



**UNIVERSITY OF THE PHILIPPINES
TACLOBAN COLLEGE**

STUDENT HANDBOOK

ACADEMIC YEAR 2025-2026

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Preface

The UPTC Student Handbook serves as a primary reference for students of the University of the Philippines Tacloban College on academic policies, student services, and guidelines for student conduct.

The handbook was prepared by the Office of Student Affairs. It incorporates inputs from Student Council (SC) representatives during consultations held on 14 March 2025 and from the UPTC faculty during the 9th meeting of the UPTC Faculty Assembly held on 10 September 2025. The handbook was endorsed during the 10th Regular Faculty Assembly Meeting held on 4 February 2026 and subsequently approved during 11th Regular Meeting of the University Council held on 18 February 2026.

About the University of the Philippines System

The University of the Philippines (UP) is the national university of the Philippines. It was established in 1908 as a public and secular institution of higher learning and a community of scholars dedicated to the search for truth and knowledge and the development of future leaders.

Mandate as the National University

Under the UP Charter of 2008 (RA 9500), UP is mandated to perform its unique and distinctive leadership in higher education and development. Specifically, UP shall:

- (a) Lead in setting academic standards and initiating innovations in teaching, research and faculty development in philosophy, the arts and humanities, the social sciences, the professions and engineering, natural sciences, mathematics, and technology, and maintain centers of excellence in such disciplines and professions;
- (b) Serve as a graduate university by providing advanced studies and specialization for scholars, scientists, writers, artists and professionals, especially those who serve on the faculty of state and private colleges and universities;
- (c) Serve as a research university in various fields of expertise and specialization by conducting basic and applied research and development, and promoting research in various colleges and universities, and contributing to the dissemination and application of knowledge;
- (d) Lead as a public service university by providing various forms of community, public, and volunteer service, as well as scholarly and technical assistance to the government, the private sector, and civil society while maintaining its standards of excellence;
- (e) Protect and promote the professional and economic rights and welfare of its academic and non-academic personnel;
- (f) Provide opportunities for training and learning in leadership, responsible citizenship, and the development of democratic values, institutions and practice through academic and non-academic programs, including sports and the enhancement of nationalism and national identity;
- (g) Serve as a regional and global university in cooperation with international and scientific unions, networks of universities, scholarly

and professional associations in the Asia-Pacific region and around the world; and

- (h) Provide democratic governance in the University based on collegiality, representation, accountability, transparency and active participation of its constituents, and promote the holding of fora for students, faculty, research, extension and professional staff (REPS), staff, and alumni to discuss nonacademic issues affecting the University

Motto

Honor and Excellence in the Service of the Nation

Constituent Universities and Autonomous College

UP is a university system composed of eight constituent universities and one autonomous college, namely:

- UP Diliman
- UP Los Baños
- UP Manila
- UP Visayas
- UP Open University
- UP Mindanao
- UP Baguio
- UP Cebu
- UP Tacloban College

University Officials

The UP System is governed by a Board of Regents (BOR) with the chairperson of the Philippine Commission of Higher Education as chair and the UP President as co-chair.

The UP President is the University's chief academic and chief executive officer.

UP Board of Regents

Hon. SHIRLEY C. AGRUPIS (*chairperson*)
Chairman, Commission on Higher Education

Hon. ANGELO A. JIMENEZ (*co-chairperson*)
President, University of the Philippines

Hon. LORNA REGINA B. LEGARDA
Chairperson, Senate Committee on Higher, Technical, and Vocational
Education

Hon. JUDE A. ACIDRE
Chairperson, House Committee on Higher and Technical Education

Hon. ROBERT LESTER F. ARANTON
Alumni Regent, President, UP Alumni Association

Hon. RAUL C. PAGDANGANAN
Member

Hon. GREGORIO V. PASTORFIDE
Member

Hon. ALFREDO E. PASCUAL
Member

Hon. EARLY SOL A. GADONG
Faculty Regent

Hon. RON DEXTER L. CLEMENTE
Student Regent

Hon. REY C. ESPANTO
Staff Regent

Atty. ROBERTO M.J. LARA
Secretary of the University and of the Board of Regents

UP System Officials

Atty. ANGELO A. JIMENEZ
President

Dr. LORRAINE PE SYMACO
Vice President for Academic Affairs

Dr. JOEL JOSEPH S. MARCIANO
Vice President for Research and Innovation

Prof. JOSELITO G. FLORENDO
Vice President for Planning and Finance

Dr. AUGUSTUS C. RESURRECCION
Vice President for Administration

Dr. DANIEL C. PECKLEY, JR.
Vice President for Development

Atty. MARIAN L. COQUIA-REGIDOR
Vice President for Public Affairs

Atty. RUBEN P. ACEBEDO II
Vice President for Legal Affairs

Dr. PETER A. SY
Vice President for Digital Transformation

Atty. ROBERTO M.J. LARA
Secretary of the University and of the Board of Regents

Chancellors and Dean of the Constituent University
and Autonomous College

Atty. EDGARDO CARLO L. VISTAN II
Chancellor, UP Diliman

Dr. JOSE V. CAMACHO, JR.
Chancellor, UP Los Baños

Dr. MICHAEL L. TEE
Chancellor, UP Manila

Dr. CLEMENT C. CAMPOSANO
Chancellor, UP Visayas

Dr. JOANE V. SERRANO
Chancellor, UP Open University

Dr. LYRE ANNI E. MURAO
Chancellor, UP Mindanao

Dr. JOEL M. ADDAWE
Chancellor, UP Baguio

Atty. LEO B. MALAGAR
Chancellor, UP Cebu

Dr. PATRICIA B. ARINTO
Dean, UP Tacloban College

About UP Tacloban College

UP Tacloban College was established on 23 May 1973 by the UP Board of Regents to “provide quality education in the Eastern Visayas region and turn out graduates who possess essential attributes for becoming productive and responsible members of the community; undertake... scientific research in public affairs that will help illuminate phenomena [and]... resolv[e] problems and enhanc[e] regional development; and offer technical assistance to... government, business, and the public at-large toward the further improvement of the quality of life in the Eastern Visayas region.”

In 1986, UP Tacloban, UP Iloilo, and UP Cebu became constituent units of UP Visayas, and UP Tacloban was renamed UP Visayas Tacloban College (UPVTC).

On 27 April 2023, the UP Board of Regents at its 1380th meeting approved the elevation of UP Tacloban College to an autonomous unit under the Office of the UP President. The grant of autonomy aims to enable UP Tacloban to better fulfill its mandate in Eastern Visayas and work towards becoming the next constituent university of the UP System.

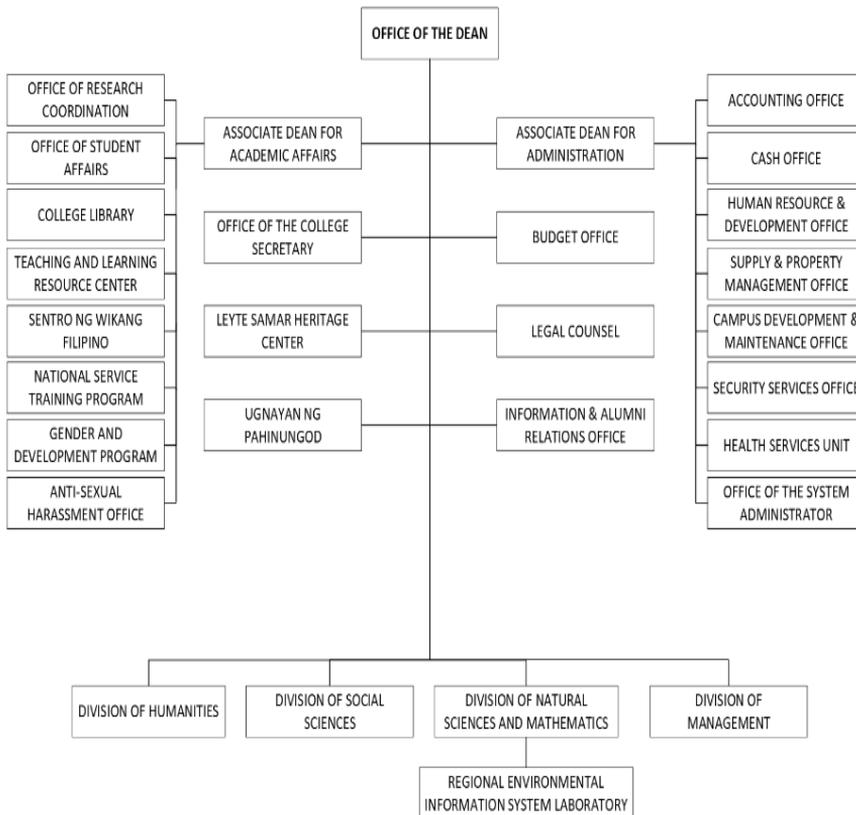
Mission

UP Tacloban is committed to building capacities and engaging communities for sustainable development in Eastern Visayas as part of the national university’s commitment of service to the nation through transformative education. To this end, UP Tacloban aims to:

1. Form leaders in the humanities, natural sciences, social and management sciences, and computational sciences;
2. Generate knowledge and foster innovation through interdisciplinary and integrative research;
3. Collaborate with communities and institutions in addressing critical issues confronting the region, the nation, and the world;
4. Advance the protection, preservation, and promotion of Eastern Visayas and Filipino culture and heritage; and
5. Advocate for biodiversity conservation and environmental protection.

Organizational Structure

The academic and administrative head of UP Tacloban College is the Dean. She is assisted by the Associate Dean for Academic Affairs, the Associate Dean for Administration, the College Secretary and Registrar, the chairpersons of the academic Divisions, and the heads of academic, research, public service, and administrative units.



UP Tacloban College Officials

Dr. PATRICIA B. ARINTO
Dean

Dr. JOHN PAUL T. YUSIONG
Associate Dean for Academic Affairs

Prof. ARVIN L. DE VEYRA
Associate Dean for Administration

Prof. IRMA R. TAN
College Secretary and Registrar

Prof. JESSA A. AMARILLE
Chairperson, Division of Humanities

Prof. RUTH EDISEL RYLLE B. SADIAN-CERCADO
Chairperson, Division of Social Sciences

Dr. ROLLY G. FUENTES
Chairperson, Division of Natural Sciences & Mathematics

Prof. ANIDA BERNADETTE B. LORENZO
Chairperson, Division of Management

Prof. ANTONINO SALVADOR S. DE VEYRA
Director, Leyte Samar Heritage Center

Dr. ZOE K. MALLONGA
College Research Coordinator

Dr. JASMINE A. MALINAO
Coordinator, Office of Student Affairs

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Coordinator, Teaching and Learning Resource Center

Prof. NELFA M. GLOVA
Coordinator, Ugnayan ng Pahinungod

Prof. EFMER E. AGUSTIN
Faculty-in-Charge, Sentro Wikang Filipino

Prof. NICCI ROSIETESS E. MADARCOS
Coordinator, National Service Training Program

Prof. RIMA JESSAMINE M. GRANALI
Coordinator, Gender Development Program

Ms. APRIL GRACE U. LAZARITO
Faculty-in-Charge, Anti-Sexual Harassment Office

Ms. FLORABEL F. BAÑARES
Head Librarian, College Library

ALLAN FRITZGERALD N. AMISTOSO
System Administrator

Ms. ROSANNA S. BURRE
Head, Budget Office

Ms. KAREN L. REYES
Head, Accounting Office

Ms. CATHERINE C. MORENO
Head, Cash Office

Ms. MARIA EDNA G. SEVILLA
Head, Human Resource Development Office

Mr. DELFIN P. ALEDRO, JR.
Head, Supply & Property Management Office

Mr. TELESFORO S. SALES
Head, Campus Development & Maintenance Office

Mr. MARIO A. MARTINEZ
Head, Security Services Office

PART I. ACADEMIC INFORMATION

A. Curricular Information

Degree Programs

Division of Humanities

- BA Literature
- BA Media Arts

Division of Social Sciences

- BA Political Science
- BA Psychology
- BS Economics

Division of Natural Sciences and Mathematics

- BS Applied Mathematics
- BS Biology
- BS Computer Science
- MS Environmental Science

Division of Management

- BS Accountancy
- BS Management
- Master of Management (with majors in Public Management and Business Management)

General Education (GE) Program

Common to all Bachelor's programs is a set of courses referred to as General Education (GE) courses. The UP GE program provides undergraduate students with a broad foundation of study that will:

- 1) Broaden intellectual and cultural horizons;
- 2) Hone critical and creative thinking;
- 3) Develop a passion for learning and scholarship;
- 4) Cultivate a high sense of intellectual and moral integrity; and
- 5) Foster a commitment to nationalism and social justice.

All undergraduate students in UP Tacloban must complete a total of 36 units of GE courses, of which 21 units are core GE courses and 15 units are elective GE courses. The core GE courses are as follows:

Course No.	Course Title	Credit Units
ARTS 1	Critical Perspectives in the Arts	3
COMM 10	Critical Perspectives in Communication	3
ETHICS 1	Ethics and Moral Reasoning in Everyday Life	3
KAS 1	Kasaysayan ng Pilipinas	3
MATH 10	Mathematics, Culture, and Society	3
STS 1	Science, Technology, and Society	3
WIKA 1	Wika, Kultura, at Lipunan	3

Physical Education (PE) Requirements

All undergraduate students are required to take eight units of PE, composed of PE 1 and three PE 2 courses. The PE 2 courses should be on different topics (e.g. badminton, ballroom dancing, folk dance, football, swimming, table tennis).

Proficiency Examination in Physical Education (PEPE). Students who are skilled in one or more sports may take the proficiency examination (or credit by examination) for PE courses to get advanced units in PE. Any student who passes the PEPE shall be given credit for one or more PE courses. The examination is given before the start of every semester.

A student who is graduating at the end of a given semester but who failed to enroll in a required PE course may take a special proficiency examination upon presentation of a certificate of candidacy for graduation from the College Secretary. The student pays a fee for the special PEPE.

Exemptions. The following students are exempted from taking PE courses:

1. Students who have completed an Associate in Arts (or equivalent) or Bachelor's degree;
2. Students who are 30 years old or older;
3. Veterans of the armed forces, navy, or airforce; and
4. Students who have served on a full-time basis for at least two (2) years in the armed forces, navy, or airforce.

National Service Training Program (NSTP)

All students enrolled in any baccalaureate degree are required to complete six (6) units of NSTP courses as a requisite for graduation. The NSTP units must be taken in one of the following NSTP component programs:

- a. Civic Welfare Training Service (CWTS)
- b. Reserve Officers' Training Corps (ROTC)
- c. Literacy Training Service (LTS)

Medium of Instruction

The UP Language Policy provides for the development and use of the Filipino language while maintaining English as a global lingua franca. The policy states that Filipino shall be the medium of instruction in the University at the undergraduate level within a reasonable timeframe or transition period. Graduate courses of study shall be in English, although there could be graduate courses where the medium of instruction is Filipino. English shall be maintained as the primary international language in the University to serve as its chief medium of access to the world's intellectual discourse.

Learning Delivery Mode

UP implements blended learning as learning delivery mode to foster academic excellence, equip learners with skills for life in the 21st century, and ensure educational resilience and learning continuity. Blended learning combines face-to-face (f2f) and online learning. There are three main models of blended learning:

1. Blended online learning (Model 1) is fully online, combining asynchronous and synchronous online learning.

2. Blended block learning (Model 2) combines blocks of independent online study and intensive f2f sessions.
3. Classic blended learning (Model 3) alternates or rotates f2f sessions and asynchronous online learning

Undergraduate courses shall be conducted using Models 2 or 3, except for clinical rotations, internships, on-the-job training, intensive laboratories, community-based immersion, and similar programs. Graduate courses, on the other hand, may adopt any of the three models. For Models 2 and 3, the face-to-face component shall be at least 50%.

B. Registration Information

Academic Year

The academic year is divided into two semesters of 16 weeks each, exclusive of the registration and final examination periods. A midyear session of five (5) weeks follows the second semester. Class work in the midyear session shall be equivalent to class work in one semester.

The first semester usually begins in August, the second semester in January, and the midyear session in June.

Credit Unit

Each credit unit is at least 16 semester hours of instruction in one semester. Most courses are equivalent to 3 credit units and they have three contact hours per week for a total of 48 contact hours per semester.

Registration

A student must be officially registered in order to receive credit for course work. No person who has not duly matriculated may be admitted to any class. In exceptional cases, the Registrar may, on the recommendation of the Dean, authorize the admission of a visitor to a class for not more than five sessions.

No student shall be registered in any subject after one week of regular class meetings have been held, unless the Dean permits the

registration of the student on the basis of the student's scholastic record and the following:

- a. A special student may register at any time without the payment of the fine for late registration subject to other regulations of the University; and
- b. A student may register for a particular subject within a semester when permissible under the system of instruction adopted by the college or school.

There will be no late registration. Instead, the Dean shall prescribe a reasonable amount of time for registration.

Students may be allowed to enroll in subjects outside of their curriculum based on the following rules:

- a. They have expressed their intention to shift by writing to the Department Chair of the home unit.
- b. They must shift within one year, subject to compliance with the admission requirements of the admitting unit.
- c. If after one year they have failed to shift out, they must follow the curriculum of the original program.
- d. Their registration or program adviser must inform them of the consequences of enrolling in courses outside the curriculum, such as added academic load and possible delay in graduation.

Simultaneous enrollment in two degree programs is not allowed by the University.

Students with incomplete entrance credentials may be allowed provisional enrollment. Enrollment in courses while provisionally admitted to the University is not official until complete entrance credentials are submitted.

Free Tuition Policy. In accordance with the Universal Access to Quality Tertiary Education Act of 2017, or Republic Act 10931, all eligible students will be granted free tuition and miscellaneous fees when they enroll in the University of the Philippines.

Students who fail to complete their bachelor's degree or comparable undergraduate degree within a year after the period prescribed in the program are no longer eligible to enjoy the privilege of free tuition and other fees.

The “prescribed period” refers to the normal length of time to complete the requirements for graduation, counted from the start of the student’s enrollment in UP.

Students who hold dual citizenship (e.g., Filipino-American, Filipino-Chinese) and choose to be classified as Filipino during their initial enrollment will be considered Filipino until graduation and are eligible for free tuition. Prior to admission, these students must submit their identification certificates (ICs) issued by the Bureau of Immigration or their Philippine passports with either a report of birth or reacquisition of citizenship.

Cross-Registration

Cross-registration within the University. No student shall be registered in any other college, school, or university without the permission of the Dean and Chair of the Department in which the student is primarily enrolled.

A student who wants to register in another campus in the University must fill out the cross-registration form. The total number of credit units that a student may register in two or more colleges or schools in the University shall not exceed the maximum allowed by the rules on academic load.

Full cross-registration in any other UP campus shall be allowed only when the student is graduating that particular semester and needs required subjects that are not offered in the student’s home campus, or for health reasons necessitating prolonged medical treatment.

Students who are cross-registered are considered in residence in their respective constituent university.

Cross-registration in another institution. The University gives no credit for any course taken by any of its students in any other university, college, or school unless the taking of such course was expressly

authorized by the University Registrar on the recommendation of the Dean concerned [E.O. No. 1 dated 13 March 1984; EO No. 2 dated 14 March 1984; Memorandum FN 90-12 dated 07 March 1990]. The authorization shall be in writing to be recorded by the University Registrar or by the student's representative and shall specifically describe the subjects authorized.

Courses taken outside the University are subject to validation.

Courses taken in a foreign university during student mobility will not be included in the computation of the Curriculum Weighted Average Grade (CWAG) or General Weighted Average Grade (GWA).

Cross-registration by students from another institution. No student registered in any other institution shall be admitted to the University without a written permit from his/her Dean, Director, or Registrar. The permit shall state the total number of units for which the student is registered and the subjects that he/she is authorized to take in the University. Admission is subject to availability of slots and must have the approval of the Dean of the unit concerned.

Academic Load

Undergraduate students shall not be allowed to take more than 18 non-laboratory units or 21 units including laboratory work; provided, however, that graduating students with an academic record better than average may be permitted to carry a heavier load in the last year of their program; provided, further, that this rule shall not affect or alter any existing program duly approved by the University Council and the Board of Regents in which the normal semestral load is more than 18 units.

In the midyear term, the normal load shall be six units, but in justifiable cases, the Dean may allow a student to take 9 units.

For students participating in the UP Undergraduate Student International Mobility (MOVE UP) program, the minimum required number of credited units within an academic year for courses taken in UP shall be reduced from 30 to 24 units in the academic year that the students will participate in the program.

Waiver of Prerequisites

Courses approved by the University Council as prerequisites to other courses may not be waived. However, in meritorious cases, a student who has previously enrolled and fully attended a course that is a prerequisite to another may be allowed to enroll and attend the latter course for credit, without having passed or earned credit for the prerequisite course.

No permission shall be granted by the college/school except upon application by the student. The application shall be accompanied by certifications from (1) the student's instructor in the prerequisite course that the student had fully attended said course and (2) the Coordinator of the Office of Student Affairs that the student's failure to pass or earn credit in the prerequisite course was not due to disciplinary action imposed upon the student.

Each college shall be authorized to grant the permission and shall act through a Dean's Committee, which shall determine the merit of the application. The Committee shall include the College Secretary. The student who is granted permission under these rules is required to enroll in the prerequisite course simultaneously with the course to which it is a prerequisite, or immediately in the next semester. The permission which may be granted under these rules does not apply to courses in the GE program.

A waiver of prerequisite for a course that was dropped by the student of their own volition is not allowed.

Change of Matriculation

All transfers to other classes shall be made only for valid reasons, which include conflicts in schedule and when classes are dissolved. No change of matriculation involving the taking of a new subject shall be allowed after one (1) week of regular class meetings has been held. Changes in matriculation shall be effected by means of the form for the change of matriculation and must be recommended by the adviser and approved by the Dean. After being duly accomplished, the form shall be submitted to the OCS for assessment and notation.

Substitution of Courses

Every substitution of subjects must be based on at least one of the following:

- a. When a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new;
- b. When there is conflict of hours between a required subject and another required subject; or
- c. When the required subject is not offered during the semester when the student needs it.

Every petition for substitution must:

- a. Involve subjects within the same department, if possible; if not, the two subjects concerned must be allied to each other;
- b. Be between subjects carrying the same number of units; and
- c. Be recommended by the adviser and by the heads of the departments concerned.

All petitions for substitution must be submitted to the Office of the Dean concerned before 12% of the regular class meetings have been held. Any petition submitted thereafter shall be considered for the following semester.

No substitution shall be allowed for any subject prescribed in the curriculum in which the student has failed or received a grade of "5", except when, in the opinion of the department offering the prescribed subject or of the faculty in units without any departments, the proposed substitute covers substantially the same subject matter as the required subject.

All applications for substitution shall be acted upon by the Dean concerned.

C. Scholastic Requirements

Attendance

When the number of hours lost by absence of a student reaches 20% of the hours of recitation, lecture, laboratory or any other scheduled work in one subject, he/she shall be dropped from the subject, provided

that a faculty member may prescribe a longer attendance requirement to meet their special needs. If the majority of the absences are excused, the student shall not be given a grade of “5” upon being thus dropped; but if the majority of the absences are not excused, he/she shall be given a grade of “5” upon being thus dropped. Time lost by late enrollment shall be considered as time lost by absence.

Any student who, for unavoidable cause (such as health reasons, burial of immediate family member, and invitation to competitions, training, etc. with official communication duly approved by the Dean), absents him/herself from class must obtain an excuse slip from the College Secretary to be presented to the instructor concerned not later than the second class session following the student's return. In case the absence is due to illness, a certificate must be secured from the University Health Service.

Excuses are for the time missed only. All work covered by the class during the absence shall be made up to the satisfaction of the instructor within a reasonable time from the date of absence.

Grading System

The work of students shall be graded at the end of each term in accordance with the following system:

Score	Grade	
98-100	1.0	Excellent
94-97	1.25	
90-93	1.50	Very Good
85-89	1.75	
80-84	2.0	Good
75-79	2.25	
70-74	2.50	Satisfactory
65-69	2.75	
60-64	3.0	Passed
50-60	4.0	Conditional Failure
0-49	5.0	Failed

Removal of Grade of “4” and Completion of “INC”

Removal of a grade of “4” and completion of an INC must be done within the prescribed time (one academic year) by passing an examination or meeting all the requirements for the course, after which the student shall be given a final grade based on his/her overall performance.

Completion and removal examinations may be taken without a fee during the:

- a. Regular examination periods, if the subject is included in the schedule of examination; or
- b. Removal examination period, viz, the period covering 10 days preceding the registration in each semester, provided that the examination is taken at the time that it is scheduled.

