attained that are related to information and communications processing; and
10. Name and contact details of the compliance or data protection officer, which shall immediately be updated in case of changes.

b. The procedure for registration shall be in accordance with these Rules and other issuances of the Commission.

Rule VIII. Rules on Accountability

Section 15. *Accountability for Transfer of Personal Data.* A personal information controller shall be responsible for any personal data under its control or custody, including information that have been outsourced or transferred to a personal information processor or a third party for processing, whether domestically or internationally, subject to cross-border arrangement and cooperation.

a. A personal information controller shall be accountable for complying with the requirements of the Act, these Rules, and other issuances of the Commission. It shall use contractual or other reasonable means

to provide a comparable level of protection to the personal data while it is being processed by a personal information processor or third party.

b. A personal information controller shall designate an individual or individuals who are accountable for its compliance with the Act. The identity of the individual or individuals so designated shall be made known to a data subject upon request.

Rule IX. Penalties

Section 16. Unauthorized Processing of Personal Information and Sensitive Personal Information.

a. A penalty of imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons who process personal information without the consent of the data subject, or without being authorized under the Act or any existing law.

b. A penalty of imprisonment ranging from three (3) years to six (6) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Four million pesos (Php4,000,000.00) shall be imposed on persons who process sensitive personal information without the consent of the data subject, or without being authorized under the Act or any existing law.

Section 17. Accessing Personal Information and Sensitive Personal Information Due to Negligence.

a. A penalty of imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons who, due to negligence, provided access to personal information without being authorized under the Act or any existing law.

b. A penalty of imprisonment ranging from three (3) years to six (6) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Four million pesos (Php4,000,000.00) shall be imposed on persons who, due to negligence, provided access to sensitive personal information without being authorized under the Act or any existing law.

Section 18. Improper Disposal of Personal Information and Sensitive Personal Information.

a. A penalty of imprisonment ranging from six (6) months to two (2) years and a fine of not less than One hundred thousand pesos (Php100,000.00) but not more than Five hundred thousand pesos (Php500,000.00) shall be imposed on persons who knowingly or negligently dispose, discard, or abandon the personal information of an individual in an area accessible to the public or has otherwise placed the personal information of an individual in its container for trash collection.

b. A penalty of imprisonment ranging from one (1) year to three (3) years and a fine of not less than One hundred thousand pesos (Php100,000.00) but not more than One million pesos (Php1,000,000.00) shall be imposed on persons who knowingly or negligently dispose, discard or abandon the sensitive personal information of an individual in an area accessible to the public or has otherwise placed the sensitive personal information of an individual in its container for trash collection.

Section 19. Processing of Personal Information and Sensitive Personal Information for Unauthorized Purposes.

a. A penalty of imprisonment ranging from one (1) year and six (6) months to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00) shall be imposed on persons processing personal information for purposes not authorized by the data subject, or otherwise authorized under the Act or under existing laws.

b. A penalty of imprisonment ranging from two (2) years to seven (7) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons processing sensitive personal information for purposes not authorized by the data subject, or otherwise authorized under the Act or under existing laws.

INTELLECTUAL PROPERTY RIGHTS

1.0 Introduction

The University of Manila, as an institution of higher learning, aims to share existing knowledge with its students and to engage in research and scholarly activities. The products of scholarly research efforts often have far-reaching social and commercially potential benefits. Protection of the intellectual property rights of the University creates societal benefit by allowing the results of research to be known and used. The policy governs the protection and administration of intellectual property arising from University research work.

The University of Manila, subject to the rights of government and other entities, as well as any exception contained in this policy, owns all intellectual property arising from the research works of the University. Creators of intellectual property have an obligation to disclose intellectual property arising from the research work sponsored by the University in the manner prescribed within this policy. In consideration of employment with the University or by otherwise engaging in research work for the University as described in the Intellectual Property Policy, the creators automatically assign to the University all intellectual property rights arising from such research work, and agree to assist the University in legally protecting that intellectual property.