Completion and removal examinations may be taken at other times on the recommendation of the College Secretary and upon payment of a required fee. Students not in residence shall pay the registration fee aside from the examination fee to be entitled to take the removal examination.

A grade of “4” received after removing a grade of INC, however, must be removed within the remaining portion of the prescribed period for the removal of the original grade of INC. In no case shall the period for the removal of grades of INC extend beyond one academic year from the date the grade was received; provided, however, that this one-year academic period allowed for the removal shall be interpreted as extending to the regular semestral removal period immediately following the one-year period.

A student can complete their INC as long as they are enrolled in any constituent university of the University. A course with an INC may not be re-enrolled within the prescription period.

Students who are not enrolled in any subject but want to complete an INC or remove a grade of “4” must enroll for residence.

Honorific Scholarships

University Scholar. Any undergraduate or graduate student who obtains at the end of the semester a weighted average of 1.45 or better, or 1.25 or better, respectively, is given this honorific scholarship. University

scholars are listed in the President's List of Scholars.

College Scholar. Any undergraduate or graduate student who, not being classified as University scholar, obtains at the end of the semester a weighted average of 1.75 or better, or 1.50 or better, respectively, is given this honorific scholarship. College scholars are listed in the Dean's List of Scholars.

Additional Requirements for Honorific Scholarships. In addition to the general weighted average prescribed, a student must have taken during the previous semester not less than 15 units of academic credit or the normal academic load prescribed in the curriculum (in the case of graduate students, not less than 8 units) and must have no grade below 3 in any academic or non-academic subject. 'Previous term' refers to the semester being evaluated.

Grades of INC must be completed by the end of the semester to be considered for the honorific scholarship.

The effectivity of the scholarship is at the end of the semester concerned. A university or college scholarship shall last for one semester only but shall be renewable for the succeeding semester if the student meets the conditions prescribed for any of them.

Honorific scholarships do not entitle the holders to any tuition fee waiver, whether partial or full.

Scholastic Delinquency

The faculty of each college or school shall approve suitable and effective provisions governing undergraduate delinquent students, subject to the following minimum standards:

Warning. Any student who obtains final grades at the end of the semester below "3" in 25% to 49% of the total number of academic units for which the student is registered will receive a warning from the Dean to improve his/her work.

Probation. Any student who, at the end of the semester obtains final grades below "3" in 50% to 75% of the total number of academic units in

which the student has final grades shall be placed on probation for the succeeding semester and his/her load shall be limited to an extent to be determined by the Dean. Probation may be removed by passing with grades of "3" or better in more than 50% of the units in which the student has final grades in the succeeding semester.

Dismissal. Any student who, at the end of the semester, obtains final grades below "3" in more than 75% but less than 100% of the total number of academic units in which he/she receives final grades shall be dropped from the rolls of the college/school.

Any student on probation in accordance with the preceding rule who again fails in 50% or more of the total number of units in which he/she receives final grades shall be dropped from the rolls of his/her college or school.

Any student dropped from one college or school shall not ordinarily be admitted to another unit of the University, unless in the opinion of the Coordinator of the Office of Student Affairs the natural aptitude and interest of the student may qualify the student in another field of study, in which case the student may be allowed to enroll in the proper college, or school, or department.

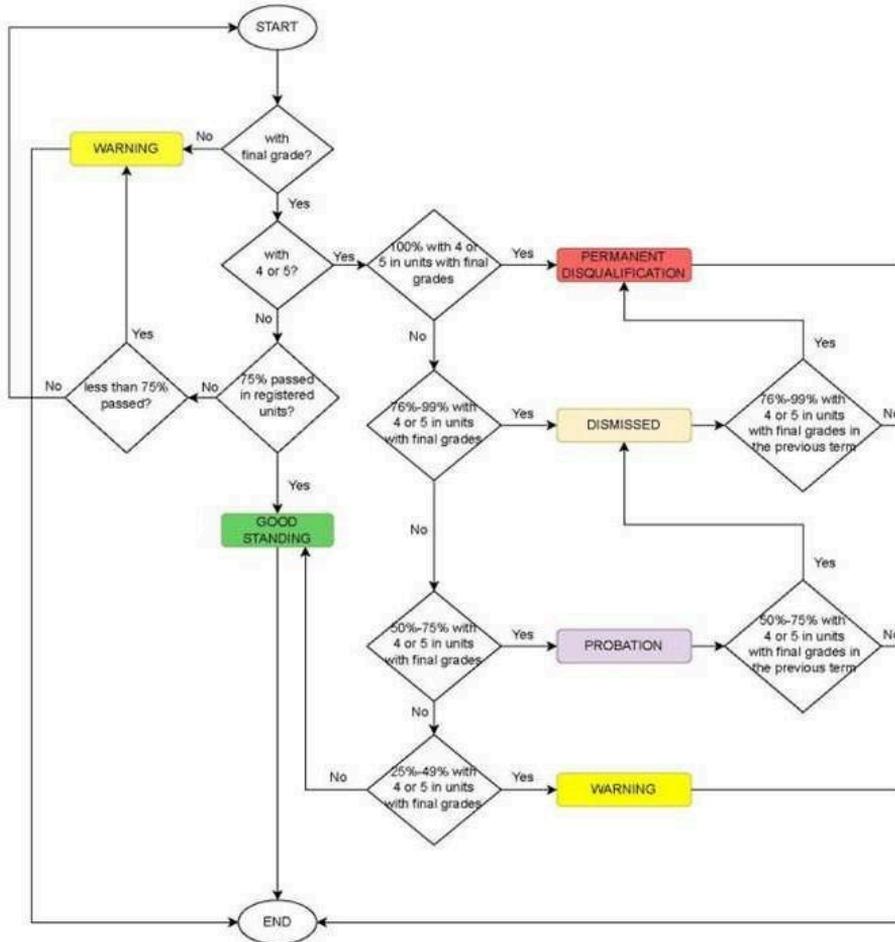
Permanent Disqualification. Any student who, at the end of the semester or term, obtains final grades below "3" in 100% of the academic units in which he/she is given final grades shall be permanently barred from readmission to any college or school of the University.

Any student who was dropped in accordance with the rules on Dismissal and again fails so that it becomes necessary again to drop the student, shall not be eligible for readmission to any college or school of the University.

Permanent disqualification does not apply to cases where, on recommendation of the instructors concerned, the faculty certifies that the grades of "5" were due to the student's unauthorized dropping of the subjects and not to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-semester and the student's class standing is poor, the grade of "5" shall be counted against the student for the purpose of this scholarship rule. The Dean shall deal with these cases

on their individual merits in the light of the recommendations of the Director of the Office of Student Affairs; provided that in no case of readmission to the same or another college or school shall the action be lighter than

Decision Tree for Determining Student's Scholastic Standing



probation.

Change of Grades

Students who have received a passing grade in a given subject are not allowed re-examination for the purpose of improving their grade (Article 371, Revised UP Code).

No student of the University shall directly or indirectly ask any person to recommend him/her to a professor for any grade in the class record, examination paper, or final Report of Grades. Any student violating this rule shall lose credit in the subject(s) regarding which such recommendation is made. The fact that a student is thus recommended shall be prima facie evidence that the recommendation is made at the request of the student concerned (Article 375, Revised UP Code).

Dropping of Courses

A student may, with the consent of the instructor and the College Secretary, drop a course by filling out the prescribed form before 3/4 of the hours prescribed for the semester/trimester/quarter term have elapsed, and not later.

If a course is dropped after the middle of the term, the faculty member concerned shall indicate the date and the class standing of the student at the time of dropping as either Passing or Failing solely for administrative guidance.

Any student who drops a course without the approval of the Dean shall have his/her registration privileges curtailed or entirely withdrawn.

Leave of Absence (LOA)

A leave of absence must be requested in writing (NOTE: the application form for LOA may be downloaded from the CRS) for approval of the Dean. The request must state the reason for which the leave is desired and must specify the period of the leave, which must not exceed one academic year but may be renewed for at most another year. When not taken in two successive years, the aggregate leave of absence should not exceed two years.

Students who need to go on leave of absence beyond the allowable period of two years shall apply for an honorable dismissal without prejudice to readmission. Students who fail to apply for an honorable dismissal beyond one year shall have their registration privileges permanently withdrawn.

For leave of absence availed during the second half of the semester,

the faculty members concerned shall be required to indicate the class standing of the student (passing or failing) at the time of the application for the leave.

No application for leave of absence shall be approved without indicating the class standing by the instructors concerned. This, however, should not be entered in the official Report of Grades. No leave of absence shall be granted during the semester within two weeks before the last day of classes. If a student who withdraws after 3/4 of the total number of hours prescribed for a course has already lapsed, the instructors may submit a grade of "5" if the class standing of the student up to the time of the withdrawal is below "3".

Students who withdraw from a college or school without formal leave of absence shall have their registration privileges curtailed or entirely withdrawn.

Maximum Residence Rule (MRR)

A student must finish the requirements of a course of any college within a period of actual residence equivalent to one and half times the normal length prescribed for the program. Otherwise, the student shall not be allowed to register further in that college. Thus, the prescribed years to finish a 4-year and 5-year Bachelor's degree program are 6 and 7.5 years, respectively. The counting of the period of residence shall start from the student's first enrollment in the University.

A leave of absence is not counted towards MRR for both undergraduate and graduate students.

Under meritorious cases, an extension of residence may be granted. The faculty of each college shall designate the approving authority for such extensions. Each extension granted shall be reported to the Chancellor through the Vice Chancellor for Academic Affairs.

Honorable Dismissal (HD)

Students in good standing who desire to sever their connection with the University shall present a written petition to this effect to the University Registrar, signed by the parent or guardian of the student. If the petition is

granted, the student shall be given honorable dismissal. Without such petition and favorable action, no record of honorable dismissal shall be made. Honorable dismissal is issued only once.

Honorable dismissal is voluntary withdrawal from the University with the consent of the University Registrar or his/her representative. All indebtedness to the University must be settled before a statement of honorable dismissal is issued. The statement indicates that the student withdrew in good standing as far as character and conduct are concerned. If the student has been dropped from the rolls on account of poor scholarship, a statement to that effect may be added to the honorable dismissal.

A student who leaves the University by reason of expulsion due to disciplinary action shall be allowed to obtain his/her academic transcript of record without reference to Dishonorable Dismissal, provided:

- a. The student writes an application;
- b. Not less than one school year, beginning the school year immediately following the effectivity of the expulsion decision, has elapsed;
- c. The parties concerned, during the period of expulsion, have not been involved in any untoward incident affecting the University, or been charged in court after the fiscal's investigation; and
- d. All such applications are subject to Board of Regents action.

Certificates of honorable dismissal shall not be issued to graduates.

D. Graduation Requirements

Graduation With Honors

Students who complete their baccalaureate degree with the following absolute minimum weighted average grade shall be graduated with honors:

<i>Summa cum laude</i>	1.20
<i>Magna cum laude</i>	1.45
<i>Cum laude</i>	1.75

All the grades in all subjects prescribed in the curriculum, as well as subjects that qualify as electives, shall be included in the computation of the weighted average grade.

In cases where electives taken are more than those required in the program, the following procedure will be followed in selecting the electives to be included in the computation of the weighted average grade:

- a. For students who did not shift programs, consider the required number of electives in chronological order.
- b. For students who shifted from one program to another, the electives to be considered shall be selected according to the following order of priority:
 - i. Electives taken in the program where the student is graduating will be selected in chronological order.
 - ii. Electives taken in the previous program and acceptable as electives in the second program will be selected in chronological order.
 - iii. Prescribed courses taken in the previous program but qualify as electives in the second program will be selected in chronological order.

Additional Rules

- Students who are candidates for graduation with honors must have completed in the University at least 75% of the total number of academic units or hours for graduation and must have been in residence in the semester of graduation.

- In the computation of the final average of candidates for graduation with honors, only resident credits shall be included.
- Students who are candidates for graduation with honors must have taken during each semester/trimester/quarter not less than 15 units of credit or the normal load prescribed in the curriculum in cases where such normal load is less than 15 units, unless the lighter load was due to justifiable causes such as health reasons, the unavailability of courses needed in the curriculum to complete the full load, there are no more courses that can be taken based on the curriculum, or the fact that the candidate is a working student or enrolled in a foreign university as a cross-registered student.

To justify underloading, the submission of pertinent documents is required, as follows:

- a. For health reasons - medical certification to be confirmed by the University Health Service.
- b. For unavailability of courses - certification by the major adviser and copy of schedule of classes.
- c. For employment - copy of payroll and appointment papers indicating, among others, duration of employment.

It is the responsibility of the student to establish beyond reasonable doubt the veracity of the cause(s) of the light loading. It is required in this connection that documents submitted to establish the cause(s) of his/her loading, such as the certificate of employment and/or medical certificate, must be sworn to. These documents must be submitted during the semester of underloading.

- For UP Tacloban College, students who are candidates for graduation with honors must have no grade of “4” or “5” in any course prescribed by the program.

Commencement Exercises

Attendance at general commencement exercises shall be optional. Graduating students who choose not to participate in the general commencement exercises must inform their respective deans or their duly designated representatives at least 10 days before the commencement exercises.

Graduating students who absent themselves from the general commencement exercises shall obtain their diplomas, or certificates, and transcript of records from the Office of the College Secretary provided that they comply with the above provision and upon presentation of the receipt of payment of the graduation fee and student's clearance.

Academic Costumes. Candidates for graduation with degrees or titles that require no less than four years of collegiate instruction shall be required to wear academic costumes during the baccalaureate service and commencement exercises in accordance with the rules and regulations of the University.

The University now uses the *Sablay* in place of the cap and gown or the graduation toga. It should be used only during academic functions and activities. Formal clothing should be worn with the *Sablay* as a sign of respect, it being the official academic costume of the University, and to preserve the solemnity and dignity of the occasions when it is worn.

PART II. STUDENT SUPPORT SERVICES

A. Office of Student Affairs (OSA)

The Office of Student Affairs (OSA) provides a program of student services that complements the academic programs of the University. It is headed by a Coordinator and is composed of the following sections:

- Scholarships and Financial Assistance Section (SFAS)
- Student Dormitory Services (SDS)
- Student Organizations and Activities Section (SOAS)
- Guidance Counseling and Testing Services (GCTS)

Scholarships and Financial Assistance Section (SFAS)

SFAS administers scholarships and financial assistance programs under UP's Student Learning Assistance System (SLAS).

Student Learning Assistance System. The UP Student Learning Assistance System (SLAS) is a system for processing applications to learning assistance programs administered by the University, namely:

- Grants-in-Aid Program (GIAP)
- Tertiary Education Subsidy (TES)
- Donor-funded scholarship programs

a. Grants-in-Aid Program (GIAP)

Under RA 10931, all UP students are eligible for free tuition and other school fees, except for students who have already obtained a bachelor's degree or comparable undergraduate degree from any public or private higher education institution; students who fail to comply with the university's admission and retention policies; students who voluntarily opt out of the free higher education program; and students who have exceeded the approved duration of their degree programs (e.g. students in a four-year program who are already in their fifth year). While this makes university education more affordable, some students need financial assistance for the daily cost of living during their studies. The UP Grants-in-Aid Program (GIAP) addresses this need by providing additional subsidy for other school fees and monthly cash allowances based on household income, as follows:

Household Income Cluster	Tuition Discount Level	Tuition in PhP	Other Financial Assistance
Php 650,001 to Php 1.3 million annually	Partial Discount of 40% (PD 40)	600/unit	
Php 325,001 to 650,000 annually	PD of 60% (PD 60)	400/unit	
Php 135,001 to 325,000 annually	PD of 80% (PD 80)	200/unit	
Php 80,001 to 135,001 annually	Full Discount (FD)	Free tuition	Free miscellaneous fees Free laboratory fees
Php 80,000 and below	FD + Stipend	Free tuition	Free miscellaneous fees Free laboratory fees Monthly stipend

Tuition discounts and other financial assistance shall be available for one academic year only and are renewable annually. Students granted *Full Discount + Stipend* will receive a monthly allowance for two semesters.

The schedule of applications for the GIAP will be announced through SLAS Online. Interested students must log in to <https://slasonline.up.edu.ph/> in order to file their applications. The UP system determines the appropriate tuition fee discount and other financial assistance. Students who were not granted a tuition discount or stipend may submit a SLAS appeal. The UPTC Student Scholarship and Financial Assistance Committee (SSFAC) reviews all appeals.

b. Tertiary Education Subsidy

The Tertiary Education Subsidy (TES) is a financial assistance program managed by the Unified Financial Assistance System for Tertiary Education (UniFAST) under the Commission on Higher Education (CHED). It grants a cash allowance for one academic year to undergraduate students from low-income households.

c. Donor-funded Scholarship Programs

Donor-funded scholarship programs are financial assistance programs funded by private individuals and other organizations. Applicants to donor-funded scholarship programs must submit their application to SFAS. Based on student information in SLAS Online, SFAS assigns slots to applicants who match the eligibility requirements of the donor-funded program. The SSFAC screens applicants and selects grantees based on their financial need and academic performance.

Scholarship Awards and Grants. At present the following scholarships are available to qualified UPTC students:

a. UP Presidential Scholarship

Criteria:

- Must be a natural-born Filipino citizen;
- Must be a *bonafide* (at least second year in AY 2023-2024) student enrolled in any undergraduate program at UP Tacloban College
- Must have obtained a minimum GWA of 1.75 with a load of at least 15 units
- Must not have a grade of 5.0, unremoved 4.0, or INC in the semester prior to the application;
- Must have an SLAS bracket of PD80 or lower

Benefits:

Monthly stipend	PhP 2,000 x 5 months = PhP 10,000
Book allowance	PhP 2,000
Total	PhP 12,000/semester or PhP24,000/year

b. CHED Scholarships and Financial Assistance

- Full State Scholarship
- Full State Scholarship – Gender and Development
- Half State Scholarship
- Half State Scholarship – Gender and Development
- Scholarship Program for Coconut Farmers and their Families (CoScho)
- CHED-Unified Student Financial Assistance System for Tertiary Education
 1. Tertiary Education Subsidy (TES) Program

2. Tulong Dunong Program

c. Department of Science and Technology (DOST) Scholarships

- Formerly known as the NSDB or NSTA Scholarship, the DOST-SEI Merit Scholarship Program provides scholarships to scholars pursuing priority courses in the basic sciences, engineering, other applied sciences and science and mathematics teaching at identified universities.
- Republic Act No. 7687, also known as the Science and Technology Scholarship Act of 1994, provides scholarships for students whose families' socio-economic status does not exceed the set cut-off values of certain indicators. Qualifiers must pursue priority fields of study in the basic sciences, engineering, other applied sciences and science and mathematics teaching.
- The Junior Level Science Scholarship (JLSS) Program aims to finance the education of third-year college students pursuing degree programs in the areas of science and technology. There are two component scholarships namely, Project GIFTS for the Disadvantaged – RA 7687 and Junior Level Science Scholarships-Merit.

Criteria:

- Must be a natural-born Filipino citizen
- Must be of good moral character and in good health
- Must be enrolled in courses specified by the DOST and in specified schools
- Must pass the competitive scholarship examinations given by the DOST

d. Association of Government Accountants of the Philippines (AGAP) Scholarship

Criteria:

- Must be a third or fourth year BS Accountancy student;
- Must have a GWA of 2.0 or better, with no grade of 5.0 or an unremoved grade of 4.0 or INC in the semester immediately preceding the application;
- Must carry the regular load prescribed in the curriculum;
- Must pass the interview conducted by OSA and AGAP;

- Must belong to a family whose joint family income is not higher than Three Hundred Thousand Pesos (Php 300,000) per annum;
- Must not be a working student;
- Must not be a recipient of any other scholarship; and
- Must be physically fit.

Benefits:

Semestral stipend	PhP 15,000
<i>(for food, transportation, medical and personal expenses)</i>	
Miscellaneous	PhP 5,000
<i>(for books, school supplies and research expenses)</i>	
Total	PhP 20,000 per semester or PhP 40,000 per year

e. ONE UPV Foundation (USA) Inc. Scholarship

Criteria:

- Must be a full-time student in their third year of a four- or five-year degree program
- Must be in good academic standing with the University with GWA of 2.0 per semester
- Must carry a load not lower than the prescribed number of units per semester
- Must be of good moral character and pass a background check confirming need
- Must be available to participate in the scholarship activities as required by One UPV (i.e., public relations, testimonials)

Benefit:

Monthly stipend	PhP 5,000 x 5 months
Total	PhP 25,000 per semester or PhP 50,000 per year

f. UP Alumni Association in America (UPAAA) Scholarship

Criteria:

- Must be a regular student enrolled in a four-year or five-year undergraduate course
- GWA of a least 3.0
- Must not have been given a grade of 5.0 or unremoved grade of 4.0 or INC in the semester immediately preceding the application
- Must be enrolled in at least 15 units at the time of the award of the grant

- Parents' or guardians' annual income is not more than Php 80,000
- Must not have been subjected to disciplinary action worse than a five-day class suspension

Benefit:

Monthly stipend Php 3,000 x 5 months

Total Php 15,000 per semester or Php 30,000 per year

How to apply for the aforementioned scholarship awards and grants:

1. Send an application via email to the Office of Student Affairs - Scholarships and Financial Assistance Section (SFAS) at sfa.osa.uptacloban@up.edu.ph.
2. SFAS will schedule you for a preliminary interview.
3. If you pass the interview, you will be given the necessary forms and instructions on how to submit the required documents.
4. The UPTC Student Scholarships and Financial Assistance Committee (SSFAC) will evaluate all applications.
5. You will be notified of the evaluation results via email.

Student Assistantship (SA) Program. The Student Assistant (SA) Program provides qualified undergraduate students the opportunity for paid work on campus while pursuing their studies. Aside from the compensation, student assistants gain work experience that could help prepare them for employment, entrepreneurship, and community service after they leave the university. Student assistants are placed in different offices of the University and paid PhP 60.00 per hour. The maximum number of hours of service per month is 120 hours.

Criteria:

- Must be a continuing student eligible to enroll during the term when appointed as SA
- First-year students must have completed at least one semester in the college
- Students below 18 years old must secure written consent from a parent or guardian to serve as an SA for a term
- Must not be enrolled in more than 21 units during the semester of appointment

UP Student Insurance. The UP System, in coordination with the Government Service Insurance System (GSIS), provides a comprehensive insurance program to students eligible for the Higher Education Subsidy (Free Tuition) grant under RA 10931. The insurance policy covers a portion of students' accident costs, hospitalization, medical care, among others, especially in cases when students participate in academic and similar experiential learning activities outside the classroom. The protection is valid for 12 months.

For scholarship and other financial assistance inquiries, students may email sfa.osa.uptacloban@up.edu.ph.

Student Dormitory Services (SDS)

The UPTC Men's and Women's Dormitories provide housing and accommodation to qualified students.

Students whose residence is at least 50 kilometers away from Tacloban City are qualified to apply for dorm residency.

Approved applications are valid for one academic year, which means the accepted applicant can stay in the dorm for the first and second semesters and the midyear term, provided that they are officially enrolled. Residents are required to submit a copy of their Form 5 for the current semester/term to the Dorm Management in the first week of the semester/term.

Application Requirements. Applications for dorm residency shall include the following:

- a) Scanned 2" x 2" photo
- b) UPCAT admission notice (for incoming first year students)
- c) Valid identification (e.g. UP ID, Form 5 from previous semester, passport or national ID)
- d) Proof of family income (e.g., BIR Income Tax Returns or Barangay Certification or Affidavit)

Admission Criteria. Applications are evaluated based on the following selection criteria:

Current/Previous Dorm Residents:

- Distance of residence from the campus (30%)
- Family income (30%)
- Year level (25%)
- Conduct as former/current dorm resident (15%)

New Applicants:

- Distance of residence from the campus (40%)
- Family income (30%)
- Year level (30%)

NOTE: Part of the application evaluation is verifying the registration status of the applicant with the Office of the College Secretary.

Dorm Fees. Dorm residents pay rent of Php 550.00 per month. In addition, residents with approved electronic gadgets shall pay an additional amount of Php 50.00 per gadget every month¹ provided that permission for use has been given by the Dorm Management. Approved electronic gadgets are cell phones, laptops, printers, and clip fans.

Dorm residents shall declare to the Dorm Management all of their electronic gadgets during checkin and all additional approved gadgets brought in thereafter.

Dorm residents should pay their monthly dues on or before the start of the month at the UPTC Cash Office. A computation of monthly dues shall be secured from the Dorm Management. The Dorm Management shall not accept and process any payments of dormitory fees.

For inquiries, contact dormitory.osa.uptacloban@up.edu.ph .

Student Organizations and Activities Section (SOAS)

Student organizations and extracurricular activities provide opportunities for the development of leadership skills and personal talents and abilities. OSA through SOAS has oversight over activities, projects, and programs organized by student organizations.

¹The monthly rate per gadget is computed by the Campus Maintenance and Development Office (CDMO) based on power consumption.

Section E. Guidelines for Student Organizations and Activities under Part III. Students Rights, Rules, and Discipline of this handbook provides detailed guidance on the accreditation of student organizations and the conduct of student activities.

SOAS also assists in the conduct of the annual election of Student Council officers in coordination with other units of the University.

For inquiries, email soa.osa.uptacloban@up.edu.ph .

Guidance Counseling and Testing Services (GCTS)

Psychological Support and Counseling. The Guidance Service Specialist provides psychological support to students through counseling sessions and referrals to appropriate professionals, individuals, and offices. Part of the psychological support services is the intake interview, which is a requirement for all students. The schedule of interviews follows the year-level order of priority, beginning with first year students, and then second year students, third year students, and lastly, fourth year students.

Counseling sessions are conducted to develop self-understanding and promote self-development for better decision-making with regard to personal, academic, and emotional problems and concerns. All bonafide students of UPTC may avail of individual or group counseling services.

Students may walk in for counseling or schedule a counseling session, which may be face-to-face (at the OSA GCTS Peer Counseling Room) or online (via Zoom, telephone, Google Meet, or Facebook Messenger). Counselees will be asked to fill out a counseling consent form and accomplish the brief intake interview.

Students may also send a referral to gcts.osa.uptacloban@up.edu.ph with the following details:

- Name of referred student/client
- Contact details
- Student's consent to the referral
- Reasons for the referral
- Interventions done (if any)

Counseling sessions are held on Monday, Tuesday, Thursday, and Friday, 9:00-11:00 AM and 1:30-3:30 PM.

Peer Facilitators Program. Peer facilitators are volunteer second year and third year students chosen through a screening or selection process who work with the Guidance Services Specialist to assist the students in coping with the challenges of college life. At the same time, the volunteers learn through interaction with their peers and the training that they receive from the Guidance Services Specialist.

Psychological Testing. Psychological testing aims to help students understand their personality, academic aptitude, and occupational interest through standardized and validated instruments.

Psychological testing is scheduled on Tuesdays and Fridays from 8:30 to 10:30 AM. The requirements for psychological testing are as follows:

- Approved schedule of psychological testing
- A valid identification card

Referral to Support Institutions. The Guidance Service Specialist can help link students to individuals, offices, professionals, or organizations that may assist them in their psychological needs. To request a referral, students must fill out the referral and informed consent form.

Information Services and Career Guidance. GSTS also conducts orientation sessions, seminars, and workshops on self-awareness, stress management and coping, time management and productivity, and the like. Graduating students receive career guidance based on psychological test results, and are informed of job placement opportunities.

B. Teaching and Learning Resource Center (TLRC)

TLRC supports the academic programs of the university by providing teaching enhancement courses, needs-based learning assistance programs for students, nurturing learning spaces, and responsive technological learning assistance services in collaboration with other academic units of the university. The center's programs and services are anchored on the principle of academic wellness, which

encompasses not only skills for academic productivity but also feeling motivated and confident in accomplishing the tasks that teaching and studying entail (academic efficacy).

Teaching Enhancement for Faculty. TLRC works with the College Committee on Teaching and Learning in conceptualizing and implementing Teaching Effectiveness Courses (TECs), symposia and workshops on teaching currents, and faculty brown bag sessions.

Learning Enhancement for Students. TLRC runs the UP Tacloban Student Wellness and Academic Readiness (UPWARD) College Transition Initiative, which is composed of modules in academic writing, academic reading, oral communication, quantitative reasoning, mathematics, health and wellness, and student life counseling for first year students.

A Learning Assistance Program (LAP) to scaffold learning throughout the semester or academic year is also provided. The program includes a reading and writing laboratory, a speech and listening laboratory, and a math laboratory.

Learning Spaces and Services. TLRC provides a learning space for students who need to use a computer to work on their thesis, assignments, and other academic requirements. Students who are officially enrolled enjoy 20 hours of free computer use per semester. The center also offers printing, photocopying, and scanning services for a minimal fee to faculty and students.

The TLRC discussion room is available for meetings of faculty, staff, and administrators.

Learning Management System (LMS). TLRC administers the Moodle-based learning management system used for all course sites or virtual classrooms in the blended learning delivery mode. The LMS team conducts training-workshops on the use of the LMS at the start of each semester or as the need arises.

How to avail of computer and internet services

1. Approach the TLRC staff, present your UP Form 5 or valid ID, and request account creation/activation to access the center's computer and internet services.
2. Accounts are created/activated once every semester only. Once the account has been created/activated, the student may proceed to the assigned computer booth to login.
3. If you forget your password, request the staff to reset it.
4. A student can enjoy 20 hours of free internet and computer services per semester. A student who is doing her/his/their thesis or special problem will have an additional 10 hours of free internet and computer services.
5. A student who exceeds the free 20 hours of internet and computer services shall pay a minimal fee of Php 15.00 per excess hour. Payment of the excess hours of internet and computer use shall be made at the UPTC Cashier's Office.
6. Unpaid dues shall be reflected on the student's Computerized Registration System (CRS) account. Unpaid dues should be settled at the end of the semester or before the enrollment period in the following term in order for the student to be able to enroll on time.

How to avail of printing, photocopying, and scanning services

1. TLRC accepts printing, photocopying, and scanning requests for a fee as follows:
 - o Printing = Php1.00-3.00/page depending on the color and quality of the prints
 - o Photocopying and scanning = Php1.00/page
2. Printing/photocopying/scanning requests may be made in-person or through email.
3. For in-person transactions, students are advised to wait in line for their turn. The client may wait until the printing/photocopying/scanning request is finished or return to pick up the documents.
4. Alternatively, clients may email their printing/photocopying/scanning requests to tlrc.uptacloban@up.edu.ph. The client will be notified once the request is done.
5. Payments should be made at the Cashier's Office only. The client should present their official receipt (OR) to the TLRC staff or email a scanned copy for recording.

6. Unpaid dues shall be reflected on the student's Computerized Registration System (CRS) account. Unpaid dues should be settled at the end of the semester or before the enrollment period in the following term in order for the student to be able to enroll on time.

Additional payment guidelines:

1. Request an assessment of the amount payable from the TRLC staff.
2. Present the payment order form issued by the TLRC staff to the Cashier's Office.
3. If the amount payable is Php 20.00 above, the Cashier's Office will issue an official receipt (OR). Hence, clients are advised to accumulate their payable amount to be issued an OR.
4. Present the OR to the TLRC Staff or email a scanned copy to tlrc.uptacloban@up.edu.ph.

C. Library Services

The College Library supports UPTC's curricular, research, and extension programs through its book collections and online databases and related information resources and services. UPTC students may borrow the library's books and other reading materials for room use or home reading and avail themselves of the library space for individual study.

Guidelines for Availing of Services

1. UP ID Validation (in person)

Students must have their UP ID and Form 5 validated by the Head Librarian every semester.

2. Virtual Reference Service (online)

The Virtual Reference Service (VRS) is a library service that enables librarians and clients to communicate through online platforms, such as email, chat, or instant messaging.

Email: library.uptacloban@up.edu.ph

Instagram, Twitter, and Facebook: @UPTCLibrary

Library website:

<https://sites.google.com/up.edu.ph/uptc-library>Borrowing of books for home reading, photocopying, and room use (in person and online)

UPTC faculty, administrative staff, and students can borrow a book up to three consecutive times. If they wish to borrow the same book for the fourth time, they must wait one week before being allowed to do so. This is to ensure fair access for all UPTC library clients. For more information, visit bit.ly/UPTCBorrow

For Home Reading:

- a. Use Tuklas to search for the book you want to borrow or manually browse the open shelves.
 - If searching using Tuklas, type in the title or author of the book, and then click the title of the book.
 - Fill out the Book Request Slip or take a picture of the book's "Holdings Section."
 - Browse the open shelves using the Circulation type and Call Number as guide.
- b. Pull out the book you want to borrow from the shelf and bring the book to the Circulation Desk for "Home Reading" processing.
- c. To avoid incurring fines, return the books on the indicated due date.

Note: If the indicated Circulation type is Reserve, GSRR or a different UP Library, approach the Circulation Desk staff for assistance.

For Photocopying:

- a. Use Tuklas to search for the book you want to borrow or manually browse the open shelves.
- b. Pull out the book from the shelf and bring it to the Circulation Desk for "Photocopying" processing.
- c. Fill out the book card and surrender your UP ID or printed Form 5.
- d. Photocopy the pages you need at the TLRC.
- e. Promptly return the book to the Circulation Desk and claim your UP ID or printed Form 5.

For Room Use

- a. Use Tuklas to search for the book you want to borrow or manually browse the open shelves.
- b. Pull out the book from the shelf and read it in the library.

3. Returning of Home Reading Books via Book Drop Service

The Book Drop Service allows borrowers to return their borrowed books even when the library is closed, by dropping them at the Book Drop Box outside the Library. Library clients must drop their borrowed books into the Book Drop box outside the library glass door and inform the library via email or the Library FB page about the returned books. The books will be processed on the next working day.

4. Borrowing of Periodicals for Photocopying and Room Use

The periodicals located at the Serials Desk can be borrowed only for room use and photocopying purposes.

For Photocopying:

- a. Either inquire about the availability of a specific periodical or browse through the Periodicals lists.
- b. Fill out two (2) copies of the Exit Pass.
- c. Give the two Exit Pass to the Serials Desk staff for material retrieval.
- d. Surrender your UP ID or printed Form 5 and receive the periodical.
- e. Photocopy the needed pages at the TLRC.
- f. Promptly return the periodical to the Serials Desk and claim your UP ID or printed Form 5.

For Room Use:

- a. Either inquire about the availability of a specific periodical or browse through the Periodicals lists.
- b. Fill out one (1) copy of Periodical Slip.
- c. Give the Periodical Slip to the Serials Desk staff for material retrieval.
- d. Surrender your UP ID or printed Form 5 and receive the periodical.
- e. After reading, return the periodical to the Serials Desk and claim your UP ID or printed Form 5.

5. Borrowing of Theses (in person)

Undergraduate and graduate theses are located at the Theses Desk. They can be borrowed for room use only.

- a. Look for the thesis you want to read using Tuklas or the Theses Catalog.
- b. Fill out one (1) copy of Thesis Call Slip.
- c. Give the Thesis Call Slip to the Thesis Desk staff for material retrieval.
- d. Fill out the thesis book card, surrender your UP ID or printed Form 5, and receive the thesis.
- e. After reading, return the thesis to the Thesis Desk and claim your UP ID or printed Form 5.

6. Document Delivery Service - Scanning of Library Materials (Books and Theses) (online)

This is an online library transaction that enables clients to receive an electronic copy of up to 10% of the total pages of a book or thesis requested for scanning. The file is sent to the client's UP email address so requests must be made using a UP email account. For more information, visit bit.ly/UPTCScanning

- a. Go to the Tuklas site, search for a book or thesis, and check its table of contents for the chapter/page to be scanned.
- b. Either fill out the Request Form for Scanning Library Materials or contact the library via email or Facebook chat regarding this transaction.
- c. The College Librarian will send the PDF file to the client as follows:
 - Books - The College Librarian will send the file to the client's UP mail.
 - Theses - The College Librarian will upload the file to the Library's Google Drive and share the link to the client who will be tagged as a "Viewer" with temporary access to the file for 7 days. After 7 days, the file will no longer be available for viewing by the client.

7. Request to access non-UP library information resources and facilities (in person)

UP students who wish to conduct research in non-UP libraries must first request a referral letter from the UPTC Head Librarian.

8. Printing Services (in person)

- a. Proceed to the Circulation Desk.
- b. Send the file or document to be printed to the email provided by the staff in charge.
- c. Check whether the printed documents are correct and complete.
- d. Pay for the printing service at the Circulation Desk.

9. Processing Student Clearance (in person and online)

A student's clearance is signed by the UPTC Head Librarian once their library accountability is cleared.

- a. Email the library a scanned copy of the filled-out clearance form.
- b. The library staff will check their record and notify the student if there are accountabilities to be settled.
- c. Once the student has settled his/her accountabilities, if any, the Head Librarian will affix her signature to the Clearance Form and send the signed form to the student.

10. Use of UPTC Library Information Resources and Facilities by non-UP Clients

Non-UP (external) clients may use the UPTC library, subject to the following rules and regulations:

- a. The Head Librarian of the non-UP client must issue a referral letter addressed to the Head Librarian of the UPTC Library requesting permission for the non-UP client to use the UPTC Library for research purposes.
- b. The UPTC Head Librarian will provide the visit schedule.
- c. The non-UP client must present their referral letter and valid ID to the UPTC guard and UPTC Library entrance control desk upon entry for verification purposes.
- d. The non-UP client should fill out the UPTC Library Guest Logbook and proceed to the Circulation Desk for an orientation on UPTC Library services and procedures.

- e. Once they have completed their research, the non-UP client must inform the Circulation Desk staff so they can pay their research fee.

D. Health Services

The Health Services Unit (HSU) provides primary health care services to UPTC students, faculty, and staff. The following clinic services are available from Monday to Friday, 8:00 AM to 5:00 PM:

- Free medical consultation
- Free medicines (subject to availability)
- First aid treatment
- Blood pressure monitoring
- Nebulization
- Issuance of medical certificates/clearances

1. Medical Consultations

For any medical concern, students may contact the HSU nurse, Ms. Diane Ruth B. Daanton, RN at hsu.uptacloban@up.edu.ph or (053) 832-7282.

For emergency cases or a serious medical condition within the college, proceed to the HSU for immediate management or referral.

For mild or non-emergency cases, request the HSU for a schedule and proceed to the HSU on the scheduled date and time.

2. Medical Certificates and Clearance

Upon request, the HSU may issue a medical certificate to UPTC students, employees and their dependents after a medical examination by the College Physician.

The procedure is as follows:

- a) Send a request for a medical certificate.
- b) The HSU will notify you of the schedule for your medical examination and the diagnostic tests you need to have prior to the examination.
- c) Proceed to the HSU on the scheduled date and time of the medical examination with the results of your diagnostic tests.

- d) Receive the medical certificate once the medical examination has been completed.

3. Patient Referral

Patients who need secondary or specialized care will be referred to more advanced centers of care for further evaluation and management. A referral form will be provided for the patient.

4. Dental Services

HSU provides dental consultation for free and the following dental services for a fee:

Oral prophylaxis	Php 60
Dental extraction and other minor procedures	Php 100
Dental filling	Php 60

Dental procedures are scheduled. Contact the HSU nurse for scheduling and proceed to HSU on the scheduled date and time.

Confidentiality and Data Privacy

- All records within the Health Services Unit are confidential.
- Personal information can be released to institutions outside the college only with the student's written consent (or the parent's written consent if the student is a minor).
- Exceptions are made in the case of life threatening emergencies or as required by law and/or public health regulations.

E. Office of the System Administrator

The Office of the System Administrator is responsible for managing and maintaining the College's ICT infrastructure. This office ensures the seamless operation, security, and performance of servers, networks, and ICT services for academic, administrative, and research activities.

The following ICT services are available to UPTC students:

- Creation of a new UP email account
- Resetting of a UP email account password
- Creation of a Zoom meeting room that can accommodate up to 1,000 participants for activities that are approved by the appropriate university official
- Creation of a Zoom webinar that can accommodate up to 500 attendees for activities that are approved by the appropriate university official
- Creation of a captive portal account

UPTC students also have access to the the following IT systems:

- UPTC website: <https://www.uptacloban.edu.ph/>
- Learning management system: <https://lms.uptacloban.edu.ph/>
- Academic management information systems:
<https://amis.uptacloban.edu.ph/>
<https://crs.upv.edu.ph/>
- Student Council election system:
<https://scvoting.uptacloban.edu.ph/>

Guidelines for availing of services

Creation of a new UP email account

1. If you are a new student, send an email request to the Office of the System Administrator for the creation of a new UP email account using your personal email account. Attach your recent Form 5.
2. You will receive via your personal email account your UP email account in the following required format:
the first letter of your first name + the first letter of your middle name +family name + @up.edu.ph
3. Once the UP email account has been created, use it when communicating with any UP office or your course instructors.

Resetting of a UP email account password

1. If you are currently enrolled and forgot your UP email account password, use your personal email account to send an email request to the Office of the System Administrator for your UP email account to be reset. Attach your recent Form 5.

2. Instructions on how to reset your UP email account will be sent to your personal email account.

Creation of a Zoom meeting room that can accommodate up to 1,000 participants for activities that are approved by the appropriate university official

1. Using your UP email account, send an email request to the Office of the System Administrator. Attach the approved activity proposal. (*NOTE: Class-related activities should be approved by the Division chairperson; major or non-class-related activities should be approved by the Dean.*)
2. Submit a ticket via this link: https://bit.ly/uptac_ictsupport
3. The Zoom meeting details will be sent to the email address indicated in the ticket.

Creation of a Zoom webinar that can accommodate up to 500 attendees

1. Using your UP email account, send an email request to the Office of the System Administrator. Attach the approved activity proposal. (*NOTE: class-related activities should be approved by the Division chairperson; major or non-class-related activities should be approved by the Dean.*)
2. Submit a ticket via this link: https://bit.ly/uptac_ictsupport
3. The Zoom webinar details will be sent to the email address indicated in the ticket.

Creation of a captive portal account

1. Using your UP email account, send an email request to the Office of the System Administrator for the creation of a captive portal account. Attach your recent Form 5.
2. The captive portal account will be sent to your UP email account.

Contact the Office of the System Administration at:

- Email: sysad.uptacloban@up.edu.ph
- Facebook page: <https://web.facebook.com/uptacsysad/>

PART III. STUDENTS RIGHTS, RULES, AND DISCIPLINE

A. Rights of Students

Every student shall have the right to:

- freedom of expression;
- freedom of religious worship and spiritual practice;
- speedy processing of transcript of records and clearances, and confidentiality of his/her academic records; and
- procedural fairness in disciplinary proceedings.

Student shall individually or collectively be entitled to:

- have their grievances heard and speedily processed;
- organize and assemble for purposes not contrary to law regulations; and
- present their views to appropriate bodies before any policy or decision affecting their rights, interests, and welfare is adopted, in dialogues, consultations, and assemblies, or by presentations of submissions.

In disciplinary proceedings, students shall have the right to fair play, which includes the following rights:

- a. not to be punished for acts that were not grounds for disciplinary action when they were committed;
- b. to be given written notice of the charges and reasonable time to answer them and prepare for their hearing;
- c. to be granted a hearing before suspension or expulsion, unless summary suspension is clearly authorized in limited cases;
- d. to an impartial judge;
- e. to be assisted by counsel;
- f. to confront and question adverse witnesses;
- g. to present defense;
- h. to be informed of the decision; and
- i. to appeal the decision to higher authorities, where allowed, and thereafter to the courts.

B. Duties and Obligations of Students

It is the obligation of every student to:

1. Observe at all times the laws of the Philippines and the rules and regulations of the University;
2. Assist school authorities in disseminating among the students and educating them on the rules and regulations on student conduct and discipline;
3. Help engender an academic atmosphere conducive to harmony among the various constituents of the University; and
4. Exercise his/her rights responsibly.

C. Rules and Regulations on Student Conduct and Discipline

(As approved by the Board of Regents at its 876th Meeting on 2 September 1976, superseding all previous rules on the subject, and as amended at the 923rd BOR Meeting on 31 January 1980, at the 1017th BOR Meeting on 8 December 1988, at the 1041st BOR meeting on 4 July 1991, at the 1051st BOR Meeting on 25 June 1992, and further amended at the 1057th BOR Meeting on January 1993)

Section 1. Basis of Discipline. Students shall at all times observe the laws of the land and the rules and regulations of the University.

No disciplinary proceedings shall be instituted except for conduct prohibited by law or by the rules and regulations promulgated by duly constituted authority of the University.

Section 2. Specific Misconduct. A student shall be subject to disciplinary action for any of the following acts:²

- a. Any form of cheating in examinations or any act of dishonesty in relation to his studies;
- b. Carrying within University premises any firearms, knife with a blade longer than 2 ½ inches, or any dangerous or deadly weapon; Provided, that this shall not apply to one who shall possess the same in connection with his studies and who has a

² Section 2 was adopted at the 1051st BOR Meeting on 25 June 1992.

- permit from the dean or director of his college or school;
- c. Drinking of alcoholic beverages within academic and administrative buildings, dormitories, and the immediate premises thereof, except in places expressly allowed by the University, or drunken behavior within the University premises;
 - d. Unauthorized or illegal possession or use of prohibited drugs or chemicals, or other banned substances enumerated in the Dangerous Drugs Act of 1972 (as amended), such as LSD, marijuana, heroin, shabu or opiates and hallucinogenic drugs in any form within the University premises;
 - e. Gambling within the University premises;
 - f. Gross and deliberate discourtesy to any University official, faculty member or person in authority;
 - g. Creating within the University premises disorder, tumult, breach of peace, or serious disturbance;
 - h. Making a false statement of any material fact, or practicing or attempting to practice any deception or fraud in connection with his admission or registration in, or graduation from the University;
 - i. Practicing or attempting to practice any deception or fraud in connection with his application in any University funded or sponsored scholarship or grant; [As amended at the 1051st BOR Meeting on 25 June 1992]
 - j. Damaging or defacing University property;
 - k. Disgraceful or immoral conduct within University premises;
 - l. Unlawfully taking University property;
 - m. Any other form of misconduct.

Section 3. Rules and Regulations Promulgated by Deans or Directors of Units. Deans or Directors of various units may, after due consultation with the Faculty and Student Relations Committee, promulgate rules on conduct and discipline of peculiar application to their respective units, subject to the written approval of the President or Chancellor and to the rules on circularization and date of effectivity, as herein provided.

Section 4. Student Disciplinary Tribunal. There shall be a Student Disciplinary Tribunal composed of a chairperson who shall be a member of the Integrated Bar of the Philippines and two (2) members to be appointed for a period of one (1) year from among the faculty and other staff of the University. In any disciplinary case before the tribunal, a respondent may request that two (2) students be appointed to sit with the tribunal.

The chairperson and the non-student members shall render full-time service in the tribunal. They shall receive honoraria as approved by the UP Board of Regents compensation scheme.³

The tribunal shall be under the supervision of the Dean of Students, who shall designate, whenever requested, the student members to sit with the tribunal.⁴

Section 5. Jurisdiction. All cases involving discipline of students under these rules shall be subject to the jurisdiction of the Student Disciplinary Tribunal, except the following cases which shall fall under the jurisdiction of the appropriate college or unit:

- a. Violation of college or unit rules and regulations by students of the college; or
- b. Misconduct committed by students of the college or unit within its classrooms or premises or in the course of an official activity; provided, that regional units of the University shall have original jurisdiction over all cases involving students of such units.

Section 6. College Investigation. Investigation of cases falling under the jurisdiction of a college shall be conducted by a committee of three (3) members appointed by the Dean, one of whom shall be a student of the college.

Section 7. Filing of Charges. A disciplinary proceeding shall be instituted *motu proprio* by the appropriate authority or upon the filing of a written charge specifying the acts of omissions constituting the misconduct and subscribed to by the complainant or upon submission of an official report of any violation of existing rules and regulations. Upon the filing of said charge or report with the Student Disciplinary Tribunal or the Office of the Dean, as the case may be, an entry shall be made in an

³ The honoraria per hearing for the chairperson and the non-student members will be Php 2,000.00 and Php 1,500.00, respectively, not to exceed Php 8,000.00 and Php 6,000.00 per case terminated, respectively, as approved at the 1192nd Meeting of the BOR on 27 January 2005.

⁴ The position of Vice Chancellor for Student Affairs in UP Diliman was created at the 956th BOR meeting on 17 December 1982, replacing in effect the existing position of Dean of Students in UP Diliman. Autonomous units shall set up their own student disciplinary tribunals in accordance with these rules.

official book kept for the purpose, specifying the person or persons charged, the complainant or complainants, his/her witnesses, if any, the date of filing, and the substances of the charge.

Section 8. Preliminary Inquiry. Upon receipt of the complaint or report, the Student Disciplinary Tribunal or the Dean of the College, as the case may be, shall determine whether such complaint or report is sufficient to warrant formal investigation. In all cases where the complaint or report is found sufficient, formal charges shall be drawn up and served upon each respondent. In every case, the parents or guardians of the students charged shall be furnished with a copy of the same.

Section 9. Answer. Each respondent shall be required to answer in writing within three (3) days from receipt of the charges. Formal investigation shall be held on notice as provided below.

Section 10. Hearing. Hearings shall begin not later than one (1) week after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer.