The University owns or retains an interest in, as applicable, any portion, modifications, extension, derivations, improvements, or translation of intellectual property as it would in the original work. The University and the creator of research share in any royalty income resulting from the intellectual property as described in this policy.

The policy covers the provisions and guidelines in patents and copyrights. The University owns all other forms of intellectual property arising from the research work including trade secrets, trademarks, and know-how. The University also owns or retains an interest in any portions, modifications, extensions or translations of intellectual property as it would the original work, educational materials or inventions, consistent with the treatment of derivative works under copyright law.

2.0 Purpose

The purposes of the protection of the intellectual property rights are to:

1. Determine the obligations of the University and of the creators in the conduct, preparation, writing, production, and utilization of research works.

2. Provide the benefits to the creator/s that correspond to the scholarly research efforts and outputs.
3. Ensure that the legal protection for intellectual property is established and well-managed.

3.0 Scope

The policy on Intellectual Property applies to faculty, staff, students and others who make use of University facilities, equipment, or other resources or who receives funds from the University in the form of salary, wages, stipends, or other support, but not including undergraduate financial aid.

The University will ordinarily waive its rights to intellectual property created by student researchers in the course of their academic course of study where the use of University facilities, equipment or other resources has been properly authorized except when:

- o Faculty or staff involvement is substantial.
- o The work is part of a larger University work or specifically commissioned by the University
- o The use of facilities, equipment, or other resources is in excess of the norm for educational purposes, or
- o The intellectual property resulted from a student's employment with, or other related compensation by, the University.
- o An employee/s of the University is also a creator of the intellectual property
- o The government or other external sponsors has rights in the intellectual property.

4.0 Responsibilities

The Office of the President and Chief Academic Officer is responsible for intellectual property protection. Where action or discussion in the policy is to be taken by the University, this Office, with advice from the Committee on Intellectual Property where appropriate, will have ultimate responsibility. The Office reviews all intellectual property disclosures and administers all aspects of the intellectual property process. Under the guidance of the President and Chief Academic Officer, the Research Director and Deans are assigned the sole role for dealing with third parties with respect to disposition of intellectual property rights including licensing and deal recognition, consistent with the University's delegation of authority.

The Committee on Intellectual Property advises the President and Chief Academic Officer on intellectual property matters generally and the disposition of intellectual of rights in those intellectual properties referred to the committee. At the request of the President and Chief Academic Officer, the committee will be available to assist in mediating disputes on matters related to intellectual property developed by members of the University.

5.0 Definition of Terms

- o Creator—refers to any inventor, developer, or author of intellectual property covered by this policy, including faculty, students, and staff of the University.

- o Educational Materials—refers to the content and associated tools and technologies for delivery of content, including materials developed for traditional “face-to-face” classroom courses, as well as other delivery methods such as internet web-based delivery or other distance learning media. for the purposes of the policy, Educational Materials do not normally include works such as textbooks, articles, papers, scholarly monographs, industrial graphics, architectural designs, compositions, and literary or artistic works produced in the normal course of academic scholarship.
- o Intellectual Property—intellectual property refers to creations of mind, such as invention; literary and artistic works, designs, and symbols, names, and images used in commerce.
- o Net Royalty—revenue arising from the licensing of the University’s Intellectual Property, less the University’s cost and expenses associated with the legal protection, commercialization, or internal development of the intellectual property.
- o Substantial Use—the utilization of University facilities, equipment, personnel (including graduate students), or other resources beyond that which is normally provided to carry out one’s assigned duties. Normal use of assigned office space, office equipment, library resources, or administrative staff would not be considered “substantial use.”
- o University Research Work—refers to any research or development activity which is undertaken in connection with an externally founded project, or which are derived from the scholarship, duties and responsibilities for which a person is employed by or otherwise compensated by the University, or which is conducted with substantial use of University facilities or resources, consistent with the implementing guidelines in the policy of intellectual property.