Section 11. Duration of Hearing. No hearing on any case shall last beyond two calendar months.

Section 12. Notice of Hearing. All parties concerned shall be notified of the date set for hearing at least two (2) days before such hearing. Notice to the counsel of record or the duly authorized representative of a party shall be sufficient notice for the purpose of this section.

Section 13. Failure to Appear at Hearing. Should either complainant or respondent fail to appear for the initial hearing after due notice and without sufficient cause, this fact shall be noted and the hearing shall proceed *ex parte* without prejudice to the party's appearance in subsequent hearings.

Section 14. Postponement. Application for postponement may be granted for good cause for such period as the ends of justice and the right of the parties to a speedy hearing require.

Section 15. Committee Report. The college investigating committee shall forward to the Dean concerned within fifteen (15) days after the termination of the hearing the complete record of the case, with

its report and recommendation. The recommendation, signed by a majority of the members of the Committee, shall state the findings of fact and the specific regulations on which it is based.

Section 16. Action by the Dean. The Dean shall, within ten (10) days from receipt of the Committee report, transmit the report, together with his/her decision or recommendation, to the President of the University or the Chancellor of an autonomous unit, as the case may be.

Section 17. Decision of the Tribunal. The tribunal shall decide each case within fifteen (15) days from final submission. The decision shall be in writing and signed by a majority of its members. It shall include a brief statement of the findings of fact and the specific regulations on which the decision is based.

Section 18. Finality of Decision. Any decision of the Tribunal or of a Dean, other than expulsion, permanent disqualification from enrollment, or suspension for more than thirty (30) calendar days, shall become final and executory after fifteen (15) days from receipt of the decision by the respondent unless within five (5) days from receipt thereof a motion for reconsideration of the same is filed, in which case the decision shall be final after fifteen (15) days from receipt of the action on the motion for reconsideration.

Section 19. Appeal to the President or Chancellor. In all cases in which a final decision is not conferred on a Dean or the Tribunal, the respondent may file an appeal with the President or the Chancellor within ten (10) days exclusive of Sundays and official holidays after receipt of the appeal.

Section 20. Action by the President or the Chancellor. Action of the President or Chancellor on an appeal of a decision of a Dean or the Tribunal shall be rendered within ten (10) days exclusive of Sundays and official holidays after receipt of the appeal. [As amended at the 1041st BOR, 4 July 1991]

The Executive Committee shall automatically review and decide all student disciplinary cases in which the penalty is suspension for one year (1) year or more, expulsion, and withdrawal of registration privileges is imposed.

The authority given to the Executive Committee under this rule is

understood to include the power to affirm, reverse, decrease or increase the penalties imposed in the cases under review. [As amended at the 1041st BOR, 4 July 1991]

The decision of the Executive Committee shall be final and executory after fifteen (15) days from the receipt of the decision by the respondent unless, in the meantime, an appeal is made to, and given due course by the Board of Regents.

Section 21. Action by the Board of Regents. The Board may review on appeal decisions of the President or Chancellor when the penalty imposed is expulsion, suspension for more than one (1) academic year, or any other penalty of equivalent severity.

Section 22. Rights of Respondents. Each respondent shall enjoy the following rights:

- a. Not to be subjected to any disciplinary penalty except upon due process of law;
- b. To be convicted only on the basis of substantial evidence, the burden of proof being with the person bringing the charge;
- c. To be convicted only on evidence introduced at the proceedings or of which the respondent has been properly appraised;
- d. Pending final decision on any charge, to enjoy all his/her rights and privileges as a student, subject to the power of the Dean or the Tribunal to order the preventive suspension of the respondent for not more than fifteen (15) days where suspension is necessary to maintain the security of the College or the University.
- e. To defend him/herself personally, or by counsel, or representative of his own choice. If the respondent should desire but is unable to secure the services of counsel, he/she should manifest the fact two (2) days before the date of hearing, and request the Tribunal or the investigating committee to designate counsel for him/her from among the members of the University constituency.

Section 23. Effect of Decision. Decisions shall take effect as provided in these rules. However, final decisions of suspension or dismissal within thirty (30) days prior to any final examination, shall take effect during the subsequent semester, except when the respondent is graduating in which case the penalty shall immediately take effect.

Section 24. Records. All proceedings before any Tribunal or

Committee shall be set down in writing by a competent stenographer. Original records pertaining to student discipline shall be under the custody of the Vice Chancellor for Student Affairs. Such records are hereby declared confidential and no person shall have access to the same for inspection or copying unless he/she has a legal right which cannot be protected or vindicated without access to or copying of such records. Any University official or employee who shall violate the confidential nature of such records shall be subjected to disciplinary action.

Section 25. Sanctions.

- a) Any student found guilty of the misconduct defined in Section 2(a) shall be penalized with suspension for not less than one (1) year.
 - 1. All cases involving cheating or dishonesty shall be investigated by a College/unit but shall automatically be subject to review by the Dean.
 - 2. Students found guilty of cheating/dishonesty shall be barred from graduating with honors, even if their weighted average is within the requirement for graduation with honors
- b) Any student found guilty of the misconduct defined in section 2(b) shall be penalized as follows:
 - 1. For the first offense, suspension for a period not less than (15) calendar days but not more than thirty (30) calendar days;
 - 2. For the second offense, suspension for a period not less than thirty (30) calendar days but not more than one (1) semester.
 - 3. For the third offense, the penalty shall be expulsion; provided, that should the deadly weapon be a firearm, the penalty for first offense shall be suspension for not less than thirty (30) calendar days; Provided, that should the student be found guilty for the fourth time, the penalty shall be expulsion.
- c) Any student found guilty of the misconduct defined in Section 2(c) shall be penalized with suspension for not less than seven (7) calendar days, but not more than thirty (30) calendar days; Provided, that should the student be found guilty for the fourth time, the penalty shall be expulsion.
- d) Any student found guilty of the misconduct defined in Section 2(d) shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days; Provided, that should the student be found guilty for the third time, the penalty shall be expulsion.

- e) Any student found guilty of the misconduct defined in Section 2(e) shall be penalized with suspension for not less than seven (7) calendar days, but not more than thirty (30) calendar days; Provided, that should the student be found guilty for the fourth time, the penalty shall be expulsion.
- f) Any student found guilty of the misconduct defined in Section 2(f) shall be penalized with suspension for not less than thirty (30) calendar days, but not more than one (1) semester; Provided, that the penalty for the second offense shall be expulsion; and Provided further, that should the student assault, strike, or inflict physical violence upon any University official, faculty member or person in authority, the penalty shall be expulsion.
- g) Any student found guilty of the misconduct defined in Section 2(g) shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days; Provided, that should the student be found guilty for the third time, the penalty shall be expulsion.
- h) Any student found guilty of the misconduct defined in Section 2(h) shall be penalized as follows:
 1. For the first offense, suspension for a period of not less than one semester, but not more than one (1) year;
 2. For the second offense, the penalty shall be expulsion.
- i) Any student found guilty of the misconduct defined in Section 2(i) shall be penalized as follows:
 1. For the first offense, suspension for a period of not less than one (1) semester, but not more than one (1) year;
 2. For the second offense, the penalty shall be expulsion.
 3. Any student found guilty of willfully withholding or misrepresenting information in his/her application to the Socialized Tuition and Financial Assistance Program (STFAP)* shall be subject to the following guidelines on penalties for STFAP violations:⁵
 - i. If the information withheld involves common appliances, e.g. owned by the majority of the population, the recommended penalty is one (1) semester suspension, reimbursement of STFAP benefits received, plus permanent disqualification from STFAP and other scholarships.

⁵ As approved at the 1294th UP Board of Regents Meeting on 16 December 2013, STFAP has been replaced with Socialized Tuition System (STS) effective AY 2014-2015. Memorandum No. PAEP 14-46 dated 20 August 2014 changed the abbreviation from “STS” to “ST.”

- ii. If the information withheld involves appliances which may be used to indicate capacity to pay, the recommended penalty is one (1) year suspension, reimbursement of STFAP benefits received and permanent disqualification from STFAP and other scholarships.
 - iii. If the information withheld is substantial such as a car, income employment, and real properties, the recommended penalty is expulsion plus reimbursement of all STFAP benefits.
 - iv. If the student is found to have submitted falsified documents, the recommended penalty is expulsion plus reimbursement of STFAP benefits.
 - v. If the student pleads guilty, he/she should be made to reimburse all STFAP benefits received either before the decision is made or reimbursement shall be made a precondition for enrollment.
 - vi. Furthermore, if the information withheld is grave such as in numbers 3(c) and 3(d) above, the recommended penalty is two (2) years suspension and permanent disqualification from STFAP and other scholarships.
- j) Any student found guilty of the misconduct defined in Section 2(j) shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days; Provided, that should the student be found guilty for the third time, the penalty shall be expulsion. In addition, the student may also be required to pay for the repair and/or replacement of the damaged property.
 - k) Any student found guilty of the misconduct defined in Section 2(k) shall be penalized with suspension for not less than seven calendar days, but not more than 30 calendar days; Provided, that should the student be found guilty for the third time, the penalty shall be expulsion.
 - l) Any student found guilty of the misconduct defined in Section 2(l) shall be penalized with suspension for not less than 15 calendar days; Provided, that should the student be found guilty for the third time, the penalty shall be expulsion. In addition, the student may also be required to pay for, or replace, the stolen property.
 - m) The disciplinary action that may be imposed for violations of misconduct in Section 2(m) may take the form of expulsion, suspension from the University, withholding of graduation and other privileges, withdrawal of registration privileges (Sec. 20), permanent disqualification from enrollment (Sec. 18), exclusion from any class,

reprimand, warning, or expression of apology. The gravity of the offense committed and the circumstances attending its commission shall determine the nature of the disciplinary action or penalty to be imposed.⁶

- n) The Dean or Director of the unit may impose the penalty of suspension for a period not exceeding one (1) calendar year. If he/she deems suspension for a longer period or expulsion warranted, he/she shall recommend to the Chancellor, who shall refer the case to the Executive Committee for final decision.
- o) Any disciplinary action taken against a student shall be reported to his/her parents or guardians.
- p) Refusal to submit to the jurisdiction of the University by any student not enrolled at the time a charge against him/her is filed shall prejudice his/her future enrollment in any unit of the University.

Section 26. Summary Actions. Notwithstanding the provisions of the foregoing sections, a Dean may proceed summarily against a student of a college in the following cases:

- a. Violation of rules and regulations issued by the Dean of the unit in accordance with Section 3 of these rules;
- b. Misconduct committed in the presence of a faculty member or any official of the University within the classrooms or premises of a college, or in the course of an official function sponsored by the college. The respondent shall be summoned to appear before the Dean of the unit, informed of the charge against him/her, and afforded the opportunity to present his/her side.

Decisions taken under this section shall be in writing, stating the grounds for which the disciplinary penalty is imposed. Such decisions shall be final and executory upon the issuance of the order. The penalty imposed shall not exceed suspension for fifteen (15) days exclusive of Sundays and official holidays.

- c. The Vice Chancellor for Student Affairs may likewise proceed summarily against students in cases of:
 - 1. Misconduct committed as provided in paragraph (b) of this Section, when committed within the jurisdiction of any college, school or unit or in the course of an official function sponsored by

⁶ As amended at the 1051st BOR Meeting on 25 June 1992

- the University or unit other than a college, school or academic unit. (As adopted at the 923rd BOR Meeting on 31 January 1980)
2. Misconduct as defined in Section 2(g) above whether or not the acts are committed within the premises of, and by persons belonging to, one or several colleges, schools or units.

Section 27. Definitions. The following terms shall have the meaning set forth below for purposes of these regulations:

- a. "Autonomous unit" refers to such universities or units of the University of the Philippines System which have been declared autonomous by law or by the Board of Regents;
- b. "Regional Unit" refers to units outside of Diliman and Manila which are not autonomous;
- c. "Student" shall refer to any person (1) admitted and registered in a degree or non-degree program or cross-registered in any course of the University on a regular or part-time basis, including those who are officially on leave of absence and (2) who have not yet been separated from the University formally through either transfer, graduation, honorable or dishonorable dismissal or expulsion or expiration of the period allowed for maximum residence, at the time of the commission of the offense, regardless of whether or not he/she is enrolled in any unit of the University at the time of the filing of the charge or during the pendency of the disciplinary proceedings against him;
- d. "Laws of the land" shall refer to the general enactments in force in the Philippines;
- e. "Official Report" shall include any report duly submitted in writing to any proper authority in the University by a faculty member, any member of the University security force, any officer of the college or unit, or any officer of the University Administration.

Section 28. These rules shall supersede all previous rules on student discipline and shall take effect upon approval. Amendments to these rules shall be circularized within ten (10) days after approval and shall take effect fifteen (15) days after circularization, unless a specific date has been set, which date shall in no case be within (5) days after its approval.

Special Power as Regards Student Discipline Granted to the Dean of Students⁷

A. Power of the Vice-Chancellor for Student Affairs of UP Diliman

At its 946th meeting on December 18 and 22, 1981, the Board of Regents approved the “grant of special power to the Vice Chancellor for Student Affairs, to suspend erring students at any time for a maximum period of thirty (30) days, effective immediately upon its imposition”. As recorded on page 6 of the minutes of the 946th BOR meeting, the justification presented is quoted below for ready reference:

“This is necessary to immediately prevent further recurrence of offenses and thereby prevent further harm to other students and innocent bystanders.”

“Such powers will be used sparingly and only in cases of fraternity rumbles or tumultuous affray, boycotts by force or coercion, or illegal demonstration, and can be restricted by appeals to the President, if necessary”.

B. Power of Other Deans of Students

At its 959th meeting on May 26, 1983, the Board of Regents approved the “grant of similar power previously given to the Vice Chancellor for Student Affairs, Diliman (946th BOR Meeting, December 18 and 22, 1981) to comparable officials in the University of the Philippines Los Baños, Manila, and Visayas to suspend the erring students at any time for a maximum period of thirty (30) days, effective immediately upon its imposition.”

On August 8, 1978, President Onofre D. Corpuz issued memorandum No. 16, prescribing procedures for the immediate reporting of students with pending disciplinary cases as follows:

“Our attention has lately been called to the fact that some students who have pending disciplinary cases are nevertheless given clearances to leave the University even before their cases are finally resolved.”

⁷ In UP Tacloban College, the comparable official is the Coordinator of Student Affairs.

“Delays in reporting regarding their cases seem to work for students concerned, who on the same day of the incident, or immediately thereafter, work for clearance to leave. If the University Registrar and the Vice Chancellor for Student Affairs are not immediately notified of their pending cases, their applications for clearance are given due course.”

“We ought to correct this situation.”

“The UP Police force, aside from filing the complaint directly with the Student Disciplinary Tribunal and furnishing copies of its report to the Office of the President, should also furnish copies of the same to the following units: (a) the College in which the student is enrolled at the time of the incident; (b) the Vice Chancellor for Student Affairs; and (c) the University Registrar. Such police report is sufficient for purposes of listing the name of the students in the Registrar’s List of Students with Pending Disciplinary Cases”

“The Deans and Directors of academic units ought also to follow the same or a similar procedure as outlined above.”

“The usual procedure of notifying the Registrar’s Office and the Vice-Chancellor for Student Affairs of the decisions in disciplinary cases ought to continue.”

“In the meanwhile, no clearance will be issued to any such student unless so certified by the Unit Dean/Director or the Chairman of the SDT that the pending case is dismissed or that the student has been appropriately penalized if found guilty.”

D. UP Anti-Sexual Harassment Code

*(Approved by the UP Board of Regents at its 1324th Meeting,
26 January 2017)*

Pursuant to its powers vested by law, the Board of Regents of the University of the Philippines System hereby promulgates this Anti-Sexual Harassment Code within the jurisdiction of the University of the Philippines

Section 1. Declaration of Policy. The University values and upholds the dignity of every individual, and guarantees the full respect for human rights of all members of the UP community.

All forms of sexual harassment are unacceptable. To this end, the University shall maintain an enabling, gender-fair, safe and healthy learning and working environment for the members of the UP community.

Section 2. Policy Standards and Guidelines on Sexual Harassment. – In furtherance of the Declaration of Policy in Section 1 hereof, the following standards and guidelines shall be observed by the University:

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

Section 3. Coverage. – This Code applies to all members of the UP community.

The “UP community” refers to persons, natural or juridical, inclusive of teaching and non-teaching personnel, and students as

defined herein.

“Teaching personnel” – any member of the teaching staff of the University, regardless of academic rank or status of appointment, including any person with teaching responsibilities.

- a. “Non-teaching personnel” – any person who works for the University, not included in the teaching staff regardless of status of appointment.
- b. “Student”– any individual admitted and registered in any program of the University on a regular or part-time basis, including one who is officially on leave of absence and who has not yet been separated from the University formally through either transfer, graduation, honorable or dishonorable dismissal, expulsion or expiration of the period allowed for maximum residence, at the time of the commission of the act of sexual harassment, regardless of whether or not he/she is enrolled in any unit of the University at the time of the filing of the charge or during the pendency of the disciplinary proceedings, including any person undertaking on-the-job training.
- c. “Other UP workers”– refers to non-UP contractual and job order workers, who are under a contractual teaching and non-teaching arrangement, including, but not limited to coach, mentor, trainer, consultant.
- d. “UP organizations” – refers to organizations or groups registered or recognized by the University or any of its offices/units.

Section 4. Definitions. – As used in this Code:

- a. Academic activity – any activity that involves academics such as, but not limited to, classes, tutorials, seminars, workshops, conferences, lectures, examinations, fieldwork, externships/internships, on-the-job trainings, for the fulfillment of academic requirements and others.
- b. Academic unit – all units such as but not limited to College, School, Institute, Center or Program.
- c. Academic year – as determined by the University.
- d. Admonition/Reprimand – a written or oral, formal reproof.
- e. Alternative Dispute Resolution (ADR) – any process to amicably resolve a case by which the dispute is resolved by the parties themselves with the assistance of a neutral third party, which includes mediation and conciliation.

- f. Apology – a signed written expression of contrition or remorse for wrong done, accepted by the University and by the private complainant.
- g. Community service – any rehabilitative activity, as provided by the University designed to provide for the public good in keeping with the overall goals of the community, and agreed upon by the University and the respondent/s; Provided, that it should not displace regular employees, supplant employment opportunities ordinarily available, or impair contracts for services.
- h. Constituent University (CU) – The University is composed of its existing Constituent Universities, as follows: University of the Philippines Diliman; University of the Philippines Manila; University of the Philippines Los Baños; University of the Philippines Visayas; University of the Philippines Mindanao; University of the Philippines Baguio; University of the Philippines Open University; and those that may be created in the future.
- i. Expulsion – permanent disqualification from attendance in the University.
- j. Hearing – an opportunity for the parties to be heard. The hearing is not a trial-type hearing.
- k. Juridical person – refers to partnerships, corporations, cooperatives, and labor unions.
- l. Partner entity – refers to any private or public person, natural or juridical, with which the University has teaching, research, extension, and other service arrangements.
- m. Private complainant – the aggrieved person who files a complaint, or any person initially acting on his or her behalf. She/he shall be considered a complaining witness.
- n. Respondent – one against whom a Formal Charge is issued.
- o. Semester – academic period as determined by the University.
- p. University premises – the lands, buildings or facilities occupied or managed by the University.
- q. University System – all units and offices under the Office of the University President and Vice Presidents.
- r. Year, month, day – “year” is understood to be twelve calendar months; “month” of thirty days, unless it refers to a specific calendar month in which case it shall be computed according to number of days the specific month contains; “day,” a day of 24 hours; and “night,” from sunset to sunrise.

Section 5. Sexual Harassment Defined. – Sexual harassment is unwanted, unwelcome, uninvited behavior of a sexual nature or

inappropriate sexual advances or offensive remark about a person's sex, sexual orientation, or gender identity.

It is an act, which may be committed physically, verbally, or visually with or without the use of information communication technology.

Sexual harassment may be a demand or request for a sexual favor by a person of authority, influence or moral ascendancy in exchange for appointments, grants, grades or favors, or set as terms and conditions for appointments, grants, grades or favors regardless of whether such act or series of acts are accepted by the offended party.

It may be committed inside UP premises; or outside UP premises in a work, education, research, extension, or related activity. Sexual harassment under this Code may include, but is not limited to, cases involving abuse of authority or power, ascendancy, influence such as in a teacher-student, senior faculty-junior faculty, health worker-patient or healthcare provider-client relationship; cases involving peer relationships such as faculty-faculty, employee-employee, or student-student relations, or cases involving harassment of teaching or non-teaching personnel by students, or cases involving harassment of supervisors by subordinates.

This Code contemplates cases of harassment involving persons of the same or opposite sex, regardless of sexual orientation, gender identity and expression.

Where the act/s of sexual harassment are shown to be organization-related or organization-based, the liability for sexual harassment shall extend to the officers of the organization, who are registered students during the commission of the offense, and the organization itself.

Section 6. Persons Liable. – Any member of the UP community is liable for sexual harassment when he/she:

- a. directly participates in the execution of any act of sexual harassment as defined by this Code;
- b. induces or directs another or others to commit sexual harassment as defined by this Code;
- c. cooperates in the commission of sexual harassment by another

- through an act without which the sexual harassment would not have been accomplished;
- d. cooperates in the commission of sexual harassment by another through previous or simultaneous acts;
 - e. benefits from the commission of any act of sexual harassment;
 - f. conceals or hides the commission of any act of sexual harassment; and
 - g. restrains, or coerces the victim from filing the appropriate complaint.

Section 7. Classification of Acts. – Sexual harassment in relation to Section 5 is classified as light, less grave and grave offenses, as follows:

- a. Light Offenses shall include, but are not limited to:
 - i. surreptitious looking or stealing a look at a person's private parts or underclothing
 - ii. malicious leering or ogling
 - iii. sexual flirtation or persistent unwanted attention with sexual overtones;
 - iv. inquiries or comments about a person's sex life and gender orientation;
 - v. communicating sexist/smutfy remarks causing discomfort, embarrassment, offense, or insult to the receiver;
 - vi. display of sexually-offensive pictures, materials, or graffiti; and other analogous cases.

- b. Less Grave Offenses shall include, but are not limited to:
 - i. verbal and/or non-verbal abuse with sexual overtones, including but not limited to, offensive hand or body gestures;
 - ii. derogatory or degrading remarks or innuendoes directed toward the opposite or one's sex, sexual orientation or gender identity;
 - iii. touching or brushing against a victim's body;
 - iv. pinching that does not fall under grave offenses;
 - v. sexual advances or propositions; and
 - vi. other analogous cases.

- c. Grave Offenses shall include, but are not limited to:
 - i. touching or groping of private parts of the body such as the breast, genitalia, or buttocks;

- ii. forced kissing;
- iii. requesting sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing grade, the granting of honors or scholarship, or the grant of benefits or payment of a stipend or allowance;
- iv. attempted or consummated unwanted sexual intercourse or torture of the person in a sexual manner;
- v. and other analogous cases.

Section 8. Anti-Sexual Harassment Council. – An ASH Council shall be constituted in each of the constituent universities (CUs). The ASH Council shall be composed of:

- a. the Vice Chancellor for Academic Affairs, the Vice Chancellor for Administration, the Vice Chancellor for Student Affairs and other Vice-Chancellors, or equivalent officials;
- b. one representative each from the teaching and non-teaching personnel, and students, who shall be appointed by the Chancellor in consultation with their respective sectors, for a term of one academic year each; Provided, that the exclusive bargaining representative of the teaching and non-teaching personnel shall be accorded representation;
- c. the Director/Coordinator of the Women’s Studies Center/Gender Office; and
- d. the Coordinator of the OASH, who shall be a non-voting member.

The Council shall be headed by a Vice Chancellor who will serve as Chairperson on a rotating basis with the other Vice Chancellors.

The ASH Council shall be responsible for the following:

- a. serve as the oversight committee of the Office of Anti-Sexual Harassment (OASH);
- b. determine whether a prima facie case of sexual harassment exists before giving due course to the complaint;
- c. recommend the constitution of Hearing Committees to hear and resolve cases with members drawn from a pool of nominees; and,
- d. perform such other tasks that the Chancellor will assign or delegate.

Section 9. Office of Anti-Sexual Harassment. – Each constituent university shall have an Office of Anti-Sexual Harassment (OASH). The OASH shall be directly under the Office of the Chancellor. It shall be headed by a Coordinator.

- a. The Coordinator shall be appointed by the Chancellor to serve for a term of three (3) years, which may be renewed. He or she shall be the executive officer of the Office and shall be responsible for the efficient implementation of the decisions of the Office and of the Chancellor involving sexual harassment cases.
- b. The OASH shall:
 1. design and implement a continuing program of activities and initiatives for the prevention of sexual harassment;
 2. undertake information and educational activities to ensure that the University policy, rules, regulations, and procedures on anti-sexual harassment are disseminated and become part of academic culture;
 3. formulate procedures of such nature as to elicit trust and confidence on the part of interested parties in resolving problems arising from cases or incidents of sexual harassment, including counseling and grievance management;
 4. coordinate security and support measures to aggrieved parties or victims in sexual harassment cases;
 5. serve as the secretariat of the ASH Council and Hearing Committees and act as custodian of records;
 6. prepare and submit an annual report to the Chancellor of the University;
 7. monitor the implementation of decisions/orders of the appropriate disciplining authority; and,
 8. perform such other functions which this Code and the Chancellor may delegate.

Each constituent university shall henceforth set up its respective OASH, not later than one (1) year from effectivity of this Code. The existing organizational structure shall continue to discharge its respective functions pending the creation of an OASH and Gender Office/Center as separate and independent units in each constituent university.

Section 10. Anti-Sexual Harassment Hearing Pool. – The OASH shall constitute and maintain a pool of students, and teaching and

non-teaching personnel with regular appointments from which shall be drawn the members of a Hearing Committee for every case where formal procedure is preferred or is deemed necessary.

The members of the pool shall undergo orientation on the nature of sexual harassment, and gender sensitivity.

Section 11. Procedures. – The University shall provide facilities for both informal and formal procedures for resolving cases or dealing with incidents of sexual harassment.

Informal procedure refers to University action other than the formal procedure outlined in Section 16. It may include alternative dispute resolution (ADR) mechanisms, corrective measures, and provision of support services, such as counseling, providing information, issuance of an administrative protection order, alternate or temporary shelter, study or work immersion, wellness programs and wholesome rehabilitative measures, and such other appropriate support.

Formal procedure refers to an administrative disciplinary proceeding initiated upon a sworn written complaint and, after investigation, involves the issuance of a Formal Charge, the conduct of summary hearing, the resolution of a case, and the imposition of the corrective measure, if any.

Incidents of sexual harassment dealt with in this manner will be documented to determine whether patterns of sexual harassment are present, and to come up with measures to prevent and eliminate sexual harassment.

Section 12. Alternative Dispute Resolution (ADR). – As used in this Code, ADR is limited to conciliation and mediation. It may be resorted to only in one complaint of sexual harassment. Provided that these three requisites occur: it is the first complaint against the person being complained of; the complaint is a light offense; the case is peer-to-peer. Furthermore, it is understood that the complaint against the respondent is the first complaint filed in any of the constituent universities.

Complaints settled through ADR shall at all times be with the assistance of the OASH.

Section 13. Support Services. – The OASH may, at any time, in either formal or informal procedure, coordinate with, refer to, and/or provide appropriate support services to both aggrieved party or person/complainants and persons complained of/respondents. Support services may include but are not limited to: temporary shelter, medical and legal services, counseling, transportation, communication, safety and security measures, and laboratory procedures. For this purpose, the OASH shall provide orientation/training to all those who are involved in providing support services to parties in the sexual harassment case.

Section 14. Right to Representation. – The University as complainant shall be represented by the Chancellor or President, as the case may be, or his/her designate.

The complaining witness and the respondent may be assisted by their respective counsels of choice, who are not connected with the University.

The role of counsel shall be limited to advice to his/her client.

Section 15. Where to File. – The report/complaint may be filed with the CU OASH where the incident was committed, or in the CU OASH selected by the aggrieved party, if parties involved are from different CUs.

Section 16. Procedures on the Determination of Sexual Harassment.

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

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

and other documents submitted shall be attached thereto.

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

A report filed against any member of the ASH Council and the OASH staff shall be referred to the Office of the Chancellor for investigation and appropriate action.

Reports/complaints involving UP System officials and employees shall be referred to the UP Diliman OASH for investigation and disposition.

A report filed against the Chancellor shall be referred to the Office of the President of the University for investigation and appropriate action.

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

- b. Interview. – A designated OASH case interviewer shall determine the particulars of the incident/s reported by asking specific questions to elicit details, record the answers and ensure that the record of the interview is attested to by the aggrieved party or person.
- c. Notices. – Within five (5) days from receipt of the report, the OASH shall serve a notice of the report upon the person complained of and his/her parent or guardian, if the student is below 18, with copies of all pertinent documents.
- d. Response to Report. – Within a period of five (5) days from receipt of the notice of the report, the person/s complained of shall submit to the OASH a written and notarized response, with a copy furnished to the aggrieved party.
- e. Prima Facie Determination of Sexual Harassment. – Upon receipt of the response to the report or the expiration of the period for the

submission thereof, whichever comes first, all pertinent documents shall be forwarded to the ASH Council for evaluation and determination whether or not a prima facie case for sexual harassment exists, and if there is basis for issuance of preventive suspension.

- f. Sexual harassment is deemed to exist on the basis of the complaint when any of the following circumstances is alleged:
 - i. The sexual favor is demanded or requested as a condition in hiring, employment or reemployment or in granting favorable compensation or promotion or any other term, condition or privilege; or the refusal to grant the sexual favor results in limiting, segregating or classifying which would discriminate, diminish or deprive employment opportunities or otherwise adversely affect the person who is the object of sexual harassment;
 - ii. It would impair the rights or privileges of the students, teaching and non-teaching personnel under the law, rules or regulations;
 - iii. It would result in an intimidating, hostile or offensive employment or learning environment; it could force the offended party to give in to the unwanted, unwelcome, or uninvited behavior.
 - iv. Committed against a student, trainee or one who is under the care, custody, supervision or advisorship of the offender, or one whose education, training, apprenticeship or tutorship is entrusted to the offender; or;
 - v. Sexual favor is deemed to be a condition to the giving of a passing grade, the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or considerations.

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

The ASH Council shall submit to the Chancellor or President, as the case may be, its report and recommendation/s, notwithstanding any withdrawal of the report made by the aggrieved party, within thirty (30) days from receipt of the response to report/complaint.

Section 17. Issuance of Formal Charge. – After finding a prima facie case, the Chancellor or President, as the case may be, shall issue a Formal Charge against any or all of the respondents within fifteen (15) days from receipt of the OASH report and recommendation/s.

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

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

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

Section 18. Preventive Suspension. – Upon the recommendation of the ASH Council, the Chancellor or President, as the case may be, may suspend any student, teaching or non-teaching personnel for a non-extendible period of not more than ninety (90) days from issuance of Formal Charge; Provided, that no suspension shall be beyond the maximum imposable penalty.

An order of preventive suspension may be issued to temporarily remove the respondent from the scene of the complained incident and to preclude the possibility of his/her exerting undue influence or pressure on the witnesses against him/her or destroying, tampering, hiding or suppressing evidence.

A respondent under preventive suspension shall be prohibited from any or all of the following:

- a. attending classes and academic activities/rendering work;
- b. entering UP academic/office/service buildings and their premises;
- c. using UP campus facilities, including but not limited to, athletic

- facilities, libraries, and computer laboratories; except dormitories for dormitory residents, health service, houses of worship, police station, resource generation areas, residences, and others as may be recommended by the ASH Council;
- d. participating in UP activities within university premises;
 - e. holding student/office jobs; and,
 - f. enjoying IT privileges as defined by the current policies on IT uses and resources of the University, except online enrolment.
 - g. The preventive suspension may include other conditions set by the Chancellor or the Dean or President, as the case may be.

Section 19. Protection Order. – The Chancellor or President, as the case may be, may issue a Protection Order, on his/her own initiative, or upon application by the complainant, or upon the recommendation of the ASH Council, or Hearing Committee for the purpose of preventing retaliatory acts or continuing acts of sexual harassment against the complainant and granting other necessary relief. The reliefs granted under a Protection Order serve the purpose of safeguarding the complainant from further harm, minimizing any disruption to her/his daily life, and facilitating her/his opportunity and ability to independently regain control over her/his life. The provisions of the Protection Order shall be enforced by the Head of the Academic Unit or Office that has authority over the respondent.

A Protection Order may be temporary or permanent. A Temporary Protection Order (TPO) may be issued for not more than ninety (90) days unless the charge is for a grave offense, in which case the TPO is issued for the duration of the proceedings. A Permanent Protection Order (PPO) may be issued as part of the corrective measures.

The Protection Order may include any, some or all of the following reliefs:

- a. prohibition of the respondent from threatening to commit or committing, personally or through another, any of the above acts prohibited in this Code;
- b. prohibition of the respondent from directly or indirectly harassing, annoying, discriminating or committing any other acts that tend to damage the reputation of the complainant;
- c. removal and exclusion of the respondent from the place of work or study of the complainant, if they are officemates or classmates, either temporarily or permanently for the purpose of protecting the complainant;

- d. directing the respondent to stay away from the complainant and to stay away from the residence, school, place of employment, or any specified place frequented by the complainant; and,
- e. provision of such other forms of relief as may be deemed necessary to protect and provide for the safety of the complainant; Provided, that the complainant consents to such relief.
- f. Violation of the TPO/PPO shall be subject to immediate disciplinary action as recommended by the Hearing Committee to the Chancellor.

Section 20. ASH Hearing Committee. – Upon the issuance of a Formal Charge, the Chancellor or President, as the case may be, shall constitute a Hearing Committee of three (3) members drawn from a Hearing Pool, which shall be composed of the following:

- a. a Chairperson, who is a member of the teaching personnel;
- b. one (1) member representing the sector of the complainant; and,
- c. one (1) member representing the sector of the respondent.

The presence of the Chair and a member shall be sufficient to constitute a quorum. The concurrence of two (2) members shall be necessary for the submission of the Committee report and recommendation/s.

A member of a Hearing Committee shall serve until the final disposition, unless in the meantime, he or she has officially severed his/her relationship with the University, or for other compelling reasons as determined by the Chancellor. Any change in the membership composition of the Committee shall not prejudice the continuity of the proceedings or the final disposition of the case.

It shall be the duty of the members of the Hearing Committee to meet and convene promptly and expeditiously for the purpose of early disposition of the case.

Section 21. Formal Procedure under the ASH Hearing Committee. – All proceedings before the ASH Hearing Committee (Hearing Committee) shall be summary in nature and the Hearing Committee shall not be bound by technical rules of evidence. The parties and their witnesses, if any, shall submit affidavits subject to clarificatory questions by the Hearing Committee.

- a. Quorum. – The hearings and all other meetings of the Hearing Committee shall proceed when a majority of the members are present.
- b. Prohibited Pleadings. – The following requests are prohibited:
 - i. extension of time to file an answer;
 - ii. dismissal of the complaint;
 - iii. re-opening of a case;
 - iv. demurrer to evidence;
 - v. postponements/cancellation of hearings;
 - vi. reply/rejoinder;
 - vii. intervention; and,
 - viii. new proceedings on the same case.
- c. Summons. – Within five (5) days from its constitution, the Hearing Committee shall serve written summons to the respondent/s with a copy of the Formal Charge by registered mail or courier service, through the Dean/Head of Unit, or to the student-respondent's parents or guardians.
- d. Answer. – Within seven (7) days from receipt of the summons and the Formal Charge, the respondent/s shall submit to the Hearing Committee an answer in writing or if he/she fails to submit an answer, his/her answer during the prima facie determination shall be considered as his/her answer.
- e. Preliminary Meeting. – The preliminary meeting shall be mandatory. The Hearing Committee shall set the preliminary meeting date not later than two (2) weeks after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer.

Failure of the private complainant to appear shall be a ground to dismiss the complaint. Matters taken and agreed upon during the preliminary meeting shall be reduced in writing and attested to by the Hearing Committee, the University Representative and/or the private complainant, and the respondent.

The preliminary meeting report shall be binding on the parties. The parties may also agree to submit the case for resolution during the preliminary meeting.

- f. Position Papers. – Within two (2) weeks from the preliminary meeting, the parties shall simultaneously file their respective position papers, attaching thereto the affidavits of their witnesses and/or documentary evidence, if any.
- g. Clarificatory Meeting. – At any time after the submission of the position papers, the Hearing Committee may call for clarificatory meetings.
- h. Report and Recommendation. – Within fifteen (15) days from the receipt of the position papers or the last clarificatory meeting, the Hearing Committee shall submit its report and recommendation/s to the Chancellor or President, as the case may be.
- i. Decision by the Chancellor. – Within thirty (30) days from the receipt of the Committee report and recommendation/s, the Chancellor shall render a decision.

The decision of the Chancellor shall be final and executory ten (10) days after receipt of the copy thereof by the parties; Provided, that in cases where the corrective measure is expulsion/dismisal, the same shall be automatically appealed to the Office of the President.

No motion for reconsideration is allowed.

- j. Appeal to the President. – The decision of the Chancellor may be appealed to the President within ten (10) days upon receipt of the decision. In cases of automatic appeal, the records of the case shall be transmitted by the OASH to the President within five (5) days from receipt of the decision of the Chancellor.

The President shall decide the case within thirty (30) days upon receipt of the decision of the Chancellor.

No motion for reconsideration is allowed.

- k. Decision by the President in Cases Involving UP System Officials and Personnel. – Within thirty (30) days from the receipt of the Committee report and recommendation/s, the President shall render a decision.

The decision of the President shall be final and executory ten (10) days after receipt of the copy thereof by the parties; Provided, that in cases where the corrective measure is expulsion/dismissal, the same shall be automatically appealed to the Board of Regents.

No motion for reconsideration is allowed.

- I. Appeal to the Board of Regents. – The decision of the President is appealable to the Board of Regents (BOR) within ten (10) days upon receipt of the decision. Only one motion for reconsideration is allowed.

Section 22. Corrective Measures. – The corrective measures for light, less grave, and grave offenses are as follows:

- a. For teaching or non-teaching personnel
 - i. For light offenses
 - 1st offense – Reprimand or suspension for one (1) month and one day to six (6) months
 - 2nd offense – Fine or suspension for six (6) months and one (1) day to one (1) year
 - 3rd offense – Dismissal
 - ii. For less grave offenses
 - 1st offense – Suspension for six (6) months and one (1) day to one year
 - 2nd offense – Dismissal
 - iii. For grave offenses
 - 1st offense – Dismissal
- b. For Students
 - i. For light offenses
 - 1st offense – Reprimand or community service not exceeding 30 hours
 - 2nd offense – Suspension not exceeding one (1) semester 3rd offense – Expulsion
 - ii. For less grave offenses
 - 1st offense – Community service of 60 hours
 - 2nd offense – Suspension for one (1) semester to one (1) year
 - 3rd offense – Expulsion

- iii. 3. For grave offenses
 - 1st offense – Suspension for one (1) academic year to expulsion
- c. For other UP Workers

They shall be proceeded against in accordance with the provisions of their contract with the University.
- d. For UP Organizations

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

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

Section 23. Additional Corrective Measures. – In addition to the impossible corrective measures, regardless of the number of times the offense is committed, the following corrective measures may be imposed within the period of service of the corrective measure. These include the following, but are not limited to:

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

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

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

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

Section 24. Alternative Circumstances. – In the determination of the corrective measures to be imposed, the following circumstances attendant to the commission of the act shall be considered as alternately mitigating or aggravating:

- a. physical illness;
- b. good faith;
- c. time and place of act;
- d. official position;
- e. subordinate;
- f. disclosure of confidential information;
- g. use of government property in the commission of the act;
- h. habituality;
- i. employment of means to commit or conceal the act;
- j. education; or,
- k. other analogous circumstances.

If the respondent is found guilty of two or more charges or counts, the corrective measures to be imposed should be that corresponding to the most serious charge or count and the rest shall be considered as aggravating circumstances.

Section 25. Prescriptive Period. – All complaints for sexual harassment shall be filed with the OASH within four (4) years from the commission of the act complained of.

Section 26. Institution of Separate Actions. – Nothing in this Code shall preclude the complainant from instituting a separate criminal or civil action.

Section 27. Confidentiality Clause. – All proceedings and records related to the case are strictly confidential. For purposes of dissemination of Decisions to pertinent University offices, only the dispositive portion shall be released.

Parties to the case as well as University personnel and students entrusted with duties and functions in connection with the implementation or enforcement of this Code, are enjoined from disclosing any matters related thereto and to respect the individual privacy of all parties during the pendency of the case. Any person who violates the confidential nature of such records shall be subject to appropriate disciplinary action.

The identity of the complainant in the final decision released by the University shall, upon request of the complainant, be under an assumed name; Provided, however, that where the respondent is found not liable for the offense charged, the name shall also be under an assumed name.

Section 28. Responsible Officials. – The President and the Chancellors shall be directly responsible for the effective implementation of this Code.

Section 29. Protocols for the Prevention of Sexual Harassment. – The ASH Council shall formulate, disseminate and publish protocols for the prevention of sexual harassment upon consultation with the UP community. Academic units may formulate implementing guidelines applicable to their particular situation or context, subject to the review of the ASH Council.

An anti-sexual harassment protocol with contractors and concessionaires shall likewise be integrated in contracts entered with the University.

Section 30. Anti-Sexual Harassment Orientation and Clearance Requirement.– All members of the UP community shall undergo an orientation on anti-sexual harassment, once every three (3) years.

Anti-sexual harassment orientation and clearance shall henceforth be a component of student curriculum, personnel actions, such as hiring, tenure and promotion, and accreditation of service contractors, and partner entity engagements.

Section 31. Review. – The Chancellor shall call for the review of this Code or parts of it by members of the UP community, if none has been made in ten (10) years. Any member of the UP community, through the Chancellor, may propose amendments to the Board of Regents. The amendment, as approved by the BOR, shall take effect on the first day of the succeeding semester. The UP community may propose amendments to the Code.

Section 32. Repealing Clause. – This Code amends and supersedes the University’s Implementing Rules and Regulations of the Anti-Sexual Harassment Act of 1995.

This also amends and supersedes all resolutions and issuances inconsistent with this Code.

The Chancellors are hereby directed to issue appropriate guidelines and issuances to implement this Code in their respective constituent universities.

Section 33. Effectivity. – This Code shall take effect seven (7) days from publication in the UP System official publication and website.

E. UPTC Guidelines for Student Organizations and Activities

The guidelines below apply to all types of student organizations, as follows:

1. **Degree program organizations** - organizations composed of students enrolled in the same degree program
2. **Batch/Year level organizations** - organizations composed of students from the same year level
3. **Dormitory organization** - organization composed of residents of the Women's Dormitory, Men's Dormitory, and Men's Dormitory Annex
4. **Scholars organizations** - organizations composed of recipients of scholarship grants, such as the Department of Science and Technology (DOST) scholarship
5. **Fraternities and Sororities** - Greek-letter social organizations with men-only or women-only membership and with particular rites and rituals
6. **Socio-civic organizations** - student organizations focusing on social welfare and civic participation
7. **Political organizations** - student organizations focusing on the political process; includes political parties and special interest and advocacy groups
8. **Geographic organizations** - student organizations based on students' home provinces (e.g. Southern Leyte) or region of origin
9. **Interest groups** - associations or groups formed around a common interest, including:
 - o Athletic groups
 - o Multimedia and performing arts groups
 - o Social and recreational clubs

1.0 Recognition of Student Organizations

All student organizations **except for** degree program organizations, batch/year level organizations, the dormitory organization, and scholars organizations are required to undergo the recognition process of the Office of Student Affairs (OSA).

In addition, the Student Council and UP Vista, the official student publication, do not need to apply for recognition or accreditation because their operations are governed by separate University guidelines (e.g. for the election of Student Council officers).

Officially recognized student organizations are entitled to use campus facilities (grounds, classrooms, buildings, etc.) and related services (e.g. sound system) for approved activities, subject to pertinent procedures, rules, and regulations, and provided official academic activities are not prejudiced. They are also allocated a bulletin board and may create and maintain their own social media page. Moreover, their officers or members may be designated as UPTC representatives in community activities, subject to the approval of the Dean.

1.1 Recognition Procedure

OSA will announce the schedule for the recognition of student organizations within the first month of the first semester of every academic year.

1.1.1 Submission of Recognition Requirements

The following forms and documents should be submitted online (via Google forms and templates to be provided by OSA):

For Renewal of Recognition	For New Applications
<ol style="list-style-type: none"> 1. Student Organization Data Sheet* 2. Student Organization Recognition Application* 3. Attachments** <ol style="list-style-type: none"> a. Application for Recognition Cover Letter (Form SOR 001) b. Directory of Officers (Form SOR 002) c. Directory of Members (Form SOR 003) d. Faculty Adviser Acceptance Form (Form SOR 004) e. General Plan of Activities (Form SOR 005) f. Annual Accomplishment Report (Form SOR 006) 	<ol style="list-style-type: none"> 1. Student Organization Data Sheet* 2. Student Organization Recognition Application* 3. Attachments*** <ol style="list-style-type: none"> a. Application for Recognition Cover Letter (Form SOR 001) b. Directory of Officers (Form SOR 002) c. Directory of Members (Form SOR 003) d. Faculty Adviser Acceptance Form (Form SOR 004) e. General Plan of Activities (Form SOR 005) f. Constitution and By-Laws

<p>g. Constitution and By-Laws</p> <p><i>*Google Form from OSA</i> <i>**OSA-provided templates</i></p>	<p><i>*Google Form from OSA</i> <i>**OSA-provided templates</i></p>
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1.1.2 Review of Requirements

Student organizations must have **at least 15 members** to qualify for recognition.

The **General Plan of Activities (GPOA)** includes all of the activities that a student organization intends to conduct in the academic year, including regular meetings, general assemblies, and other members-on activities, and activities involving non-members (e.g. other UPTC students, faculty, and staff, and/or non-UPTC participants).

For renewal of recognition, the performance record of student organizations, consisting of accomplished activities, adherence to University rules and requirements, attendance in OSA-led activities, and social media presence and bulletin board maintenance.

Only complete applications will be processed by the Recognition Committee, which is composed of:

- The OSA Coordinator
- One faculty member from each Division
- One representative of the Student Council (i.e. the representative for Student Organizations and Activities)

1.1.3 Announcement of Final List of Recognized Student Organizations

The results of the recognition process will be announced by OSA two weeks after the deadline for the submission of requirements.

2.0 Student Organization Officers and Advisers

2.1 Student Organization Officers

Qualifications

- Officers must not be on warning or probationary status in terms of their scholastic standing.

- Officers must have no pending disciplinary case.
- A student may be an officer in only one organization within any given semester.
- All officers must enroll the minimum required academic units in their degree program, unless their underloading is approved (i.e. by their program adviser, Division chair, OCS, the Dean).

Duties and Responsibilities

All student organization heads should:

- Be cognizant of the rules of the University particularly those in relation to the conduct of student organization activities;
- Coordinate with campus authorities, including OSA, security personnel, and facility managers.
- Clearly communicate guidelines and expectations to all members of the student organization involved in event planning and execution;
- Monitor all activities conducted in-person or online by their respective student organizations; and
- Promptly update participants on any changes or additional instructions;

2.2 Student Organization Advisers

Qualifications

- Only a full-time faculty member with at least one year of teaching experience in UPTC may serve as an adviser to any student organization.
- In accordance with RA 11053 or the Anti-Hazing Act of 2018, the faculty adviser should not be a member or alumnus/alumna of the student organization he/she is adviser of.
- Advisers must not have more than two advisory organizations.
- Before accepting the advisership, faculty members must consult with their respective Division Chairperson.

Duties and Responsibilities

Student organization advisers must:

- Attend the annual orientation/meeting with student organization advisers organized by OSA;
- Approve, attend, and monitor the initiation activities of the student organization;
- Approve and monitor all activities of the student organization, including online activities.

- Ensure that the student organization has clear health and safety protocols in place before approving any activity; and
- Ensure compliance with CHED guidelines for off-campus activities.

3.0 Conduct of Student Organization Activities

3.1 General Guidelines

1. Only officially recognized or accredited student organizations can organize, conduct, or undertake activities.
2. All student organization activities, except for regular meetings of the officers and full fledged members of the organization that are held on campus, are subject to OSA approval.
3. Activities that will disturb classes and office work, such as those featuring a loud sound system, shall not be allowed.
4. Proposals to hold a major activity, whether face-to-face (in-person) or online, on campus or off-campus, should be submitted to OSA at least 5 working days before the schedule.
5. Proposals for off-campus activities must include a detailed safety and security plan, including an emergency plan.
6. Recruitment of first year students by fraternities and sororities is strictly prohibited. Any fraternity or sorority that invites or allows freshies to join any of its activities shall have its accreditation canceled. All initiation and application processes must strictly follow the Implementing Rules and Regulations of Republic Act 11053 (The Anti-Hazing Act of 2018).
7. Student organizations shall not schedule activities during the moratorium period, which begins one month before the final examination week.