6.0. Procedure

The procedure consists of:

1. Disclosure

- o Creators have a duty to communicate, in a timely manner all the creations of intellectual property covered by the policy on intellectual property.
- o They are also required to cooperate fully in steps necessary to protect the rights of the University.
- o Failure to confirm these obligations in no way diminishes or extinguishes the rights of the University.
- o Creators shall disclose modification, extensions, derivations, improvements or translations of previously defined works, educational materials or inventions to the University.
- o Such disclosures will be administered according to this policy

- o Disclosure of modifications, extension, derivations, improvements or translations to the University is required regardless of any previous or pending University decision to assign rights or interests to the creator in the case of an underlying work or invention.

2. Review

- o Upon receipt of the Intellectual Property Disclosure, the Committee on Intellectual Property will ensure that the ownership rights are properly defined. The Committee may use any resources necessary to perform an adequate review of the intellectual property.

- o Once the scope of the University's ownership interest has been defined, the invention will be evaluated on the basis of protectability, including patentability, and commercial feasibility.

- o The creator will be informed in writing of the action the University intends to pursue with respect to the intellectual property; this communication will normally take place within three months of the disclosure of the intellectual property to the Committee on Intellectual Property. The Committee will advise the creators in writing if it needs more than three months to properly evaluate the intellectual property.

- o The University may, at any time, elect not to pursue legal protection or commercialization, at which time all University rights to the intellectual property may be released by the University, in its discretion to the creator(s) of the intellectual property, at their request, subject to any restrictions imposed by grant, sponsor, or other requirement.

3. Assignment of Ownership Rights

- o In consideration of the creator's employment with the University and ongoing ability to engage in University research work, creators of intellectual property assign all intellectual property rights resulting from University research work to the University upon their employment in accordance with the provisions of this policy and also as required by law.

- o Creators agree to cooperate in the execution of any documents required by the University to record and perfect the assignment of such rights to the University.

- o University-owned intellectual property rights may be assigned, licensed, or otherwise transferred to a third party only by an authorized representative with the written consent of the University.

4. Licensing Negotiations

- o Based on the assessment of the University of any commercial interest in the intellectual property, the University may negotiate with one or more potential licenses. The University may accept equity as consideration for a license transaction for University-owned technology.

- o All decisions as to licensing or other disposition of intellectual property owned by the University and liquidation of any consideration received by the University for such licensing are at the sole discretion of the University, consistent with the University's delegation of authority.

5. Management and Royalty Distribution

o If the University decides to pursue legal protection for intellectual property, the University will normally bear the costs associated with such protection. The University must be reimbursed for those costs before revenues are distributed to creators under the policy. The University will maintain appropriate accounts for documenting the expenses and revenues associated with intellectual property.

o In cases in which the University's rights and interests in intellectual property are shared with other institutions, organizations, or program collaborators, or when such entities agree to contribute to the evaluation, development or exploitation of the intellectual property, the University may elect to enter into separate agreements to establish means by which the intellectual property rights will be protected and royalties will be distributed among the parties.

o On royalty distribution, any royalty income received by the University from intellectual property covered under this policy is first used to reimburse the University for expenses associated with the intellectual property. Any distribution of royalties, or other distribution funds paid pursuant to this policy constitute supplemental income to the recipient, who bears all tax consequences.

The Student Manual of the University of Manila for the Academic Year 2025-2026 has been reviewed and approved.

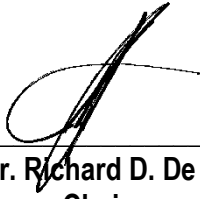


Dr. Lourdes D. Sabile
Dean, Graduate School



Dr. Esther R. De Leon
Dean, College of Education

Approved by:



Dr. Richard D. De Leon
Chairman
Board of Trustees

UM Forever

UM Hymn

UM oh! UM forever
Alma Mater dear we hail
We'll always wave your banner
With the glorious UM so dear
As faithful sons oh! Dear UM
We will honor you forever
We'll cheer for you always love you
Onward UM ever hail