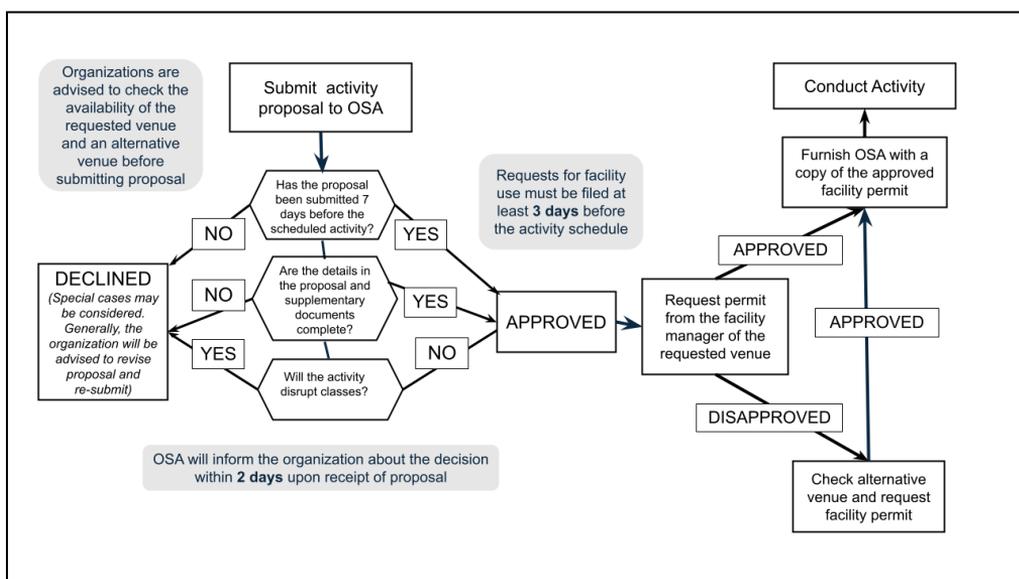
3.2 Activity Permit Procedure

3.2.1 On-Campus and Online Activities

1. At least 7 working days before the proposed schedule for major activities, assign a member to complete the online activity proposal form and attach the program
2. If the activity is scheduled beyond 5:00 PM, the following documents must be attached:

- List of the assigned members or officers who will act as first-aid responders and safety officers
 - List of nearby medical facilities or hospitals
 - Emergency hotlines of the nearest emergency response facilities (e.g. police station, response unit, fire station, hospital or health centers)
3. Upon completion of the form, a PDF copy will automatically be sent to the email address of the member who accomplished it.
 4. Download the PDF copy and have it signed by the officer in-charge of the activity and the student organization adviser
 5. Submit the signed copy to soa.osa.uptacloban@up.edu.ph

Activity Permit Flowchart for On-Campus Activities



OSA will notify the organization regarding the status of the activity proposal within two working days from the date of submission.

If the activity is approved, the organization must secure a permit for the use of the facility from the office in charge of the facility at least three working days before the activity date. The following should be attached to the request for permit:

- Confirmed list of participants (hard copy)
- List of speakers and other guests (if any)

- List of participating schools or organizations (if any)
- Parental consent for minor participants (if any)

The student organization should furnish OSA with a copy of the approved facility permit request upon its issuance.

3.2.2 Off-Campus Activities

At least 5 working days before the proposed schedule for off-campus activities, organizations must complete the **online activity proposal form** and attach the following:

- Cover letter addressed to the OSA Coordinator and signed by the authorized officer and endorsed by the adviser
- Programme or activity design (flow of activities)
- Invitation letters to participants
- Partnership agreement (if with partner organization)
- Publicity material
- Detailed safety and security plan, including an emergency plan.
 - List of the assigned members or officers who will act as first-aid responders and safety officers
 - List of nearby medical facilities or hospitals
 - Emergency hotlines of the nearest emergency response facilities (e.g. police station, response unit, fire station, hospital or health centers)

3.2.3 Emergency Response Type of Activity

Organizations may decide to undertake emergency response types of activities, for example in the event of a natural disaster. In these cases, the faculty adviser must be informed prior to the conduct of the activity. The adviser should then inform OSA immediately. The student organization must submit a post-activity report to OSA at most three days after the activity.

3.2.4 Post-Activity Report

The student organization must fill out the online post-activity report form and submit it to OSA 7 working days after conducting a major activity.

3.2.5 Postponement or Cancellation of Activities

If an activity is canceled or postponed, the student organization must inform OSA in writing (i.e. through a letter addressed to the OSA Coordinator and signed by the authorized officer and noted by the faculty adviser).

4.0 Guidelines for Posting Publicity Materials

1. Any material for posting on campus (posters, streamers, tarpaulins, etc.) should bear the approval of OSA. Otherwise, it will be removed without notice.
2. All online notices, announcements, and publication materials (pubmats) are to be posted only on the official social media page of the organization.
3. Only adhesive tape shall be used for posting. Decorations requiring the use of double adhesive, “rugby”, paint, stick glue, or any adhesive material that will leave a permanent mark or deface the wall or board is prohibited.

5.0 Sanitation Guidelines

1. Organizations must properly dispose of waste during activity.
2. Organizations are responsible for the removal of decorations immediately after any activity.
3. Organizations shall remove posters one day after the activity.

6.0 Sanctions

Depending on the violation, organizations may face the following sanctions:

Violation	Sanction
Failure to clean up and/or remove decorations immediately after activity	First Offense: Written Notice Second Offense: Suspension for one semester and financial penalties for damages or clean-up costs

Holding major activities without the necessary permit from OSA	Suspension for one semester
Holding major activities during the moratorium period	Suspension for one semester
Inviting first year students to join a fraternity or sorority	Suspension for at least one year
Vandalism	Suspension for one year or more
Initiating and participating in rumbles	Suspension for one year or more
Inhuman acts of initiation	Suspension for two years or more
Hazing/Inhuman acts of initiation resulting in harm	Banning of the organization
Hazing/Inhuman acts of initiation resulting in death, rape, sodomy, or mutilation	Banning of the organization

F. Revised Rules and Regulations Governing Fraternities, Sororities and Other Student Organizations

(Approved at the 1091st BOR Meeting, October 24, 1995)

Whereas, the University aims to create an environment that promotes constructive meaningful interaction among students, fraternities, sororities and other student organizations;

Whereas, in order to nurture that environment, there is a need for the University to promulgate and strictly implement policies, guidelines, rules and procedures which are responsive to the dynamics of interaction among fraternities, sororities and other student organizations;

Whereas, existing rules and regulations on the conduct of fraternities, sororities and other student organizations have proven inadequate for purposes of instilling discipline and proper conduct among fraternities, sororities and other student organizations;

Whereas, the University condemns any and all interactions among fraternities, sororities and other student organizations which result in violence, thereby exposing the studentry and the University to harm, physical danger and damage to property;

Whereas, the University impresses upon the members of fraternities, sororities and other student organizations that it condemns the continued existence of the culture of violence and finds the presence of erring students on campus reprehensible;

Whereas, there is a need to adopt clear-cut guidelines on the imposition of penalties, in addition to the definition of possible actionable misconduct by the members of fraternities, sororities and other student organizations in order that University authorities may be more effective in dealing with fraternities, sororities and other student organization-related misconduct, and impress upon the members of fraternities, sororities and other student organizations that the University is all out against hooliganism and violence on campus and that it would not tolerate the continued presence of these erring students on campus.

NOW, THEREFORE, by virtue of the powers vested in the U.P. Board of Regents, the following Rules and Regulations Governing Fraternities, Sororities and Other Student Organizations are hereby promulgated:

Rule I

ACTIONABLE MISCONDUCT AND PENALTIES

These rules shall apply to all fraternities, sororities and other student organizations, regardless of whether or not they are officially recognized by the University, and without prejudice to the provisions of Republic Act No. 8094, otherwise known as the "Anti-Hazing Law."

Section 1. Members and officers of fraternities, sororities and other student organizations shall be subject to disciplinary action for the following acts and shall be penalized as follows:

- A. Any such member or officer who commits, or engages in, any of the acts specified below shall be expelled from the University whether or not the acts are committed within or outside University premises:
 - 1. Participating in any rumble, engaging in fisticuffs with, or physically attacking a member of other fraternities, sororities or student organizations, or
 - 2. Physically attacking any other student or official, faculty member or employee of the University, or any other person in connection with any matter relating to fraternities, sororities or other student organizations.

A rumble is a violent confrontation between two or more students belonging to different fraternities, sororities and student organizations.

- B. Any such member or officer who engages in any form of physical initiation or hazing, resulting in or causing physical injury, as well as the neophyte who allows himself/herself to be subjected to hazing, shall be expelled, unless the student concerned agrees to become a witness for the University.
- C. Any such member or officer who commits acts of provocation which result in heated confrontation between fraternities, sororities and other student organizations shall be suspended for one year; provided, however, that in case the provocation results in a rumble, fisticuffs or physical attack, the erring student shall be expelled from the University;

There is sufficient provocation when a person or party excites, incites or induces another to execute an act; when one irritates or annoys one with improper or unjust acts, or words or deeds that are vexing.

There is a heated confrontation when, as a result of the immediately preceding act of sufficient provocation, words are exchanged in a hostile, challenging, insulting, irritating or annoying manner or conduct between the parties.

- D. Any such member or officer who exhibits gross or deliberate discourtesy to any University official, faculty member, employee, disciplining authorities or their agents, in connection with fraternity, sorority and other student organization-related incidents, shall be suspended for at least one year.
- E. Any such member or officer found carrying or possessing within the University premises any firearm, molotov bomb, pillbox or other explosives, knife with a blade longer than two and a half inches, metal pipe, or any other dangerous or deadly weapon, and banned substances enumerated under the Dangerous Drugs Acts (RA No. 6425, as amended) shall be expelled from the University; Provided, however, that stones, baseball bats, nightstick, rattan stick or similar wooden instruments, paper cutters, teargas, scalpels, icepicks and other similar objects capable of causing physical injuries shall be deemed dangerous and deadly weapon if the erring person possesses them in preparation for or immediately before, during, or after an attack, confrontation, or rumble; provided, further that possession of such objects by two or more members or officers shall be deemed to be in preparation for an attack, confrontation or rumble.
- F. Any such member or officer who willfully fails to comply with summons issued by the Vice Chancellor for Student Affairs, or equivalent official in the autonomous university, the Student Disciplinary Tribunal, Deans or their representatives for the purposes of investigation and other proceedings conducted in connection with fraternity, sorority and other student organization-related misconduct shall be automatically suspended by the Chancellor until the person concerned complies therewith; Provided, that such suspension shall not

exceed 60 calendar days.

- G. Any such member or officer who causes damage to University property, or property of private persons located within University premises, on the occasion of a rumble, hazing, tumultuous affray or any similar disturbance shall be suspended for at least one year; provided, that, if any death, or serious or less serious physical injury is caused to another person by reason of, or on the occasion of said destruction of property, the erring student shall be expelled from the University; Provided, further, that if University property is damaged, he/she shall be required to repair the damage done at his/her expense or to reimburse the University for costs incurred in repairing such damage, and no clearance shall be issued until such damaged is fully compensated by the respondent.
- H. Any such member or officer of fraternities or sororities who recruits a first year student taking a first undergraduate degree shall be suspended for at least one year and the student recruited as well as all officers of the fraternities or sororities concerned shall likewise be suspended for a similar period.

The recruitment of two or more first year students, in any manner, shall be taken as evidence of the fraternities' or sororities' policy of recruitment in violation of the foregoing provision; in which case, all the officers of the fraternities or sororities concerned shall be suspended for at least one year.

As used in these rules, the term first year shall refer to students in the first year of their first undergraduate course as well as any college student who has earned not more than 30 units of academic credits in any baccalaureate or certificate program, but not including graduate program, post- baccalaureate program or any non-degree program of the University; Provided, that a grade of incomplete in any subject or course shall not be construed as a unit earned in said subject or course.

- I. Any such member or officer who commits any other form of fraternity, sorority and other student organization-related misconduct whether within or outside University premises, which affects the good order and welfare of the University or which has a direct and immediate effect on the discipline, general welfare or

the good name of the University shall be suspended for not less than six months but not more than one year. In case of a second offense committed under paragraphs C, D, G, H and I above, the erring students shall be expelled from the University.

Section 2. In case any misconduct defined in the preceding Section is committed by two or more members or officers of the fraternities, sororities or student organizations, and a conspiracy is established, all officers of such fraternities, sororities or student organizations participating in that conspiracy shall be expelled from the University.

- A. A conspiracy shall be deemed to exist if concerted action and unity of purpose is established.
- B. Where the acts prohibited under this rule is committed by a member, officer, or agent of the fraternities, sororities or student organizations who is not a student of, or even if a student is not currently enrolled in the University, all officers of said fraternities, sororities or student organizations shall be suspended for at least one year; Provided that if said acts are committed by bodyguards, domestics or employees of a member or officer, such member or officer and all officers of the fraternities, sororities or student organizations shall be expelled from the University.

Section 3. Penalties of suspension shall take effect immediately upon the finality of the decision. A student under suspension shall not be allowed to enroll, attend classes, take examinations, use University facilities, or graduate during the effectivity of the suspension; provided, that use of University facilities shall be understood to include using library facilities, residing in residence halls or dormitories owned by the University, undertaking field work or any other academic requirement, entering any academic building, etc., provided, further, that a student under suspension shall not be allowed to enroll until his/her, suspension shall have been fully served, except where the period of his/her suspension expires on the last day for late registration.

The period of suspension shall be counted as part of the academic residency requirement of the student; if for any reason the student was able to take an examination or submit any academic requirement during the effectivity of suspension, such examination or submission shall be considered invalid.

Notice of suspension shall be immediately furnished to the parents and/or guardians of the student and all the colleges and units concerned.

All concerned faculty members shall be immediately notified of the suspension by their respective deans, institute/center directors, and department chairpersons, as the case may be.

Notwithstanding the foregoing, nothing in these rules shall preclude the disciplining authorities from imposing sanctions including but not limited to withdrawal of recognition of the fraternities, sororities and other student organizations, under existing University and college rules and regulations.

Rule II JURISDICTION

Section 1. The Student Disciplinary Tribunal shall be composed of a Chairperson, who shall be a member of the Integrated Bar of the Philippines, two other members, all of whom shall be appointed by the Chancellor for a period of one year chosen from among the academic personnel of the respective autonomous universities, as well as the two other members, student and parent jurors provided for under Rule IV, Section 4.

Section 2. The Student Disciplinary Tribunal (SDT) shall have jurisdiction to try all cases involving fraternity, sorority and other student organization-related incidents without prejudice to the summary powers of the disciplining authorities as provided in these and other existing rules.

The presence of at least a majority of the members shall constitute a quorum for the Tribunal to conduct formal investigations of all cases within its jurisdiction.

The members so appointed shall be entitled to such honorarium, allowance or benefit as shall be fixed by the President.

Rule III FORMAL CHARGES

Section 1. No member or officer of a fraternity, sorority or student organization shall be formally charged before the SDT unless a preliminary investigation has been conducted by any member of the SDT, which must be finished not later than five (5) days from the filing of the complaint; provided, that where the misconduct is committed within the premises of a college, it shall be the responsibility of the Dean concerned to ensure that an appropriate complaint is expeditiously filed with the SDT within the same period of five working days. In any other case, such responsibility shall lie with the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university.

Section 2. A fraternity, sorority or student organization member or officer caught *in flagrante* by the disciplining authorities or any faculty member in the course of a fraternity, sorority or other student organization related misconduct shall be formally charged by the SDT without the need for a preliminary inquiry.

Section 3. The formal charge shall be served on the student/respondent(s) through the Dean of the college, a copy of which shall be furnished to the parents and/or guardians of the student-respondent(s).

Rule IV PROSECUTION OF CASES

Section 1. Lawyers from the Legal Office of the autonomous university shall represent the University in all proceedings before the SDT. Private prosecutor appearing before the SDT shall be under the direct control and supervision of the University Prosecutor.

Section 2. In case no lawyer from the Legal Office is available to act as counsel for the University, the Vice Chancellor for Student Affairs or equivalent officer of the autonomous university shall deputize any lawyer in the University to act as counsel. The lawyer so deputized shall then report directly to the Chief Legal Officer of the autonomous university for instructions on the case.

The lawyers so deputized shall be entitled to an honorarium to be fixed by the President.

Section 3. No lawyer-employee of the University shall be allowed to defend cases before SDT, unless the respondents are within the third-degree of affinity or consanguinity.

Section 4. For each case investigated pursuant to these revised rules, the SDT shall include one student juror and one parent juror whose names shall be drawn by the Director of Student Affairs or the Vice Chancellor for Student Affairs from a list of possible student and parent jurors. The list of student jurors shall be submitted by the Chairperson of the University Student Council in the respective autonomous universities to the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university within 30 days from the start of every academic year; Provided that, the list of students shall be valid until a new one is submitted to the Vice Chancellor for Student Affairs or equivalent official by the next duly elected Student Council Chairperson, and Provided, further, that no parent or student related by affinity or consanguinity to a student/respondent(s), or a classmate in the current or immediately preceding semester, or a co-member in a fraternity, sorority or student organization, shall be allowed to serve as SDT member.

The list of parent jurors shall be submitted by the Vice Chancellor for Student Affairs or equivalent official in the autonomous university to the Chancellor within the first 15 days of the school year. The Chairperson of the Student Council concerned shall make sure that the students included in the said list shall undertake to serve as student representatives in the Tribunal upon designation. The Vice Chancellor for Student Affairs or equivalent official shall ensure the attendance of the parent juror. Both jurors shall sign an undertaking regarding their willingness to serve for this purpose.

The student and parent jurors so appointed shall be counted for purposes of determining a quorum. They shall have voting rights in the final deliberation and resolution of the case only if they have been actually present in a majority of the hearings where witnesses were presented and have actively participated in the formal investigation of the case.

Section 5. The SDT shall commence the hearing of the case within 5 days after all parties have been duly furnished copies of the formal charge, and the hearing shall continue from day to day until the case is submitted for resolution which shall not be later than 45 days

after the commencement of the hearings.

Section 6. The SDT shall not be bound by the technical rules of evidence and may conduct summary proceedings through the submission of sworn affidavits, subject to cross-examination or clarificatory questions. The failure of a party to present evidence on the scheduled date shall be deemed a waiver of his/her right to present such evidence. The failure of a party or his/her counsel to attend the hearings on the scheduled dates shall not be a ground for postponing said hearings.

Section 7. The filing of the following pleadings and motions is prohibited:

- A. Motion for extension of time to file an answer;
- B. Motion to dismiss or to quash, except on the ground of lack of jurisdiction;
- C. Appeal to higher University authorities on questions of jurisdictions;
- D. Appeal to higher University authorities from interlocutory orders;
- E. Motion for bill of particulars;
- F. Motion for new trial;
- G. Motion for reconsideration of SDT ruling and/or resolutions;
- H. Motion to reopen the case;
- I. Demurrer to evidence;
- J. Motion for postponement;
- K. Reply;
- L. Intervention; and
- M. Other dilatory motions.

Rule V DECISION AND APPEAL

Section 1. The SDT shall render decisions within 15 days from the time cases are submitted for resolution.

Section 2. Decision of the SDT imposing the penalty of suspension for a period not exceeding one year shall be final and executory, even pending any appeal, while decisions imposing a higher penalty shall not be immediately executory. In both cases, the respondent may file an appeal to the President through the Chancellor of the autonomous university concerned within ten days from receipt by the

respondent or counsel of the SDT decision.

Section 3. The Chancellor shall, within five days from receipt of the appeal, endorse said appeal which shall include his/her recommendations, to the President, whose decision shall be final and immediately executory upon receipt of the decision by the respondent, except in cases of expulsion.

Section 4. Decisions imposing the penalty of expulsion may be appealed to the Board of Regents within ten days from receipt of the decision by the respondent, which appeal shall be decided upon during the next regular meeting of the Board following the President's decision.

Section 5. In imposing the proper penalty, the SDT shall take into consideration the following justifying, exempting or aggravating circumstances:

- A. Circumstances that may be considered justifying:
 - 1. *Self-defense* - When the respondent has shown by clear and convincing evidence that there was a previous and immediate unlawful attack or aggressive act against the respondent involved, and that such act placed the respondent in danger and for which s/he was forced to commit the act(s) charged and that in doing so, the respondent employed such reasonable means to resist the unprovoked attack, and there was no sufficient provocation on the part of the respondent.
 - 2. *Defense of Relatives or Strangers* - If the respondent committed the act(s) charged in defense of a spouse, ascendant, descendant or brother or sister and against the aggressor immediately before, during or immediately after the act or aggression being inflicted on the respondent. Such defense may extend to strangers or third parties within any area subject to University jurisdiction, who are being subjected to acts of aggression; Provided, that the conditions required for act(s) of self-defense are present.

- B. Circumstances that may be considered exempting:
 - 1. The act(s) for which the respondent is charged occurred during or was precipitated by a moment of temporary insanity or mental lapse as duly certified by a competent and qualified psychiatrist.
 - 2. In case of accident, where it is established that a) respondent

was performing a lawful act with due care; b) inquiry is caused by mere accident; and c) there must be no fault or intent of causing the injury.

- C. Circumstances that may be considered aggravating:
1. When the respondent has been previously charged and found guilty of violating any provision of the revised rules.
 2. When the respondent is found to have employed such means, i.e., goons, firearms, and dangerous devices to aid him/her in committing the acts which s/he is charged.
 3. When it is sufficiently established during the formal investigation that the act was committed with evident premeditation.
 4. When the heated confrontation occurs during a drinking (liquor) session within University premises and places where its jurisdiction is exercised.

Section 6. Whenever there are justifying, exempting or aggravating circumstances present and proven during formal investigation, the SDT shall be guided as follows:

- A. The presence of any exempting circumstance will extinguish the liability of the respondent.
- B. The presence of any justifying circumstance will serve to decrease the penalty to that of mere reprimand for a first offense, and to the next higher penalty for succeeding offenses.
- C. Aggravating circumstances shall serve to increase the penalty imposed to that next higher in degree.

Rule VI SUMMARY ACTION

Section 1. In case a fraternity, sorority or student organization is involved in a rumble with, or attack against another fraternity, sorority or student organizations, all officers of the fraternity, sorority or student organization may be preventively suspended by the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university for a period not exceeding 30 calendar days, without prejudice to any other liability under these rules.

Section 2. In case of violent physical initiation or hazing resulting in physical injuries, all officers of the fraternity, sorority or student organization may be preventively suspended by the Vice Chancellor for

Student Affairs or the equivalent officer in the autonomous university for a period not exceeding 30 calendar days, without prejudice to any other liability under these rules.

Section 3. The order of preventive suspension issued by the Vice Chancellor for Student Affairs or the equivalent officer in the autonomous university shall be immediately executory, and may be lifted only upon orders of the Chancellor or the President.

Section 4. Whenever a rumble or an attack occurs, the heads and other officers of the involved fraternities, sororities and student organizations are required to appear without necessity of summons before the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university within 24 hours, from the start of the rumble or attack; provided, that either or both of the top two ranking officers who fail to appear may be preventively suspended by the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university, for not more than 30 calendar days, without prejudice to any other liability under these rules.

Section 5. Each fraternity, sorority or other student organization shall, within 15 days from the start of every academic year, submit to the office of the Vice Chancellor for Student Affairs or the equivalent office in the autonomous university a list duly approved, subscribed and sworn to by the top three ranking officers thereof, containing the names, addresses, and telephone numbers, including recent pictures of all the officers and members thereof, regardless of whether or not they are in good standing; Provided, that any change therein must be reported within one week to said office. Failure to comply with the foregoing provision despite written notice from the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university, including submission of false information, shall render the fraternities, sororities or other student organizations concerned liable under Rule I, Section 1, (l) of these rules.

Rule VII SUNDRY PROVISIONS

Section 1. All other provisions of the SDT Rules approved by the Board of Regents at its 876th Meeting on September 2, 1976, as amended, which are not inconsistent with these rules shall continue to apply the prosecution of administrative disciplinary cases against erring

members and officers of fraternities, sororities and other student organizations.

Section 2. The existing summary powers of the Vice Chancellor for Student Affairs, heads of Regional Units of UP Diliman and other disciplining authorities shall continue to apply, in so far as they are not inconsistent with these Rules.

Section 3. Notwithstanding the summary powers provided under existing SDT rules, the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university, or the Dean concerned may preventively suspend any student for a period not exceeding 30 calendar days in the following circumstances:

- A. When the student is caught in the act of committing any misconduct or prohibited act as defined in these rules in the presence of the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university, or the Dean;
- B. When the student is about to commit the misconduct or prohibited act as defined in these rules in the presence of the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university; or the Dean; or
- C. When the student has just committed the misconduct or prohibited act as defined in these rules.

When the erring student committed the misconduct or prohibited act in the premises of the college where s/he belongs, the summary powers herein provided shall be exercised by the Dean of said college; Provided, that where the misconduct or prohibited act is committed in any other place within University premises, the Vice Chancellor for Student Affairs or the autonomous university shall exercise such powers.

Section 4. The Chancellors of the autonomous university are hereby empowered to create their respective Student Disciplinary Tribunals which shall operate pursuant to these Rules and existing SDT Rules.

Section 5. The Office of the Registrar of the autonomous university shall make a permanent entry in the transcript of records of all members and officers of the fraternities, sororities and student

organizations regarding their having been suspended/expelled by reason of having been subjected to administrative disciplinary proceedings under these rules.

Section 6. All existing disciplinary cases against members and officers of fraternities, sororities and other student organizations pending before the SDT as of the date of approval of these Rules shall be investigated or prosecuted, as the case may be, pursuant to or under such rules that are favorable to the respondent.

Rule VIII EFFECTIVITY

Section 1. These Rules and Regulations shall take effect upon approval by the Board of Regents and 30 days after these are circularized by the Chancellor of the autonomous universities of the System.

G. Guidelines on the Application and Conduct of Initiation Rites
(Based on the Implementing Rules and Regulation in Implementing RA 11053
or the “Anti-Hazing Act of 2018”)

I. Background and Rationale

The Republic Act No. 11053 or the “Anti-Hazing Act of 2018” was enacted to prohibit hazing and regulate other forms of initiation rites of fraternities, sororities, and other student organizations, and provide penalties for violations.

In implementing RA 11053, the University of the Philippines Tacloban College needs to promulgate rules and regulations to strengthen the existing mechanisms to deter fraternities, sororities, and student organizations from committing crimes while conducting initiation rites, provide guidelines and procedures for securing approval to conduct initiate rites and specify rules in case hazing is committed.

II. Coverage

These shall apply to all fraternities, sororities, and student organizations, including but not limited to academic, political, socio-civic, interest, and batch or year-level organizations.

III. Definition of Terms

As defined in the IRR of RA 11053, the following terms shall be understood as follows:

- 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, exposure 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 do 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 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.

IV. Prohibition on Hazing

All forms of hazing shall be prohibited in school-based fraternities, sororities, and student organizations.

V. Regulation of School-Based Initiation Rites

1. No initiation rites, in any form or manner, shall be conducted by any fraternity, sorority, or student organization without the approval of the Dean and the Associate Dean for Academic Affairs, through the Office of Student Affairs (OSA). As stated in the IRR of R.A. 11053, failure to secure approval for initiation rites and submission of false or inaccurate information in the application, shall be subject to disciplinary sanctions:
 - a. "All members, who participated in unauthorized initiation rites, even if no hazing was conducted, shall be punished after due notice and summary hearing."
 - b. "In case the written application contains false or inaccurate information, disciplinary sanctions shall be imposed against the person who prepared the application and the officers of the organization after due notice and summary hearing. Sanctions include, but are not limited to reprimand, suspension, and expulsion."
2. The initiation rites shall not last more than **three (3) days**. Only initiation rites or activities that do not constitute hazing shall be allowed, provided that the following are submitted to OSA at least **seven (7) days** before the scheduled initiation rites:
 - a. An **application letter** (*Annex A: IR_Form1*) addressed to the Dean through the OSA Coordinator signed by the authorized officer and endorsed by the adviser.

- b. Accomplished **Adviser's Confirmation of Attendance** (*Annex B: IR_Form2*)
 - c. Notarized **Application Form to Conduct Initiation Rites** (*Annex C: IR_Form3*). The organization shall indicate in this form the following:
 - Place and date of the initiation rites. The initiation rites shall only be conducted in the designated area(s) within the college.
 - Names of the incumbent officers, who will be in charge of the initiation rites;
 - Names of applicants to be initiated;
 - The specific activities and how these will be conducted during the initiation rites.
 - A medical certificate for each applicant must be attached to the application to ensure their fitness to undergo initiation activities that involve physical exertion but do not fall under the definition of hazing as provided in R.A. 11053.
3. Upon receipt of the application, the OSA Coordinator shall verify its sufficiency and approve the posting of the application on the official bulletin board of the fraternity, sorority, or student organization, and on two (2) OSA-designated bulletin boards. The application shall be posted soon after OSA's approval and shall only be removed from its posting three (3) days after the conduct of the initiation rites.
 4. If the application is sufficient in form and substance, the OSA coordinator shall endorse it to the Associate Dean for Academic Affairs and the Dean, and inform the concerned fraternity, sorority, or student organization about the status of their application.
 5. The Dean, ADAA, and the OSA Coordinator shall have the obligation to disapprove applications that do not conform with the requirements stated in this section, taking into consideration the safety and security of the participants.

VI. Monitoring of Initiation Rites

1. The Dean shall assign the adviser of the fraternity, sorority, or student organization and two (2) other school representatives, who shall be present during the initiation. It shall be the

representatives' duty and responsibility to ensure that no hazing will be conducted during the initiation rites and to document the entire proceedings.

2. The presence of the representatives shall help ensure that no hazing is conducted, and the entire initiation process is documented.
3. After the initiation activities, the designated representatives shall separately submit a report of the initiation rites (*See Annex D: IR_Form4*).

VII. Roles of the Faculty Adviser

1. The faculty adviser shall be responsible for monitoring the activities of the fraternity, sorority, or organization.
2. In case of violation of any of the provisions of RA 11053, the faculty adviser is presumed to have provided consent to the conduct of the activities.
3. Under RA 11053, a penalty of *reclusion perpetua* and a fine of P 2,000,000 (two million pesos) shall be imposed upon the adviser, who failed to take action when hazing was committed and promptly inform law enforcement authorities.

VIII. Nullity of Waiver and Consent

Any form of an applicant's approval, consent, or agreement, whether written or otherwise, or a waiver of the right to object to the initiation rite or proceeding that involves hazing, shall be void and without any binding effect on the parties. Likewise, the defense that the applicant consented to hazing shall not be available to persons persecuted under RA 11053.

IX. Mitigating Circumstances

Any person charged under RA 11053 shall not be entitled to the mitigating circumstance that there was no intention to commit the act.

X. Penalties according to the Implementing Rules and Regulations of RA 11053

Act and Liable Individuals	Imprisonment	Fine
<p>A. Hazing resulting to death, rape, sodomy, or mutilation results Those who planned or participated in the hazing</p>	<p>Reclusion Perpetua</p>	<p>PhP 3 Million</p>
<p>B. Hazing:</p> <ol style="list-style-type: none"> 1. All persons who 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 adviser or 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: <ul style="list-style-type: none"> • Lawyers shall immediately be subjected to disciplinary proceedings by the Supreme Court pursuant to its power to discipline members of the Philippine Bar: • Professionals shall immediately be subjected to disciplinary proceedings by the concerned Professional Regulatory Board (PRC), 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. A suspended or revoked professional license pursuant to this section may be 	<p>Reclusion Perpetua</p>	<p>PhP 2 Million</p>

<p>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: Readmission into the profession shall be subject to the approval of the respective Professional Regulatory Board;</p> <p>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</p> <p>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.</p>		
<p>C. Presence in the Conduct of Hazing All persons who are present in the conduct of hazing</p>	<p>Reclusion temporal in its maximum period</p>	<p>PhP 1 Million</p>
<p>D. Any act to hide, conceal, or otherwise hamper or obstruct any investigation Former officers, nonresident members, or alumni of the fraternity, sorority, or organization</p>	<p>Reclusion temporal</p>	<p>PhP 1 Million</p>
<p>E. Vexation 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 a person who had twice refused to participate or join the proposed fraternity,</p>	<p>Prision correccional in its minimum</p>	

<p>sorority, or organization, shall be prima facie evidence of vexation</p>		
<p>F. School liability for approval of activity 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</p> <p>School authorities including faculty members 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 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.</p>		<p>PhP 1 Million</p>

ANNEX A: IR_Form1

[Date]

Dr. _____

Dean

University of the Philippines Tacloban College

Through: Dr. _____
Coordinator, Office of Student Affairs

Dear Dean _____:

[Name of Organization] requests approval to conduct our initiation rites on the following schedule:

Day	Date and Time	Venue
Day 1		
Day 2		
Day 3		

We commit that the initiation rites will be conducted in accordance with school policies and the Rules and Regulations in Implementing RA 11053 or the “Anti-Hazing Act of 2018.” Our adviser, **[Name of Faculty Adviser]**, will attend all the initiation activities to provide guidance and supervision.

For your review and consideration, we submit the following documentary requirements:

1. Application letter (IR_Form 1)
2. Accomplished Adviser’s Confirmation of Attendance (IR_Form 2)
3. Notarized Application Form to Conduct Initiation Rites (IR_Form 3).

Thank you.

Sincerely,

[Full Name of Organization Head]

Adviser, [Name of Organization]

Endorsed by:

[Full Name of Adviser]

Adviser, [Name of Organization]

ANNEX B: IR_Form2

[Date]

Dr. _____

Dean

University of the Philippines Tacloban College

Through: Dr. _____
Coordinator, Office of Student Affairs

Dear Dean _____:

This is to confirm that I, **[Full Name of Adviser]**, in my capacity as the adviser of **[Name of Organization]**, will attend all initiation activities to be conducted according to the following schedule:

Day	Date and Time	Venue
Day 1		
Day 2		
Day 3		

As the adviser, I understand my responsibility to ensure that all initiation activities abide by school policies and the Rules and Regulations in Implementing RA 11053 or the "Anti-Hazing Act of 2018." I affirm my commitment to oversee all the initiation activities and guide the organization's members and applicants throughout the process.

Sincerely,

[Full Name of Adviser]

Adviser, [Name of Organization]

ANNEX C: IR_Form3

APPLICATION FORM TO CONDUCT INITIATION RITES

- I. Name of the School-based Fraternity, Sorority, or Student Organization:

- II. Date, Exact Time, and Place of Initiation Rites (*The initiation rites shall not last for more than three (3) days and the venue shall be in the designated area(s) within UP Tacloban Campus*):

Day	Date and Time	Venue
Day 1		
Day 2		
Day 3		

- III. Complete name, age, sex, year level, and degree program of the recruits, neophytes, or applicants to be initiated:

	COMPLETE NAME	AGE	SEX		YEAR LEVEL	DEGREE PROGRAM
			M	F		
1.						
2.						
3.						
4.						
5.						
6.						
7.						

(Add rows if necessary)

- IV. Complete name, year level, degree program, and contact number of the incumbent officers of the school-based fraternity, sorority, or student organization:

	COMPLETE NAME	SEX		YEAR LEVEL	DEGREE PROGRAM	CONTACT NUMBER
		M	F			
1.						
2.						
3.						
4.						

(Add rows if necessary)

- V. Complete name, contact number, and affiliation of the persons who will take charge in the conduct of the initiation rites:

COMPLETE NAME	AFFILIATION TO THE ORGANIZATION (e.g. officer, member)	CONTACT NUMBER
1.		
2.		
3.		
4.		
5.		

(Add rows if necessary)

VI. Program of Activities

Day 1: [Date and Venue]

Time	Activity	Procedure (How will the activities be conducted?)

(Add rows if necessary)

Day 2: [Date and Venue]

Time	Activity	Procedure (How will the activities be conducted?)

(Add rows if necessary)

Day 3: [Date and Venue]

Time	Activity	Procedure (How will the activities be conducted?)

(Add rows if necessary)

UNDERTAKING

I/We _____,
hereby undertake that no harm of any kind shall be committed by anybody during
the initiation rites. The initiation rites shall be conducted on _____ until
_____ which shall not last for more than three (3) days.

Attached herewith are the Medical Certificates of the recruits, neophytes,
or applicants to be initiated (*in cases where it involves physical activity*) and the
final program of activities of the initiation rites.

DECLARATION

I, _____, do hereby declare that the

(Complete Name)
(Name of Fraternity, Sorority, or Organization)
has posted its application to conduct initiation rites for the AY _____ in
our official bulletin board and in the OSA-designated bulletin boards within UP
Tacloban College.

**Signature over printed name of the President of the School-based
Fraternity, Sorority, or Organization or his/her authorized representative/s**

SUBSCRIBED AND SWORN to before me this ____ of
_____ at _____, affiant exhibiting to me
his/her/their competent proof of identity with No. _____ issued on
_____.

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____.

ANNEX D: IR_Form4

INITIATION RITES COMPLIANCE REPORT

Name of

Organization: _____

Date of Activity: _____

Venue: _____

I. Summary of Participants

Number of Members Present	
Number of Applicants Present	
Total Number of Participants	

II. Compliance Checklist *(Adapted from University of Colorado Boulder)*

- The initiation rite was conducted on the approved date and venue.
- The faculty adviser attended all the activities during the initiation rite.
- The approved program of activities was followed.
- All applicants attended the orientation and participated in all the planned activities during the initiation rite.
- No applicant was subjected to physical harm, including but not limited to slapping, paddling, beating, whipping, forced exercise, or other forms of assault.
- No applicant experienced cigarette burning, branding, or similar harmful acts.
- No applicant was subjected to water intoxication
- No applicant was subjected to food and water deprivation.
- No applicant was exposed to extreme heat, rain, or cold weather without appropriate protection.
- No applicant was forced to consume alcohol, drugs, or any vile substances or concoctions during the initiation rites.
- No applicant was forced to eat or drink unsafe, inedible, or unhygienic substances, such as banana peel, uncooked food, spoiled food, or other harmful items.
- No applicant was subjected to verbal abuse, threats, intimidation, humiliation, or degrading tasks that may cause psychological harm or emotional distress.
- No foul language, derogatory remarks, or hurtful expressions were used throughout the initiation rite.
- No applicant was threatened or forced to perform demeaning tasks, including but not limited to wearing embarrassing clothing, performing humiliating skits or dances, and kneeling or other degrading physical positions.

- No applicant was asked to perform personal service to members, such as carrying bags and other errands.
- No applicant was forced to inflict physical harm on other applicants or animals.
- No applicant was compelled to commit illegal or unethical acts, such as stealing.
- No applicant was subjected to sexual harassment or any acts of sexual hazing, such as forced nudity, inappropriate touching, sexual assault, or coerced sexual acts.
- No applicant was subjected to acts of bondage or restraint.
- No applicant was placed in harm's way through abduction-style activities or abandonment
- No applicant was injured or harmed during the initiation rite.

III. Remarks

- No acts of hazing were committed during the initiation rite.
- No violations against school policies were committed during the initiation rite.
- The initiation rite was peacefully conducted.

Other Remarks:

IV. Attachments

- Attendance Sheet
- Photo Documentation

Monitored By:

School Representative's Name and Signature

Date: _____

H. UP Privacy Notice For Students Policy

To exercise and safeguard academic freedom and uphold your right to quality education, the University of the Philippines needs to process your personal and sensitive personal information—that is, information that identifies you as an individual.

UP is committed to comply with the Philippine Data Privacy Act of 2012 (DPA) <http://www.ofcialgazette.gov.ph/2012/08/15/republic-act-no-10173/> in order to protect your right to data privacy.

This notice explains in general terms the purpose and legal basis for the processing of the typical or usual examples of personal and sensitive personal information that UP collects from students like you, the measures in place to protect your data privacy and the rights that you may exercise in relation to such information. Please note that this document does not contain an exhaustive list of all of UP's processing systems as well as the purpose and legal basis for processing.

Under the DPA, personal information may be processed (e.g. collected, used, stored, disclosed, etc.) with the consent of the data subject, pursuant to a contract with the data subject; when it is necessary in order for UP to comply with a legal obligation; to protect your vitally important interests including life and health; respond to a national emergency, public order, and safety; fulfill the functions of public authority or pursuant to the legitimate interests of the University or a third party; except where such interests are overridden by your fundamental rights.

Sensitive personal information (e.g. confidential educational records, age/birthdate, civil status, health, religious affiliation etc.) on the other hand may be processed with the consent of the data subject, when such is allowed by laws and regulations, such regulatory enactments provide for the protection of such information, and the consent of the data subject is not required for such law or regulation.

For example, under the Education Act of 1982, parents have the right to access the educational records of children who are under their parental responsibility. Processing may also be done when needed to protect the life and health of the data subject or another person, and the data subject is unable to legally or physically express consent; in the case of medical treatment; or needed for the protection of lawful rights

and interests of natural or legal persons in court proceedings; and for the establishment, exercise or defense of legal claims; or where provided to government or public authority.

The term UP/University/us refers to the University of the Philippines System and Constituent University (CU) offices.

The term you/your refers to all students of the University of the Philippines System, as well as those seeking to be admitted to the University (except for those seeking admission through the UPCAT who are covered by the UP Privacy Notice for UPCAT applicants) and, where the context so indicates, in the case of minors, their parents or guardians who also sign registration related and other forms that students fill out, such as leave of absence and scholarship application forms.

Personal Information Collected from Students, and the Purpose and Legal Basis for Collecting this Information

Various UP offices collect your personal information through paper-based and online processing systems. UP may likewise collect publicly available information about you. Some application forms require you to provide a photograph. In some instances, your image is captured by UP's closed-circuit television (CCTV) cameras, or when UP documents, records, broadcasts (including live streaming), or publishes University activities or events.

When you applied for admission to UP you provided us, through the forms you submitted and signed (and in the case of minors that your parents/guardians also signed), among others, your name, sex assigned at birth, date and place of birth, civil status, citizenship, your photograph, information about your family (names of your parents, their citizenship, civil status), your signature and other personal information that we use, along with other documents you provide us (e.g. information contained in educational records) to be able to verify your identity in the course of determining your eligibility to enroll in UP. We require you to attest that the information that you provided us is true and correct as we also use the information in order to prevent the commission of fraud. Such processing is necessary for compliance with our legal obligation as a publicly funded University and to uphold our legitimate interest as an educational institution as well as that of taxpayers. When you provide UP with the personal and sensitive personal information of third parties you warrant that you have obtained their consent for UP to process their

information.

In the case of students who were admitted through the UPCAT, you also provided the highest educational attainment and occupation of your parents as well as your family's annual household income. UP processed that information along with your permanent address and other information (e.g. grades) as the selection of campus qualifiers also considers socioeconomic and geographic factors as explained in the UPCAT Bulletin. Such processing is pursuant to Section 9 of RA 9500 which requires UP to take affirmative steps to enhance the access of disadvantaged students to the University's programs and services.

Non-Filipino citizens seeking admission to the University are required to provide personal and sensitive personal information in order for UP to ascertain that their admission and enrollment is allowed under applicable Philippine laws, rules and regulations, and University rules and procedures.

In order for UP to exercise its right to academic freedom and to uphold academic standards under its Charter it processes the educational records and other personal information provided by prospective students to determine their eligibility to enroll.

UP processes your personal and sensitive personal information, in the course of fulfilling its obligation, to provide you quality education by exercising its right to academic freedom, and upholding academic standards, when the University's duly authorized personnel process your enrollment; evaluate the work that you submit in fulfillment of your academic requirements and give you grades; act on your applications for change of matriculation, dropping, leave of absence and the like; determine your academic progress and compliance with the University's retention and other rules; evaluate and recommend you for graduation; act on appeals on such matters; and, in the event you are qualified under the rules, recommend that you be awarded honors upon your graduation.

Aside from sensitive personal information in the form of grades, you also provide UP with health information as part of the admission and registration processes so that the University may determine your physical fitness to enroll; and be able to provide you with the proper care when you avail of UP's health services; or in case of an emergency; or in compliance with University rules that are meant to uphold academic standards (e.g., submission of medical certificates in order for your

absences to be excused, for you to drop a subject, go on leave of absence, or justify underloading in an appeal to graduate with honors, etc.).

UP processes information regarding your religious affiliation in the course of verifying your identity (e.g. offices match information in your birth certificate and school records provided to us etc.) to conduct research to see to it that we uphold the principle of democratic access; and that, as a non-sectarian institution, we do not discriminate on the basis of religious creed; and to uphold your right to freedom of religion (e.g. by providing you with services that are consistent with your beliefs in relation to your health needs and food preparation, etc.).

The University may process your personal and sensitive personal information in order to compile statistics and conduct research, subject to the provisions of the DPA and applicable research ethics guidelines, in order to carry out its mandate as the National University.

Contact information is processed by UP in order to be able to communicate effectively with you, and to enable us to contact your family or other people you identify, in the case of an emergency. For example, UP offices or your teachers may use the information generated by the applicable registration system in order to contact you via email or via a messaging system for class related and other academic matters, as well as UP related activities and information. UP may also contact you in order to solicit your consent to participate in academic or non-commercial research.

In some instances, because UP is aware that not all students have access to the Internet at all times, or that you may have failed to update email or contact details, UP may inform you of the need to contact certain UP offices, or to submit certain requirements by a certain date, or otherwise disseminate information that you need to know by posting your name or other relevant personal information on UP bulletin boards. In the case of email correspondence, your email address may be disclosed to other members of the class so that other students to whom you may have disclosed your new email address, or other contact details, will be able to relay email messages to you.

UP processes personal and sensitive personal information, and, in particular, financial information related to your studies, in order to administer State-funded and privately financed scholarships, as well as

grants or other forms of assistance, pursuant to its contractual or legal obligations as part of the University's legitimate interests and that of taxpayers, as well as relevant third parties, such as donors or sponsors.

Your personal and sensitive personal information may also be processed in order for UP to provide you with services, such as the issuance of your ID card, stickers or gate passes, library, dormitory, health, counseling and guidance services and the like; facilitate the processing of applications for insurance and insurance claims; determine whether the student organization or association to which you belong may be recognized and given access to University services, etc., to enable your participation in student elections, exchange programs, internships, training programs, conferences, etc.; administer scholarships, grants and other forms of assistance, pursuant to UP's contractual or legal obligations; or to protect your vitally important interests.

CCTVs and other security measures which may involve the processing of your personal information are intended to protect your vitally important interests, for public order and safety, and pursuant to the University's and the public's legitimate interests. UP processes personal and sensitive personal information in order to comply with its duty as an academic institution to exercise due diligence to prevent harm or injury to you or others.

You may also be required to present your UP ID when you avail of University services, or when you request documents containing your personal and sensitive personal information.

If you request such information through a representative, UP will require that you provide a letter of authorization specifying the information or document requested, the purpose(s) for which the same will be used, and the presentation of your UP ID or other valid government-issued identification card (GIID), as well the GIID of your duly authorized representative, in order for UP to see to it that fraud is prevented, and your right to data privacy is upheld.

UP will process your name, student number and photograph in order to issue your UP radio-frequency enabled identification (RFID). A unique, randomly generated number, as well as your student number, will be encoded in the RFID tag or chip of your UP ID such that these will be the only information that can be read by a compatible RFID reader.

UP, using its RFID readers, will process the above-mentioned information when you tap or wave your UP ID card in close proximity to such readers in order to:

- a. regulate access to libraries and other University buildings in order to supplement other existing security measures in place;
- b. provide you with RFID enabled services in UP offices where these are applicable or available; and
- c. provide benefits to qualified students pursuant to the UP Charter and relevant internal rules.

UP has a legitimate interest in securing the UP community, its buildings and other assets and adopting means in order to provide services in a more efficient manner. UP is also required under its Charter to adopt measures in order to provide democratic access to its services. Rest assured that the University will process the above UP RFID information only for legitimate purposes, and for such periods allowed by the DPA and other applicable laws. UP has adopted appropriate measures to safeguard your right to data privacy over your above-mentioned information.

The University provides for the secure processing and, when applicable, secure archival of the educational record and other relevant personal information of its students that are needed to verify their identity so that UP will be able to provide the proper transcripts, certifications, and other documents that current or former students or alumni may request as required by the Education Act of 1982, and comply with obligations to the UP Alumni Association under the UP Charter and University rules, as well as for historical and research purposes as permitted by law. The relevant application forms and supporting documents submitted by those who are not qualified to enroll in UP, including those who are not accepted as shiftees or transferees, as well as qualified applicants who do not thereafter enroll in UP are securely disposed of within a reasonable period of time as determined by the University pursuant to applicable laws and regulations.

Instances When Your Relevant Personal and/or Sensitive Personal Information May Be Disclosed by up to Third Parties and the Purpose/s and Legal\Basis for Such Disclosures

The University will disclose or share your relevant personal and/or sensitive personal information to third parties in order to carry out its mandate as an academic institution, comply with legal obligations,

perform its contractual obligations to you, promote and protect your interests, and in order to pursue its legitimate interests or that of a third party. UP discloses such information when required or allowed by law, or with your consent. Examples of these include:

- a. posting the list of students qualified to enroll in UP as well as waitlisted applicants online or on bulletin boards pursuant to its functions under its Charter, and for transparency in the admissions process;
- b. submission of information required by the UNIFAST Board and the Commission on Higher Education in order to implement the Universal Access to Quality Tertiary Education Act of 2017 (RA 10931) <http://www.ofcialgazette.gov.ph/2017/08/03/republic-act-no-10931/>) and the UNIFAST Act (RA 10687) <http://www.ofcialgazette.gov.ph/2015/10/15/republic-act-no-10687/>;
- c. disclosure of information to the proper bodies to enable you to take licensure, board, bar examinations and the like;
- d. information sharing with the UP Alumni Association in order for UP to comply with its mandate under the UP Charter.
- e. disclosure of your personal and/or sensitive personal information to relevant third parties in order for UP to respond to an emergency and comply with its duty to exercise due diligence to prevent harm or injury to you and/or others;
- f. disclosure of your personal and/or sensitive personal information in compliance with University policies, rules and processes adopted pursuant to the UP Charter, or with your consent, in order to uphold or promote your interest and/or the principle of transparency, promote the legitimate interests of the University or third parties, such as in relation to the processing of applications for leave of absence; the conduct of student elections (e.g. posting of list of candidates and results); disclosures contained in the minutes of University bodies such as the Board of Regents in connection with graduation, student discipline, and the like;
- g. providing information pursuant to the provisions of the Data Privacy Act or other applicable laws, and lawful orders or processes issued by government agencies, courts, and law enforcement agencies.
- h. disclosures to enable UP to participate in university ranking exercises and other similar activities;
- i. sharing personal and sensitive personal information with your parent(s)/ guardian/spouse, or other next of kin, in order to

- promote your best interests as required by law, or when necessary in order for the University to respond to an emergency, uphold your vitally important interests, or to prevent harm to you and/or others, or with your consent;
- j. disclosures for your benefit, or in support of your interests, such as those intended to enable you to participate in exchange programs, conferences, trainings and the like, academic, athletic and other similar competitions or events; to apply for, receive and comply with terms and conditions of scholarships, grants and other forms of assistance; to be granted Civil Service eligibility based on Latin honors under PD 907 or in relation to internship, employment or other career opportunities with your consent;
 - k. disclosures to recognize your achievements such as through the publication and distribution of the commencement program, and other materials containing the names of graduates, their respective courses/certificates and honors received, or sharing of relevant information with honor societies or entities that confer awards with your consent;
 - l. information that we share with third parties who process your information in order to provide products or services to you or UP (e.g. cloud service providers) for registration systems that contain your enrollment information and grades, email providers, entities that provide insurance, process your UP ID and the like for which we require your consent. Unless your consent is given, it will not be possible for such products or services to be provided to you;
 - m. in the exercise of the sound discretion of UP pursuant to its mandate as a research university we may share your name, email, and other relevant personal information, with your consent, with researchers conducting academic or non-commercial research who have put in place applicable measures required by ethical guidelines and the DPA to uphold your privacy so that they can solicit your consent to participate in research;
 - n. news or feature articles about your achievements, awards received, research and public service activities and the like in University publications, websites or social media posts, disclosures that the University may make in the exercise of its sound discretion in response to inquiries from the press, or press releases and other similar disclosures for journalistic purposes, as allowed by the DPA, or with your consent;
 - o. publishing, broadcasting or live streaming of University activities or events pursuant to the legitimate interests of the University and third parties or for journalistic purposes, as allowed by the DPA;

- p. other instances analogous to the foregoing.

Where applicable, UP will take reasonable steps to require third parties who receive your information to uphold your right to data privacy.

How UP Protects Your Personal Information

Even prior to the effectivity of the DPA, UP put in place physical, organizational and technical measures to protect your right to privacy and is committed to reviewing and improving the same, so as to be able to comply, among others, with its obligations under the applicable provisions of the Education Act of 1982, which require us to keep your educational records confidential. You may wish, for instance, to read UP's Acceptable Use Policy for Information Technology (IT) Resources (AUP).

From time to time UP posts information on relevant sites and sends emails that explain how you can secure and maintain the confidentiality of your personal information.

UP System and CU offices are permitted by the DPA and other laws to share information with each other for the purpose of carrying out the mandate of UP pursuant to the Constitution, its Charter and other applicable laws. For instance, the UP System Office of Admissions transmits or shares your relevant information to the proper CU Registrar. Registrars disclose or share information required by System officials or officers such as the Board of Regents, the UP President, the Executive Vice President, the Vice Presidents, the Secretary of the University, or the Office of Alumni Relations, to carry out their respective functions. Rest assured that UP officials and personnel in such offices are allowed to process your personal and sensitive personal information only when such processing is part of their official duties. This is enforced in the case of ICT-based processing systems (e.g. SAIS, CRS etc.) by assigning access to modules (e.g. to give grades, enlist, give advice, or tag students as ineligible, etc.) based on the official functions of said UP personnel.

Access to and Correction of Your Personal and Sensitive Personal Information and Your Rights under the DPA

You have the right to access personal and sensitive personal information being processed by UP about you. You may access your personal and sensitive personal information, for instance, through UP's

information systems such as SAIS or CRS or request documents from relevant offices (e.g. the University Registrar or your College Secretary).

In order for UP to see to it that your personal and sensitive personal information are disclosed only to you, these offices will require the presentation of your UP ID or other documents that will enable UP to verify your identity. In case you process or request documents through a representative, in order to protect your privacy, UP requires you to provide a letter of authorization specifying the purpose for the request of documents or the processing of information, and your UP ID or other valid government-issued ID (GIID), as well as the valid GIID of your representative.

As mentioned above, UP requires you to provide correct information. In the event that your information needs to be updated please follow the instructions found in the relevant website, or kindly get in touch with the proper University office(s). Please note that the correction of grades is subject to University rules and procedures.

Aside from the right to access and correct your personal data, you have the following rights subject to the conditions and limitations provided under the DPA and other applicable laws and regulations:

- a. The right to be informed about the processing of your personal data through this and other applicable privacy notices.
- b. The right to object to the processing of your personal data, to suspend, withdraw or order the blocking, removal or destruction thereof from our filing system. Kindly note however that, as mentioned above, there are various instances when the processing of personal data you have provided is necessary for us to comply with UP's mandate, statutory and regulatory requirements, or is processed using a lawful basis other than consent. In the case of your UP ID it is your duty to immediately report the loss of such a card to your University Registrar and the UP ITDC so that UP can prevent the unauthorized use of the same.
- c. The right to receive, pursuant to a valid decision, damages due to the inaccurate, incomplete, outdated, false, unlawfully obtained, or unauthorized use of personal data, taking into account any violation of your rights and freedoms as a data subject and
- d. The right to lodge a complaint before the National Privacy Commission provided that you first exhaust administrative

remedies by filing a request with the proper offices or a complaint with the proper DPO through the email address indicated below regarding the processing of your information, or the handling of your requests for access, correction, blocking of the processing of your personal data and the like.

How We Obtain Your Consent and How You Can Withdraw Consent

UP obtains your consent for the processing of your personal and sensitive personal information pursuant to this privacy notice by asking you to sign the relevant form. If you are a minor, we will require your parent or guardian to sign the proper form. If you wish to withdraw consent, kindly write or send an email to your University Registrar at (please insert applicable email address) and identify the processing activity for which you are withdrawing consent. Please attach a copy of your UP ID so that the Registrar will be able to verify your identity. Note that consent may be withdrawn only for a processing activity/ies for which consent is the only applicable lawful ground for such processing. Kindly await your Registrar's action regarding your request. Rest assured that once your Registrar confirms that you have validly withdrawn consent for a processing activity/ies the same shall be effective unless you thereafter send a letter or email to the Registrar with a copy of your ID that you are consenting to such processing activity/ies.

Privacy Notice for Classes and Other Class-related Activities Conducted via Video Conference Applications

Attendance may be checked by using the app's module for generating meeting reports. Such reports contain your name, email address and attendance status. Personal data are collected to verify your identity and prevent fraud.

During classes and related activities using video conference applications the following personal information may be collected and processed: your name, image, voice, personal views and opinions, answers to polls, and coursework, including files, presentations and other materials that you share during the session, to which you may claim copyright and other similar relevant information.

Your teacher may, with your consent, record class sessions. Such recordings may be made for the following purposes: to enable you or other class members, including those unable to attend the session in real

time, to view or review the session to support learning; to enable your teachers to review sessions to improve teaching; and for UP to conduct research and assessment and perform its functions as an academic institution.

When your participation or contribution in such class session is not being evaluated, you may be advised by your teacher to turn your video and audio off and participate or ask questions through chat or email in order to minimize the processing of your personal information. Please minimize the processing of personal information about you and other people who may be in the area when you are in a video conference session by using a virtual background and informing others that you are attending a class via video conference so that their personal information will not be inadvertently recorded during such session.

In other instances, recordings of the sessions will allow your teachers to document, review and monitor your performance, proctor online examinations, and give feedback and grades.

Authorized personnel of IT offices may process user information and related information and statistics about meetings such as if audio, video, screen sharing and recording were being used, network quality information, etc. in order to provide technical support and advisories for users, information for administrators and to perform the functions of their office.

UP may also process your personal data for purposes allowed by the DPA and other applicable laws, including the following:

- a. To compile statistics and conduct research, subject to applicable research ethics guidelines;
- b. To carry out its mandate as the National University;
- c. To comply with other applicable statutory and regulatory requirements, including directives, issuances by, or obligations of UP to any competent authority, regulator, enforcement agency, court, or quasi-judicial body;
- d. To establish, exercise, or defend legal claims; and
- d. To fulfill other purposes directly related to the above-stated purposes.

UP processes your personal data through Zoom and other officially approved video conferencing applications in order to fulfill contractual obligations to you, comply with legal obligations, pursue its

legitimate interests and carry out its functions as public authority, including the right and responsibility to exercise academic freedom pursuant to the Constitution, the UP Charter and other applicable laws and regulations.

UP, through your teachers and with your cooperation, will provide for the secure processing of your personal data during video conference sessions, storage and deletion of attendance rosters and recordings. Your personal data shall be securely kept for as long as the above purposes for processing such data exist, in order to establish or defend legal claims, or as otherwise allowed or required by the DPA and other applicable laws and issuances.

Instances When Your Personal Data May Be Disclosed to Third Parties and the Purpose and Legal Basis for Such Disclosures

As stated above, recorded class sessions which may contain your personal data may be made available to you and members of the same class such as those unable to attend in real time because of connectivity problems to enable you and the class to view or review the session. Such disclosure in support of student learning is made pursuant to the performance of the University of its academic functions and its legitimate interests.

Such recordings are made available to you only for your personal use and solely for the purpose of supporting your learning. You are not permitted to record or take screenshots of such sessions, post or share the same without the consent of your teacher and persons whose personal data are processed in such sessions. Such consent must be in written, electronic or recorded form.

Note that unauthorized processing of personal information is a punishable offense under the Philippine Data Privacy Act, other applicable laws and UP regulations.

On the other hand, your teacher must seek your consent (or that of your parents or guardian if you are a minor) in making available recorded class sessions containing your personal data to other classes or other audiences through a separate email or other equivalent means. Consent must be in written, electronic or recorded form. If you wish to withdraw consent, write or send an email to your teacher, identifying the processing activity for which you are withdrawing consent

and attach a copy of your UP ID. Note that consent may be withdrawn only for a processing activity/ies for which consent is the sole applicable lawful ground for such processing.

Disclosures may also be made by UP in order to comply with lawful orders of public authorities, to establish, exercise, or defend legal claims; and to make disclosures that are otherwise permitted by the DPA and other applicable laws, rules and regulations.

Queries Regarding Data Privacy

For queries, comments or suggestions regarding this System-wide privacy notice, please contact the University of the Philippines System Data Protection Officer through the following:

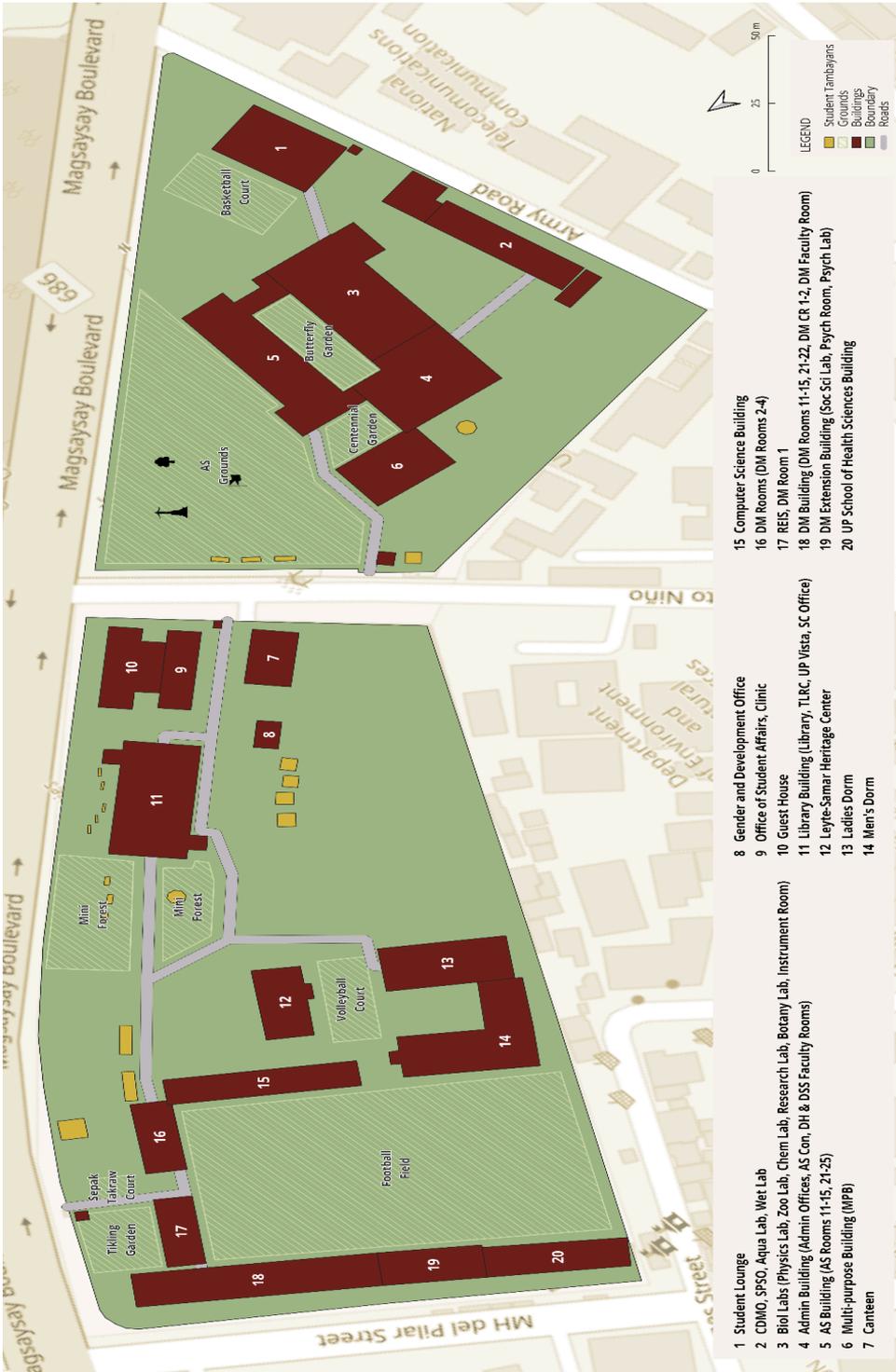
a. Via post:

c/o the Office of the President
2F North Wing Quezon Hall
(Admin Building) University Avenue,
UP Diliman, Quezon City 1101 Philippines
b. Through the following
landlines:
Phone | (632) 9280110; (632) 9818500 loc. 2521

b. Through email: dpo@up.edu.ph

ANNEXES

UP Tacloban Campus Guide



UPTC Directory

Executive Offices

Office of the Dean

Email: deansoffice.uptacloban@up.edu.ph

Phone: (053) 832-2897

Office of the Associate Dean for Academic Affairs

Email: adaa.uptacloban@up.edu.ph

Office of the Associate Dean for Administration

Email: ada.uptacloban@up.edu.ph

Academic Divisions

Division of Humanities

Email: dh.uptacloban@up.edu.ph

Phone: (053) 832-2939

Division of Management

Email: dm.uptacloban@up.edu.ph

Phone: (053) 832-3039

Division of Natural Sciences and Mathematics

Email: dnsn.uptacloban@up.edu.ph

Division of Social Sciences

Email: dss.uptacloban@up.edu.ph

Phone: (053) 832-2878

Academic and Student Support Units

Office of the College Secretary

Email: ocs.uptacloban@up.edu.ph

Phone: (053) 832-2897

Office of Student Affairs

Email: osa.uptacloban@up.edu.ph

Phone: (053) 832-3045

Guidance Counseling and Testing Services

Email: gcts.osa.uptacloban@up.edu.ph

Student Financial Assistance

Email: sfa.osa.uptacloban@up.edu.ph

Student Organization and Activities

Email: soa.osa.uptacloban@up.edu.ph

Dormitory

Email: dormitory.osa.uptacloban@up.edu.ph

National Service Training Program

Email: nstp.uptacloban@up.edu.ph

Teaching and Learning Resource Center

Email: tlrc.uptacloban@up.edu.ph

Phone: (053) 832-7278

Learning Management System Help Desk

Email: lms.uptacloban@up.edu.ph

College Library

Email: library.uptacloban@up.edu.ph

Phone: (053) 325-6132; (053) 325-3537

Other Units

Gender and Development and Office

Email: gdp.uptacloban@up.edu.ph

Office of Anti-Sexual Harassment

Email: oash.uptacloban@up.edu.ph

Office of Research Coordination

Email: orc.uptacloban@up.edu.ph

Leyte Samar Heritage Center

Email: lshc.uptacloban@up.edu.ph

Regional Environmental Information Systems Program
Email: reis.uptacloban@up.edu.ph

Sentro ng Wikang Filipino
Email: sfw.uptacloban@up.edu.ph

Ugnayan ng Pahinungod
Email: pahinungod.uptacloban@up.edu.ph
Phone: (033) 315-9631-32 loc 421

Information Office
Email: information.uptacloban@up.edu.ph

Administrative Support Units

Accounting Office
Email: accounting.uptacloban@up.edu.ph
Phone: (053) 832-2935

Budget Office
Email: budget.uptacloban@up.edu.ph

Campus Development and Maintenance Office
Email: cdmo.uptacloban@up.edu.ph
Phone: (053) 321-8087

Cash Office
Email: cash.uptacloban@up.edu.ph
Phone: (053) 325-3606

Office of the System Administrator
Email: sysad.uptacloban@up.edu.ph

Supply and Property Services Office
Email: spmo.uptacloban@up.edu.ph
Phone: (053) 325-2270

Health Services Unit

Email: hsu.uptacloban@up.edu.ph

Phone: (053) 832-3045

Human Resources Development Office

Email: hrdo.uptacloban@up.edu.ph

Phone: (053) 832-2932

Security Services Office

Email: security.uptacloban@up.edu.ph

Phone: +639951190019; +63981634760

Emergency Hotlines

Tacloban City Police Office _____	+639176316756
Police Precinct 1 Tacloban City Proper _____	+639176317752
Police Precinct 1 Tacloban City Proper _____	+639363707579
Tacloban City Fire Station _____	+639166157156
Tacloban City Rescue Unit _____	+639298800245;
Tacloban City Disaster Risk Management Office _____	+639298799332 +639064572852
Tacloban City Health Office _____	+639776887504
Tacloban City Health Emergency _____	+639273732694

Hospitals

Eastern Visayas Medical Center _____	+639773460358
St. Paul's Hospital _____	+639091233340
United Shalom Hospital _____	(053) 888-1029
Ace Medical Center _____	+639997204272

UPTC Academic Calendar

UNIVERSITY OF THE PHILIPPINES TACLOBAN COLLEGE ACADEMIC CALENDAR 2025-2026

	FIRST SEMESTER (Aug-Dec, 2025)	SECOND SEMESTER (Jan-May, 2026)	MIDYEAR (May-Jul, 2026)
Last day for non-degree/second degree/transfer students to file application for admission	Mon, 07 Jul		
Removal examination period	Mon, 21 Jul – Fri, 01 Aug	Fri, 02 Jan – Fri, 09 Jan	
Medical examination New freshmen New graduate/diploma students	Tue, 01 July – Wed, 23 Jul		
ADVANCE REGISTRATION FOR FRESHMEN	Mon, 28 Jul – Fri, 01 Aug		
Deadline for filing application for re-admission/ extension of MRR/waiver of MRR	Mon, 07 Jul	Fri, 05 Dec	Wed, 22 Apr
COMMITTEE ON STUDENT ADMISSIONS PROGRESS, & GRADUATION (CSAPG) Meetings Midyear AY 2024-2025 First Semester AY 2025-2026 Second Semester AY 2025-2026	Fri, 05 Sep	Fri, 06 Feb	Fri, 29 May
REGISTRATION PERIOD Freshmen	Mon, 04 Aug		
Graduating Students	Tue, 05 Aug	Tue, 06 Jan	
All other students including cross-registrants/ Non-Degree/Special/Foreign/Exchange students	Wed, 06 Aug – Fri, 08 Aug	Wed, 07 Jan – Mon, 12 Jan	Mon, 25 May – Tue, 26 May
START OF CLASSES	Mon, 11 Aug	Thu, 15 Jan	Thu, 28 May
Last day of withdrawal of enlistment	Fri, 05 Sep	Thu, 12 Feb	
Change of matriculation deadline	Fri, 15 Aug	Mon, 19 Jan	
UP Foundation Day UP Tacloban Founding Anniversary			Thu, 18 Jun Sat, 23 May
Deadline for filing application for the UP College Admission Test (UPCAT) 2026	Mon, 31 Mar		
Deadline for students to file application for graduation	Tue, 26 Aug	Thu, 29 Jan	Thu, 11 Jun
UP College Admission Test (UPCAT) 2026	Sat, 2 Aug – Sun, 03 Aug		
Lenten break (<i>for students only</i>)		Thu, 02 Apr – Sat, 04 Apr	
Midsemester	Fri, 03 Oct	Mon, 09 Mar	Mon, 15 Jun
Deadline for Graduating Students to Clear Previous Deficiencies	Fri, 24 Oct	Tue, 31 Mar	Wed, 10 Jun
Deadline for Dropping Subjects	Mon, 03 Nov	Tue, 07 Apr	Tue, 23 Jun
Deadline for Filing Leave of Absence	Fri, 14 Nov	Tue, 21 Apr	
END OF CLASSES	Fri, 28 Nov	Tue, 05 May	Wed, 01 Jul
Integration Period	Sat, 29 Nov	Wed, 06 May	Thu, 02 Jul
FINAL EXAMINATIONS Graduating Students Other Students	Mon, 01 Dec Tue, 02 Dec – Tue, 09 Dec	Thu, 07 May Fri, 08 May – Thu, 14 May	Fri, 03 Jul – Mon, 06 Jul
DEADLINE FOR GRADE SUBMISSION Graduating Students Other Students	Mon, 08 Dec Tue, 16 Dec	Thu, 14 May Fri, 22 May	Thu, 09 Jul
Christmas Vacation	Wed, 10 Dec – Fri, 02 Jan		
University Council Curriculum Committee Meeting	Wed, 20 Aug	Wed, 21 Jan	Wed, 06 May
College faculty meeting to approve candidates for graduation Midyear AY 2024-2025 First Semester AY 2025-2026 Second Semester AY 2025-2026	Wed, 03 Sep	Wed, 04 Feb	Thu, 28 May
University Council Executive Committee Meeting Midyear AY 2024-2025 First Semester AY 2025-2026 Second Semester AY 2025-2026	Wed, 10 Sep	Wed, 11 Feb	Mon, 01 Jun
University Council Meeting to recommend the list of candidates for graduation for BOR approval Midyear AY 2024-2025 First Semester AY 2025-2026 Second Semester AY 2025-2026	Wed, 17 Sep	Wed, 18 Feb	Wed, 03 Jun
COMMENCEMENT EXERCISES			Thu, 02 Jul



UP NAMING MAHAL

UP naming mahal
Pamantasang hirang
Ang tinig namin
Sana'y inyong dinggin
Malayong lupain
Amin mang marating
Di rin magbabago ang damdamin
Di rin magbabago ang damdamin
Luntian at pula
Sagisag magpakailan man
Ating ipagdiwang
Bulwagan ng dangal
Humayo't itanghal
Giting at tapang
Mabuhay ang pag-asa ng bayan
Mabuhay ang pag-asa ng bayan